



Tampa College

(est. 1890)

Hillsborough

Pinellas

Brandon

Lakeland

C A T A L O G 1 9 8 9 - 1 9 9 0

TAMPA COLLEGE

(EST. 1890)

1989 - 1990 CATALOG

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

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GENERAL INFORMATION

STATEMENT OF PHILOSOPHY AND OBJECTIVES

It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge, the attainment of useful skills, and the exposure to diverse cultural experiences. The programs offered by the College manifest this philosophy. It is the objective of these programs to provide specialized education in business, business administration, medical education, and other career opportunities at the college level and to provide a broad base of general education. The results are programs that enable students to contribute to the cultural growth, social ethics, and financial prosperity of the nation.

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

HISTORY

Tampa College, founded by B. F. Euston in August, 1890, is the oldest business college in the State of Florida. A program which originally offered specialized business training has been expanded to meet the needs of a student body pursuing relevant professional education. In 1975, the College was accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools. Today, the College provides educational offerings in four locations throughout The Tampa Bay area.

ACCREDITATION

The College is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized professional accrediting agency by the United States Office of Education and by the Council on Postsecondary Accreditation (COPA). The College is listed as an institution of higher education in the Directory of Higher Education.

MEMBERSHIPS, APPROVALS, AND AFFILIATIONS

Affiliations

American Registry of Medical Assistants
American Association of Medical Transcriptionists

Approvals

Bureau of Immigration and Naturalization
Florida State Approving Agency for Veterans Training

Memberships

Tampa Advertising Federation
American Assembly of Collegiate Schools of Business
Data Processing Management Association
Greater Tampa Chamber of Commerce
Florida Association of Student Financial Aid Administrators
Southern Association of Student Financial Aid Administrators
National Association of Student Financial Aid Administrators

Memberships (continued)

National Association for Foreign Student Advisors
Clearwater Chamber of Commerce
Brandon Chamber of Commerce
City of Tampa Private Industry Council
Lakeland Chamber of Commerce
Committee of 100-Pinellas County
Florida Association of Collegiate Registrars & Admissions Officers
Southern Association of Collegiate Registrars and Admissions Officers
Southeastern Association of Private Colleges and Schools
Florida Association of Accredited Private Schools

In addition, qualified fifth-year Accounting graduates are presently permitted until August 1992 to sit for the Florida State Board of Accountancy examination. The College is registered with the Florida State Board of Independent Colleges and Universities.

THE TAMPA BAY AREA

The greater Tampa Bay area offers residents a kaleidoscope of extra-curricular activities to fulfill the interests of persons of all ages and walks of life. Busch Gardens, the nearby Disney World/Epcot Center, Sea World, and Boardwalk and Baseball are popular attractions for both residents and visitors.

The white sands and temperate waters of the nearby beaches on the Gulf of Mexico and surrounding lakes and rivers have helped make the greater Tampa Bay area synonymous with swimming, boating, and fishing. The 94 parks and playgrounds serve other outdoor interests, along with the 18 golf courses and numerous other recreational areas.

Tampa's Busch Gardens, dedicated to preserving our dwindling animal population, is a unique wildlife refuge which allows the visitor to view wild animals living in a natural setting. Pinellas County offers Sunken Gardens, the London Wax Museum, and Tiki Gardens.

Professional sports are well represented and include the Tampa Bay Buccaneers, a National Football League team, and spring training facilities for many Major League Baseball teams such as the Cincinnati Reds, Philadelphia Phillies, New York Mets, and Detroit Tigers.

Culturally, the Tampa Bay area affords a varied blend of attractions, including the newly opened Performing Arts Center, the Florida Gulf Coast Symphony, Tampa Community Theater, the Museum of Science and Industry, the Dali Museum, and many others. Each year, Tampa hosts Gasparilla Week with its parades, parties, and "pirate invasion." The Florida State Fair is conducted each February at the Florida State Fairgrounds. The Fairground is also the site of the annual Brandon Balloon Festival. The Bayfront Auditorium in St. Petersburg, Ruth Eckerd Hall in Clearwater, and the Tampa Bay Convention Center each offer the finest of concerts, plays, art shows, and ballet presentations.

Tampa's famous Ybor City provides visitors with an authentic look at the history of Tampa and its famous cigar factories and includes the opportunity for visitors to taste authentic local cuisine.

Harbor Island, adjacent to downtown Tampa, connects the island to the city by a futuristic people mover. Harbor Island makes available to the public fine restaurants and its unique "Market" offers shops for buyers and browsers of all tastes.

Transportation needs of the area are served through airline, bus, rail, and water-borne commerce. Tampa International Airport, widely acclaimed as the most modern and convenient in the world, handles more than 7 million passengers annually. The Port of Tampa is itself a major attraction. Tampa, one of the world's largest shrimping centers, also boasts a fleet of more than 250 shrimp boats.

PHYSICAL PLANT AND FACILITIES

Because community service has been a vital part of Tampa College since its inception, the College operates in four locations in the Tampa Bay area on or near major thoroughfares linking the expanding population centers into one of the nation's most rapidly growing areas. The contemporary facilities, totaling over 36,000 square feet, are ranked among Florida's finest educational sites.

The College provides campuses on Hillsborough Avenue near North Dale Mabry in Tampa, on Buffalo Avenue near 301 and the Florida State Fairgrounds in Brandon, on U.S. Highway 19 South between Ulmerton Road and East Bay Drive in Clearwater, and on Kathleen Road and Interstate 4 in Lakeland.

All campus facilities are in specially designed modern buildings with spacious lecture rooms and fully equipped teaching laboratories. Student lounges offer comfortable gathering places between classes.

All college facilities are accessible to and usable by handicapped persons.

STUDENT LIFE

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

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

The faculty is prepared to counsel each student on personal or academic problems at any time. Faculty members have regular office hours and students should seek a conference when guidance is needed.

HOUSING

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

STATEMENT OF NON-DISCRIMINATION

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

RESERVATIONS AS TO PROGRAMS AND CHARGES

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

TRANSFER TO OTHER COLLEGES

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

PLACEMENT ASSISTANCE

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

LIBRARY

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

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

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

INTERCOLLEGIATE ATHLETICS

In 1983, Tampa College inaugurated an intercollegiate athletic program. The College presently competes as an Independent in the National Little College Athletic Association.

The Fight'n Owls currently fields a cross-country, indoor track, and outdoor track program.

ANNUAL SCHOLARSHIPS FOR TAMPA COLLEGE STUDENTS

Tampa College annually awards six honor scholarships at the end of each Fall Quarter. These scholarships consist of either a \$200 or a \$100 tuition credit. To be eligible for one of the scholarships, you must be a full-time student (12.0 credit hours or more). The scholarships are as follows:

SOPHOMORE HONOR SCHOLARSHIP (Must have completed 40 credit hours)

1. A tuition credit of \$200 is awarded the full-time sophomore student who has attained the highest grade point average for course work completed during the freshman year at Tampa College.
2. A tuition credit of \$100 is awarded the full-time sophomore student who has attained the second highest grade point average for course work completed during the freshman year at Tampa College.

JUNIOR HONOR SCHOLARSHIP
(Must have completed 85 credit hours)

1. A tuition credit of \$200 is awarded the full-time junior student who has attained the highest grade point average for course work completed during the sophomore year at Tampa College.
2. A tuition credit of \$100 is awarded the full-time junior student who has attained the second highest grade point average for course work completed during the sophomore year at Tampa College.

SENIOR HONOR SCHOLARSHIP
(Must have completed 131 credit hours)

1. A tuition credit of \$200 is awarded the full-time senior student who has attained the highest grade point average for course work completed during the junior year at Tampa College.
2. A tuition credit of \$100 is awarded the full-time senior student who has attained the second highest grade point average for course work completed during the junior year at Tampa College.

UPPER DIVISION SCHOLARSHIP

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

The scholarship program is available to students who:

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

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

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or equivalent. All applicants in the undergraduate programs are required to satisfy a nationally recognized assessment test to determine their potential success in college level studies. Adult students with a recognized ability to benefit from a postsecondary education who do not possess a high school or GED diploma may also be admitted on the equivalency basis after formally satisfying the assessment test. In addition, this student must be interviewed and counseled before entering class. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. As a result of the evaluation of the qualifications, it may be necessary to schedule the student to take developmental courses. These courses may be in addition to and may be taught concurrently with the required courses for all programs. Students may apply for entry at any time.

EARLY ADMISSION

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

ADMISSIONS FOR RECENT HIGH SCHOOL GRADUATES

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

INTERNATIONAL STUDENTS

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

ORIENTATION

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

ADVANCED STANDING

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

TRANSFER STUDENTS

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

STANDARDIZED TESTING

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

IN-HOUSE CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of B, proficiency examinations given by the College.

LIFE EXPERIENCE EVALUATION

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

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

INDEPENDENT STUDY

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

AUDITING COURSES

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

STUDENT FINANCIAL ASSISTANCE

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

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

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

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

FINANCIAL ASSISTANCE PROGRAMS

PELL GRANT

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

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

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)

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

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

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

STAFFORD STUDENT LOAN PROGRAM Formerly the Guaranteed Student Loan (GSL)

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

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

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

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

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

PERKINS LOAN Formerly the National Direct Student Loan (NDSL)

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

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

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

SUPPLEMENTAL LOANS FOR STUDENTS (SLS)

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

PLUS LOAN

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

COLLEGE WORK-STUDY PROGRAM (CWSP)

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

FINANCIAL ACCOMMODATION SERVICES (FAS)

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

INSTITUTIONAL SCHOLARSHIPS

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

VETERANS ASSISTANCE PROGRAMS

Veteran Education and Employment
Assistance Act of 1976, as Amended

Veterans eligible for training under the G.I. Bill are entitled to a monthly allowance while attending the College in certain approved programs of study. Veterans with over 18 months of active duty are entitled to a maximum of 45 months of training, and those with 6 to 18 months of active duty are entitled to 1 1/2 months of training for each month of active duty. The College will assist in preparing and submitting applications. Not all of the College's programs or locations are approved for Veteran's assistance. Contact the Dean's office at your campus for further information on Veteran's assistance.

WAR ORPHAN EDUCATIONAL ASSISTANCE

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

VOCATIONAL REHABILITATION FOR VETERANS

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

TUITION AND FEES

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

STUDENT ACCOUNTS

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

REFUND POLICY

The operating budget of the College provides for the engagement of faculty, expenses, and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full academic year from all accepted students. Student withdrawal does not decrease the expenses of the College to any substantial extent. Refund policies have been established appropriate to the program followed. Each program's refund policy is explained in the section of the catalog in which the program appears. Refunds are made in a fair and equitable manner. In all instances, refunds for students who are receiving Title IV Financial Aid will be made according to the following priorities: Perkins, Stafford (GSL), SLS/PLUS, SEOG, PELL.

