

**FLORIDA
METROPOLITAN
UNIVERSITY**

**1997-98 CATALOG
ORLANDO COLLEGE,
SOUTH**

FMU0398

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



FLORIDA METROPOLITAN UNIVERSITY

CAMPUS LOCATIONS

FORT LAUDERDALE COLLEGE

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

ORLANDO COLLEGE, MELBOURNE

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

ORLANDO COLLEGE, NORTH

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

ORLANDO COLLEGE, SOUTH

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

TAMPA COLLEGE

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

TAMPA COLLEGE, BRANDON

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

TAMPA COLLEGE, LAKELAND

995 East Memorial Boulevard - Lakeland, Florida 33801
(941) 686-1444; Fax (941) 688-9881

TAMPA COLLEGE, PINELLAS

2471 McMullen Booth Road - Clearwater, Florida 33759
(813) 725-2688; Fax (813) 796-3722

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

CHANCELLOR'S MESSAGE

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

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

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

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

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

Daniel F. Moore
Chancellor

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GENERAL INFORMATION

STATEMENT OF PURPOSE

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

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

HISTORY

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

Tampa College's founding is traced to 1890 in Tampa, making that group the oldest business college in the state. Orlando College was established in Orlando in 1953 as Jones College, Orlando, and in 1981, the College became Orlando College. A branch campus of Orlando College was established in June, 1995 at the Melbourne site.

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

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

UNIVERSITY MISSION

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

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

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

are by the American Association of Medical Assistants (Orlando, Melbourne) and the National Court Reporters Association (Orlando, North). For more information, contact the specific campus.

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

PHYSICAL FACILITIES

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

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

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

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

Housing

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

STATEMENT OF NON-DISCRIMINATION

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

FAMILIARITY WITH UNIVERSITY REGULATIONS

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

RESERVATIONS AS TO PROGRAMS AND CHARGES

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

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

STUDENT CONDUCT

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

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

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

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

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

GRADUATION

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

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

Graduation With Honors

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

Transfer To Other Colleges

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

DRESS

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

TELEPHONES

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

STATEMENT OF FINANCIAL OBLIGATION

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

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

- Graduation evaluation fee for undergraduate programs. \$35
- Graduation evaluation fee for graduate programs. \$45
- Duplicate diploma. \$25
- Returned check penalty, each item. \$10
- Proficiency Examination fee. \$40 Non-refundable fee assessed for each special proficiency examination. In addition the student must pay one-half the prorata credit hour rate to have academic credit for proficiency exams posted to the transcript (cannot be paid from Title IV financial aid funds).
- Graduate Culmination fee. \$200 Assessed to the graduate student at time of thesis/practicum submission, comprehensive exam administration, or externship placement.
- Experiential Learning Evaluation fee. \$20 Assessed to process each course for which credit is sought under life experience, payable upon portfolio submission.
- Experiential Learning Course charges 75% of credit hour cost for the appropriate course (cannot be paid from Title IV financial aid funds).
- Technology Fee \$25 per quarter.
- Library Fee A fee of 25cents per day will be charged for each day an overdue library book is not returned. When a book is more than 30 days overdue, the student will be charged the replacement cost of the book.

GRIEVANCE POLICY

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

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

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

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

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

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

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

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

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

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

STUDENT CLASSIFICATIONS

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

- **Freshman** - A student who has earned through 48 quarter hours.
- **Sophomore** - A student who has earned 49-96 quarter hours.
- **Junior** - A student who has earned 97-144 quarter hours.
- **Senior** - A student who has earned 145-192 quarter hours.
- **Undergraduate** - Any student enrolled in an associate or baccalaureate degree program.
- **Graduate** - Any student enrolled in graduate courses who has been admitted to the graduate program.
- **Provisional Student** - A student enrolled in the graduate program who has not met the Regular Student enrollment requirements of the Graduate program. During provisional status, the student must complete 16 credits of graduate work at the minimum standards of progress of the graduate program. There is no provisional admission status at the undergraduate level.
- **Regular Status Student** - A degree-seeking undergraduate or graduate student who is determined to be making satisfactory progress toward his/her degree objective.
- **Non-Regular Status Student** - A student who is continued for a period of time not greater than 25% of his/her normal program length after s/he has been determined not to be making satisfactory progress. During this period, the student is not eligible for Federal financial aid and will be charged tuition and fees. Students who have entered non-regular status are not eligible for graduation (cannot receive a degree) for their programs, but can receive a certificate of completion for the courses they have satisfactorily completed.
- **Single Subject Student** - A student who has not enrolled into a specific degree program of study but who is taking courses at the University on a course-by-course basis. These students are not eligible to participate in Federal Title IV financial assistance programs.
- **Audit Student** - A student who is enrolled in courses for which s/he will earn no credit.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. - Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

CHILDREN ON CAMPUS

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

STUDENT ADVISING

Advising encompasses several important areas of student life. Academic advising is coordinated by the Academic Dean and includes satisfactory progress, attendance, and personal matters. The Registrar and Academic Department Chairs serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

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

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS - UNDERGRADUATE PROGRAMS

Graduation from high school or its equivalent is a prerequisite for admission to the University. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. All applicants are required to successfully complete an assessment examination. This standardized, nationally-normed test is administered by the college, and is designed to further ensure that the applicant has the skills necessary to pursue a college level program.

Transfer students who are high school graduates or GED holders (or other equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above referenced test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the above referenced test.

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

APPLICATION PROCEDURE FOR UNDERGRADUATE STUDENTS

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

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

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

In-House Credit By Examination

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of B or higher, proficiency examinations given by the University (see Tuition and Fees Schedules). Credit by examination may not be attempted for courses in which the student has previously enrolled. Only one attempt for credit by examination is allowed per course. Permission to take an examination is approved by the chair of the department and the academic dean.

Experiential Learning Evaluation

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

Directed Study

There may be times during the student's course of study that the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Department Chair and Academic Dean to complete a course through directed study. If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with syllabus, assignments and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus. Students will be permitted to earn no more than 25% of the total program credits using combined credits earned through directed study, proficiency examination and experiential learning. No more than eight (8) quarter credit hours earned through Directed Study may be applied to the major core of any associate degree, no more than sixteen (16) quarter credit hours may be applied to the major core of any bachelor's degree program, and no more than one (1) Directed Study course may be applied toward a Master's degree. In addition, students may not take more than one Directed Study course in a single academic term.

AUDITING COURSES

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

TEXTBOOKS

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

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at the University assumes a definite financial obligation. Each student is legally responsible for his or her own education expenses for the period of enrollment.

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

Need And Cost Of Attendance

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

SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

BORROWER RIGHTS AND BORROWER RESPONSIBILITIES

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

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

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

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

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

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

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

FINANCIAL AID PROGRAMS

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

Selection Of Eligible Applicants

In accordance with Federal Regulation 668.43(B)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

Federal Pell Grant

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

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

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

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

Federal Work-Study Program (FWS)

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

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

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

Subsidized Federal Stafford Loans

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

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

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

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

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

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

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

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

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

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

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

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans

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

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

REFUND DISTRIBUTION POLICY

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

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

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

REPAYMENT DISTRIBUTION

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

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

VETERAN'S ASSISTANCE PROGRAMS

Veteran Education and Employment Assistance Act of 1976 as Amended

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

War Orphan Educational Assistance

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

Vocational Rehabilitation for Veterans

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

REFUNDS

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

STATE REFUND POLICY (For All Students)

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

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

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

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

REFUNDS UNDER EXCEPTIONAL CIRCUMSTANCES

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

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

ACADEMIC INFORMATION

CANCELLATION OF CLASSES

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

DEFINITION OF CREDIT

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

GRADING SYSTEM AND PROGRESS REPORTS

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

ATTENDANCE POLICY

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the work place, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students who will be absent from classes are expected to contact the College to report their absence. If the student expects to be absent for more than two days, (s)he must call the Academic Dean or designee to discuss the reason for the absence.

Should a student's absences exceed 15 percent of the total hours that student is scheduled for a class or classes, the student will be placed on Attendance Warning for that class or classes. Should a student's absences exceed 20 percent of the total hours that student is scheduled for a class or classes, the student will be placed on Attendance Probation for that class or classes. While on Attendance Probation, the student is to meet with the Academic Dean or designee to discuss his/her attendance and academic progress in an effort to develop a plan to improve the student's overall performance. Should a student's absences exceed 25 percent of the total hours that student is scheduled for a class or classes, the student may be withdrawn from the class or classes if the instructor(s) and the Academic Dean concur that the student's academic performance is below the level to pass the course.

Students who fail to contact the Academic Dean or designee to discuss reasons for prolonged absence will be withdrawn from all classes if his/her class instructors and the Academic Dean concur that the student's academic performance is below the level required to pass the course

PRESIDENT'S HONOR ROLL AND DEAN'S LIST

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

UNDERGRADUATE ACADEMIC INFORMATION

ACADEMIC LOAD

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

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

REPEATING COURSES

An undergraduate student may repeat a course taken at the University in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be recomputed to count the last attempt only. All repeats will be charged at the student's current tuition rate.

LEAVE OF ABSENCE

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

ACADEMIC HONESTY

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

requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

Maximum Time In Which To Complete

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

Satisfactory Academic Progress Tables

48 QUARTER CREDIT PROGRAM

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

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

96 QUARTER CREDIT PROGRAM

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

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

126 QUARTER CREDIT PROGRAM

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

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

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

Appeals Procedures

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

Application Of Grades And Credits

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

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

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

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

Continuation As A Non-Regular Student

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

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

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

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

Cooperative Education Plan

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

Cooperative Education Credit

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

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

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

| | Parallel Work Courses | Credit Hours |
|----------|----------------------------|--------------|
| COE 2041 | Sophomore Parallel Work I | 4.0 |
| COE 2042 | Sophomore Parallel Work II | 4.0 |
| COE 3041 | Junior Parallel Work I | 4.0 |
| COE 3042 | Junior Parallel Work II | 4.0 |
| COE 4041 | Senior Parallel Work I | 4.0 |
| COE 4042 | Senior Parallel Work II | 4.0 |

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

TRANSCRIPTS

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

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

UNDERGRADUATE DEGREE PROGRAMS

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

GRADUATE PROGRAM ACADEMIC INFORMATION

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

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

DEGREES OFFERED

The University awards the Master of Business Administration Degree with several areas of concentration, the Master of Public Administration, the Executive M.B.A., and the Master of Science in Criminal Justice. Not all degrees are offered at all campus locations.

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

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

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

GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

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

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

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

Categories of Enrollment:

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

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

When the presence of mitigating circumstances cause the student's grade point average to fall below the minimum standards, a letter from the student requesting reinstatement may be submitted to the Graduate Academic Committee for review. The Committee will determine whether a probationary reinstatement is necessary or if the decision for dismissal is warranted.

Standards Of Satisfactory Academic Progress For Graduate Students Receiving VA Benefits

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

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

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

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

TRANSFER OF CREDIT

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

ACADEMIC LOAD - GRADUATE STUDENT

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

REFUND POLICY

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

ACADEMIC PROGRAM LOCATIONS (CONTINUED)

| PROGRAMS | LOCATION | | | | | | | |
|--|----------|----|----|----|----|----|---|----|
| | F | OM | ON | OS | TB | TL | T | TP |
| BACCALAUREATE DEGREE | | | | | | | | |
| ACCOUNTING | X | X | X | X | X | | X | X |
| BUSINESS ADMINISTRATION | X | X | X | X | X | X | X | X |
| COMPUTER INFORMATION SCIENCE | X | X | X | X | X | | X | X |
| CRIMINAL JUSTICE | X | X | | | X | X | X | X |
| HOSPITALITY MANAGEMENT | X | | | | | | | |
| INTERNATIONAL BUSINESS | X | | | | | | | |
| LEGAL ASSISTANT/PARALEGAL | | | | X | | | | |
| MANAGEMENT/MARKETING | | | X | X | X | | X | X |
| MANAGEMENT | X | | | | | | | |
| MARKETING | X | | | | | | | |
| PROFESSIONAL ACCOUNTING | X | | | | | | X | X |
| MASTER DEGREE | | | | | | | | |
| MASTER OF BUSINESS ADMINISTRATION WITH CONCENTRATIONS IN: | | | | | | | | |
| ACCOUNTING | X | X | X | X | | | X | X |
| BUSINESS ADMINISTRATION | X | X | X | X | X | X | X | X |
| HUMAN RESOURCES MANAGEMENT | X | | | | | | X | X |
| INFORMATION SYSTEMS | X | X | X | X | | | | |
| INTERNATIONAL BUSINESS | X | | X | X | | | X | X |
| MARKETING ANALYSIS | X | | X | X | | | | |
| MASTER OF PUBLIC ADMINISTRATION | | | X | | | | | |
| MASTER OF SCIENCE IN CRIMINAL JUSTICE | | | | | | | | X |
| EXECUTIVE M.B.A. | | | | | | | | X |

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

GRADUATE CORE REQUIREMENT (To be taken by all majors)

| | | | Quarter Credit Hours |
|-----------------------------------|------|--------------------------------|----------------------|
| MAN | 5245 | Organizational Behavior | 4.0 |
| MAN | 6305 | Management of Human Resources | 4.0 |
| QMB | 5413 | Quantitative Methods | 4.0 |
| MAN | 5910 | Business Research | 4.0 |
| ISM | 5021 | Management Information Systems | 4.0 |
| | | Elective | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 24 |

MAJOR CORE REQUIREMENTS FOR MBA

| | | | Quarter Credit Hours |
|-----------------------------------|------|------------------------------|----------------------|
| FIN | 6406 | Financial Management | 4.0 |
| ECP | 5704 | Managerial Economics | 4.0 |
| MAR | 5805 | Marketing Management | 4.0 |
| MAN | 6721 | Business Policy and Strategy | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 16 |

CONCENTRATIONS

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

Accounting

Students enrolled in the MBA program can elect to concentrate in Accounting by taking a minimum of sixteen (16) quarter credit hours in Accounting from the following list if no Research Practicum/Thesis is completed or eight (8.0) quarter credit hours if the student opts to complete a Research Practicum/Thesis:

| | | | Quarter Credit Hours |
|-----|------|--------------------------------|----------------------|
| ACG | 5401 | Accounting Information Systems | 4.0 |
| ACG | 5216 | Advanced Accounting Topics | 4.0 |
| TAX | 6065 | Tax Research and Planning | 4.0 |
| ACG | 5642 | Auditing II | 4.0 |
| ACG | 6515 | Governmental Accounting | 4.0 |

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

EXECUTIVE MBA PROGRAM

The Executive MBA Program is designed for employed individuals holding middle and upper level positions in organizations that wish to support their attainment of an MBA degree for the benefit of the company and the individual. This is a one-year program of four consecutive quarters combining coursework, academic integration, research, case work, problem solving, and analysis.

