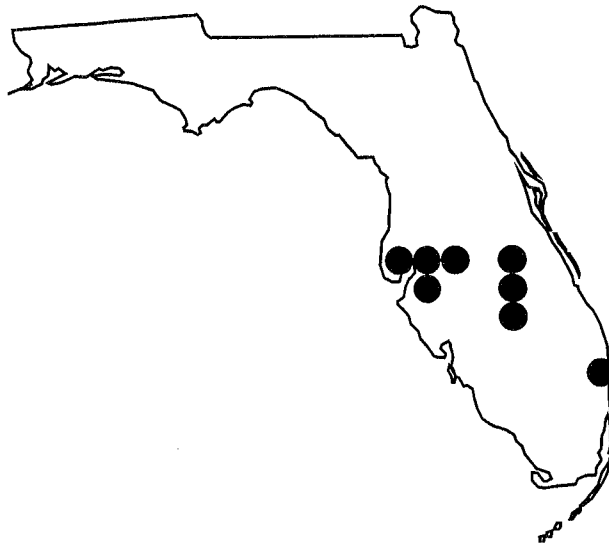# FLORIDA METROPOLITAN UNIVERSITY

1999-2000

CATALOG

FLORIDA0100

This is a multiple-institution catalog containing information about the eight colleges which comprise Florida Metropolitan University. The eight colleges are separately identified on page I.

FLORIDA METROPOLITAN UNIVERSITY

CAMPUS LOCATIONS

FORT LAUDERDALE COLLEGE

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

ORLANDO COLLEGE, MELBOURNE

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

ORLANDO COLLEGE, NORTH

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

ORLANDO COLLEGE, SOUTH

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

TAMPA COLLEGE

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

TAMPA COLLEGE, BRANDON

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

TAMPA COLLEGE, LAKELAND

995 East Memorial Boulevard, Suite 110 - Lakeland, Florida 33801
(941) 686-1444; Fax (941) 688-9881

TAMPA COLLEGE, PINELLAS

2471 McMullen Booth Road - Clearwater, Florida 33759
(727) 725-2688; Fax (727) 796-3722

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

1999-2000 FLORIDA METROPOLITAN UNIVERSITY CATALOG

Publishing Date September, 1999
Revised January 2000

Effective September 20, 1999 through December 31, 2000

CHANCELLOR'S MESSAGE

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

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

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

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

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

Daniel F. Moore
Chancellor

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GENERAL INFORMATION

STATEMENT OF PURPOSE

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

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

HISTORY

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

Tampa College's founding is traced to 1890 in Tampa, making that group the oldest business college in the state. Orlando College was established in Orlando in 1953 as Jones College, Orlando, and in 1981, the College became Orlando College. A branch campus of Orlando College, Orlando College, South, was established in May, 1987. An additional branch campus of Orlando College was established in June, 1999 at the Melbourne site.

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

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

UNIVERSITY MISSION

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

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

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

In order to assure continued fulfillment of its mission, the University has established the following goals:

1. The University is committed to quality in teaching and excellence in education and to this means shall seek qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the student.
2. Through its academic progress, the University shall seek to impart essential skills, competencies, and attitudes that students need for successful careers and for continued study; to increase access for both traditional and nontraditional students; and to continually improve its educational process at all levels.
3. The University shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for independent thinking, intelligent decision-making, and individual expression of opinions.
4. The University is committed to having its sites maintain a vital link to the communities they serve through inclusion of community and business leaders in survey and evaluation of its academic programs and graduate job performance. Fulfillment of this goal shall assure that the University, the community, and all citizens of the regions served will be better prepared for the social and economic developments of the future.

The University Spans The State

The University operates colleges in several areas of the state noted for a unique combination of progressive growth with an endowment of natural beauty. With campus locations in Tampa, Clearwater, Brandon, Lakeland, Orlando, Melbourne, and Ft. Lauderdale, students enjoy ample employment opportunities and a wide variety of cultural and recreational facilities available in each area.

International and out-of-state students enjoy the pleasant year-round climate found in each area, as well as accessibility to major airports and a convenient interstate highway system.