ACADEMIC INFORMATION

GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

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

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

N	No Grade (Withdrawal, Non-Penalty)	not calculated
(An "N" grade may be awarded if a student withdraws from a class under approved mitigating circumstances.)		
E	Exemption	not calculated
U	Audit	not calculated
Z	Directed Study in Progress	not calculated

REPEATING COURSES

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

At no charge.
This policy may be used only three times *for improving grade point average*, either for three separate courses or two times for one course and one time for a second course. *Any repeats beyond the 3rd will be charged at the current tuition rate.*

CALCULATION OF GRADE POINT AVERAGE

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

ATTENDANCE REQUIREMENTS

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences, excused or unexcused, may cause the student to be withdrawn from the class. Any student who is absent with unexcused absences for more than a two week period may be suspended. The actual last date of attendance will be used in reporting the student's final attendance date.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

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

GRADUATION

Commencement Exercises are held once a year. All students completing their course work are included in the graduating class of that year. All students upon whom degrees are to be conferred or to whom diplomas are to be awarded are required to participate in the Commencement Exercises. All graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree or diploma is granted. Diplomas may be awarded *in absentia* only after Commencement Exercises are held.

ACADEMIC DEFICIENCIES

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

STANDARDS OF PROGRESS FOR UNDERGRADUATE STUDENTS

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

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

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

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

ACADEMIC SUSPENSION AND DISMISSAL

The student placed on a status of Academic Suspension may not return for further study for at least one grading period, during which time a written request must be submitted to the Director or Dean. Only upon written confirmation or a re-entry form signed by the Director or the Dean may the student resume training with a status of Final Academic Probation. If otherwise eligible, a re-entered student may receive financial assistance during the Final Academic Probation grading period. If a 2.0 cumulative grade point average is not attained during this grading period, the student will be dismissed. A student dismissed from the College will not be permitted to reenter. Actions of Academic Suspension or Dismissal may also be taken if, in the judgment of the Director or Dean, the student's continuance in a program of study is resulting in no advantage to the student or the College. If a student feels that there are mitigating circumstances that have impeded academic progress, the student may present these circumstances and appeal the action taken. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by the Academic Committee of the College. The student will receive a written response of the committee's decision regarding the appeal.

REGULATIONS GOVERNING STUDENT CONDUCT

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

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

At the time of suspension, the student will be given written notification of the duration of the suspension. At the conclusion of the term of the suspension, the student may reapply in writing for readmission to the College. Should the College have evidence of further misconduct, the right to dismiss the student is reserved.

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

DURATION OF ELIGIBILITY FOR FINANCIAL ASSISTANCE

A student, either full-time or part-time, will be ineligible to receive Title IV Financial Assistance if that student has not completed the total credit hours of the stated program objective within 150% of the minimum total credit hours required for the program. Interim progress for standard term programs will be measured at the end of each academic year. Progress for non-standard term programs will be measured at the end of each payment period (1/2 the hours in the academic year). At the time of measurement, a student will also lose financial assistance eligibility by failure to satisfactorily complete at least 2/3 of the credit hours attempted.

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

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

The current Standards of Satisfactory Progress became effective at the beginning of the first payment period subsequent to January 1, 1984.

FAMILIARITY WITH COLLEGE REGULATIONS

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

ADD PROGRAM

(ADVANCEMENT - DIPLOMA TO DEGREE)

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

REFERRAL SERVICES

The College does not permit or condone the use or possession of marijuana, alcohol, or any other drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus may be cause for dismissal. Any individuals suffering from addiction to alcohol or controlled substances or having knowledge of others that may have a potential problem in this regard are urged to consult the Dean for appropriate counseling and community services referral.

ACADEMIC PROGRAMS

	TAMPA	PINELLAS	BRANDON	LAKELAND
<u>BUSINESS AND COMPUTER INFORMATION</u>				
Master of Business Administration	X	X		
Master of Public Administration	X	X		
Bachelor of Science Degree				
Accounting Major	X	X		
Management/Marketing Major	X	X	X	
Computer Information Science Major	X	X	X	
Professional Accounting Major (Fifth Year)	X	X		
Bachelor of Business Administration	X	X	X	
Associate in Science Degree				
Accounting Major	X	X	X	X
Computer Information Science Major	X	X	X	X
Management/Marketing Major	X	X	X	X
Hotel and Restaurant Administration Major	X	X	X	X
Computer Applications/Data Entry	X	X	X	X
Paralegal Major			X	X
Office Management Major			X	X
Associate in Business Degree	X	X	X	X
<u>MEDICAL EDUCATION</u>				
Associate in Science Degree				
Pharmacy Technician	X	X		
Medical Assistant	X	X	X	
Medical Secretary	X	X	X	
<u>MEDIA ARTS</u>				
Associate in Science Degree				
Commercial Art Major	X			
<u>ELECTRONICS</u>				
Associate in Science Degree				
Computer & Electronic Repair Technician		X		
<u>CHILD CARE STUDIES</u>				
Associate in Science Degree				
Child Care Studies Major		X		

ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION GRADUATE PROGRAM

PHILOSOPHY

The graduate programs were developed to enhance the individual's effectiveness in general business. The graduate programs continue to expand the basic philosophy of Tampa College, that is, acquisition of knowledge and the ever-continuing attainment and refinement of useful skills so necessary in the changing and constantly evolving world of business. The graduate programs will emphasize initiative and responsibility on the part of the student.

DEGREES OFFERED

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

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

1. Complete a minimum of 54 quarter hours with an average grade of "B" (grade point average of 3.0) or higher for all courses taken. All course work must be in the 5000 series or higher. The final 36 quarter hours must be completed at the College.
2. Abide by all College rules and regulations including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the College prior to graduation.
3. Participate in the first College commencement exercises following completion of all program requirements.

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

GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

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

Certain undergraduate prerequisite courses are necessary for the pursuit of many of the highly technical courses offered at the graduate level. Such prerequisites must have been completed before entrance into a specific subject is permitted.

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

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

Categories of Enrollment:

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

1. Regular Students

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

2. Provisional Students

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

3. Special Students

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

PREREQUISITE REQUIREMENTS

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

Principles of Accounting
Principles of Economics
Statistics

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

ACC 4900 Principles of Accounting
ECO 4900 Microeconomic Concepts
QMB 4900 Introductory Quantitative Methods

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

TRANSFER OF CREDIT

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

ACADEMIC LOAD - GRADUATE STUDENT

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

STANDARDS OF PROGRESS FOR GRADUATE PROGRAMS

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

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

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

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

TUITION

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

SECOND GRADUATE DEGREE

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

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

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

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

SPECIAL CERTIFICATE PROGRAM

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

REFUND POLICY

If a student withdraws from the program of study prior to completion, the refund policy shall be as described under Specific Information for Undergraduate Students on the following pages.

MASTER'S DEGREES

MASTER OF BUSINESS ADMINISTRATION

MASTER OF PUBLIC ADMINISTRATION

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

Major Component

BUSINESS ADMINISTRATION

PUBLIC ADMINISTRATION

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

CREDITS REQUIRED FOR GRADUATION:

	CREDIT HOURS
GRADUATE CORE COMPONENT	24.0
MAJOR COMPONENT	30.0
TOTAL	54.0

ADDITIONAL INFORMATION FOR UNDERGRADUATE STUDENTS

APPLICATION PROCEDURE

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

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

REFUND POLICY

The operating budget of the College provides for the engagement of faculty, expenses, and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full academic year from all accepted students. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred costs. Refunds are made in a fair and equitable manner in accordance with the following policies:

Refunds of tuition and fees to Undergraduate and Graduate students are made in the following manner:

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

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

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

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

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

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

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

QUARTER HOUR OF CREDIT

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

GRADUATION WITH HONORS

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

DEAN'S LIST AND DIRECTOR'S HONOR ROLL

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

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is an academic program for undergraduate students. Its purpose is to provide students with practical, prearranged, and preapproved on-the-job educational experiences which relate to each student's academic program and/or career objectives. By combining traditional on-campus courses with off-campus Cooperative Education courses, under the joint supervision of a sponsoring company supervisor and the College Coordinator of Cooperative Education, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose of the program is to present students to employers in a way which will increase their post-graduation employment potential.

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

COOPERATIVE EDUCATION PLAN

The Cooperative Education Plan offered by the College is a parallel plan designed for students who elect to register for one cooperative education course simultaneously with at least two other courses, either in residence or through independent study.

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

COOPERATIVE EDUCATION CREDIT

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

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

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

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

PARALLEL WORK COURSES		Credit Hours
COE 2041	Sophomore Parallel Work I	4.0
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 quarter, simultaneously with other on-campus courses.

ACADEMIC LOAD - UNDERGRADUATE STUDENT

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

UNDERGRADUATE DEGREE PROGRAMS

TWO MAJORS

Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirements of two majors, a student will be awarded only ONE degree unless a minimum of 48 appropriate quarter hours in addition to the requirements of the first degree have been earned. In cases where the requirements of two majors have been met and only one degree is involved, a notation denoting both majors will be entered on the transcript.

TWO DEGREES

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

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 48 appropriate quarter hours in addition to the requirements of the first degree have been earned.

Care must be taken in scheduling for a second degree or major. Veterans' educational benefits, under certain circumstances, may not be available for subjects other than those specifically required for the second degree or major. Scheduling of courses must be done in consultation with the Dean or Registrar.

BACCALAUREATE DEGREE

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

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

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

ASSOCIATE DEGREE

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

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

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

All students seeking any of the degrees stated above must abide by all College rules and regulations, including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned credits are recorded; and settle all financial obligations to the College prior to graduation.

In addition, all students must participate in the first College commencement exercises following completion of all program requirements.

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

**PROFESSIONAL ACCOUNTING
(Fifth Year)**

This is a special post-baccalaureate (fifth year) second major program for accounting majors who wish to qualify to sit for the Certified Public Accountant Examination. (Special care must be taken in enrolling in this program. All courses must be completed and the applicant must sit for the CPA examination prior to August, 1992 to be within present accountancy board approval.)