The objective of the program is to develop executives that will be able to direct change and enhance the success of the organizations. This program provides the context for managers to evolve their skills and perspectives from a functional focus to a broader set of strategic management skills and views that will equip them to provide leadership in a business environment that is changing rapidly in terms of global markets, information technology, and workforce relationships. The curriculum utilizes the University's recognized strengths in customer value, cross-functional systems, and quality. It is designed to involve the participant in applying these concepts within their organization during the course of study.

ADDITIONAL ADMISSIONS REQUIREMENTS

All participants begin and complete the program together in one twelve-month period. To be considered for admission, the applicant must be proposed by his/her company or organization and must complete the admissions process to include:

- Submission of a completed Executive MBA Application
- Official transcripts of all prior college work
- Submission of two applicant recommendation forms.

For admission to the program, primary consideration is given to the applicant's work history and the proposal from the sponsoring organization and to other activities that demonstrate the potential for leadership.

TRANSFER CREDIT

Because of the integrated nature of the curriculum, no graduate level courses already taken may likely be substituted for those in the Executive MBA program. Likewise, the transfer of credits completed at the University to another institution is unlikely. Acceptance of credit is an institutional matter that relates to the current and prior program of study and a variety of other factors. A student wishing to seek transfer of credit completed at Florida Metropolitan University must contact the potential receiving institution to inquire as to the transferability of credits completed at the University by other institutions.

COURSE SEQUENCE AND STRUCTURE

| A. | TERM ONE | | Quarter Credit Hours |
|----------|---|--|----------------------|
| MAN 6201 | Management of Systems of Technological Information | | 4.0 |
| MAN 6202 | Legal Aspects of Business Management | | 4.0 |
| MAN 6203 | Global Marketing for Managers | | 4.0 |
| | TOTAL | | 12 |
| B. | TERM TWO | | |
| MAN 6204 | Executive Business Strategies | | 4.0 |
| MAN 6205 | Organizational Design and Strategic Leadership | | 4.0 |
| MAN 6206 | Leadership Development and Executive Assessment | | 4.0 |
| | TOTAL | | 12 |
| C. | TERM THREE | | |
| MAN 6207 | Executive Integration I | | 12.0 |
| MAN 6209 | Executive Practical Practicum Project (Proposal) | | 3.0 |
| | TOTAL | | 15 |
| D. | TERM FOUR | | |
| MAN 6208 | Executive Integration II | | 12.0 |
| MAN 6210 | Executive Practical Practicum Project (Final Product) | | 3.0 |
| | TOTAL | | 15 |
| | TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION | | 54 |

MASTER OF SCIENCE IN CRIMINAL JUSTICE

The Master of Science in Criminal Justice program is designed to meet the needs of a highly focused but multifaceted institution of American society, the Criminal Justice system. The program utilizes a multi-discipline approach to serve the variety of agencies/departments of the Criminal Justice community. The curriculum is designed to offer a balance of theory and application that will prove to be challenging to the student and useful in the field, and focuses on specific areas of concentration to include law enforcement administration, corrections, juvenile justice, and drug use and abuse counseling.

To qualify for the Master of Science in Criminal Justice Degree, students are required to accomplish the following:

- I. Complete a minimum of fifty-four (54) quarter credit hours with an average grade of "B" (Cumulative Grade Point Average 3.00) or higher for all work taken at the University. All course work must be in the 5000 series or higher. The final thirty (30) credit hours must be completed at the University.
- II. Meet the specified graduation requirements, including the following area hour requirements:

| | Quarter Credit Hours |
|--|----------------------|
| Major Core Requirement | 40 |
| Concentration Requirement Law Enforcement, or Corrections, or Juvenile Justice, or Drug Counseling | 8 |
| Thesis or Research Practicum or Externship | 6 |
| Foundation Component Requirement * | |
| Writing for Research | 2 |
| Graduate Statistics Orientation | 2 |
| Total Minimum Quarter Credit Hours Required | 54-58 |

* Optional at evaluation and discretion of MSCJ Program Director

- III. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; settle all financial obligations to the University.
- IV. All requirements for the Master of Science in Criminal Justice program, including course work and completion of exit vehicle, must be completed within five (5) calendar years from the initial term of enrollment.

| MAJOR CORE REQUIREMENTS: | Quarter Credit Hours |
|--|----------------------|
| CCJ 5440 Overview of Criminal Justice | 4.0 |
| CCJ 5660 Crime and Criminology | 4.0 |
| QMB 5413 Quantitative Methods | 4.0 |
| CCJ 5220 Law and the Legal System | 4.0 |
| CCJ 5480 Interpersonal Management Skills | 4.0 |
| CCJ 5775 Applied Research Methods | 4.0 |
| CCJ 5225 Modern Constitutional Theory | 4.0 |
| CCJ 5450 Critical Issues in Criminal Justice | 4.0 |
| CCJ 5485 Criminal Justice Management | 4.0 |
| CCJ 5445 Ethics in Criminal Justice | 4.0 |
| TOTAL QUARTER CREDIT HOURS | 40 |

UNDERGRADUATE PROGRAMS

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Accounting Major

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

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

Suggested Curriculum

| COLLEGE CORE REQUIREMENTS | | | Associate Degree Quarter Credit Hrs | Bachelor's Degree Quarter Credit Hrs |
|---|------|-------------------------------------|--|---|
| MAN | 2010 | Let's Talk Business | 2.0 | 2.0 |
| SLS | 1120 | Strategies for Success | 4.0 | 4.0 |
| SLS | 1320 | Career Skills | 2.0 | 2.0 |
| MAN | 1011 | Introduction to Business Enterprise | 4.0 | 4.0 |
| MAN | 2021 | Principles of Management | 4.0 | 4.0 |
| MAR | 1011 | Introduction to Marketing * | 4.0 | 4.0 |
| MAN | 2305 | Introduction to Human Resources * | 4.0 | 4.0 |
| CGS | 2110 | Computer Applications | 4.0 | 4.0 |
| FIN | 1100 | Introduction to Finance | 4.0 | 4.0 |
| * Bachelor's students may substitute BUL3112 and BUL3121 for these courses. | | | | |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 32 |
| | | | | |
| MAJOR CORE REQUIREMENTS | | | | |
| ACG | 2001 | Principles of Accounting I | 4.0 | 4.0 |
| ACG | 2011 | Principles of Accounting II | 4.0 | 4.0 |
| ACG | 2013 | Principles of Accounting III | 4.0 | 4.0 |
| ACO | 1806 | Payroll Accounting | 4.0 | 4.0 |
| TAX | 2215 | Tax Accounting | 4.0 | 4.0 |
| ACG | 2221 | Cost Accounting for Business | 4.0 | 4.0 |
| ACG | 2451 | Computerized Accounting | 4.0 | 4.0 |
| ACG | 2242 | Financial Statement Analysis | 4.0 | 4.0 |
| ACG | 3100 | Intermediate Accounting I | 4.0 | 4.0 |
| ACG | 3110 | Intermediate Accounting II | 4.0 | 4.0 |
| ACG | 3120 | Intermediate Accounting III | 4.0 | 4.0 |
| ACG | 3341 | Cost Accounting I | 4.0 | 4.0 |
| ACG | 3350 | Cost Accounting II | 4.0 | 4.0 |
| TAX | 4002 | Federal Taxation I | 4.0 | 4.0 |
| TAX | 4010 | Federal Taxation II | 4.0 | 4.0 |
| ACG | 4202 | Consolidation Accounting | 4.0 | 4.0 |
| ACG | 4632 | Auditing I | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 68 |
| | | | | |
| APPROVED ELECTIVE REQUIREMENT | | | | |
| To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. | | | | |
| TOTAL QUARTER CREDIT HOURS | | | 0 | 36 |
| | | | | |
| GENERAL EDUCATION CORE REQUIREMENTS | | | | |
| ENC | 1104 | College English I | 4.0 | 4.0 |
| ENC | 1105 | College English II | 4.0 | 4.0 |
| SPC | 2602 | Oral Communications | 4.0 | 4.0 |
| SLS | 1080 | Computer Literacy | 4.0 | 4.0 |
| SYG | 2000 | Principles of Sociology | 4.0 | 4.0 |
| MAC | 2104 | College Algebra | 4.0 | 4.0 |
| PSY | 2014 | General Psychology | 4.0 | 4.0 |
| POS | 2041 | American National Government | 4.0 | 4.0 |
| ECO | 3013 | Macroeconomics | 4.0 | 4.0 |
| ECO | 3023 | Microeconomics | 4.0 | 4.0 |
| STA | 3014 | Statistics | 4.0 | 4.0 |
| SOP | 4004 | Social Psychology | 4.0 | 4.0 |
| CPO | 4820 | Global Politics | 4.0 | 4.0 |
| ENC | 3211 | Report Writing | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 56 |
| TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION | | | 96 | 192 |

ASSOCIATE IN SCIENCE**Commercial Art Major**

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTSAssociate Degree
Quarter Credit Hrs

| | | | |
|-----|------|---------------------------|-----|
| SLS | 1120 | Strategies for Success | 4.0 |
| SLS | 1320 | Career Skills | 2.0 |
| MAN | 2010 | Let's Talk Business | 2.0 |
| MAR | 1011 | Introduction to Marketing | 4.0 |
| MAR | 2321 | Advertising | 4.0 |
| CGS | 1581 | Introduction to Macintosh | 4.0 |

TOTAL QUARTER CREDIT HOURS**20****MAJOR CORE REQUIREMENTS**Courses Common to Tampa & Orlando College:

| | | | |
|-----|------|---|-----|
| ART | 1303 | Principles of Drawing I | 4.0 |
| ART | 1316 | Principles of Drawing II | 4.0 |
| ART | 1321 | Illustration Design | 4.0 |
| ART | 1531 | Typography | 4.0 |
| GRA | 1500 | Advertising Design I | 4.0 |
| GRA | 1510 | Advertising Design II | 4.0 |
| GRA | 2500 | Graphic Design I | 4.0 |
| GRA | 2510 | Graphic Design II | 4.0 |
| GRA | 1551 | Digital Applications for Publication Design | 4.0 |
| GRA | 2998 | Portfolio | 2.0 |

In addition to the above courses, students will select 14 credits from the following list of 2.0 credit (GRA2891 and GRA2999) and 4.0 credit (all other) courses:

| | | | |
|-----|------|---|-----|
| ART | 2000 | Anatomy and Figure Drawing | 4.0 |
| ART | 2301 | Advanced Media Techniques (Orlando only) | 4.0 |
| GRA | 2525 | Copywriting (Tampa only) | 4.0 |
| GRA | 2891 | Advanced Digital Applications | 4.0 |
| GRA | 2999 | Commercial Art Externship | 4.0 |
| GRA | 1582 | Digital Applications for Desktop Publishing | 4.0 |
| GRA | 2321 | Digital Applications for Graphic Illustration | 4.0 |
| GRA | 2791 | Digital Image Manipulation | 4.0 |

TOTAL QUARTER CREDIT HOURS**52****GENERAL EDUCATION CORE REQUIREMENTS**

| | | | |
|-----|------|---------------------|-----|
| ENC | 1104 | College English I | 4.0 |
| ENC | 1105 | College English II | 4.0 |
| SPC | 2602 | Oral Communications | 4.0 |
| SLS | 1080 | Computer Literacy | 4.0 |
| MAC | 2104 | College Algebra | 4.0 |
| PSY | 2014 | General Psychology | 4.0 |

TOTAL QUARTER CREDIT HOURS**24****TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION****96**

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Computer Information Science Major

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

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

| | | | Associate Degree Quarter Credit Hrs | Bachelor's Degree Quarter Credit Hrs |
|-----------------------------------|------|---------------------------------|--|---|
| ACG | 2001 | Principles of Accounting I | 4.0 | 4.0 |
| ACG | 2011 | Principles of Accounting II | 4.0 | 4.0 |
| ACG | 2013 | Principles of Accounting III | 4.0 | 4.0 |
| SLS | 1120 | Strategies for Success | 4.0 | 4.0 |
| SLS | 1320 | Career Skills | 2.0 | 2.0 |
| MAN | 2010 | Let's Talk Business | 2.0 | 2.0 |
| CGS | 2110 | Computer Applications | 4.0 | 4.0 |
| BUL | 2100 | Applied Business Law | 4.0 | 4.0 |
| MAN | 2305 | Introduction to Human Resources | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 32 |

MAJOR CORE REQUIREMENTS

| | | | | |
|-----------------------------------|------|---|-----------|-----------|
| CGS | 1561 | Microcomputer Operating Systems | 4.0 | 4.0 |
| COP | 2000 | Programming Logic | 4.0 | 4.0 |
| COP | 2001 | Introduction to Programming | 4.0 | 4.0 |
| COP | 2121 | Computer Programming: COBOL | 4.0 | 4.0 |
| COP | 2172 | Computer Programming - Visual Basic | 4.0 | 4.0 |
| CIS | 2321 | System Analysis Methods | 4.0 | 4.0 |
| COP | 2221 | Computer Programming - "C" | 4.0 | 4.0 |
| COP | 2721 | Basic Data Communications | 4.0 | 4.0 |
| COP | 4225 | Computer Programming - C++ | 4.0 | 4.0 |
| CIS | 4326 | Structured Systems Design | 4.0 | 4.0 |
| COP | 3222 | Computer Programming - Visual C++ | 4.0 | 4.0 |
| COP | 4720 | Data Base Program Development | 4.0 | 4.0 |
| CIS | 3820 | Internet for Business | 4.0 | 4.0 |
| CIS | 3600 | Computer Architecture and System Software | 4.0 | 4.0 |
| COP | 4223 | Computer Programming: Advanced "C" | 4.0 | 4.0 |
| COP | 3170 | Computer Programming: Advanced Visual Basic | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 64 |

APPROVED ELECTIVE REQUIREMENT

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

| | | |
|-----------------------------------|----------|-----------|
| TOTAL QUARTER CREDIT HOURS | 0 | 40 |
|-----------------------------------|----------|-----------|

GENERAL EDUCATION CORE REQUIREMENTS

| | | | | |
|-----------------------------------|------|------------------------------|-----------|-----------|
| ENC | 1104 | College English I | 4.0 | 4.0 |
| ENC | 1105 | College English II | 4.0 | 4.0 |
| SPC | 2602 | Oral Communications | 4.0 | 4.0 |
| SLS | 1080 | Computer Literacy | 4.0 | 4.0 |
| SYG | 2000 | Principles of Sociology | 4.0 | 4.0 |
| MAC | 2104 | College Algebra | 4.0 | 4.0 |
| PSY | 2014 | General Psychology | 4.0 | 4.0 |
| POS | 2041 | American National Government | 4.0 | 4.0 |
| ECO | 3013 | Macroeconomics | 4.0 | 4.0 |
| ECO | 3023 | Microeconomics | 4.0 | 4.0 |
| STA | 3014 | Statistics | 4.0 | 4.0 |
| SOP | 4004 | Social Psychology | 4.0 | 4.0 |
| CPO | 4820 | Global Politics | 4.0 | 4.0 |
| ENC | 3211 | Report Writing | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 56 |

| | | |
|---|-----------|------------|
| TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION | 96 | 192 |
|---|-----------|------------|

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Criminal Justice Major

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

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

| | | | Associate Degree Quarter Credit Hrs | Bachelor's Degree Quarter Credit Hrs |
|-----------------------------------|------|-------------------------------------|--|---|
| MAN | 1011 | Introduction to Business Enterprise | 4.0 | 4.0 |
| MAN | 2021 | Principles of Management | 4.0 | 4.0 |
| SLS | 1120 | Strategies for Success | 4.0 | 4.0 |
| SLS | 1320 | Career Skills | 2.0 | 2.0 |
| MAN | 2010 | Let's Talk Business | 2.0 | 2.0 |
| CGS | 2110 | Computer Applications | 4.0 | 4.0 |
| BUL | 2100 | Applied Business Law | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 24 | 24 |

MAJOR CORE REQUIREMENTS

| | | | | |
|--|------|--|-----------|-----------|
| CCJ | 1020 | Introduction to Criminal Justice | 4.0 | 4.0 |
| CJT | 2100 | Criminal Investigation and Police Procedures | 4.0 | 4.0 |
| CCJ | 2250 | Constitutional Law and Legal Procedures | 4.0 | 4.0 |
| CCJ | 2230 | Criminal Evidence | 4.0 | 4.0 |
| CCJ | 2210 | Criminal Procedure | 4.0 | 4.0 |
| CCJ | 1010 | Criminology | 4.0 | 4.0 |
| CCJ | 2440 | Introduction to Corrections | 4.0 | 4.0 |
| CCJ | 2540 | Juvenile Delinquency | 4.0 | 4.0 |
| CCJ | 3341 | Probation and Parole | 4.0 | 4.0 |
| CCJ | 3452 | Criminal Justice Management | 4.0 | 4.0 |
| CCJ | 3500 | Interviews and Interrogations | 4.0 | 4.0 |
| CCJ | 4130 | Criminal Justice in the Community | 4.0 | 4.0 |
| CCJ | 4620 | Gang Activity and Drug Operations | 4.0 | 4.0 |
| CCJ | 4738 | Criminal Justice Ethics and Liability | 4.0 | 4.0 |
| AS & BS degree students will take two additional courses from the following 4.0 credit courses: | | | 8.0 | 8.0 |
| CCJ | 2641 | Policing in America | | |
| CCJ | 2936 | Current Issues in Criminal Justice | | |
| CCJ | 2335 | Criminal Justice Report Writing | | |
| CCJ | 2949 | Criminal Justice Externship | | |
| Bachelor degree students will take two additional courses from the following 4.0 credit courses: | | | | 8.0 |
| CJT | 4528 | Computer Crime (not offered at Melbourne) | | |
| CCJ | 4662 | Cultural Diversity for Law Enforcement | | |
| CCJ | 3721 | Concepts of Criminal Law | | |
| CCJ | 4949 | Criminal Justice Externship | | |
| TOTAL QUARTER CREDIT HOURS | | | 40 | 72 |

APPROVED ELECTIVE REQUIREMENTS

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

| | | | | |
|-----------------------------------|--|--|----------|-----------|
| TOTAL QUARTER CREDIT HOURS | | | 0 | 40 |
|-----------------------------------|--|--|----------|-----------|

ASSOCIATE IN SCIENCE**Film and Video Major**

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

Suggested Curriculum**COLLEGE CORE REQUIREMENTS**Associate Degree
Quarter Credit Hrs

| | | | |
|-----|------|------------------------|-----|
| SLS | 1120 | Strategies for Success | 4.0 |
| SLS | 1320 | Career Skills | 2.0 |
| MAN | 2010 | Let's Talk Business | 2.0 |
| CGS | 2110 | Computer Applications | 4.0 |

TOTAL QUARTER CREDIT HOURS**12****MAJOR CORE REQUIREMENTS**

| | | | |
|--|------|---|-----|
| Common courses to both Orlando College North and Orlando College Melbourne: | | | |
| RTV | 1150 | Electronic Field Production | 4.0 |
| FIL | 1020 | History of Motion Pictures | 4.0 |
| FIL | 2205 | Computer Graphics I | 4.0 |
| FIL | 1270 | Film Production I | 4.0 |
| FIL | 2274 | Post Production I | 4.0 |
| FIL | 1010 | Film Criticism I | 2.0 |
| FIL | 1030 | Film Criticism II | 2.0 |
| RTV | 2774 | Advanced Video Techniques | 4.0 |
| FIL | 2276 | Post Production II | 4.0 |
| FIL | 1651 | Film Production II | 4.0 |
| FIL | 2100 | Script Development I | 4.0 |
| FIL | 1800 | Business Management for Film and Video | 4.0 |
| In addition to common courses, Orlando College Melbourne students will take the following: | | | |
| FIL | 1350 | Special Effects and Makeup I | 4.0 |
| FIL | 2999 | Externship | 4.0 |
| In addition to common courses, Orlando College North students will take the following: | | | |
| FIL | 2208 | Directing and Acting | 4.0 |
| RTV | 1350 | Production Techniques | 4.0 |
| All students will take two additional courses from the following 4.0 credit courses: | | | 8.0 |
| FIL | 2208 | Directing and Acting | |
| FIL | 2300 | Documentary Production | |
| FIL | 2310 | Computer Graphics II | |
| FIL | 2420 | Script Development II | |
| RTV | 2201 | Sound (Orlando North only) | |
| FIL | 2025 | Multimedia and Desktop (Orlando North only) | |
| FIL | 2999 | Externship (option for Orlando North only) | |
| FIL | 2278 | Film/Video Production Workshop | |

TOTAL QUARTER CREDIT HOURS**60****GENERAL EDUCATION CORE REQUIREMENTS**

| | | | |
|-----|------|---------------------|-----|
| ENC | 1104 | College English I | 4.0 |
| ENC | 1105 | College English II | 4.0 |
| SPC | 2602 | Oral Communications | 4.0 |
| SLS | 1080 | Computer Literacy | 4.0 |
| MAC | 2104 | College Algebra | 4.0 |
| PSY | 2014 | General Psychology | 4.0 |

TOTAL QUARTER CREDIT HOURS**24****TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION****96**

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

International Business Major

International business is an important sector of the business world today. This program equips graduates for employment in entry-level positions with companies engaged in business transactions with foreign companies.

The Bachelor of Science Degree in International Business provides students with business tools for understanding and dealing in foreign markets. The graduate of this program will be prepared for entry-level and middle management positions in businesses involved in foreign markets.

Suggested Curriculum

| COLLEGE CORE REQUIREMENTS | | | Associate Degree Quarter Credit Hrs | Bachelor's Degree Quarter Credit Hrs |
|---|------|--|--|---|
| ACG | 2001 | Principles of Accounting I | 4.0 | 4.0 |
| ACG | 2011 | Principles of Accounting II | 4.0 | 4.0 |
| ACG | 2013 | Principles of Accounting III | 4.0 | 4.0 |
| SLS | 1120 | Strategies for Success | 4.0 | 4.0 |
| SLS | 1320 | Career Skills | 2.0 | 2.0 |
| MAN | 2010 | Let's Talk Business | 2.0 | 2.0 |
| CGS | 2110 | Computer Applications | 4.0 | 4.0 |
| BUL | 2100 | Applied Business Law | 4.0 | 4.0 |
| MAR | 1011 | Introduction to Marketing | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 32 |
| MAJOR CORE REQUIREMENTS | | | | |
| MAN | 1011 | Introduction to Business Enterprise | 4.0 | 4.0 |
| MAN | 2800 | Small Business Management | 4.0 | 4.0 |
| MAR | 2321 | Advertising | 4.0 | 4.0 |
| MAN | 2998 | Current Issues in International Business | 4.0 | 4.0 |
| MAN | 2142 | Introduction to International Management | 4.0 | 4.0 |
| MAR | 2141 | Introduction to International Marketing | 4.0 | 4.0 |
| BUL | 2110 | International Business Law | 4.0 | 4.0 |
| MAN | 2146 | International Competitiveness | 4.0 | 4.0 |
| MAN | 4650 | Management of International Business | | 4.0 |
| MAR | 3250 | Global Marketing | | 4.0 |
| MAR | 4241 | International Marketing Analysis | | 4.0 |
| MAR | 3503 | Consumer Behavior | | 4.0 |
| MAR | 3405 | Industry and Trade | | 4.0 |
| MAN | 4651 | Import/Export Management | | 4.0 |
| FIN | 4604 | International Business and Finance | | 4.0 |
| MAN | 4610 | International and Comparative Industrial Relations | | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 64 |
| APPROVED ELECTIVE REQUIREMENT | | | | |
| To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. | | | | |
| TOTAL QUARTER CREDIT HOURS | | | 0 | 40 |
| GENERAL EDUCATION CORE REQUIREMENTS | | | | |
| ENC | 1104 | College English I | 4.0 | 4.0 |
| ENC | 1105 | College English II | 4.0 | 4.0 |
| SPC | 2602 | Oral Communications | 4.0 | 4.0 |
| SLS | 1080 | Computer Literacy | 4.0 | 4.0 |
| SYG | 2000 | Principles of Sociology | 4.0 | 4.0 |
| MAC | 2104 | College Algebra | 4.0 | 4.0 |
| PSY | 2014 | General Psychology | 4.0 | 4.0 |
| POS | 2041 | American National Government | 4.0 | 4.0 |
| ECO | 3013 | Macroeconomics | | 4.0 |
| ECO | 3023 | Microeconomics | | 4.0 |
| STA | 3014 | Statistics | | 4.0 |
| SOP | 4004 | Social Psychology | | 4.0 |
| CPO | 4820 | Global Politics | | 4.0 |
| ENC | 3211 | Report Writing | | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 56 |
| TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION | | | 96 | 192 |

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Management Major

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

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

Suggested Curriculum

| COLLEGE CORE REQUIREMENTS | | | Associate Degree Quarter Credit Hrs | Bachelor's Degree Quarter Credit Hrs |
|---|------|---|--|---|
| ACG | 2001 | Principles of Accounting I | 4.0 | 4.0 |
| ACG | 2011 | Principles of Accounting II | 4.0 | 4.0 |
| ACG | 2013 | Principles of Accounting III | 4.0 | 4.0 |
| SLS | 1120 | Strategies for Success | 4.0 | 4.0 |
| SLS | 1320 | Career Skills | 2.0 | 2.0 |
| MAN | 2010 | Let's Talk Business | 2.0 | 2.0 |
| CGS | 2110 | Computer Applications | 4.0 | 4.0 |
| BUL | 2100 | Applied Business Law | 4.0 | 4.0 |
| MAN | 2305 | Introduction to Human Resources | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 32 |
| MAJOR CORE REQUIREMENTS | | | | |
| MAN | 1011 | Introduction to Business Enterprise | 4.0 | 4.0 |
| MAN | 2021 | Principles of Management | 4.0 | 4.0 |
| MAN | 2800 | Small Business Management | 4.0 | 4.0 |
| FIN | 1100 | Introduction to Finance | 4.0 | 4.0 |
| MAR | 1011 | Introduction to Marketing | 4.0 | 4.0 |
| MAN | 1780 | Management Today | 4.0 | 4.0 |
| MAN | 2142 | Introduction to International Management | 4.0 | 4.0 |
| MAN | 3233 | Principles of Supervision | 4.0 | 4.0 |
| FIN | 3000 | Principles of Finance | 4.0 | 4.0 |
| MAN | 4910 | Contemporary Management | 4.0 | 4.0 |
| BUL | 3112 | Business Law I | 4.0 | 4.0 |
| BUL | 3121 | Business Law II | 4.0 | 4.0 |
| MAN | 4742 | Business Ethics | 4.0 | 4.0 |
| MAN | 4101 | Management of Human Resources | 4.0 | 4.0 |
| MAN | 4720 | Business Policy and Strategy | 4.0 | 4.0 |
| MAN | 4401 | Labor Relations and Collective Bargaining | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 64 |
| APPROVED ELECTIVE REQUIREMENT | | | | |
| To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. | | | | |
| TOTAL QUARTER CREDIT HOURS | | | 0 | 40 |
| GENERAL EDUCATION CORE REQUIREMENTS | | | | |
| ENC | 1104 | College English I | 4.0 | 4.0 |
| ENC | 1105 | College English II | 4.0 | 4.0 |
| SPC | 2602 | Oral Communications | 4.0 | 4.0 |
| SLS | 1080 | Computer Literacy | 4.0 | 4.0 |
| SYG | 2000 | Principles of Sociology | 4.0 | 4.0 |
| MAC | 2104 | College Algebra | 4.0 | 4.0 |
| PSY | 2014 | General Psychology | 4.0 | 4.0 |
| POS | 2041 | American National Government | 4.0 | 4.0 |
| ECO | 3013 | Macroeconomics | 4.0 | 4.0 |
| ECO | 3023 | Microeconomics | 4.0 | 4.0 |
| STA | 3014 | Statistics | 4.0 | 4.0 |
| SOP | 4004 | Social Psychology | 4.0 | 4.0 |
| CPO | 4820 | Global Politics | 4.0 | 4.0 |
| ENC | 3211 | Report Writing | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 56 |
| TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION | | | 96 | 192 |

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Marketing Major

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

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

| | | | Associate Degree Quarter Credit Hrs | Bachelor's Degree Quarter Credit Hrs |
|-----------------------------------|------|---------------------------------|--|---|
| ACG | 2001 | Principles of Accounting I | 4.0 | 4.0 |
| ACG | 2011 | Principles of Accounting II | 4.0 | 4.0 |
| ACG | 2013 | Principles of Accounting III | 4.0 | 4.0 |
| SLS | 1120 | Strategies for Success | 4.0 | 4.0 |
| SLS | 1320 | Career Skills | 2.0 | 2.0 |
| MAN | 2010 | Let's Talk Business | 2.0 | 2.0 |
| CGS | 2110 | Computer Applications | 4.0 | 4.0 |
| BUL | 2100 | Applied Business Law | 4.0 | 4.0 |
| MAN | 2305 | Introduction to Human Resources | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 32 |