Accounting Area Component	Quarter Credit Hours
ACC 4050 Accounting Information Systems	4.0
ACC 4860 Governmental Accounting	4.0
ACC 4221 Advanced Accounting II	4.0
ACC 4621 Auditing II	4.0
ACC 4531 Tax Research and Planning	4.0
Total Accounting Area Component Credits	20.0
Approved Elective Component	28.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced program in Professional Accounting to satisfy C.P.A. examination candidacy requirements.	
Total Approved Elective Component Credit Hours	28.0
Total additional credits needed to qualify for the second degree.	48.0

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

		Associate Degree Quarter Credit Hrs.	Bachelor Degree Quarter Credit Hrs.
Business Administration Component			
ACC 2001	Principles of Accounting I	4.0	4.0
ACC 2021	Principles of Accounting II	4.0	4.0
ACC 2031	Principles of Accounting III	4.0	4.0
COC 1000	Introduction to Computers	4.0	4.0
MAN 2050	Business Applications on the Microcomputer	4.0	4.0
MAN 2100	Business Law I	4.0	4.0
MAN 2000	Principles of Management	4.0	4.0
FIN 3401	Principles of Finance		4.0
ECO 3013	Macroeconomics		4.0
ECO 3023	Microeconomics		4.0
Total Business Administration Component Credit Hours		28	40
Major Component		44.0	56.0
Business Electives to be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business and Business-related courses listed in the Catalog.			
Total Major Component Credit Hours		44	56
General Education Component			
ENG 1540	English Usage	4.0	4.0
ENC 1312	Written Communications	4.0	4.0
PSY 2012	General Psychology	4.0	4.0
MAC 1132	Fundamentals of College Math I, <u>or</u>		
MAT 2013	College Algebra, <u>or</u>		
STA 3014	Statistics	4.0	4.0
POS 2041	American National Government		4.0
SPC 3010	Effective Speaking		4.0
SPC 3420	Conference and Discussion Techniques		4.0
MAN 3100	Human Relations		4.0
	Electives	8.0	24.0
Total General Education Component Credit Hours		24	56
Approved Elective Component			
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.			40.0
Total Approved Elective Component Credit Hours			40
Total Quarter Credit Hours Required for Graduation		96	192

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

			Associate Degree Quarter Credit Hrs	Bachelor Degree Quarter Credit Hrs
Business Administration Component				
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2021	Principles of Accounting II	4.0	4.0
ACC	2031	Principles of Accounting III	4.0	4.0
COC	1000	Introduction to Computers	4.0	4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
BUL	2100	Business Law I	4.0	4.0
MAN	2000	Principles of Management	4.0	4.0
FIN	3401	Principles of Finance		4.0
ECO	3013	Macroeconomics		4.0
ECO	3023	Microeconomics		4.0
Total Business Administration Component Credit Hours			28	40
Major Component				
ACC	3411	Cost Accounting I	4.0	4.0
ACC	3412	Cost Accounting II	4.0	4.0
ACC	3101	Intermediate Accounting I	4.0	4.0
ACC	3121	Intermediate Accounting II	4.0	4.0
ACC	3131	Intermediate Accounting III <u>or</u>		4.0
ACC	3501	Federal Taxation I	4.0	4.0
ACC	4521	Federal Taxation II		4.0
ACC	4201	Advanced Accounting I		4.0
ACC	4601	Auditing I		4.0
		Electives-Business and Business Related	24.0	20.0
Total Major Component Credit Hours			44	56
General Education Component				
ENG	1540	English Usage	4.0	4.0
ENC	1312	Written Communications	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
MAC	1132	Fundamentals of College Math I, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
POS	2041	American National Government		4.0
SPC	3010	Effective Speaking		4.0
SPC	3420	Conference and Discussion Techniques		4.0
MAN	3100	Human Relations		4.0
		Electives	8.0	24.0
Total General Education Component Credit Hours			24	56
Approved Elective Component				40.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
Total Approved Elective Component Credit Hours				40
Total Quarter Credit Hours Required for Graduation			96	192

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

			Associate Degree Quarter Credit Hrs	Bachelor Degree Quarter Credit Hrs
Business Administration Component				
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2021	Principles of Accounting II	4.0	4.0
ACC	2031	Principles of Accounting III	4.0	4.0
COC	1000	Introduction to Computers	4.0	4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
BUL	2100	Business Law I	4.0	4.0
MAN	2000	Principles of Management	4.0	4.0
FIN	3401	Principles of Finance		4.0
ECO	3013	Macroeconomics		4.0
ECO	3023	Microeconomics		4.0
Total Business Administration Component Credit Hours			28	40
Major Component				
COC	1212	Programming Logic	4.0	4.0
COP	2100	Computer Programming-BASIC	4.0	4.0
COP	2121	Computer Programming-COBOL	4.0	4.0
COP	3121	Computer Programming-Advanced COBOL	4.0	4.0
CIS	2321	Systems Analysis Methods	4.0	4.0
COC	4998	Any Approved Programming Language		4.0
COP	3530	Data Base Program Development		4.0
		Electives-Business and Business Related	24.0	28.0
Total Major Component Credit Hours			44	56
General Education Component				
ENG	1540	English Usage	4.0	4.0
ENC	1312	Written Communications	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
MAT	1132	Fundamentals of College Math I, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
POS	2041	American National Government		4.0
SPC	3010	Effective Speaking		4.0
SPC	3420	Conference and Discussion Techniques		4.0
MAN	3100	Human Relations		4.0
		Electives	8.0	24.0
Total General Education Component Credit Hours			24	56
Approved Elective Component				40.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
Total Approved Elective Component Credit Hours				40
Total Quarter Credit Hours Required for Graduation			96	192

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

			Associate Degree Quarter Credit Hrs	Bachelor Degree Quarter Credit Hrs
Business Administration Component				
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2021	Principles of Accounting II	4.0	4.0
ACC	2031	Principles of Accounting III	4.0	4.0
COC	1000	Introduction to Computers	4.0	4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
BUL	2100	Business Law I	4.0	4.0
MAN	2000	Principles of Management	4.0	4.0
FIN	3401	Principles of Finance		4.0
ECO	3013	Macroeconomics		4.0
ECO	3023	Microeconomics		4.0
Total Business Administration Component Credit Hours			28	40
Major Component				
MAR	1023	Introduction to Marketing	4.0	4.0
ADV	2331	Advertising	4.0	4.0
MAR	3503	Consumer Behavior	4.0	4.0
MAN	3344	Principles of Supervision	4.0	4.0
MAN	3800	Small Business Management	4.0	4.0
MAN	3300	Personnel Management		4.0
MAR	4613	Marketing Research		4.0
MAR	4344	Promotional Policies & Strategy		4.0
		Electives-Business and Business Related	24.0	24.0
Total Major Component Credit Hours			44	56
General Education Component				
ENG	1540	English Usage	4.0	4.0
ENC	1312	Written Communications	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
MAC	1132	Fundamentals of College Math I, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
POS	2041	American National Government		4.0
SPC	3010	Effective Speaking		4.0
SPC	3420	Conference and Discussion Techniques		4.0
MAN	3100	Human Relations		4.0
		Electives	8.0	24.0
Total General Education Component Credit Hours			24	56
Approved Elective Component				40.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
Total Approved Elective Component Credit Hours				40
Total Quarter Credit Hours Required for Graduation			96	192

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

			Associate Degree Quarter Credit Hours
Business Administration Component			
ACC	2001	Principles of Accounting I	4.0
ACC	2021	Principles of Accounting II	4.0
ACC	2031	Principles of Accounting III	4.0
COC	1000	Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
Total Business Administration Component Credit Hours			28
Major Component			
MAR	1023	Introduction to Marketing	4.0
HFT	1000	Hotel and Restaurant Organization and Management	4.0
HFT	1510	Marketing, Sales, and Public Relations	4.0
HFT	2420	Hotel and Restaurant Accounting and Control	4.0
HFT	2999	Internship in Hotel and Restaurant Administration	4.0
		Electives - Business and Business Related	24.0
Total Major Component Credit Hours			44
General Education Component			
ENG	1540	English Usage	4.0
ENC	1312	Written Communications	4.0
PSY	2012	General Psychology	4.0
MAC	1132	Fundamentals of College Math I, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	8.0
Total General Education Component Credit Hours			24
Total Quarter Credit Hours Required for Graduation			96

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

			Associate Degree Quarter Credit Hours
Business Administration Component			
ACC	2001	Principles of Accounting I	4.0
ACC	2021	Principles of Accounting II	4.0
ACC	2031	Principles of Accounting III	4.0
COC	1000	*Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
Total Business Administration Component Credit Hours			28
 Major Component			
SES	1000	*Keyboarding	4.0
SES	2100	*Advanced Keyboarding	4.0
SES	1100	*Typing	4.0
CAP	1801	*Spreadsheets	4.0
CAP	1156	*Word Processing - WordPerfect	4.0
CAP	1806	*Database - dBase III	4.0
		Electives - Business or Business- Related	20.0
Total Major Component Credit Hours			44
 General Education Component			
ENG	1540	*English Usage	4.0
ENC	1312	*Written Communications	4.0
PSY	2012	General Psychology	4.0
MAC	1132	*Fundamentals of College Math I, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	8.0
Total General Education Component Credit Hours			24
 Total Quarter Credit Hours Required for Graduation			 96

Upon successful completion of the classes denoted by an asterisk () plus Expert Keyboarding and one additional elective the student may be awarded a Diploma in Computer Applications/Data Entry.

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

			Associate Degree Quarter Credit Hours
Business Administration Component			
ACC	2001	Principles of Accounting I	4.0
ACC	2021	Principles of Accounting II	4.0
ACC	2031	Principles of Accounting III	4.0
COC	1000	Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
Total Business Administration Component Credit Hours			28
 Major Component			
APB	1100	*Anatomy and Physiology I	4.0
APB	1110	*Anatomy and Physiology II	4.0
MEA	1450	*Clinical Assisting	4.0
MEA	1460	*Office Administration and Management	4.0
MLS	1440	*Diagnostics and Special Procedures	4.0
MLS	2300	*Laboratory Procedures I	4.0
MLS	2301	*Laboratory Procedures II	4.0
MLS	1531	*Medical Terminology and Orientation	4.0
SES	1100	*Typing	4.0
SES	1350	*Office Finance and Accounting	4.0
MEA	2930	*Medical Assistant Externship	4.0
Total Major Component Credit Hours			44
 General Education Component			
ENG	1540	*English Usage	4.0
ENC	1312	Written Communications	4.0
PSY	2012	General Psychology	4.0
MAC	1132	Fundamentals of College Math I, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	8.0
Total General Education Component Credit Hours			24
Total Quarter Credit Hours Required for Graduation			96

* Upon successful completion of all courses denoted by an asterisk (*), the student may be awarded a Diploma as a Medical Assistant.

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

			Associate Degree Quarter Credit Hours
Business Administration Component			
ACC	2001	Principles of Accounting I	4.0
ACC	2021	Principles of Accounting II	4.0
ACC	2031	Principles of Accounting III	4.0
COC	1000	*Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
Total Business Administration Component Credit Hours			28
 Major Component			
APB	1100	*Anatomy and Physiology I	4.0
APB	1110	*Anatomy and Physiology II	4.0
MEA	1460	*Office Administration and Management	4.0
MLS	1440	*Diagnostics and Special Procedures	4.0
MLS	1531	*Medical Terminology and Orientation	4.0
SES	1100	*Typing	4.0
SES	1350	*Office Finance and Accounting	4.0
SES	1360	*Transcription	4.0
CAP	1156	*Word Processing - WordPerfect	4.0
		Electives	8.0
Total Major Component Credit Hours			44
 General Education Component			
ENG	1540	*English Usage	4.0
ENC	1312	*Written Communications	4.0
PSY	2012	General Psychology	4.0
MAC	1132	Fundamentals of College Math I, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	8.0
Total General Education Component Credit Hours			24
 Total Quarter Credit Hours Required for Graduation			 96

* Upon successful completion of all courses denoted by an asterisk (*), the student may be awarded a Diploma as a Medical Secretary.

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Pharmacy Technician Major
Suggested Curriculum**

			Associate Degree Quarter Credit Hours
Business Administration Component			
ACC	2001	Principles of Accounting I	4.0
ACC	2021	Principles of Accounting II	4.0
ACC	2031	Principles of Accounting III	4.0
COC	1000	Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
Total Business Administration Component Credit Hours			28
 Major Component			
APB	1100	*Anatomy and Physiology I	4.0
APB	1110	*Anatomy and Physiology II	4.0
PHA	1004	*OTC Drugs and Supplies	4.0
PHA	1120	*Pharmacy Management	4.0
PHA	1100	*Prescriptions and Procedures	4.0
PHA	1000	*Pharmacology I	4.0
PHA	1001	*Pharmacology II	4.0
PHA	1110	*Math and Drug Calculations	4.0
PHA	2300	*Pharmacy Laboratory Procedures	4.0
PHA	2930	*Pharmacy Technician Externship	4.0
MLS	1531	*Medical Terminology and Orientation	4.0
Total Major Component Credit Hours			44
 General Education Component			
ENG	1540	English Usage	4.0
ENC	1312	Written Communications	4.0
PSY	2012	General Psychology	4.0
MAC	1132	Fundamentals of College Math I, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
SES	1000	*Keyboarding	4.0
		Elective	4.0
Total General Education Component Credit Hours			24
 Total Quarter Credit Hours Required for Graduation			 96

* Upon successful completion of all courses denoted by an asterisk (*), the student may be awarded a Diploma as a Pharmacy Technician.

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

			Associate Degree Quarter Credit Hours
Business Administration Component			
ACC	2001	Principles of Accounting I	4.0
ACC	2021	Principles of Accounting II	4.0
ACC	2031	Principles of Accounting III <i>Requirements</i>	4.0
COC	1000	Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
Total Business Administration Component Credit Hours			28
Major Component			
LES	1702	Legal Vocabulary	4.0
PAL	1449	Estate Planning and Trusts	4.0
PAL	1457	Legal Research	4.0
PAL	1459	Legal Document Writing	4.0
PAL	1460	Law Office Management	4.0
		Electives - Business or Business-Related	24.0 1111
Total Major Component Credit Hours			44
General Education Component			
ENG	1540	English Usage	4.0
ENC	1312	Written Communications	4.0
PSY	2012	General Psychology	4.0
MAC	1132	Fundamentals of College Math I, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	8.0
Total General Education Component Credit Hours			24
Total Quarter Credit Hours Required for Graduation			96

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Office Management Major
(Word Processing or Legal Emphasis)
Suggested Curriculum**

			Associate Degree Quarter Credit Hours
Business Administration Component			
ACC	2001	Principles of Accounting I	4.0
ACC	2021	Principles of Accounting II	4.0
ACC	2031	Principles of Accounting III	4.0
COC	1000	Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
Total Business Administration Component Credit Hours			28
 Major Component			
CAP	1156	Word Processing - WordPerfect	4.0
SES	1100	Typing	4.0
SES	1110	Intermediate Typing	4.0
SES	2401	Office Practices	4.0
SES	1401	Records Management	4.0
		Electives - Business or Business-Related	24.0
Total Major Component Credit Hours			44
 General Education Component			
ENG	1540	English Usage	4.0
ENC	1312	Written Communications	4.0
PSY	2012	General Psychology	4.0
MAC	1132	Fundamentals of College Math I, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	8.0
Total General Education Component Credit Hours			24
 Total Quarter Credit Hours Required for Graduation			 96

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

			Associate Degree Quarter Credit Hours
Business Administration Component			
ACC	2001	Principles of Accounting I	4.0
ACC	2021	Principles of Accounting II	4.0
ACC	2031	Principles of Accounting III	4.0
COC	1000	Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
Total Business Administration Component Credit Hours			28
Major Component			
ART	1300C	*Basic Drawing	2.0
ART	1320C	*Illustration I	2.0
ART	1212C	*Composition I	2.0
ART	1330C	*Illustration II	2.0
ART	1340C	*Illustration III	2.0
ART	1213C	*Composition II	2.0
ART	1221C	*Lettering/Typography I	4.0
GRA	1540C	*Graphic Design I	2.0
GRA	2233C	*Production Art I	2.0
GRA	2541C	*Graphic Design II	2.0
GRA	2234C	*Production Art II	2.0
GRA	2235C	*Production Art III	2.0
GRA	2542C	*Graphic Design III	2.0
GRA	2543C	*Layout	2.0
GRA	2223C	*Lettering/Typography II	2.0
GRA	2190C	*Portfolio	4.0
GRA	2999C	**Commercial Art Externship	4.0
		Elective	4.0
Total Major Component Credit Hours			44
General Education Component			
ENG	1540	English Usage	4.0
ENC	1312	Written Communications	4.0
PSY	2012	General Psychology	4.0
MAC	1132	Fundamentals of College Math I, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
SES	1000	Keyboarding	4.0
		Elective	4.0
Total General Education Component Credit Hours			24
Total Quarter Credit Hours Required for Graduation			96

Upon successful completion of all courses denoted by an asterisk (), the student may be awarded a
Diploma in Commercial Art.

**The Externship is required for a Diploma in the day program and optional for the Diploma in the evening program.
It is required for the Associate in Science Degree in both day and evening programs.

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Child Care Studies Major
Suggested Curriculum**

			Associate Degree Quarter Credit Hours
Business Administration Component			
ACC	2001	Principles of Accounting I	4.0
ACC	2021	Principles of Accounting II	4.0
ACC	2031	Principles of Accounting III	4.0
COC	1000	Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
Total Business Administration Component Credit Hours			28
Major Component			
CHC	1058	*Infant and Child Care	4.0
CHC	1059	*Child Development	4.0
CHC	1060	*Nutrition	4.0
CHC	1066	*Discipline and the Nanny Role	4.0
CHC	1063	*Creative Activities	2.0
CHC	1067	*Professional Development	2.0
CHC	1990	*Field Placement	4.0
CHC	1062	*Safety	4.0
		Electives	16.0
Total Major Component Credit Hours			44
General Education Component			
ENG	1540	*English Usage	4.0
ENC	1312	*Written Communications	4.0
PSY	2012	General Psychology	4.0
MAC	1132	Fundamentals of College Math I, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	8.0
Total General Education Component Credit Hours			24
Total Quarter Credit Hours Required for Graduation			96

* Upon successful completion of all courses denoted by an asterisk (*), the student may be awarded a Diploma in Child Care Studies.

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Computer & Electronic Repair Technician Major
Suggested Curriculum**

			Associate Degree Quarter Credit Hours	
Business Administration Component				
ACC	2001	Principles of Accounting I	4.0	
ACC	2021	Principles of Accounting II	4.0	
ACC	2031	Principles of Accounting III	4.0	
COC	1000	Introduction to Computers	4.0	
MAN	2050	Business Applications on the Microcomputer	4.0	
BUL	2100	Business Law I	4.0	
MAN	2000	Principles of Management	4.0	
Total Business Administration Component Credit Hours				28
Major Component				
EET	1011	*Electricity	4.0	
EET	1012	*Electronics	4.0	
EET	1013	*Computer Logic	4.0	
EET	1014	*Computer Electronics	4.0	
ETE	1011	*Computer Software	4.0	
ETE	1012	*Computer Peripherals	4.0	
ETE	1013	*Computer Diagnostics	4.0	
ETE	1014	*Computer Troubleshooting	4.0	
CAP	1800A	*Microcomputer Software Applications	2.0	
CAP	1800B	*Microcomputer Software Applications	2.0	
		Electives	8.0	
Total Major Component Credit Hours				44
General Education Component				
ENG	1540	English Usage	4.0	
ENC	1312	Written Communications	4.0	
PSY	2012	General Psychology	4.0	
MAC	1132	Fundamentals of College Math I, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	
		Electives	8.0	
Total General Education Component Credit Hours				24
Total Quarter Credit Hours Required for Graduation				96

Upon successful completion of all courses denoted by an asterisk (), the student may be awarded a Diploma as a Computer & Electronic Repair Technician.

COURSE DESCRIPTIONS

BUSINESS

ACCOUNTING

- ACC 2001 Principles of Accounting I** 4.0 Quarter Hours
This course defines financial accounting objectives and their relationship to business. The student is introduced to the fundamental principles of accounting and the accounting cycle as it applies to sole proprietorships in both manual and computerized systems.
- ACC 2021 Principles of Accounting II** 4.0 Quarter Hours
This course is a continuation of ACC 2001 with application to more complex business transactions. The accounting cycle is reexamined as it applies to partnerships and corporations in both manual and computerized systems. Prerequisite: ACC 2001.
- ACC 2031 Principles of Accounting III** 4.0 Quarter Hours
This course is an introduction to managerial and cost accounting. Concepts and principles are presented in a manner to emphasize accounting as it is applied to serving management needs. Prerequisite: ACC 2021.
- ACC 2998 Topics In Accounting** 2.0 Quarter Hours
This course is designed to provide the student with specific information about certain individual accounting topics. This study appropriately develops the student's skills in developing his/her accounting capacity pertinent to the topic studied. This course may be repeated two times using different topics for a total of 4.0 credits.
- ACC 3101 Intermediate Accounting I** 4.0 Quarter Hours
A comprehensive study of financial accounting theory. Primary emphasis is on financial accounting functions and basic theory and on accounting for current assets and liabilities. Prerequisite: ACC 2031.
- ACC 3121 Intermediate Accounting II** 4.0 Quarter Hours
A continuation of the study of financial accounting theory. Primary emphasis is on accounting for long-term assets and liabilities, stockholders' equity, and investments. Prerequisite: ACC 3101.
- ACC 3131 Intermediate Accounting III** 4.0 Quarter Hours
A continuation of the study of financial accounting theory. Primary emphasis is on accounting for issues related to income measurement and the preparation and analysis of financial statements. Prerequisite: ACC 3121.
- ACC 3411 Cost Accounting I** 4.0 Quarter Hours
This course examines the development and operation of cost accounting systems that provide information to management, and the techniques used to aid management in the use of this information for decision making. Prerequisite: ACC 2031.
- ACC 3412 Cost Accounting II** 4.0 Quarter Hours
A continuation of the study of managerial applications of accounting information for decision making and the uses of more sophisticated quantitative modeling methods for this purpose. Prerequisite: ACC 3411.
- ACC 3501 Federal Taxation I** 4.0 Quarter Hours
A thorough study of federal income tax laws and their application to individual, partnership, and corporate income. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills in the preparation of tax returns, particularly individual returns. Prerequisite: Principles of Accounting is strongly recommended.