MAJOR CORE REQUIREMENTS

| | | | | |
|-----------------------------------|------|---|-----------|-----------|
| MAR | 1011 | Introduction to Marketing | 4.0 | 4.0 |
| MAR | 2321 | Advertising | 4.0 | 4.0 |
| MAR | 2500 | Customer Relations and Servicing | 4.0 | 4.0 |
| MAR | 2456 | Marketing on the Internet | 4.0 | 4.0 |
| MAN | 1011 | Introduction to Business Enterprise | 4.0 | 4.0 |
| MAR | 2141 | Introduction to International Marketing | 4.0 | 4.0 |
| BUL | 3112 | Business Law I | 4.0 | 4.0 |
| MAR | 2935 | Current Issues in Marketing | 4.0 | 4.0 |
| MAR | 3231 | Retailing | 4.0 | 4.0 |
| MAR | 3400 | Salesmanship | 4.0 | 4.0 |
| MAR | 3503 | Consumer Behavior | 4.0 | 4.0 |
| MAR | 4630 | Marketing Research | 4.0 | 4.0 |
| MAR | 3250 | Global Marketing | 4.0 | 4.0 |
| MAR | 4804 | Marketing Administration | 4.0 | 4.0 |
| MAR | 3330 | Public Relations | 4.0 | 4.0 |
| MAR | 4333 | Promotional Policies and Strategy | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 64 |

APPROVED ELECTIVE REQUIREMENT

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

| | | | | |
|-----------------------------------|--|--|----------|-----------|
| TOTAL QUARTER CREDIT HOURS | | | 0 | 40 |
|-----------------------------------|--|--|----------|-----------|

GENERAL EDUCATION CORE REQUIREMENTS

| | | | | |
|-----------------------------------|------|------------------------------|-----------|-----------|
| ENC | 1104 | College English I | 4.0 | 4.0 |
| ENC | 1105 | College English II | 4.0 | 4.0 |
| SPC | 2602 | Oral Communications | 4.0 | 4.0 |
| SLS | 1080 | Computer Literacy | 4.0 | 4.0 |
| SYG | 2000 | Principles of Sociology | 4.0 | 4.0 |
| MAC | 2104 | College Algebra | 4.0 | 4.0 |
| PSY | 2014 | General Psychology | 4.0 | 4.0 |
| POS | 2041 | American National Government | 4.0 | 4.0 |
| ECO | 3013 | Macroeconomics | 4.0 | 4.0 |
| ECO | 3023 | Microeconomics | 4.0 | 4.0 |
| STA | 3014 | Statistics | 4.0 | 4.0 |
| SOP | 4004 | Social Psychology | 4.0 | 4.0 |
| CPO | 4820 | Global Politics | 4.0 | 4.0 |
| ENC | 3211 | Report Writing | 4.0 | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | | 32 | 56 |

| | | | | |
|---|--|--|-----------|------------|
| TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION | | | 96 | 192 |
|---|--|--|-----------|------------|

ASSOCIATE IN SCIENCE

Office Technologies Major

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

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

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

| | | | Associate Degree Quarter Credit Hrs |
|-----|------|---------------------------------|--|
| ACO | 1910 | Office Accounting | 4.0 |
| SLS | 1120 | Strategies for Success | 4.0 |
| SLS | 1320 | Career Skills | 2.0 |
| MAN | 2010 | Let's Talk Business | 2.0 |
| CGS | 2110 | Computer Applications | 4.0 |
| BUL | 2100 | Applied Business Law | 4.0 |
| MAN | 2021 | Principles of Management | 4.0 |
| FIN | 1100 | Introduction to Finance | 4.0 |
| MAN | 2305 | Introduction to Human Resources | 4.0 |

TOTAL QUARTER CREDIT HOURS 32

MAJOR CORE REQUIREMENTS

| | | | Associate Degree Quarter Credit Hrs |
|--|------|--|--|
| <u>Courses Common to Both Concentrations:</u> | | | |
| OFT | 1000 | Typing | 2.0 |
| OFT | 1110 | Intermediate Typing | 2.0 |
| OFT | 2120 | Advanced Typing | 2.0 |
| OST | 2712 | Word Processing | 2.0 |
| OST | 2735 | Advanced Word Processing & Graphics Apps | 2.0 |
| OST | 2321 | Business Office Machines | 2.0 |
| OST | 2355 | Records Management | 4.0 |
| OST | 2401 | Office Practices | 4.0 |
| <u>Administrative Office Management Concentration:</u> | | | |
| OST | 1401 | General Office Procedures | 4.0 |
| OST | 2335 | Business Communications | 4.0 |
| MAN | 1011 | Introduction to Business Enterprise | 4.0 |
| <u>Medical Executive Assistant Concentration:</u> | | | |
| OST | 2601 | Machine Transcription I | 2.0 |
| OST | 2614 | Medical Transcription | 2.0 |
| HSC | 1531 | Medical Terminology | 4.0 |
| MEA | 2714 | Medical Insurance and Billing | 4.0 |

TOTAL QUARTER CREDIT HOURS 32

GENERAL EDUCATION CORE REQUIREMENTS

| | | | |
|-----|------|------------------------------|-----|
| ENC | 1104 | College English I | 4.0 |
| ENC | 1105 | College English II | 4.0 |
| SPC | 2602 | Oral Communications | 4.0 |
| SLS | 1080 | Computer Literacy | 4.0 |
| SYG | 2000 | Principles of Sociology | 4.0 |
| MAC | 2104 | College Algebra | 4.0 |
| PSY | 2014 | General Psychology | 4.0 |
| POS | 2041 | American National Government | 4.0 |

TOTAL QUARTER CREDIT HOURS 32

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION 96

ASSOCIATE IN SCIENCE**Travel and Tourism Major**

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

Suggested Curriculum**COLLEGE CORE REQUIREMENTS**

| | | | Associate Degree Quarter Credit Hrs |
|-----|------|-------------------------------------|--|
| ACO | 1910 | Office Accounting | 4.0 |
| SLS | 1120 | Strategies for Success | 4.0 |
| SLS | 1320 | Career Skills | 2.0 |
| MAN | 2010 | Let's Talk Business | 2.0 |
| CGS | 2110 | Computer Applications | 4.0 |
| MAN | 1011 | Introduction to Business Enterprise | 4.0 |
| MAN | 2305 | Introduction to Human Resources | 4.0 |

TOTAL QUARTER CREDIT HOURS**24****MAJOR CORE REQUIREMENTS**

| | | | |
|-----|------|---|-----|
| TRV | 1010 | Introduction to Travel | 4.0 |
| TRV | 1050 | Travel Geography | 4.0 |
| TRV | 2010 | Reservations, Ticketing and Tariffs I | 4.0 |
| TRV | 2020 | Reservations, Ticketing and Tariffs II | 4.0 |
| TRV | 2030 | Travel Agency Management | 4.0 |
| TRV | 2040 | Cruise and Tour Operations | 4.0 |
| TRV | 2050 | Marketing, Sales, Public Relations, and Salesmanship in Travel & Tourism | 4.0 |
| TRV | 2101 | Ecotourism | 4.0 |
| HFT | 2100 | Convention Management and Service | 4.0 |
| HFT | 1050 | Hospitality Management | 4.0 |
| TRV | 1200 | Tourism and the Hospitality Industry | 4.0 |
| TRV | 2999 | Travel Externship | 4.0 |

TOTAL QUARTER CREDIT HOURS**48****GENERAL EDUCATION CORE REQUIREMENTS**

| | | | |
|-----|------|---------------------|-----|
| ENC | 1104 | College English I | 4.0 |
| ENC | 1105 | College English II | 4.0 |
| SPC | 2602 | Oral Communications | 4.0 |
| SLS | 1080 | Computer Literacy | 4.0 |
| MAC | 2104 | College Algebra | 4.0 |
| PSY | 2014 | General Psychology | 4.0 |

TOTAL QUARTER CREDIT HOURS**24****TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION****96**

-
- ACG 3100 Intermediate Accounting I** **4.0 Quarter Credit Hours**
A comprehensive study of financial accounting theory. Primary emphasis is on financial accounting functions, basic theory and accounting for current assets and liabilities. Prerequisite: ACG 2011. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3110 Intermediate Accounting II** **4.0 Quarter Credit Hours**
A continuation of the study of financial accounting theory. Primary emphasis is on accounting for long-term assets and liabilities, stockholders' equity, and investments. Prerequisite: ACG 3100. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3120 Intermediate Accounting III** **4.0 Quarter Credit Hours**
A continuation of the study of financial accounting theory. Primary emphasis is on accounting for issues related to income measurement and the preparation and analysis of financial statements. Prerequisite: ACG 3110.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3341 Cost Accounting I** **4.0 Quarter Credit Hours**
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts, product costing techniques including job-order and process costing, and standard cost systems. Prerequisite: ACG 2013.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3350 Cost Accounting II** **4.0 Quarter Credit Hours**
A continuation of ACG 3341 to include in-depth studies of techniques and issues surrounding cost allocation methods, solving complex accounting problems, variance analysis, and variable costing. Prerequisite: ACG 3341.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3450 Computerized Financial Accounting** **4.0 Quarter Credit Hours**
A course designed to familiarize the student with financial accounting computer applications using current accounting software. Prerequisite: ACG 3120 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- ACG 4202 Consolidation Accounting** **4.0 Quarter Credit Hours**
A study of advanced accounting subjects including accounting for combined economic entities, consolidations and currency conversions for foreign operations.. Prerequisite: ACG 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4216 Advanced Accounting Topics** **4.0 Quarter Credit Hours**
A study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting.. Prerequisite: ACG 3120.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4251 International Accounting** **4.0 Quarter Credit Hours**
Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4401 Accounting Information Systems** **4.0 Quarter Credit Hours**
This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACG 3120.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4500 Governmental Accounting** **4.0 Quarter Credit Hours**
A study of budgetary and fund accounting systems as applied in various types of government agencies and educational institutions. Prerequisite: ACG 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4632 Auditing I** **4.0 Quarter Credit Hours**
A course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACG 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.
- ACG 4642 Auditing II** **4.0 Quarter Credit Hours**
A continuation of ACG 4632. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them. Prerequisite: ACG 4632. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
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- ACO 1910 Office Accounting** **4.0 Quarter Credit Hours**
This course is designed to introduce the student to basic accounting procedures. An emphasis is placed on the payroll phase of accounting. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- AFL 2010 Introduction to American Literature** **4.0 Quarter Credit Hours**
This course concentrates on the major writers of Modern American literature. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- AMH 1998 Current Issues** **2.0 Quarter Credit 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. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- AMH 2270 20th Century American History** **4.0 Quarter Credit Hours**
A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- AMH 2420 History of Florida** **4.0 Quarter Credit Hours**
An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- AMH 2998 Current Issues** **4.0 Quarter Credit 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. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APA 3320 Accounting & Control for Hospitality** **4.0 Quarter Credit Hours**
This course serves as a survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions. Prerequisite: ACG 2001 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APB 1100 Anatomy and Physiology I** **4.0 Quarter Credit Hours**
Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, and urinary systems are studied. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APB 1110 Anatomy and Physiology II** **4.0 Quarter Credit Hours**
A study of the various aspects of the human endocrine, integumentary, nervous, sensory, and reproductive systems. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems. The normal growth and development of the fetus, labor and delivery, and various disorders of pregnancy are also covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ARH 1500 History of Graphic Communications** **4.0 Quarter Credit Hours**
This course surveys the history of graphic communication as it applies to human history. The coursework moves from cave pictographs and the invention of writing through breakthrough technologies and the evolution of graphic design. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ART 1303 Principles of Drawing I** **4.0 Quarter Credit Hours**
An introduction to the basic principles, material and techniques necessary to develop skills in drawing. Emphasis is placed on basic shapes, perspective and composition. Descriptive and proportional accuracy as well as development of observational utility is discussed. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- ART 1316 Principles of Drawing II** **4.0 Quarter Credit Hours**
An amplification of the theories introduced in Principles of Drawing I with the addition of color theory and color techniques, which are explored in practical application. Emphasis is placed on increasing the students' knowledge of the visual relationship between object and image. Prerequisite: ART 1303 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
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- CCJ 2230 Criminal Evidence** **4.0 Quarter Credit Hours**
This course considers the rules of evidence and rule of exclusion. Rules of evidence as they pertain to a suspect's rights are included and the course also covers the procedures for gathering evidence within the realm of legally admissible evidence rules. Prerequisite: CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2250 Constitutional Law and Legal Procedures** **4.0 Quarter Credit Hours**
The policy of the Constitution and the Supreme Court in law enforcement is studied. The Florida Constitution is also studied in its relationship to law enforcement. Prerequisite: CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2335 Criminal Justice Report Writing** **4.0 Quarter Credit Hours**
This course prepares the student through instruction and practice to properly prepare written reports common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to proper report format and presentation. Prerequisites: ENC 1104 and CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2440 Introduction to Corrections** **4.0 Quarter Credit Hours**
This course focuses on historical and contemporary views of offender management and treatment. Corrections system operation, the effects of institutionalized and alternatives to incarceration will be explored. Prerequisite: CCJ 1020
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2540 Juvenile Delinquency** **4.0 Quarter Credit Hours**
Examination of programs and institutions including juvenile court process, intake services, and remedial procedures and practices are included in this course. Prerequisites: CCJ 1020 and CCJ1010. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2641 Policing in America** **4.0 Quarter Credit Hours**
This course covers the inception of policing from a historical perspective to present day policing in American society. Prerequisite: CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2936 Current Issues in Criminal Justice** **4.0 Quarter Credit Hours**
This course presents issues and answers facing the modern day criminal justice practitioner. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1020
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2949 Criminal Justice Externship** **4.0 Quarter Credit Hours**
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: Students must have completed forty-four (44) criminal justice major component credit hours with a GPA in the major core component of 3.0, a good attendance record, and approval of the Academic Advisor. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- CCJ 3341 Probation and Parole** **4.0 Quarter Credit Hours**
This course is an overview of contemporary methods of correction and alternative methods of correction in use by the U.S. judicial system. Emphasis will be placed on the role and responsibilities of the criminal justice professional. Prerequisite: CCJ1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 3452 Criminal Justice Management** **4.0 Quarter Credit Hours**
Elements of first-line supervision and executive development, administrative leadership, its nature, methods and traits, and recent theories and research in leadership are covered in this course. Prerequisite: CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 3500 Interviews and Interrogations** **4.0 Quarter Credit Hours**
This course is designed to teach the student common interview and interrogation terms and techniques. The interview and its overall process will be explored ie: factors and techniques affecting the success of the interview, types of witness, signs of deception, and the nature of admissions and confessions. Prerequisite: CCJ 2210 or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 3721 Concepts of Criminal Law** **4.0 Quarter Credit Hours**
This course covers the historical development and the philosophy of criminal law and constitutional provisions. Discussion includes definitions, classification of crimes and their application to the system of administration of justice, legal research, study of case law, methodology and concepts of law as a social force. Prerequisite: CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
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CCJ 5440 Overview of Criminal Justice**4.0 Quarter Credit Hours**