ACC 4201 Advanced Accounting I 4.0 Quarter Hours
A study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, and not-for-profit and fiduciary accounting. Prerequisite: ACC 3131.

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

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

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

ACC 4998 Selected Topics In Accounting 4.0 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student preparing for a career in accounting. Prerequisites, if any, are determined by the course material and instructor.

ACC 4999 Internship in Accounting 4.0 Quarter Hours
As part of the preparation for a career in accounting, the student is permitted to serve an internship in public accounting firms; accounting departments of financial, business, and industrial organizations; or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

POST-BACCALAUREATE AND GRADUATE CLASSES

**ACC 4050 or
ACC 5050 Accounting Information Systems** 4.0 Quarter Hours
This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACC 3131.

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

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

**ACC 4621 or
ACC 5621 Auditing II** 4.0 Quarter Hours
A continuation of ACC 4601. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them. Prerequisite: ACC 4601.

**ACC 4860 or
ACC 5860 Governmental Accounting** 4.0 Quarter Hours
Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 2021.

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

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

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

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

COMPUTER INFORMATION SCIENCE

COC 1000 Introduction to Computers 4.0 Quarter Hours
An overview of computer information systems. This survey course introduces computer hardware - micro, mini, and mainframe; software, procedures, systems, and human resources, and explores their integration and application in business and in other segments of society. Computers as tools in the business environment are surveyed through hands-on experiences with micro computer applications of word processing, spreadsheet analysis, accounting applications, business graphics, and data base management techniques.

CAP 1156 Word Processing - WordPerfect 4.0 Quarter Hours
Using the powerful and popular WordPerfect software, students will learn basic and intermediate word processing skills with hands-on training on the microcomputer. Students will create, save, edit, print, and retrieve documents; use special textual effects including multipage document handling and mailmerge; and learn how to boilerplate forms as well as standard business word processing applications.

CAP 1160 Word Processing Operations 4.0 Quarter Hours
A continuation of CAP 1156 with hands-on applications related to the students' occupational objectives. Prerequisite: CAP 1156.

COC 1212 Programming Logic 4.0 Quarter Hours
This course provides the student with an introduction to the fundamentals of computer problem solving and programming in a higher level programming language. The methodologies used are varied and include flowcharting, hierarchy charts, decision tables, and numbering systems. In addition, new techniques will be discussed when they become available. Hands-on experiences on an IBM minicomputer system are provided.

CAP 1800A
CAP 1800B Microcomputer Software Applications 2.0 Quarter Hours
This course is designed to provide the student with hands-on training using specific integrated microcomputer state-of-the-art software packages. This course will be sectioned and the different sections will offer training specific to the software package chosen for use in applications such as spreadsheeting, data base management, graphics, word processing, and/or generating reports. The exact topics will depend upon the software used. This course may be repeated twice using different software packages for up to 4.0 credits

CAP 1801 Spreadsheets

4.0 Quarter Hours

Using a popular spreadsheet software, students will learn basic and intermediate spreadsheeting skills with hands-on training on the microcomputer. Students will learn menu operations, terminology, how to computerize standard business forms, and how to design and build practical business spreadsheets such as profit/loss statements and sales projections.

CAP 1806 Database - dBase III

4.0 Quarter Hours

This course is designed to teach the basics of programming and database functions and operations with hands-on training on the microcomputer using dBase III or dBase III+ software. Students will learn database and programming terminology, database programming, database functions and operations, and how to design and build databases with operations menus tailored to specific business applications such as name and address files and inventory files.

CAP 2000 Advanced Microcomputer Applications

2.0 Quarter Hours

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

COP 2100 Computer Programming - BASIC

4.0 Quarter Hours

A continuation of COC 1212. Emphasis is on structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using BASIC. The student will be required to design, program, code, and test realistic business-type programs that illustrate arithmetic operations, basic report formatting, accumulation of intermediate and final totals, program decision-making, multiple page reports, control break logic, multi-dimension table processing methods, extract and reporting, and sequential, indexed, and direct file creation and updating. Prerequisite: COC 1212.

COP 2121 Computer Programming - COBOL

4.0 Quarter Hours

Business applications using the COBOL programming language. In-depth coverage of language syntax, basic input/output operation, arithmetic operations, report formatting, accumulation of intermediate and final totals, report editing, program decision-making, multiple page reports, control break logic, table processing, file creation, access and reporting, including data editing and validation. Prerequisite: COC 1212.

COP 2161 Computer Programming - RPG II

4.0 Quarter Hours

Business applications using the RPG II programming language, including problem analysis, input/output requirements design, formatting, coding, compiling, testing, debugging, and implementation of RPG II programs. Prerequisite: COC 1212.

CIS 2321 Systems Analysis Methods

4.0 Quarter Hours

Overview of the system development life cycle. Emphasis on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs, and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: COC 1212 or any Computer Language Course.

COP 3121 Computer Programming - Advanced COBOL

4.0 Quarter Hours

This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming utilizing sequential, relative, and indexed file organization; access methods; the linkage facility of the COBOL language, as well as the language's sort feature and debug aids. Prerequisite: COP 2121.

CIS 3321 Structured Systems Analysis and Design

4.0 Quarter Hours

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

- COP 3530 Data Base Program Development** 4.0 Quarter Hours
Introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network, and relational. Discussion of storage devices, data administration and data analysis, design, and implementation. Prerequisite: CIS 3121; CIS 3321 is strongly recommended.
- CIS 4000 Advanced Data Base Concepts** 4.0 Quarter Hours
Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems. In-depth practicum in data modeling and system development in a database environment. Overview of future trends in data management. Prerequisite: COP 3530.
- CIS 4160 Distributed Data Processing** 4.0 Quarter Hours
The features of centralized, decentralized, and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. Technological implications of computer hardware, software, and communications are discussed as they relate to the design, development, and implementation of distributed data processing systems. Prerequisite: COP 3530.
- COC 4170 Applied Software Development Project** 4.0 Quarter Hours
Application of computer programming and system development concepts, principles, and practices to a comprehensive system development project. A team or individual approach is used to analyze, design, and document realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations, and group dynamics in the solution of information systems problems. Prerequisite: CIS 2321.
- CIS 4300 Office Automation** 4.0 Quarter Hours
Office information and decision support systems are examined as emerging and critical elements in business data and information systems. Emphasis is given to information processing considerations at the systems level, including analysis and management of support activities such as data and records management, electronic filing and retrieving systems, word processing, micro and reprographics, and (tele-) communications. Prerequisite: CIS 2321.
- CIC 4360 Data Communications** 4.0 Quarter Hours
Data Communications (tele-processing), batch, remote job entry, on-line realtime and interactive operation, communications resources (types and grades of transmission facilities), and terminal hardware concepts. Prerequisite: COP 2100 or COP 2121.
- CIS 4810 Management Information Systems** 4.0 Quarter Hours
An introduction to the financial, technical, and strategic information systems planning processes. Emphasis on the relationship of the information systems planning process to the overall business goals, policies, plans, management style, and industry condition. Emphasis on the means of selecting large systems projects; assessing the installation's current state; determining processing, staffing, software, hardware, and financing approaches. Review of hardware, software, and services information sources. Prerequisite: COC 1000.
- COC 4998 Selected Topics In Data Processing** 4.0 Quarter Hours
A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer programming. Such languages as Assembler, Fortran, Advanced COBOL II, Advanced RPG II/III, PASCAL, PL/I, Data Structures using C or ADA may also be taught under this title if enough students show interest and software is available. Prerequisites, if any, are determined by the course material and the instructor.

COC 2999 or

COC 4999 Internship In Data Processing

4.0 Quarter Hours

As part of the preparation for a career in data processing, the student is permitted to serve an internship in the data processing departments of financial, business, and industrial organizations or government agencies acceptable to the College at either a Sophomore or Senior level. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisite: 3.00 grade point average and departmental approval.

GRADUATE LEVEL

COP 5000 Computers and Executive Applications

4.0 Quarter Hours

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

HOTEL AND RESTAURANT ADMINISTRATION

HFT 1000 Hotel and Restaurant Organization and Management

4.0 Quarter Hours

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

HFT 1300 Housekeeping, Plant Engineering, and Maintenance

4.0 Quarter Hours

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

HFT 1510 Marketing, Sales, and Public Relations

4.0 Quarter Hours

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

FSS 2251 Food and Beverage Management

4.0 Quarter Hours

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

HFT 2420 Hotel and Restaurant Accounting and Control

4.0 Quarter Hours

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

HFT 2998 Selected Topics In Hotel and Restaurant Administration

4.0 Quarter Hours

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

HFT 2999 Internship In Hotel and Restaurant Administration

4.0 Quarter Hours

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

HFT 3603 Laws of Innkeeping

4.0 Quarter Hours

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

HFT 3713 World Tourism 4.0 Quarter Hours
The historical growth of the domestic and worldwide tourist industry and its importance to related areas. Study of the development of travel for pleasure and business. The economic, psychological, and social impact of the travel and tourist trade.

MANAGEMENT/MARKETING

GEB 1012 Introduction to Business Enterprise 4.0 Quarter Hours
A study of the characteristics and functions of business in the free enterprise environment, including opportunities, management, organization, marketing, physical plant, finance, ethics, and law.

MAR 1023 Introduction to Marketing 4.0 Quarter Hours
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.