This course is designed to provide students with a broad overview of Criminal Justice, and to orient them to the field and its foundations. Focusing on the underpinnings of the administration of justice as well as contemporary issues, students will examine the Criminal Justice system as a whole as well as its component parts. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5445 Ethics in Criminal Justice**4.0 Quarter Credit Hours**

An overview of ethical theory, doctrines and controversies in the field of criminal justice. The student will be exposed to ways and means to make moral judgments as practitioners working in the criminal justice system. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5450 Critical Issues in Criminal Justice**4.0 Quarter Credit Hours**

A course designed to provide students with an opportunity to explore a variety of topics related to the field of Criminal Justice. During the term, the course will contain an overview of the problems associated with business, industry and government crime. The history and antecedent conditions related to white collar crime will be reviewed and specific behaviors will be analyzed in detail. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5480 Interpersonal Management Skills**4.0 Quarter Credit Hours**

This course is designed to increase knowledge and competence for managing interpersonal conflicts in a variety of settings. Strategies and styles of conflict resolutions are examined. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5485 Criminal Justice Management**4.0 Quarter Credit Hours**

Various ideas and methods of criminal justice management are explored in detail. Using police agencies as a point of reference, the course will view the behavioral and functional aspects of modern supervision and examine contemporary management styles. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5615 Substance Use and Abuse I**4.0 Quarter Credit Hours**

This course will give the student a broad perspective of substance abuse as it effects the individual, the family, and society. A systems approach is utilized in describing the complex dynamics of chemical dependency. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5617 Substance Use and Abuse II**4.0 Quarter Credit Hours**

This course is a continuation of CCJ 5615, Substance Use and Abuse I, with a focus on the systems approach utilized in the dynamics of chemical dependency and the effects of substance abuse on the individual family and society. Prerequisite CCJ5615 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5640 Juvenile Justice System**4.0 Quarter Credit Hours**

This course is designed to provide the student with a foundation of information with regard to the historical, cultural and legal perspectives of juvenile delinquency. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5650 Juvenile Correctional Alternative**4.0 Quarter Credit Hours**

The student will be provided with an overview of a broad range of options available for the management of delinquent youths in contemporary society. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5660 Crime and Criminology**4.0 Quarter Credit Hours**

A course designed to expose the student to key criminological issues in the field of Criminal Justice. Major emphasis will be placed on the theoretical implications of crime causation and the impact of criminology on the system of justice. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5775 Applied Research Methods**4.0 Quarter Credit Hours**

An in-depth study of research methods designed to aid the student in performing applied research in their major field of study in preparation for a research practicum, externship and thesis. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5994 Externship**6.0 Quarter Credit Hours**

This course is designed to provide students who are not currently working in the field with an opportunity to apply fundamental research methods to actual agency problems. Under the supervision of a faculty advisor as well as an agency supervisor, students will work in an agency and conduct research there. They will construct a research design and apply it to a specific problem at the agency. Students will meet with their advisor on a regular basis and will meet together several times

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- CGS 4932 Selected Software Topics** **4.0 Quarter Credit Hours**
A special study in selected software topics of current interest and relevance to the student preparing for a career in computer programming. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites: if any, are determined by the course material and instructor. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CIS 2101 Introduction to UNIX** **4.0 Quarter Credit Hours**
A first course in the study of the UNIX operating system designed to enable the student to use UNIX effectively and to learn to take full advantage of the UNIX workstation. Managing data, creating and running programs, job control, communications and the general principles of system and network administration are a few of the topics to be discussed. Prerequisite: CGS 1561 or Approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CIS 2321 System Analysis Methods** **4.0 Quarter Credit Hours**
Overview of the system development life cycle. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: CGS 1561. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 2949 Externship in Data Processing I** **4.0 Quarter Credit Hours**
As part of the preparation for a career in data processing, the student is permitted to serve an externship in the data processing departments of financial, business, and industrial organizations or government agencies acceptable to the University at a Sophomore level. Arrangements for the externship 120 hours training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisite: 3.00 grade point average and approval of the Academic Advisor or Academic Dean.
Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- CIS 3101 Object Oriented Methodology** **4.0 Quarter Credit Hours**
Advanced study of the concepts and methods used in Object Oriented Programming (OOP) and Object Oriented System Development (OOSD). Prerequisite: any 2000 level programming language. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CIS 3600 Computer Architecture and System Software** **4.0 Quarter Credit Hours**
An introduction to hardware, system software and architecture of the modern computer system. The student will be exposed to the general features of the modern computer system internal operations - both hardware and software. Prerequisite: CGS 1561. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 3820 Internet for Business** **4.0 Quarter Credit Hours**
This course exposes the student to various ways of conducting business on the Internet and includes discussion of E-mail, file transfer, Web Site design, the Internet culture, Internet ethics and legal issues. Computer security issues to include access controls, security planning and encryption is also covered. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CIS 4000 Advanced Data Base Concepts** **4.0 Quarter Credit Hours**
Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems are presented. Prerequisite: COP 4720.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 4200 Comparative Operating Systems** **4.0 Quarter Credit Hours**
A study of operating systems fundamentals: memory management, processor management, disk management, scheduling, resource retention, from the viewpoint of microcomputer, minicomputer and mainframe computer operating systems. Prerequisite: CGS 1561. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 4326 Structured Systems Design** **4.0 Quarter Credit Hours**
This course is an advanced study of structured systems development. Emphasis on strategies and techniques of structured design to produce logical methodologies for dealing with complexity in the development of information systems. Prerequisite: COP 4720. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 4342 Data Communications (UNIX Programming)** **4.0 Quarter Credit Hours**
This course is a hands-on introduction to the UNIX operating system including file manipulation, directories, C programming, UNIX shell, file commands, file editing and advanced editing techniques. Prerequisite: COP 2221.
Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
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than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. - Lec. Hrs. 000 Lab Hrs. 000
Other Hrs. 120

COE 4041 Senior Parallel Work I

4.0 Quarter Credit Hours

A cooperative education course that utilizes the principles described in COE 2041, Sophomore Parallel Work I, but at a higher level of expectation. Objectives must define a higher degree of responsibility and complexity than that of the junior parallel work objectives. Credit earned may be applied to the major or approved elective area of the student's bachelor's degree. No more than 8.0 quarter credit hours of parallel work courses may be assigned to the major component.

Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COE 4042 Senior Parallel Work II

4.0 Quarter Credit Hours

A continuation of COE 4041. The student may complete two cooperative education (parallel work) courses at the junior level, which may be applied to the student's bachelor's degree objectives as major or approved elective requirements. No more than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. - Lec. Hrs. 000 Lab Hrs. 000
Other Hrs. 120

COP 2000 Programming Logic

4.0 Quarter Credit Hours

This course provides the student with an introduction to the fundamentals of computer problem solving and programming in a higher level programming language. Various methodologies are used. Prerequisite: CGS 1561.

Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COP 2001 Introduction to Programming

4.0 Quarter Credit Hours

This course provides an introduction to structured programming methodology utilizing either PASCAL or Quick Basic programming language. Students should expect to complete any lab assignment outside of the normal class hours. Prerequisite: COP 2000. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COP 2121 Computer Programming - COBOL

4.0 Quarter Credit Hours

Business applications using the COBOL programming language are covered. Instructor lecture and demonstration provides in-depth coverage of COBOL language. Prerequisite: COP 2000. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2162 Computer Programming - RPG II

4.0 Quarter Credit Hours

An overview of business applications using the RPG II programming language. Instructor lecture and demonstration and student return demonstration provide in-depth coverage of RPG II programming language. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: COP 2001. - Lec. Hrs. 030 Lab Hrs. 020
Other Hrs. 000

COP 2171 Computer Programming - BASIC

4.0 Quarter Credit Hours

Emphasis is on structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using BASIC. Prerequisite: COP 2001.

Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2172 Computer Programming - Visual BASIC

4.0 Quarter Credit Hours

This course provides an introduction to the fundamentals of computer problem solving. The Windows interface will be discussed in depth together with how Object Oriented Programming interfaces with Windows. Prerequisite: COP 2000.

Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2221 Computer Programming - "C"

4.0 Quarter Credit Hours

This course provides an introduction to the "C" programming language as well as object-oriented programming methodology. Prerequisite: COP 2001. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2500 Structured Query Language

4.0 Quarter Credit Hours

This course is designed to instruct the student in the basic operations of the Structured Query Language. Database creation, single table queries, multitable queries, database restrictions, and imbedding SQL in a COBOL program are discussed. Prerequisite: COP 2000 or approval of the Academic Advisor or Academic Dean. Students should expect to complete any lab assignments outside of the normal class hours. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COP 2721 Basic Data Communications

4.0 Quarter Credit Hours

This course provides a non-technical introduction to data communications including the operation of communication equipment, networking, and an introduction to communication system design. Prerequisite: CGS 1561.

Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- ECO 3013 Macroeconomics** **4.0 Quarter Credit Hours**
 A study of economics and cultural changes with research into the economic system, its development by free competition under the capitalistic system, price determination and wages, a consideration of monopoly, the laws of supply and demand, and production control. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 3023 Microeconomics** **4.0 Quarter Credit Hours**
 This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 3703 Principles of International Economics** **4.0 Quarter Credit Hours**
 A study of the fundamentals of international trade; international monetary policies; theories of foreign exchange; the balance of payments; and the international monetary system. Prerequisite: ECO 3013 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 4030 Comparative Economic Systems** **4.0 Quarter Credit Hours**
 An advanced study of a description, analysis and appraisal of the economic theories of Capitalism, Socialism, and Communism. Prerequisite: ECO 3013 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 5010 Economic Analysis of the Firm** **4.0 Quarter Credit Hours**
 A comprehensive examination of economics with emphasis on the economic systems of the firm, its development, market pricing theory, theory of the firm, and theories of production and distribution. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 5709 International Economic Systems** **4.0 Quarter Credit Hours**
 An overview of the major economic systems in the world economy. The course covers first-hand statistical and economic data, including capital, labor and trade; market mechanisms and non-market mechanisms; current economic crises; mixed economic systems; centrally planned economic systems; global economic interdependence; and characteristics of international economic order. Prerequisite: ECO - 3013 or approval of Academic Advisor or Academic Dean.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECP 5704 Managerial Economics** **4.0 Quarter Credit Hours**
 A comprehensive examination of microeconomic data employed in management analysis and decision rendering. Prerequisite: ECO3023 or ECO 3013 or ECO5010 or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ELS 0181 Structures and Writing I - Level 1** **2.0 Quarter Credit Hours**
 This course acquaints students with basic grammar and sentence structure and requires utilization of knowledge gained through writing and reading assignments. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ELS 0182 Structures and Writing II - Level 1** **2.0 Quarter Credit Hours**
 A continuation of ELS 0181. This course will not count toward degree completion.
 Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ELS 0281 Structures and Writing I - Level 2** **2.0 Quarter Credit Hours**
 This grammar and composition section includes all of the structures presented in the Level I Structure and Writing courses. More advanced grammar and sentence structures are introduced as the student practices through composition of multi-paragraph essays. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ELS 0282 Structures and Writing II - Level 2** **2.0 Quarter Credit Hours**
 A continuation of ELS 0281. This course will not count toward degree completion.
 Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ELS 0381 Structures and Writing I - Level 3** **2.0 Quarter Credit Hours**
 A grammar and writing course that progresses beyond the level of that covered in Levels 1 and 2. Students continue to add to writing skills through utilization of more complex sentence structures in their writing assignments. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ELS 0382 Structures and Writing II - Level 3** **2.0 Quarter Credit Hours**
 A continuation of ELS 0381. This course will not count toward degree completion.
 Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

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| ENS 1111 Comprehension I - Level 1 | 2.0 Quarter Credit Hours |
| A course designed to assist the student in building vocabulary through reading and writing passages, with oral and written questions following all reading material. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000 | |
| ENS 1112 Comprehension II - Level 1 | 2.0 Quarter Credit Hours |
| A continuation of ENS 1111. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000 | |
| ENS 1201 Conversation I - Level 2 | 2.0 Quarter Credit Hours |
| Students practice English through conversation both individually and in groups. Students make oral presentations to enhance their verbal English skills. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000 | |
| ENS 1202 Conversation II - Level 2 | 2.0 Quarter Credit Hours |
| A continuation of ENS 1201. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000 | |
| ENS 1211 Comprehension I - Level 2 | 2.0 Quarter Credit Hours |
| This reading section will include all the structures used in ENS 1211 and ENS 1212 as well as the introduction of new vocabulary. Oral and written questions will follow each reading assignment. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000 | |
| ENS 1212 Comprehension II - Level 2 | 2.0 Quarter Credit Hours |
| A continuation of ENS 1211. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000 | |
| ENS 1301 Conversation I - Level 3 | 2.0 Quarter Credit Hours |
| A course designed to help the student converse in English through true life situations and consumer education. Oral and listening skills are utilized. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000 | |
| ENS 1302 Conversation II - Level 3 | 2.0 Quarter Credit Hours |
| A continuation of ENS 1301. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000 | |
| ENS 1311 Comprehension I - Level 3 | 2.0 Quarter Credit Hours |
| This course includes a variety of reading assignments introducing new vocabulary words and literature of popular authors. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000 | |
| ENS 1312 Comprehension II - Level 3 | 2.0 Quarter Credit Hours |
| A continuation of ENS 1311. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000 | |
| ENS 1401 Conversation I - Level 4 | 2.0 Quarter Credit Hours |
| A course consisting of oral presentations and collaboration from television programs, news, and current events using idiomatic phrases to refine students' verbal communication skills. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000 | |
| ENS 1402 Conversation II - Level 4 | 2.0 Quarter Credit Hours |
| A continuation of ENS 1401. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000 | |
| ENS 1411 Comprehension I - Level 4 | 2.0 Quarter Credit Hours |
| Reading assignments reflect the structures and vocabulary used in all previous courses and further emphasize vocabulary building techniques. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000 | |
| ENS 1412 Comprehension II - Level 4 | 2.0 Quarter Credit Hours |
| A continuation of ENS 1411. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000 | |

FIL 2100 Script Development I**4.0 Quarter Credit Hours**

This course will cover the basic concepts and elements of writing for media. From concept and design, through the final shooting script, the students will develop a complete understanding of how a script is produced. Practical writing exercises will help students develop a fundamental understanding of writing. Prerequisite: ENC 1104
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 2200 Film Production III**4.0 Quarter Credit Hours**

Practical work in sync-sound film production: creative use of camera, sound, editing and production planning. Lecture and field production work required in the completion of a sync-sound film. Prerequisites: FIL 1651 and Approval of Academic Advisor or Academic Dean - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FIL 2205 Computer Graphics I**4.0 Quarter Credit Hours**

Introduction to computer graphics. Students learn system operations, 2-D graphics, 2-D animation, and multimedia applications. Prerequisite: Approval of Academic Advisor or Academic Dean - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 2208 Directing and Acting**4.0 Quarter Credit Hours**

The fundamentals of directing and acting techniques are explored in a variety of methods. Students will work with scripts and scenes as both actors and directors. Prerequisite: RTV 1150. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 2274 Post Production I**4.0 Quarter Credit Hours**

This course is designed to introduce the student to the post production process. Students learn fundamental editing techniques and aesthetics. Prerequisite: RTV 1150 or Approval of Academic Advisor or Academic Dean.
Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FIL 2276 Post Production II**4.0 Quarter Credit Hours**

This course covers the post production process and provides students with the advanced skills of editing. Students learn operations of computer assisted editing. Prerequisite: FIL 2274. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FIL 2278 Film/Video Production Workshop**4.0 Quarter Credit Hours**

Guidance, instruction and evaluation of film/video projects from initial concept through release. Prerequisite: RTV 2774 or FIL 1651 and Approval of Academic Advisor or Academic Dean. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FIL 2300 Documentary Production**4.0 Quarter Credit Hours**

This course explores the uses and analysis of the non-fiction film. Prerequisite: RTV 1150 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 2310 Computer Graphics II**4.0 Quarter Credit Hours**

Students apply advanced computer techniques in animation. Skills acquired in Computer Graphics I will be expanded. Focus on 3-D computer modeling and animation systems. Prerequisite: FIL 2205
Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FIL 2420 Script Development II**4.0 Quarter Credit Hours**

Students apply the methods and techniques to develop a first draft script. Emphasis will be placed on using the proper script format, developing characters, script analysis, and effective story development. Prerequisite: FIL 2100
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIL 2999 Film/Video Externship**4.0 Quarter Credit Hours**

A practical experience which allows the student to apply the knowledge and skills in an actual work environment. Prerequisite: Applications may be submitted after completion of 40 Quarter Credit Hours in the major core component and minimum "C"(GPA) grade. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

FIN 1100 Introduction to Finance**4.0 Quarter Credit Hours**

A study of typical financial problems faced by the individual. Topics will include budgeting, consumer credit, time payments, mortgages, and personal investing. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

GRA 1510 Advertising Design II 4.0 Quarter Credit Hours
A continuation of GRA 1500 with specific emphasis on industry standards, requirements and techniques. Prerequisites: GRA 1500 and GRA 1582. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 00

GRA 1551 Digital Applications for Publication Design 4.0 Quarter Credit Hours
A continuation of desktop publishing, focusing on publications using graphic layout. Prerequisite: CGS 1581 or SLS 1080 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 1582 Digital Applications for Desktop Publishing 4.0 Quarter Credit Hours
This course provides the student with introduction to the fundamentals of Desktop Publishing and its use in the field of commercial art and advertising. Prerequisite: CGS 1581 or SLS 1080 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 2321 Digital Applications for Graphic Illustration 4.0 Quarter Credit Hours
An introduction to techniques of drawing, illustration and layout design for advertising using digital illustrating program on the Macintosh computer. Prerequisite: CGS 1581 or SLS 1080 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 2500 Graphic Design I 4.0 Quarter Credit Hours
This course acquaints the student with the basic principles of terminology, methods and systems used to solve graphic design problems. A study of production techniques, theories of color separation and printing processes as they apply to the design function of the commercial artist. Prerequisites: ART 1531 and ART 1321. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

GRA 2510 Graphic Design II 4.0 Quarter Credit Hours
An advanced study of design for full color, complex print-media production. Emphasis is placed on creating accurately communicative concepts for idea-driven design solutions. Includes advanced techniques in generating comprehensives using the Macintosh computer. Prerequisites: GRA 2500 and CGS 1581 or SLS 1080 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 2525 Copywriting 4.0 Quarter Credit Hours
An introduction to writing the headlines and text for advertising in print, television and radio advertising. Prerequisite: GRA1510. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 2531 Production Art 4.0 Quarter Credit Hours
A study of the mechanical assembly of art work for reproduction, including preparation of art work for full-color process printing. Prerequisites: ART 1531 and ART 1316. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 2791 Digital Image Manipulation 4.0 Quarter Credit Hours
An introduction to the image and color editing capabilities through applications on the Macintosh computer. Emphasis is placed on scanning photographs, artwork and text with discussion on basic photographic systems and techniques. Prerequisite: CGS 1581 or SLS 1080 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRA 2891 Advanced Digital Applications 2.0 Quarter Credit Hours
A continuation of computer techniques to enable the student to produce self promotional pieces for resume' and portfolio. Prerequisite: CGS 1581. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

GRA 2994 Portfolio 2.0 Quarter Credit Hours
This course develops the preparation for entry into the job market including the design and mechanical preparation of a personal logo, business card, and resume. Instruction is also given in portfolio preparation and presentation as it applies to job interviewing skills. Prerequisites: GRA 2510 and student must have completed 40 quarter credit hours in the major core requirement. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

GRA 2999 Commercial Art Externship 2.0 Quarter Credit Hours
A practical experience allowing the student to apply knowledge and skills in the actual work environment. Prerequisite: Approval of Academic Advisor or Academic Dean - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

HFT 1001 Front Office Procedures 4.0 Quarter Credit Hours
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with checkout and settlement. The course also examines various elements of effective front office management paying particular attention to planning and evaluating front office operations and management. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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- HFT 3500 Hospitality Marketing** 4.0 Quarter Credit Hours
A study of sales, promotion and marketing practices of the hospitality industry.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3603 Laws Related to the Hospitality Industry** 4.0 Quarter Credit Hours
An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3614 Food and Beverage Management** 4.0 Quarter Credit Hours
This course is an overall view of the food service industry including purchasing, receiving, and issuing food and other supplies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3700 Tourism and the Hospitality Industry** 4.0 Quarter Credit Hours
This course provides an understanding of the temporary mass migratory movements of people throughout the world, movements that are done in the name of leisure and tourism. It describes how tourism works and indicate how people who are part of tourism can utilize this knowledge to make tourism work for them and their particular business destination.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 4936 Feasibility Study in the Hospitality Industry** 4.0 Quarter Credit Hours
A study of the systematic process for evaluating the economic factors of the hospitality project and the likely results of operations before they are begun. Both marketing and financial data are collected and analyzed to determine whether or not to proceed with the hospitality project under investigation. Prerequisites: APA 2320 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSC 1145 Clinical Procedures** 4.0 Quarter Credit Hours
This course correlates the clinical and diagnostic procedures available in health care. Physical therapy, pulmonary function, rehabilitation and x-ray are covered. Etiology of disease, community health, and patient teaching are emphasized.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSC 1444 Diseases of the Human Body** 4.0 Quarter Credit Hours
A study of the human body's diseases and basic information about common medical conditions. Prerequisite: APB1100, APB1110, or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSC 1446 Special Patient Care** 4.0 Quarter Credit Hours
This course offers comprehensive studies in treating the patient with special and specific needs. Managing cancer and terminally ill patients and various treatment protocols are covered as well as the unique needs of pediatric and geriatric patients as related to their disease process. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSC 1531 Medical Terminology** 4.0 Quarter Credit Hours
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes) and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSC 1561 Medical Law and Ethics** 2.0 Quarter Credit Hours
This course covers medical jurisprudence and medical ethics. Legal aspects of office procedures are covered including a discussion of various medical/ethical issues in today's society. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- HSC 2250 Current Medical Codes I** 4.0 Quarter Credit Hours
The purpose of the coding course is to provide a uniform language of ICD-9 that will accurately describe medical, surgical, and diagnostic services which then provides an effective means of communication for physician, patients, insurance claimants, and other parties. Prerequisites: HSC 1531 with a grade of "C" or better.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSC 2350 Current Medical Codes II** 4.0 Quarter Credit Hours
The purpose of the coding course is to provide a uniform language of CPT that will accurately describe medical, surgical, and diagnostic services which then provides an effective means of communication for physicians, patients, insurance claimants, and other parties. Prerequisite: HSC 2250 with a grade of C or better. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
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- JOU 1011 Journalism** **4.0 Quarter Credit Hours**
 This course provides a foundation in practical news writing and journalism. Skills and techniques will be presented in a logical fashion. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- LIS 1000 Practicum in Library and Information Management** **4.0 Quarter Credit Hours**
 This course is designed to teach students the fundamentals of library and information services. Students are required to spend 120 clock hours under the direction of the school librarian. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MAA 3233 Mathematical Analysis** **4.0 Quarter Credit Hours**
 This course emphasizes differential and integral calculus of algebraic, exponential, and logarithmic functions with applications to business and economic decision analysis. Prerequisite: MAC 2104.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAC 2104 College Algebra** **4.0 Quarter Credit Hours**
 The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Lec. Hrs. 040, Lab Hrs. 000, Other Hrs. 000.
- MAC 3700 Mathematics of Finance** **4.0 Quarter Credit Hours**
 A study of simple and compound interest, ordinary annuities, other annuities, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities, and life insurance. Various sources of corporate funds are also studied. Prerequisite: MAC 2104. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 1011 Introduction to Business Enterprise** **4.0 Quarter Credit Hours**
 A study of the characteristics and functions of business in the free enterprise environment, including opportunities, management, organization, marketing, physical plant, finance, ethics, and law.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 1780 Management Today** **4.0 Quarter Credit Hours**
 This course involves the examination and review of classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2010 Let's Talk Business** **2.0 Quarter Credit Hours**
 This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MAN 2015 Introduction to the Internet** **1.0 Quarter Credit Hours**
 This course is an overview of the Internet and introduces the student to basic Internet concepts. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000
- MAN 2018 Internet** **2.0 Quarter Credit Hours**
 This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to Internet. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- MAN 2021 Principles of Management** **4.0 Quarter Credit Hours**
 The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2142 Introduction to International Management** **4.0 Quarter Credit Hours**
 A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2146 International Competitiveness** **4.0 Quarter Credit Hours**
 A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- MAN 4651 Import/Export Management** **4.0 Quarter Credit Hours**
 This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports, and trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4720 Business Policy and Strategy** **4.0 Quarter Credit Hours**
 A study of long term strategy and planning management, this course is primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel.
 Prerequisite: MAN 2021. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4742 Business Ethics** **4.0 Quarter Credit Hours**
 This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4910 Contemporary Management** **4.0 Quarter Credit Hours**
 This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision making. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4940 Externship in Management II** **4.0 Quarter Credit Hours**
 As part of the preparation for a career in management, the Senior student is permitted to serve an externship of 120 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MAN 4960 Externship in International Management II** **4.0 Quarter Credit Hours**
 As part of the preparation for a career in international management, the Senior student is permitted to serve an externship of 120 hours in international management functions of financial, business, and industrial organizations. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MAN 5075 Managerial Ethics** **4.0 Quarter Credit Hours**
 This course is an investigation of the principles of ethical thinking and applies them to situations and models for business decision making. Explores and analyzes business ethics issues relating to the nature of the corporation, work in the corporation, the corporation and society, and the development of the corporate culture. Provides a conceptual and systematic study of ethics in an effort to develop consistent criteria as they relate to changing and emerging values. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 5129 Managerial Decision Making** **4.0 Quarter Credit Hours**
 A comprehensive overview of decisions and the decision making process used by management in a number of situations. Financial management, personnel management, production, marketing and other aspects of a business environment will be utilized to develop sound decision making practices. The course also uses an integrated approach to study the application of the concepts of management to managerial decision making and the decision making process. Students acquire "hands-on" experience through the use of contemporary case studies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 5135 Management Communication** **4.0 Quarter Credit Hours**
 A study of the most effective ways of transferring information within and outside an organization.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 5245 Organizational Behavior** **4.0 Quarter Credit Hours**
 An analysis of human behavior in organizations with emphasis on leadership, motivation and group dynamics.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 5266 Management of Professionals** **4.0 Quarter Credit Hours**
 Organizational behavior of professional employees is investigated through available theories and concepts. Concentration is placed on the manager's role, especially that of matching organizational demands with individual talents and expectations.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 5282 Organizational Development** **4.0 Quarter Credit Hours**
 Theory and research relating to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

climate in the workplace, improve productivity, and provide effectiveness in the organization. Through case study and written reports, the administrative processes necessary to carry out strategic business plans in relation to sales, finance, procurement, and personnel are analyzed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 6206 Leadership Development and Executive Assessment **4.0 Quarter Credit Hours**
A study of the executive's role in the assessment and development of individuals in the organization. Emphasis is placed in matching organizational needs and demands with individual talents and experience. Topics include an analysis of managerial assessment, quality stewardship, employee empowerment and succession. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 6207 Executive Integration I **12.0 Quarter Credit Hours**
An examination and analysis of major business functions through utilization of strategic perspective and application of functional knowledge to tactical and strategic issues. Using the role of the firm in society and the leadership skills of the individual student, the student will integrate the functions of accounting, finance, marketing, operations, and human resources management within a framework of continuous systems improvement and delivery of customer value. Special attention will be paid to the development of personal leadership skills, including team building, motivation, negotiation, interpersonal communication, and assessment of student leadership abilities. Co-Requisite: MAN 6209. - Lec. Hrs. 120 Lab Hrs. 000 Other Hrs. 000

MAN 6208 Executive Integration II **12.0 Quarter Credit Hours**
An examination and analysis of the relationship of strategic management and policy development to organizational culture, design, and change management for global competition. Emphasis will be placed on the relationships among strategic planning and organizational reality, global competition, ethics and social responsibility, and technology management. Co-Requisite: MAN 6210. - Lec. Hrs. 120 Lab Hrs. 000 Other Hrs. 000

MAN 6209 Executive Practical Practicum Project (Proposal) **3.0 Quarter Credit Hours**
Students prepare a project centered on a significant strategic issue within their sponsoring organization. The project can be a new initiative or a significant organizational change to enhance organizational effectiveness. The proposal will be approved by the student's sponsoring organization and the University Department Chair. The proposal and outline are submitted for evaluation and assigned a grade for this phase of the project. Prerequisites: MAN 6201, MAN 6202, MAN 6203, MAN 6204, MAN 6205, MAN 6206. Co-Requisite: MAN 6207. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090

MAN 6210 Executive Practical Practicum Project (Final Product) **3.0 Quarter Credit Hours**
The Practical Practicum Project proposal and outline completed in MAN 6209 is formulated and completed in final form and submitted for evaluation. The final product must be presented in written form and on diskette and is evaluated for thoroughness of research, adequacy of content, and applicability to the organization's goals and objectives. Prerequisite: MAN 6209. Co-Requisite: MAN 6208. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090

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

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

MAN 6721 Business Policy and Strategy **4.0 Quarter Credit Hours**
A study primarily concerned with the analysis of the decision making process and the use of managerial decision making techniques at the executive level. This course must be taken within the final two quarters prior to program completion. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 6910 Graduate Research Practicum/Thesis **6.0 Quarter Credit Hours**
Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, profession/technical writing, and oral communication activities. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Department Chair. Participation in the research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN5910 - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180