MAN 1800 Topics In Management 2.0 Quarter Hours
This course is designed to provide the student with specific information about certain individual business topics. This study appropriately develops the student's skills in developing his/her management capacity pertinent to the topic studied. Examples of topics include, but are not limited to, leadership, supervision, control, hiring, or any other topic of current interest and relevance to the student pursuing a business major. This course may be repeated two times using different topics for a total of 4.0 credits.

MAN 2000 Principles of Management 4.0 Quarter Hours
An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.

MAN 2050 Business Applications on the Microcomputer 4.0 Quarter Hours
This course introduces the student to the more popular business applications for microcomputers; word processing, electronic spreadsheets, business graphics, and database file management. Through intensive hands-on application drills, the student will learn to put these tools to use in typical business situations.

BUL 2100 Business Law I 4.0 Quarter Hours
Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations.

BUL 2122 Business Law II 4.0 Quarter Hours
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, and insurance.

ADV 2331 Advertising 4.0 Quarter Hours
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally.

PAD 3000 Public Administration 4.0 Quarter Hours
A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policymaking in the modern governmental unit.
Prerequisite: MAN 2000.

RMI 3015 Risk and Insurance 4.0 Quarter Hours
The basic principles of sound risk management, including risk identification and evaluation are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included.
Prerequisite: MAN 2000.

- MAR 3101 Salesmanship** 4.0 Quarter Hours
A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets.
- MAR 3203 Marketing Channels and Distribution** 4.0 Quarter Hours
An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisite: MAR 1023.
- MAN 3300 Personnel Management** 4.0 Quarter Hours
An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2000.
- MAR 3321 Public Relations** 4.0 Quarter Hours
A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed.
- MAN 3344 Principles of Supervision** 4.0 Quarter Hours
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.
- FIN 3401 Principles of Finance** 4.0 Quarter Hours
This course provides an introduction and overview of the acquisition, financing, valuation, and management of business assets. The balance sheet will serve as the foundation for the evaluation of financial decisions and their effect on the firm. Prerequisite: ACC 2021.
- MAR 3503 Consumer Behavior** 4.0 Quarter Hours
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.
- MAN 3800 Small Business Management** 4.0 Quarter Hours
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.
- MAN 4060 Business Policy and Administration** 4.0 Quarter Hours
A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2000.
- MAR 4344 Promotional Policies and Strategy** 4.0 Quarter Hours
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1023, ADV 2331.
- MAN 4410 Labor Relations and Collective Bargaining** 4.0 Quarter Hours
A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2000.
- MAN 4600 Management of International Business** 4.0 Quarter Hours
A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000.

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

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

MAN 4998 Selected Topics In Mangement 4.0 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisites, if any, are determined by the course material and instructor.

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

MAN 4999 Internship In Management 4.0 Quarter Hours
As part of the preparation for a career in management, the student is permitted to serve an internship in management functions of financial, business, and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

MAR 4999 Internship In Marketing 4.0 Quarter Hours
As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, and service firms and industrial organizations acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

GRADUATE LEVEL

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

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

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

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

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

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

MAN 5900 Directed Study Project

6.0 Quarter Hours

Each student may prepare either a dissertation in the form of a thesis or an approved directed study project whose hypothesis may already have been determined. Either project selected must contain both research and writing activities. An appointed faculty member will present to the student at least three hours of formal research methodology before the student begins the directed study project and the faculty member will act as chairman of a graduate committee to keep it informed of the student's progress toward the chosen goal. All such anticipated projects (thesis or directed study) must have final approval by the Coordinator of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. (In lieu of the directed study project, the student may elect to take two additional 4 credit hour courses relative to the major field.)

MAN 6000 Seminar in Management

4.0 Quarter Hours

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

PUBLIC ADMINISTRATION**PAD 5060 Public Administration Theory and Practice**

4.0 Quarter Hours

Theory of policy making and bureaucracy problems in public administration, decision-making in government, and the political process.

PAD 5220 Governmental Budgeting and Economics

4.0 Quarter Hours

Governmental spending, taxation, borrowing, and debt management as they impact on the development of budgets; and the methodology in budget creation, maintenance, and analysis.

PAD 5410 Labor Relations in the Public Sector

4.0 Quarter Hours

Important aspects of recruiting, maintaining, and developing personnel in government, including civil service procedures, affirmative action, and organizational development.

PAD 5900 Directed Study Project

4.0 Quarter Hours

Each student may prepare either a dissertation in the form of a thesis or an approved directed study project whose hypothesis may already have been determined. Either project selected must contain both research and writing activities. An appointed faculty member will present to the student at least three hours of formal research methodology before the student begins the directed study project and the faculty member will act as chairman of a graduate committee to keep it informed of the student's progress toward the chosen goal. All such anticipated projects (thesis or directed study) must have final approval by the Coordinator of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. (In lieu of the directed study project, the student may elect to take two additional 4 credit hour courses relative to the major field.)

PAD 5930 Issues in Public Administration

4.0 Quarter Hours

A capstone, advanced study primarily dealing with issues of contemporary public administration. Case studies and simulations will integrate with other aspects of the program. Prerequisite: PAD 5060.

PAD 6000 Seminar in Public Administration

4.0 Quarter Hours

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

OFFICE PRACTICE**SES 1000 Keyboarding**

4.0 Quarter Hours

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

SES 1100 Typing 4.0 Quarter Hours
Techniques and basic skills of typing, with emphasis upon keyboard mastery, correct techniques, operation and care of the typewriter, the performance of basic typing operations, typing accuracy, and the attainment of speed.

SES 1110 Intermediate Typing 4.0 Quarter Hours
A continuation of SES 1100 with emphasis placed on the development of speed and accuracy.
Prerequisite: SES 1100.

SES 1120 Advanced Typing 4.0 Quarter Hours
A continuation of SES1110 with emphasis placed on increasing speed and accuracy. This course will provide learning activities simulating the office environment. Prerequisite: SES1110.

SES 1350 Office Finance and Accounting 4.0 Quarter Hours
The theory and practice of the pegboard bookkeeping system is covered in detail. The course also includes a review of basic math skills, billing, collections, payroll, and purchasing procedures as performed in the office environment.

SES 1360 Transcription 4.0 Quarter Hours
An introductory course in machine transcription that includes a study of report formats, methods of transcribing, and production of quality work. Prerequisite: SES 1100 or SES 1000.

SES 1361 Transcription II 4.0 Quarter Hours
A continuation of SES 1360. Emphasis is placed on the production of typed mailable copy from machine dictation. Prerequisite: SES 1360.

SES 1401 Records Management 4.0 Quarter 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.

SES 2100 Advanced Keyboarding 4.0 Quarter Hours
A continuation of SES 1000 with special emphasis placed on increasing speed and accuracy.
Prerequisite: SES 1000.

SES 2200 Expert Keyboarding 4.0 Quarter Hours
A continuation of SES2100 in which the student is given various business applications and drills to further increase speed and accuracy to levels acceptable for employment as a data entry operator.
Prerequisite: SES 2100.

SES 2401 Office Practices 4.0 Quarter Hours
This course provides exposure to such business office procedures as the handling of incoming and outgoing mail, the use of commonly used office equipment such as copiers, adding machines, and calculators. Other routine functions normally performed by office employees are discussed.

ECONOMICS

FIN 3010 Investments 4.0 Quarter Hours
A study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes which affect investment policy timing, selection and investment values. This study may also be applied to other components of a Degree program.

ECO 3013 Macroeconomics 4.0 Quarter Hours
A basic study of economics and cultural changes with research into the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, a consideration of monopoly, the laws of supply and demand, and production control.

ECO 3023 Microeconomics 4.0 Quarter Hours
This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution. Prerequisite: ECO 3013.

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

ECO 4998 Selected Topics in Economics 4.0 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student in the area of economics. Prerequisites, if any, are determined by the course material and instructor.

GRADUATE LEVEL

ECO 5705 Managerial Economics 4.0 Quarter Hours
Business decision-making based upon the application of economic theory. Prerequisite: ECO 3013.

LEGAL STUDIES

PAL 1400 Legal Procedures 4.0 Quarter Hours
An introduction to Florida's legal system with emphasis on the power, functions, and procedures of the court system. The course also includes a discussion of civil and criminal procedures.

PAL 1449 Real Estate Planning and Trusts 4.0 Quarter Hours
Topics include the essentials of estate planning, the law of intestacy, and Florida probate procedures. The basic elements of the Trust are studied, including classification of types of trusts, participants in a trust, and the termination of a trust.

PAL 1450 Criminal Law 4.0 Quarter Hours
A course which investigates substantive criminal law. Theories of punishment and sentencing as well as criminal procedures are discussed.

PAL 1451 Torts 4.0 Quarter Hours
A discussion of torts (civil wrongs causing harm to person or property). Topics include types of wrongs, elements of liability, defenses, and remedies.

PAL 1453 Domestic Relations 4.0 Quarter Hours
An introduction to family law. Topics covered include marriage, divorce, support, and grounds for divorce.

PAL 1454 Contracts 4.0 Quarter Hours
A discussion of the basic principles of contracts including offer, acceptance, consideration, conditions, and damages. Students will be required to draft various types of sample contracts.

PAL 1456 Real Estate 4.0 Quarter Hours
The elements of real estate transactions are discussed. Discussion includes the contract, title abstract, closing statement, and title insurance.

PAL 1457 Legal Research 4.0 Quarter Hours
An introduction to the techniques and methodology of legal research. The course includes basic research, strategy, and an analysis of legal publications available to the researcher. Sample materials are utilized.

PAL 1459 Legal Document Writing 4.0 Quarter 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.

- PAL 1460 Law Office Management** 4.0 Quarter Hours
A discussion of the managerial structure of small and large legal offices. The role of the paralegal in the legal office is discussed.
- LES 1702 Legal Vocabulary** 4.0 Quarter Hours
A study of legal words, terms, and phrases normally encountered in the application of modern law in an office environment.
- PAL 1999 Law Office Externship** 4.0 Quarter Hours
Students completing a Paralegal program may work as an extern for a legal office to apply learned knowledge and skills in the work environment.

GENERAL EDUCATION

APPLIED BIOLOGY

- APB 1100 Anatomy and Physiology I** 4.0 Quarter Hours
Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, and urinary systems are studied. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems.
- APB 1110 Anatomy and Physiology II** 4.0 Quarter Hours
A study of the various aspects of the human endocrine, integumentary, nervous, sensory, and reproductive systems. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems. The normal growth and development of the fetus, labor and delivery, and various disorders of pregnancy are also covered.

ENGLISH

- ENC 1312 Written Communications** 4.0 Quarter Hours
Practical application of the principles of composition to effective written communication, including basic types of correspondence and written reports. Particular attention is devoted to the development of distinctive style and vocabulary.
- ENG 1540 English Usage** 4.0 Quarter Hours
A systematic study of English fundamentals; grammar, punctuation, mechanics, sentence structure, vocabulary, rules and conventions that govern acceptable and efficient English usage, with explanations, examples, and drill in language operations.
- SPC 3010 Effective Speaking** 4.0 Quarter Hours
This course develops the ability to speak clearly and effectively before an audience; to develop the ability to think and express ideas effectively; and to plan, compose, and deliver speeches and talks of various kinds.
- SPC 3420 Conference & Discussion Techniques** 4.0 Quarter Hours
Designed to acquaint students with principles, methods, and theories of discussion and conference planning and to assist them in developing leadership and conference skills.
- ENG 4998 Selected Topics In English** 4.0 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student preparing for a career in business. Prerequisites, if any, are determined by the course material and instructor.

ACC 5900

MAN 5900 Directed Study Projects

6.0 Quarter Hours

PAD 5900

Each student may prepare either a dissertation in the form of a thesis or an approved directed study project whose hypothesis may already have been determined. Either project selected must contain both research and writing activities. An appointed faculty member will present to the student at least three hours of formal research methodology before the student begins the directed study project and the faculty member will act as chairman of a graduate committee to keep it informed of the student's progress toward the chosen goal. All such anticipated projects (thesis or directed study) must have final approval by the Chairman of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. (In lieu of the directed study project, the student may elect to take two additional 4 credit hour courses relative to the major field.)

GOVERNMENT/HISTORY

POS 2041 American National Government

4.0 Quarter Hours

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

AMH 3420 History of Florida

4.0 Quarter Hours

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

AMH 4998

POS 4998 Selected Topics in American Government or American History

4.0 Quarter Hours

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

HUMANITIES

PHI 3600 Ethics

4.0 Quarter Hours

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

PHI 4100 Logic

4.0 Quarter Hours

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

MATHEMATICS

MAC 1132 Fundamentals of College Mathematics I

4.0 Quarter Hours

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

MTB 2103 Mathematics for Business

4.0 Quarter Hours

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

MAT 2013 College Algebra 4.0 Quarter Hours
The algebra of sets, linear and quadratic equations, fractioning, proofs, determinants and relations, and functions. Emphasis is placed on understanding the structure of mathematical systems.

STA 3014 Statistics 4.0 Quarter Hours
This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing, and analyzing data are presented.

QMB 3700 Mathematics of Finance 4.0 Quarter Hours
A study of simple and compound interest, ordinary annuities, other annuities, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities, and life insurance. Various sources of corporate funds are also studied. Prerequisite: MAC 1132.

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

GRADUATE LEVEL

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

PSYCHOLOGY/SOCIOLOGY

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

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

PSY 2998 Topics In Psychology
SOC 2998 Topics In Sociology 2.0 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student in the area of Psychology or Sociology. Prerequisites, if any, are determined by the course material and the instructor.

SOC 3000 Principles of Sociology 4.0 Quarter Hours
A study of man's cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Special attention is given to current social problems in America.

MAN 3100 Human Relations 4.0 Quarter Hours
A study of the fundamentals of the processes of motivating, communicating, and cooperating with management, co-workers, and the public.

SOC 3131 Crime and Delinquency 4.0 Quarter Hours
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population.

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

**PSY 4998 or
SOC 4998 Selected Topics In Psychology or Sociology** 4.0 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student in the area of psychology or sociology. Prerequisites, if any, are determined by the course material and instructor.

GRADUATE LEVEL

PSY 5206 Organizational Behavior 4.0 Quarter Hours
An analysis of human behavior in organizations with emphasis on leadership, motivation, and group dynamics.

RESEARCH STUDIES

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

DRS 2900 Directed Study - Sophomore Research

DRS 4900 Directed Study - Senior Research

2.0 Quarter Hours

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

STUDENT DEVELOPMENT

STD 1000 College Success Seminar 4.0 Quarter Hours
Through discussion and application, this seminar is designed to promote proper study habits and skills which should enable the student to compete successfully in the higher education environment.

STD 1100 Interpersonal Relations 4.0 Quarter Hours
The aspects of human interaction are set up and studied by the students with reference to their positions in society as they perceive them. General activities would encompass the students choosing the area for discussion with the instructor directing and moderating the topics chosen.

STD 2081 Business Professionalism 4.0 Quarter Hours
A special course which will develop the students' skills in telephone etiquette, business attire, interview procedures, and general office behavior.

ENG 1000 Basic English Studies 4.0 Quarter Hours
A comprehensive review of grammar, spelling, and vocabulary intended to strengthen the student's English background and to prepare the student for more advanced studies.

REA 1000 Basic Reading Skills 4.0 Quarter Hours
Intended for students who must develop better reading skills in order to undertake more advanced studies. Concentration is upon the mechanics of reading, vocabulary development, and comprehension.

MAT 1000 Basic Mathematics Studies 4.0 Quarter Hours
A comprehensive review of the skills and concepts of arithmetic intended to strengthen the student's mathematical background and to prepare the student for more advanced studies.

MEDICAL EDUCATION

- MLS 1440 Diagnostics and Special Procedures** 4.0 Quarter Hours
A valuable study to any allied health professional of the diagnostic aids available in medical care. The course correlates disease symptoms, clinical laboratory tests, radiology procedures, and physical and respiratory therapy procedures to the diagnosis and treatment of disease.
- MEA 1450 Clinical Assisting** 4.0 Quarter Hours
A study of the basic skills and procedures used when assisting the physician. The student will learn physical exams and positions, minor surgery assistance, surgical instruments, examination instruments, and aseptic technique. The course will also correlate types of procedures and exams to the medical specialty in which they are practiced and will introduce emergencies, first aid, vital signs, and CPR techniques.
- MEA 1460 Office Administration and Management** 4.0 Quarter Hours
A course that introduces the student to the basic operations of the administrative or "front office" of the physician's office or clinic. The course includes a discussion of appointment scheduling, telephone technique, records management, obtaining patient history, handling mail, and providing service to the handicapped or pediatric patient in the office. Computerization of the medical office is also included in discussion and practice.
- MLS 1531 Medical Terminology and Orientation** 4.0 Quarter 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. The course also includes an orientation to allied health fields, licensure and registration of health care personnel, interview technique, and resume writing.
- MLS 2300 Laboratory Procedures I** 4.0 Quarter Hours
A study of laboratory and clinical procedures performed in the medical office to include venipuncture, urinalysis, hematology, and clinical chemistry testing. Prerequisite: APB 1100, APB 1110, MEA 1450, MLS 1440.
- MLS 2301 Laboratory Procedures II** 4.0 Quarter Hours
A study of basic pharmacology, dosage calculations, injection technique, electrocardiography, and review of vital signs. Prerequisite: APB 1100, APB 1110, MEA 1450, MLS 1440.
- MEA 2930 Medical Assistant Externship** 4.0 Quarter Hours
A practical in-service experience in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant.

PHARMACY

- PHÅ 1000 Pharmacology I** 4.0 Quarter Hours
The basics of pharmacology to include classifications of drugs, routes of drug administration, and regulatory control of pharmaceuticals is introduced. A study of vitamins, minerals, skin medications, anti-infective drugs, eye medications, and common drugs of the urinary system to include classification, uses, side effects, contraindications, and interactions is also covered.
- PHA 1001 Pharmacology II** 4.0 Quarter Hours
Gastrointestinal drugs, antineoplastic drugs, autonomic nervous system drugs, analgesics, sedatives, hypnotics, psychotropic medications, musculoskeletal drugs, and anticonvulsants are studied. Each major class of drugs is discussed as to its usage, side effects, contraindications, and interactions.
- PHA 1004 OTC Drugs and Supplies** 4.0 Quarter Hours
A study of common over-the-counter medications and supplies available to the consumer. The student will learn basic patient assessment techniques as well as classification, contraindications, dosage, and interactions of OTC products.

- PHA 1100 Prescriptions and Procedures** 4.0 Quarter Hours
A basic pharmacy course that includes a study of pharmaceutical reference sources, interpretation and evaluation of prescriptions, prescription pricing, third party billing, law and ethics, aseptic techniques, preparation and usage of IV admixtures, and quality assurance in pharmacy practice.
- PHA 1110 Math and Drug Calculations** 4.0 Quarter Hours
A pharmacy mathematics course that provides a review of basic math, systems of measurement, and mathematical computations for oral, parenteral, and intravenous medication dosing.
- PHA 1120 Pharmacy Management** 4.0 Quarter Hours
A study of basic administrative functions performed in a pharmacy. Includes purchasing, inventory, and bookkeeping procedures as well as a study of over-the-counter merchandising with respect to pricing, display, and sales techniques.
- PHA 2300 Pharmacy Laboratory Procedures** 4.0 Quarter Hours
A course that provides practical application of skills for the Pharmacy Technician student. The student will practice reading and filling prescriptions, patient assessment of OTC products, preparation of IV admixtures, and routine recordkeeping procedures. Prerequisite: PHA1000,1001,1004,1100.
- PHA 2930 Pharmacy Technician Externship** 4.0 Quarter Hours
A practical in-service experience in a hospital and/or retail pharmacy that allows the student to apply learned skills in the work environment. Prerequisite: all courses with PHA prefix.

COMMERCIAL ART

- ART 1212C Composition I** 2.0 Quarter Hours
A study of the basic elements of good composition including methods for directing the viewer's eye and emotive response.
- ART 1213C Composition II** 2.0 Quarter Hours
A further study of the elements of composition as they apply to commercial illustration and design.
- ART 1300C Basic Drawing** 2.0 Quarter Hours
The course is designed to develop realistic drawing skills through a series of exercises that develop the student's observation abilities. Basic shapes, shading, texture, tone, and perspective are also covered.
- ART 1320C Illustration I** 2.0 Quarter Hours
Includes studies in still life and portraiture, with emphasis on accurate observation to achieve a realistic likeness.
- ART 1330C Illustration II** 2.0 Quarter Hours
Instruction in illustration techniques from simple high contrast renderings to more advanced pen and ink techniques. An introduction to color includes instruction in mixing color and painting techniques and how to use color effectively in illustration.
- ART 1340C Illustration III** 2.0 Quarter Hours
A continuation of Illustration II with direct application of theory and color and painting techniques.
- GRA 1221C Lettering/Typography I** 4.0 Quarter Hours
An introduction to letterforms and typefaces includes instruction in the rendering of letterforms both free-hand and using drafting tools.
- GRA 1540C Graphic Design I** 2.0 Quarter Hours
An introduction to the principles and concepts of graphic communication covers methods and procedures for creative problem solving and the preparation of comprehensive design.