- MAR 3330 Public Relations** **4.0 Quarter Credit Hours**
 A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 3400 Salesmanship** **4.0 Quarter Credit Hours**
 A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 3405 Industry and Trade** **4.0 Quarter Credit Hours**
 A study of the industrial significance of foreign countries, the development of their industry, and the volume and types of exports and imports related to the American economy. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 3503 Consumer Behavior** **4.0 Quarter Credit Hours**
 An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisite: MAR1011 or MAR2321. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4203 Marketing Channels and Distribution** **4.0 Quarter Credit Hours**
 An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisite: MAR 1011 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4241 International Marketing Analysis** **4.0 Quarter Credit Hours**
 Analysis of the structure of international markets. Study of the environmental factors affecting international market opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale. Prerequisites: MAR 2141 or MAR 1011. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4333 Promotional Policies and Strategy** **4.0 Quarter Credit Hours**
 An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1011 and MAR 2321 or approval of the Academic Advisor or Academic Dean.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4630 Marketing Research** **4.0 Quarter Credit Hours**
 In this course, research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1011 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4804 Marketing Administration** **4.0 Quarter Credit Hours**
 Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objective. Prerequisite: MAR 1011 or approval of the Academic Advisor or Academic Dean.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4941 Externship in Marketing II** **4.0 Quarter Credit Hours**
 As part of the preparation for a career in marketing, the Senior student is permitted to serve an externship of 120 hours in retail, wholesale, and service firms and industrial organizations acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MAR 5158 International Marketing** **4.0 Quarter Credit Hours**
 This course discusses the environment of international marketing. Primary emphasis is on international marketing research, product strategy, promotional strategy, distribution strategy, pricing strategy, and present issues in international marketing.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 5244 Export Marketing** **4.0 Quarter Credit Hours**
 This course studies the information required by marketing managers to assist in satisfying the needs of consumers internationally. Special emphasis will be given to the constraints of the international environment.
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MLS 2300 Laboratory Procedures**2.0 Quarter Credit Hours**

A study of laboratory and clinical procedures performed in the medical office to include venipuncture, urinalysis, hematology and clinical chemistry. This course also includes the procedures for quality control techniques. Prerequisites: APB 1100, MEA 1451, HSC 1531, or a student must have completed a minimum of 48 Quarter Credit Hours in the Medical Assistant program or the approval of the Academic Advisor. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MMC 4602 Mass Media**4.0 Quarter Credit Hours**

Covers the principles, theories, and ideas of mass media as well as the technology and creative methods used in mass media: past, present, and future. The role of mass media in business, politics, religion, entertainment, and advertising will be discussed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OFT 1000 Typing**2.0 Quarter Credit Hours**

Techniques and basic skills of typing, with emphasis upon keyboard mastery, correct techniques, operation and care of the typewriter, the performance of basic typing operations, and typing accuracy are covered. A minimum typing speed of 30 words per minute with 95% accuracy is required for completion. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFT 1110 Intermediate Typing**2.0 Quarter Credit Hours**

A continuation of OFT 1000 with emphasis placed on the development of speed and accuracy. A minimum typing speed of 45 words per minute with 95% accuracy is required for completion. Prerequisite OFT 1000 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFT 1141 Keyboarding**2.0 Quarter Credit Hours**

A first course designed so students attain complete mastery of the alphanumeric keyboard and the numeric keypad of a computer keyboard. Emphasis is placed on correct stroking, posture, and basic Keyboarding techniques. The student is required to attain a minimum Keyboarding speed of 30 words per minute with 95% accuracy for completion. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFT 1143 Intermediate Keyboarding**2.0 Quarter Credit Hours**

A continuation of OFT 1141 with special emphasis placed on increasing speed and improving accuracy. A minimum Keyboarding speed of 45 words per minute with 95% accuracy is required for completion. Prerequisite: OFT 1141 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFT 1144 Advanced Keyboarding**2.0 Quarter Credit Hours**

A continuation of OFT 1143 with special emphasis placed on increasing speed and improving accuracy. A minimum Keyboarding speed of 60 words per minute with 95% accuracy is required for completion. Prerequisite: OFT 1143 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFT 1146 Expert Keyboarding**2.0 Quarter Credit Hours**

A continuation of OFT 1144 in which the student is given various business applications and drills to further increase speed and accuracy. A minimum Keyboarding speed of 70 words per minute with 95% accuracy is required for completion. Prerequisite: OFT 1144 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFT 1435 Legal Terminology**2.0 Quarter Credit Hours**

A study of legal words, terms, and phrases normally encountered in the application of modern law in an office environment. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFT 2120 Advanced Typing**2.0 Quarter Credit Hours**

A continuation of OFT 1110 with emphasis placed on increasing speed and improving accuracy. This course will provide learning activities simulating the office environment. Prerequisite: OFT 1110 or approval of Faculty Advisor or Dean. A minimum typing speed of 60 words per minute with 95% accuracy is required for completion. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OST 1221 Machine Theory I**8.0 Quarter Credit Hours**

An introduction to the basic principles of computer-compatible machine shorthand theory. Phonetics, symbols, finger position, brief forms, phrases, reading and writing habits will be stressed. - Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000

OST 1222 Machine Theory II**8.0 Quarter Credit Hours**

Continuation of the basic principles of Machine Theory I. New brief forms and phrases are introduced. Continued emphasis is placed on reading and writing habits. Students are introduced to Jury Charge, Literary and Testimonial material. Prerequisite: OST 1221 or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000

OST 2226 Court and Conference Dictation VI**8.0 Quarter Credit Hours**

A continuation of Court and Conference Dictation V with increased emphasis on multi-voice dictation and speed building in literary, Jury Charge and Q & A material. Testing is performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 2225 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000

OST 2231 Court Reporting Procedures**4.0 Quarter Credit Hours**

The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trial transcript in deliverable form is required. Included in this course: The role of the reporter in trials, depositions and administrative hearing; instruction in the ethics of court reporting; indexing filing, and storage of notes; increasing note-reading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turn-around schedules; and the NSRA Code of Professional Responsibilities and use of the library and reference materials. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST 2232 Computer Aided Transcription**2.0 Quarter Credit Hours**

This course is an overview in reporter-related technology, concepts and vocabulary, which cover computer-aided transcription systems, work processing system, and video application and a mock Video Deposition. Students are taken on field trips to Court Reporter's Offices and the Courthouse. Prerequisite: OFT 1000 or OFT 1141 and OST 1224 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OST 2257 Medical Terminology**4.0 Quarter Credit Hours**

A study of human anatomy including the functions of the major systems of the body. An emphasis is placed on the correct spelling, pronunciation, and meaning of terms relating to anatomy and anatomical disorders as well as terms relating to other medical specialties. - Lec. Hrs. 040 Lab hrs. 000 Other Hrs. 000

OST 2321 Business Office Machines**2.0 Quarter Credit Hours**

Primary emphasis is on developing touch operation of a 10-key calculator. Various types of calculators are presented as are other common office machines. Reprographics is also discussed. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OST 2335 Business Communications**4.0 Quarter Credit Hours**

Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1105
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST 2355 Records Management**4.0 Quarter Credit Hours**

A study of the efficient control of business records. This course will cover the basic rules of filing and records management including the alphabetic, numeric, geographic, and subject systems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST 2401 Office Practices**3.0 Quarter Credit Hours**

This course is designed to analyze the tasks and responsibilities of the administrative assistant as well as maintaining a professional image. Organizing time and work, keeping accurate records, setting priorities, and managing stress are discussed. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

OST 2461 Business Management for the Medical Assistant**4.0 Quarter Credit Hours**

This course introduces the student to the administrative functions of the medical office or clinic. Public relations, office safety and security are covered. Emphasis is on manual and computerized records management, to include banking and payroll. An introduction to medical insurance billing including ICD and CPT definitions and uses is covered.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST 2601 Machine Transcription I**2.0 Quarter Credit Hours**

An introductory course in machine transcription that includes a study of report formats, methods of transcribing, and production of quality work. Prerequisites: OFT 1000 or OFT 1141, or approval of the Academic Advisor or Academic Dean, Medical assisting students have an additional prerequisite of MLS 1531. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OST 2602 Machine Transcription II**2.0 Quarter Credit Hours**

A continuation of OST 2601. Emphasis is placed on the production of typed mailable copy from machine dictation. Prerequisite: OST 2601 or approval of the Academic Advisor or Academic Dean.
Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

PHA 2242 Pharmacology**4.0 Quarter Credit Hours**

Various aspects of clinical pharmacology will be discussed including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, the course will include a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: APB 1100 and APB 1110. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PHI 2100 Critical Thinking**4.0 Quarter Credit Hours**

This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth; verification, and knowledge; inductive/deductive reasoning; and common errors in informal reasoning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PHI 3131 Logic**4.0 Quarter Credit Hours**

A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PHI 3600 Ethics**4.0 Quarter Credit Hours**

Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 1003 Introduction to Legal Assisting**4.0 Quarter Credit Hours**

Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 1023 Legal Ethics and Social Responsibility**4.0 Quarter Credit Hours**

This course covers legal ethics, legal assistant/paralegal professionalism and the social responsibility of a legal assistant/paralegal. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 1105 Legal Research I**4.0 Quarter Credit Hours**

The student is introduced to the law library in this course. Emphasis is on teaching the student the basic techniques of research and primary sources of law including the reporters and the Florida Statutes. Techniques will be developed for analyzing cases and preparing case briefs. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 2115 Legal Research II**4.0 Quarter Credit Hours**

This course focuses on expanding the student's ability to research statutory and case law through the use of legal citator, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing memorandums of law. Students are also introduced to computerized legal research utilizing the WESTLAW system. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 2156 Legal Document Writing I**4.0 Quarter Credit Hours**

The style and format of legal documents are discussed including bankruptcies, wills, contracts, and real estate closing documents. Sample documents are provided as a guide for exercises. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 2223 Civil Litigation**4.0 Quarter Credit Hours**

This course covers the procedural rules and filing requirements for civil actions. Emphasis is placed on the provisions of both the Federal and the Florida Rules of Civil Procedure and the drafting of pleading, motions, pre-trial discovery documents, and post-trial proceedings. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2273 Torts**4.0 Quarter Credit Hours**

This course provides the student with a comprehensive study of the elements of various tort offenses including intentional, negligence and strict liability torts. Explained are the myriad principles, theories and remedies which govern liability for civil injuries not arising from contractual obligations. Prerequisite: PLA 2223. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2303 Criminal Procedure**4.0 Quarter Credit Hours**

This course explores basic concepts of both substantive and procedural criminal law. Primary emphasis will be on the Florida Rules of Criminal Procedure and the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Also included is a study of the elements of crimes, legal defenses and penalties. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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- PLA 4155 Legal Research IV** 4.0 Quarter Credit Hours
This course provides a comprehensive review of the entire legal researching process. The further development of legal researching and writing skills is fostered with special emphasis on preparing appellate briefs for either the state or federal court system. Prerequisite: PLA 3158. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- PLA 4263 Rules of Evidence** 4.0 Quarter Credit Hours
Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4423 Contract Law** 4.0 Quarter Credit Hours
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 2434.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4483 Administrative Law** 4.0 Quarter Credit Hours
Workers' Compensation and Social Security are examined in this course. The law regarding governmental agencies and their enforcement authority, with emphasis in the special problems of state administrative law, is discussed.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- POS 2041 American National Government** 4.0 Quarter Credit Hours
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- POT 4003 Contemporary Political Theories** 4.0 Quarter Credit Hours
An examination of the various theoretical approaches to governing a modern state. Some of the forms covered are Fascism, Nazism, Communism, Socialism and Representative Democracy. Special attention will be focused on the changes brought to the democratic process by the Cold War and by the new role of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PSY 1035 Problem Solving for Decision Making** 2.0 Quarter Credit Hours
This course presents a six-step process for labeling, analyzing and solving relationship problems through the identification of root causes and application of sound action planning. Emphasis is on applying the problem solving, decision making process to real life situations. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- PSY 1055 Time/Stress Management** 2.0 Quarter Credit Hours
Through readings, class discussions, exercised, and practical applications, this course examines the dynamics of time/stress management as it relates to effective and efficient working and living. Various techniques of time/stress management are introduced identifying the positive and negative effects for individuals in various environments.
Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- PSY 2014 General Psychology** 4.0 Quarter Credit Hours
This course is designed to provide students with a general understanding of psychology. Additional time is allotted to psychotherapy, abnormal, and physiological psychology.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- QMB 2603 Introduction to Quantitative Methods** 4.0 Quarter Credit Hours
This introductory and preparatory course provides a thorough review of topics from elementary algebra to derivatives. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- QMB 3314 Quantitative Methods** 4.0 Quarter Credit Hours
Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation. Prerequisites: STA 3014 or MAC 2104 or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- QMB 5010 Statistics for Managers** 4.0 Quarter Credit Hours
A comprehensive introduction to statistical and quantitative business methods in decision making.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
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- RTV 2774 Advanced Video Techniques** **4.0 Quarter Credit Hours**
Students incorporate and demonstrate advanced skills in cameras, lighting, and sound. Various programs and projects will be produced by students. Prerequisite: RTV 1150. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- SLS 1080 Computer Literacy** **4.0 Quarter Credit Hours**
This course provides a presentation of the computer as a tool for personal development. Subject matter includes a basic introduction to PC operation, using the PC for communication, personal finance, organization, and as a tool for study and entertainment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SLS 1120 Strategies for Success** **4.0 Quarter Credit Hours**
Through discussion and application, this course is designed to promote proper study habits and skills which should enable the student to compete successfully in the higher education environment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SLS 1320 Career Skills** **2.0 Quarter Credit Hours**
A course designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- SOP 2772 Human Sexuality** **4.0 Quarter Credit Hours**
A study of human sexuality as it applies to society, health, and relationships. Studies will include the physical and psychological aspects of the awareness of human sexuality. Legal, psychological, health issues and societal responsibility will be discussed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SOP 4004 Social Psychology** **4.0 Quarter Credit Hours**
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2014. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SPC 2602 Oral Communications** **4.0 Quarter Credit Hours**
This course is designed to develop the art of communicating ideas verbally. The essentials of the basic elements of the communication process are stressed in order to enhance interpersonal and professional relationships.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SPC 3601 Advanced Speech** **4.0 Quarter Credit Hours**
A professional communication course emphasizing application and criticism appropriate for examining and changing communicative interaction in professional situations. Prerequisites: ENC 1105 and SPC 2602.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SPC 4400 Conference Techniques** **4.0 Quarter Credit Hours**
Designed to teach the student how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership traits and group dynamic skills are analyzed and applied in simulated classroom experience.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SPN 1100 Conversational Spanish I** **4.0 Quarter Credit Hours**
A basic course for students who wish to develop the ability to speak and understand the Spanish language with emphasis on phrasing, idioms, and everyday vocabulary. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SPN 1101 Conversational Spanish II** **4.0 Quarter Credit Hours**
An advanced course for student who wish to develop a broad competence in Spanish. This course emphasizes the oral-aural aspects of the language and the more sophisticated use of subjective clauses and sentence structure. Prerequisite: SPN 1100 -
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- STA 3014 Statistics** **4.0 Quarter Credit Hours**
This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing, and analyzing data are presented. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- STA 5023 Graduate Statistics Orientation** **2.0 Quarter Credit Hours**
This course provides an overview of descriptive and inferential statistics as they apply to field research.
Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
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- TRA 4010 Transportation** **4.0 Quarter Credit Hours**
The role of the different modes of transportation (rail, motor, air, water, and pipelines) are analyzed in terms of economic characteristics and services rendered in relation to the management of the business entity. Prerequisite: MAN 2021.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TRV 1010 Introduction to Travel** **4.0 Quarter Credit Hours**
This course provides an overview of the travel and tourism industry. Areas of study include transportation and accommodations, tourism, and business travel. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TRV 1050 Travel Geography** **4.0 Quarter Credit Hours**
This course will present the world as a wide variety of destinations. World geography as it pertains to travel and tourism is studied on the basis of the various continents and how they relate to international travel.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TRV 1200 Tourism and the Hospitality Industry** **4.0 Quarter Credit Hours**
This course provides an understanding of the temporary mass migratory movements of people throughout the world, movements that are made in the name of leisure and tourism. How tourism works and how people who are part of tourism can utilize the knowledge to make tourism work for them and their particular business or destination are also covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TRV 2010 Reservations, Ticketing and Tariffs I** **4.0 Quarter Credit Hours**
This course is designed to develop the student's knowledge of the planning and pricing of itineraries for international travel. This course will involve direct flight planning, tariff terminology, fares, international tariffs and other necessary items for accurate travel ticketing, and will cover the operating instructions and use of the World Editions of the Official Airline Guide. Prerequisite: TRV 1200, TRV 1010, TRV 1050, TRV 2100. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TRV 2020 Reservations, Ticketing and Tariffs II** **4.0 Quarter Credit Hours**
This course is designed to develop the student's knowledge of the planning and pricing of itineraries for domestic travel. It will involve direct flight planning, tariff terminology, fares, domestic tariffs and other necessary items for accurate travel ticketing. This course will cover the operating instructions and use of the North American Official Airline Guide. Prerequisites: TRV 2010 and ACO 1910. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TRV 2030 Travel Agency Management** **4.0 Quarter Credit Hours**
This course is a study of travel agency management requirements. Orientation to regulatory agencies, repeating and administrative forms, sales agreements, and agency appointment procedures, interrelationship of the travel agency with airline and steamship companies, railroads, wholesalers, tour companies and operations, methods of charter and group travel promotion are included. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TRV 2040 Cruise and Tour Operations** **4.0 Quarter Credit Hours**
This course is an examination of pertinent information about the tour and cruise industry, including their history, operations, and housing and selling system. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TRV 2050 Marketing, Sales, Public Relations and Salesmanship in Travel and Tourism** **4.0 Quarter Credit Hours**
This course is a study of sales, promotion, marketing, and salesmanship practices in the tourism industry including the components of sales and selling in travel from the introduction to the close of a sale.
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TRV 2101 Ecotourism** **4.0 Quarter Credit Hours**
This course will focus on exploring tourism's relationship to the natural world. It will also include an investigation into the markets for ecotourism plus the structure of the ecotourism industry and its potential for success as a local economic development tool. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TRV 2999 Travel Externship** **4.0 Quarter Credit Hours**
As part of the preparation for a career in travel and tourism administration, the student is permitted to serve a 120 hour externship in the travel industry or other organizations acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and to the employer. Prerequisite: Approval of the Academic Advisor or Academic Dean.
Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
-