- GRA 2190C Portfolio** 4.0 Quarter Hours
Preparation for entry into the job market including the design and mechanical preparation of a personal logo, business card, and resume' format. Instruction is given in portfolio preparation and presentation. Job interviewing skills are also covered.
- GRA 2223C Lettering/Typography II** 2.0 Quarter Hours
Emphasis is placed on the effective use of letterforms in retail layout. Type specifying and copy fitting are also covered.
- GRA 2233C Production Art I** 2.0 Quarter Hours
An introduction to the preparation of artwork for one-color printing, includes instruction in the proper use of tools, procedures, techniques, and the specification of ink colors and paper stock.
- GRA 2234C Production Art II** 2.0 Quarter Hours
Instruction in more complicated mechanical assembly of artwork for reproduction. Includes the use of overlays and the preparation of color separated artwork; options such as die-cutting and embossing are also covered. A study of print reproduction methods covers letterpress, offset, gravure, and silk screen and relates them to their specific art requirements.
- GRA 2235C Production Art III** 2.0 Quarter Hours
Continued study in the mechanical assembly of artwork for reproduction, including the preparation of artwork for full-color process printing.
- GRA 2541C Graphic Design II** 2.0 Quarter Hours
Continued study of design principles with an introduction to designing for the printed piece.
- GRA 2542C Graphic Design III** 2.0 Quarter Hours
Continued study of design principles applied to full color printed pieces and the preparation of comprehensive dummies.
- GRA 2543C Layout** 2.0 Quarter Hours
An introduction to the fundamentals of effective retail advertising. Students learn design principles that direct the viewer's eye and emotive responses. Marker rendering techniques are also covered.
- GRA 2999C Commercial Art Externship** 4.0 Quarter Hours
A practical in-service experience that allows the student to apply knowledge and skills in the actual work environment.

ELECTRICITY AND ELECTRONICS

- EET 1011 Electricity** 4.0 Quarter Hours
This course covers: safety, electrostatics, direct current, DC voltage, alternating current, AC voltage, resistance, inductance, capacitors, transformers, multi-meters, oscilloscope, and soldering.
- EET 1012 Electronics** 4.0 Quarter Hours
This course covers: diodes, transistors, amplifiers, power supplies, and operational amplifiers.
- EET 1013 Computer Logic** 4.0 Quarter Hours
This course covers: understanding of gates, truth tables, binary system, complements, tri-state logic, flip-flops, registers, counters, and clocks.
- EET 1014 Computer Electronics** 4.0 Quarter Hours
This course covers: digital to analog converters, analog to digital converters, multiplexers, and demultiplexers.

- ETE 1011 Computer Software** 4.0 Quarter Hours
This course covers: programming in DOS, BASIC, and Assembly language.
- ETE 1012 Computer Peripherals** 4.0 Quarter Hours
This course covers understanding and repairing: electromechanics (printers), displays, interfaces, telecommunication, connectivity (networks), floppy disk drives, set-up and error correction on hard drives.
- ETE 1013 Computer Diagnostics** 4.0 Quarter Hours
This course covers: running diagnostics on IBM, Apples, hard drives, and floppy disk drives.
- ETE 1014 Computer Troubleshooting** 4.0 Quarter Hours
This course will put together all of the previous courses by diagnosing and repairing a complete computer system. The student will order parts, complete work orders and other paperwork, diagnose, and repair the equipment.

CHILD CARE STUDIES

- CHC 1058 Infant and Child Care** 4.0 Quarter Hours
One of two basic subjects that will cover all aspects of daily child care. Special interest will be given to newborns to age five.
- CHC 1059 Child Development** 4.0 Quarter Hours
This subject covers the principles of growth development of children ages newborn to adolescence. Students are familiarized with the development stages and how to recognize any developmental problems.
- CHC 1060 Nutrition** 4.0 Quarter Hours
This subject covers basic nutrition for infants and children. Students will be instructed in the feeding of and cooking for children with respect to nutrition and proper diet plans and/or restrictions, including the allergic and diabetic child.
- CHC 1062 Safety** 4.0 Quarter Hours
This course provides the opportunity to develop practical skills in emergency and accident prevention. It includes CPR, first aid, water safety, aspects of environmental safety, and the proper care of a sick child.
- CHC 1063 Creative Activities** 2.0 Quarter Hours
Hands-on practice with materials to experience art, music, storytelling, dramatics, sports, games, and imagination play all put together to teach the student of this subject to be well-versed in the creative aspect of child development. ed with the development stages and how to recognize any developmental problems.
- CHC 1066 Discipline and the Nanny Role** 4.0 Quarter Hours
Students will develop proper and legal discipline techniques for children of all ages. This course makes the student aware of the child's needs and limitations and how modern society affects today's child. The course also includes a focus on the Nanny and the nanny's role in the family to include daily household activities, employment contracts, and relationships with household members.
- CHC 1067 Professional Development** 4.0 Quarter Hours
This subject focuses on the student to help strengthen personal, social, and employability skills. The student will learn to identify the causes of stress and burnout and will be taught the negotiation and execution of employment contracts.
- CHC 1990 Field Placement** 4.0 Quarter Hours
180 Clock Hours
Actual experience in homes with children and in day care centers to provide practical experience for the student.

TAMPA COLLEGE

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

ADMINISTRATION:

Corporate Officers:

Gerald C. Phillips

Chairman of the Board

Gerald D. Adams

President

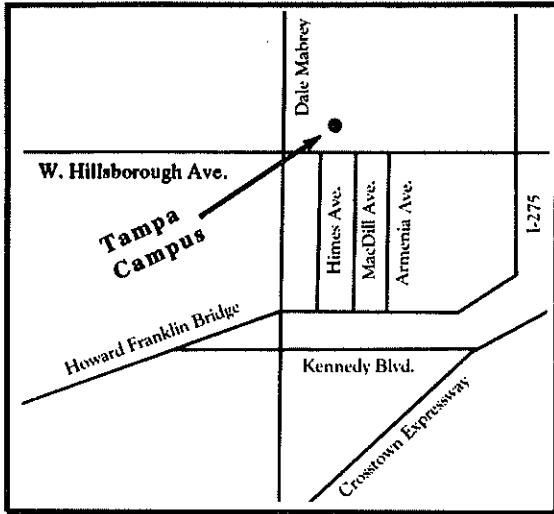
J. L. Wasson

Senior Vice President of Southeastern Area

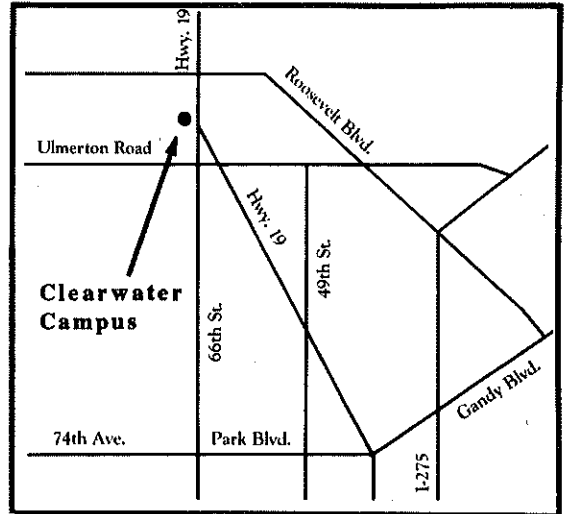
James R. Stanley

Senior Vice President of Administration

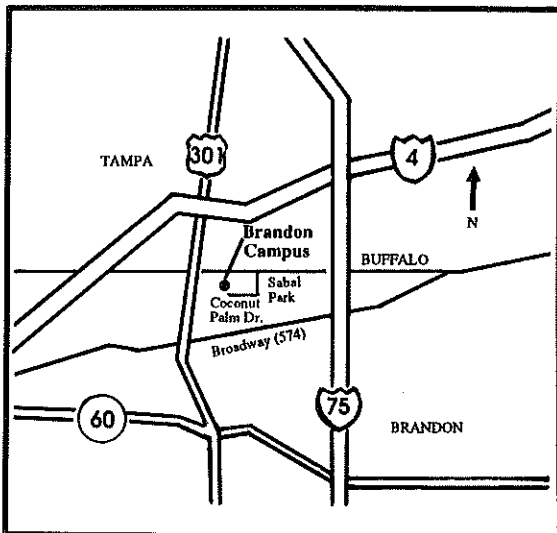
TAMPA COLLEGE LOCATIONS



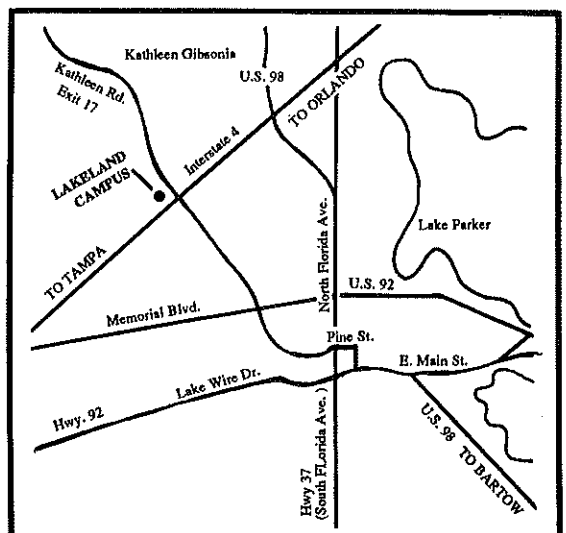
TAMPA COLLEGE, Main Campus
 3319 West Hillsborough Avenue
 Tampa, FL 33614
 Phone (813) 879-6000



TAMPA COLLEGE, Main Campus
 15000 U.S. Hwy 19 South
 Clearwater, FL 34624
 Phone (813) 530-9495



Tampa College, Branch
 Sabal Business Center
 3901 Coconut Palm Dr., Ste. 110
 Tampa, FL 33619
 Phone (813)621-0041



Tampa College, Branch
 2620 Kathleen Road
 Lakeland, FL 33809
 Phone (813) 858-1444

*

Day - 18 months
Night - 24 months

Aug 21st (6 weeks -
8 credits)

Day - 8:00 - 12:00

Night - 6:30 - 9:30

October 9th

Day - 8:00 - 2:00

Night -

Enrollment Ag.

Transcript request.

Model App. (dependent)

Program outlines.