Florida Metropolitan University, Inc.

Florida Metropolitan University includes the following colleges:

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- Florida Metropolitan University - Orlando College, North Orlando, FL
- Florida Metropolitan University - Orlando College, South Orlando, FL
- Florida Metropolitan University - Tampa College Tampa, FL
- Florida Metropolitan University - Tampa College, Brandon Tampa, FL
- Florida Metropolitan University - Tampa College, Lakeland Lakeland, FL
- Florida Metropolitan University - Tampa College, Pinellas Clearwater, FL

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Director of Admissions

Business Manager

Director of Career Planning/Placement

Graduate Studies Coordinator

ORLANDO COLLEGE, NORTH

| Name | Discipline | Degree | |
|-------------------|-------------------|---------------|-------------------------------|
| Boelke, Michael | Commercial Art | AS | Orlando College |
| Chapman, Robert | Accounting | MPA | University of Texas |
| | Graduate Studies | MBA | Texas Tech University |
| | | BBA | University of Texas |
| McClay, Mitchell | Library Science | Ph.D | LaSalle University |
| | | MPA | LaSalle University |
| | | MLS | Emporia State University |
| | | BA | Columbia College |
| | | BS | Kansas State University |
| Fox, Pat | Commercial Art | BS | University of Central Florida |
| Gunderson, Randee | Court Reporting | C.R. Diploma | Minnesota School of Business |
| Ku, Michelle | Legal Studies | JD | University of Pennsylvania |
| | | BA | Cornell University |
| Littlefield, T. | Court Reporting | AS | Orlando College |
| McDaniel, Carolyn | Business and M/M | MPA | Orlando College |
| | | BBA | Orlando College |
| Pirie, Brent | Video | BS | Oral Roberts University |
| | | AS | Danville Comm College |
| Vasek, Scott | Court Reporting | AS | Jones College |

ORLANDO COLLEGE, SOUTH

| Name | Discipline | Degree | |
|---------------------|---------------------------------|---------------|-----------------------------|
| Baker, Terrie | Medical Assisting | BSN | Florida Southern College |
| | | ASN | Valencia C.C. |
| DeNigris, John | Graduate Studies and Accounting | Ph.D. | Walden University |
| | | MBA | Orlando College |
| | | BA | Indiana University |
| Martindale, Carla | Library Science | MLS | University of South Florida |
| Merkle, William | Business/Marketing /Management | MS | Colorado State University |
| | | BS | PA Military College |
| Mongiello, Lorraine | Computer Science | MA | St. Joseph's University |
| | | BA | Bloomsburg State College |
| Oesch, Nancy | Legal Studies | MS, BS | Michigan State University |

TAMPA COLLEGE, BRANDON

| Name | Discipline | Degree | |
|--------------------|-------------------------|---------------|-----------------------------|
| Gotner, Phillip | Court Reporting | BS | Kansas State University |
| Green, Ruth | Business | MBA | Tampa College |
| | | BBA | Campbell University |
| Lock, Madeline | Library Science | MLS | University of Puerto Rico |
| | | BA | Catholic University |
| Oberteuffer, Ted | Computer Science | MBA | Tampa College |
| | | BA | Amherst |
| Parks, Thomas | Paralegal | JD | West Virginia University |
| | | BS | Marshall University |
| Rose, Bill, C.P.A. | Accounting | MBA | Tampa College |
| | | MA | University of South Florida |
| | | BA | University of South Florida |
| Stanko, Ed | Business Administration | MBA | Tampa College |
| | | BA | University South Florida |
| | | AS | Casper College |

| | | | |
|---------------------|-------------------|----------------------|---|
| Washabaugh, Richard | General Education | Ed.D. M.Ed. BA | University Of Florida University Of Florida University Of Florida |
| Weigand, Teresa | Medical Assisting | MBA BS | FMU - Tampa College, Pinellas Columbia Union College |

TAMPA COLLEGE

| Name | Discipline | Degree | |
|-------------------------------|--------------------------------|-----------------|---|
| Baker, Russell | Business Administration | DBA MS BS | Sarasota University Troy State University Troy State University |
| Freund, William | Accounting | MPA | University of Texas |
| Gordon, Ronald | Business Administration | MBA | Tampa College |
| | Marketing/Management | BBA | Tampa College |
| McCain, Bruce | Computer Info. Science | MBA | Tampa College |
| | Business Administration | BS | Fairleigh Dickinson University |
| Miehl, Paul | Commercial Art | BA | State University of NY at Freedonia |
| O'Bryant, Michael | Commercial Art | Certificate | Ringling School of Art |
| Occhipinti, Sharon | General Education | MA BA | University of South Florida University of South Florida |
| Palladino, Daniel | General Education | MA BA | University of Florida University of Tampa |
| Robinson, Virginia | Commercial Art | Certificate | Traphagen School |
| Raskauskis-Anderson, Joyce | Medical Studies | MBA BS | Tampa College George Mason University |
| Watkins, Anne | Library Science | MLS BFA | University of Toronto Ohio State University |
| Whittle, Claude | Criminal Justice/ Paralegal | JD BA | S. Texas College of Law University of South Florida |

1998 CALENDAR

| EVENT | | MO | DA | YR |
|--------------------------------|-------|----|----|----|
| Christmas Holidays | From: | 12 | 22 | 97 |
| | To: | 1 | 4 | 98 |
| Classes Resume | | 1 | 5 | 98 |
| Fall Term Ends | | 1 | 10 | 98 |
| Winter Term Starts | | 1 | 12 | 98 |
| M.L. King Jr. Birthday Holiday | | 1 | 19 | 98 |
| Presidents' Day | | 2 | 16 | 98 |
| Mini-Term Starts | | 2 | 23 | 98 |
| Winter Term Ends | | 4 | 4 | 98 |
| Spring Vacation* | From: | 4 | 6 | 98 |
| | To: | 4 | 11 | 98 |
| Spring Term Starts | | 4 | 13 | 98 |
| Memorial Day Holiday | | 5 | 25 | 98 |
| Mini-Term Starts | | 5 | 26 | 98 |
| Spring Term Ends | | 7 | 2 | 98 |
| Independence Day Holiday | | 7 | 3 | 98 |
| Summer Vacation | From: | 7 | 6 | 98 |
| | To: | 7 | 11 | 98 |
| Summer Term Starts | | 7 | 13 | 98 |
| Mini-Term Starts | | 8 | 24 | 98 |
| Labor Day Holiday | | 9 | 7 | 98 |
| Summer Term Ends | | 10 | 3 | 98 |
| Fall Term Start | | 10 | 5 | 98 |
| Mini-Term Starts | | 11 | 16 | 98 |
| Thanksgiving Day Holiday | From: | 11 | 26 | 98 |
| | To: | 11 | 28 | 98 |
| Christmas Holiday | From: | 12 | 21 | 98 |
| | To: | 1 | 10 | 99 |
| Classes Resume | | 1 | 11 | 99 |
| Fall Term Ends | | 1 | 16 | 99 |

*Spring vacation may vary by city and may be coordinated with public school vacations. Easter Sunday occurs on April 12 in 1998 so Spring vacation of April 6-10 will be consistent with most public school vacations.

2000 CALENDAR

| EVENT | MO | DA | YR |
|--------------------------------|-----------|-----------|-----------|
| Christmas Holidays | From: 12 | 20 | 1999 |
| | To: 1 | 2 | 2000 |
| Classes Resume | 1 | 3 | 2000 |
| Fall Term Ends | 1 | 14 | 2000 |
| M.L. King Jr. Birthday Holiday | 1 | 17 | 2000 |
| Winter Term Starts | 1 | 18 | 2000 |
| Presidents' Day | 2 | 14 | 2000 |
| Mini-Term Starts | 2 | 28 | 2000 |
| Winter Term Ends | 4 | 7 | 2000 |
| Spring Vacation* | From: 4 | 10 | 2000 |
| | To: 4 | 14 | 2000 |
| Spring Term Starts | 4 | 17 | 2000 |
| Memorial Day Holiday | 5 | 29 | 2000 |
| Mini-Term Starts | 5 | 30 | 2000 |
| Independence Day Holiday | 7 | 4 | 2000 |
| Spring Term Ends | 7 | 7 | 2000 |
| Summer Vacation | From: 7 | 10 | 2000 |
| | To: 7 | 14 | 2000 |
| Summer Term Starts | 7 | 17 | 2000 |
| Mini-Term Starts | 8 | 28 | 2000 |
| Labor Day Holiday | 9 | 4 | 2000 |
| Summer Term Ends | 10 | 6 | 2000 |
| Fall Term Start | 10 | 9 | 2000 |
| Mini-Term Starts | 11 | 20 | 2000 |
| Thanksgiving Day Holiday | 11 | 23 | 2000 |
| Christmas Holiday | From: 12 | 18 | 2000 |
| | To: 1 | 1 | 2001 |
| Classes Resume | 1 | 2 | 2001 |
| Fall Term Ends | 1 | 12 | 2001 |

*Spring vacation may vary by city and may be coordinated with public school vacations. Easter Sunday occurs on April 23 in 2000 so most public school vacations will be the week of April 17-21. Spring vacation taken that week will result in the Spring term beginning Monday, April 10.

FLORIDA METROPOLITAN UNIVERSITY

TUITION SCHEDULE

The tuition schedule shown below will be effective for students starting classes on January 12, 1998 or later at all colleges except Ft. Lauderdale. At Ft. Lauderdale, this tuition schedule will be effective for students starting classes on April 13, 1998 or later. Ft. Lauderdale students starting in January, 1998 will be charged in accordance with the October, 1997 catalog.

The tuition and fees listed below will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit bearing coursework will be charged at the same rate as credit bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the add/drop period by the then current tuition rate for that number of credit hours.

Undergraduate tuition per credit hour per term

| PROGRAM | CREDITS REGISTERED FOR: | TUITION PER CREDIT HOUR: |
|----------------------------------|-------------------------|--------------------------|
| Commercial Art | 1 through 11 | \$180 |
| or | 12 through 15 | \$170 |
| Film and Video | 16 or more | \$160 |
| Court Reporting | 1 through 11 | \$175 |
| or | 12 through 15 | \$165 |
| Medical Assisting | 16 or more | \$155 |
| All Other Undergraduate Programs | 1 through 11 | \$170 |
| | 12 through 15 | \$160 |
| | 16 or more | \$150 |

Graduate tuition per credit hour per term

| | | |
|------------------------------------|------------|-------|
| Criminal Justice | per credit | \$275 |
| Executive M.B.A. | per credit | \$435 |
| All Other Master's Degree Programs | per credit | \$250 |

Mid-term start tuition per credit hour (undergraduate mid-term start quarter only)

| | | |
|----------------------------|------------|-------|
| All Undergraduate Programs | per credit | \$160 |
|----------------------------|------------|-------|

Tuition will be charged on a quarterly basis. A \$25 non-refundable Application Fee is charged to all applicants. Additional Fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the Fees and Tuition section of this catalog.

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