ACCREDITATION

Accreditation for the University's campuses is by the Accrediting Council for Independent Colleges and Schools as follows:

- Tampa College and Tampa College, Brandon are accredited by the Accrediting Council for Independent Colleges and Schools to award associate's degrees, bachelor's degrees and master's degrees.
- Tampa College, Pinellas and Tampa College, Lakeland are accredited by the Accrediting Council for Independent Colleges and Schools to award associate's degrees, bachelor's degrees and master's degrees.
- Orlando College, North; Orlando College South; and Orlando College, Melbourne are accredited by the Accrediting Council for Independent Colleges and Schools to award associate's degrees, bachelor's degrees and master's degrees.
- Fort Lauderdale College is accredited by the Accrediting Council for Independent Colleges and Schools to award associate's degrees, bachelor's degrees and master's degrees.

The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation. Further information may be obtained by contacting ACICS at 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

LICENSURE, APPROVALS, AND MEMBERSHIPS

Each college location of the University is listed as an institution of higher education in the Directory of Higher Education.

The University is a non-sectarian, coeducational institution with authority to confer associate, baccalaureate, and graduate degrees. The University holds a Certificate of Exemption from licensure by the Florida State Board of Independent Colleges and Universities. Further information may be obtained by contacting the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32399; telephone (904) 488-8695.

Undergraduate and graduate programs are approved by the Bureau of Immigration and Naturalization and by the Florida State Approving Agency for Veterans Training. The Associate in Science, Network Administration

program is not approved by the Florida State Approving Agency for Veterans Training. All campuses are members of the Career College Association. Orlando College, Melbourne; Orlando College, South; Tampa College; Tampa College, Brandon; and Tampa College, Pinellas are accredited by the American Association of Medical Assistants. Tampa College, Brandon and Orlando College, North are approved by the National Court Reporters Association. For more information, contact the specific campus.

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

PHYSICAL FACILITIES

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

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

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

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

Housing

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

STATEMENT OF NON-DISCRIMINATION

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

FAMILIARITY WITH UNIVERSITY REGULATIONS

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

RESERVATIONS AS TO PROGRAMS AND CHARGES

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

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

STUDENT CONDUCT

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

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

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

The University reserves the right to suspend or dismiss 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.

Alcohol And Substance Abuse Statement

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

Possession of these substances on campus is cause for dismissal.

LIBRARY

The University libraries support the curriculum and provide information for students, faculty, and staff through on-site circulation and reference materials, and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, Lexis, and WestLaw. Each site houses a collection of books and journals and students at each location have dial-up access to Internet and other media reference sources. Professional librarians are available at all locations to help students.

HEALTH AND IMMUNIZATION POLICY

The University does not provide health services to students. Students needing assistance in this regard are referred to their own personal physician. Should the student not possess a personal physician, the University can provide a list of physicians in the area.

It is recommended that all students under the age of 40 obtain the MMR vaccination and that all medical/allied health students show proof of a negative tuberculosis test or negative chest x-ray if the student has had a positive tuberculosis test in the past. Although not currently a requirement, students are encouraged to obtain these immunizations and/or tests prior to entering the University.

PLACEMENT ASSISTANCE

The University maintains an active placement service to assist graduates in locating entry-level educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist in each student's access to the marketplace and, as a by-product of this endeavor, assists employers in meeting their employment needs. This is accomplished not only by presentation of graduates as potential career professionals to industry, but also through aiding in the graduates' development of a positive self-image, and in assessing competencies, strengths and career expectations.

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

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

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

GRADUATION

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

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

Graduation With Honors

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

Transfer To Other Colleges

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

DRESS

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

TELEPHONES

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

STATEMENT OF FINANCIAL OBLIGATION

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

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

Any student who is delinquent in a financial obligation to the University including damage to University property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the University. A student will not be allowed to re-enroll in the University, nor will grades or transcripts be released, as long as the student owes the University a balance for any past term.

PAYMENT POLICY

The University requires that arrangements for payment of tuition for all courses be completed in full at the time of registration. Students may choose to pay tuition and fees by check, cash, and, at certain locations, may pay by MasterCard or VISA.

The University offers the services of several private companies which offer an alternative method of paying for educational costs. The student finance officers at each University campus site will assist students in budgeting monthly payment for tuition using a wide range of financing alternatives. The best plan suited to individual needs should be selected early in order for the financial assistance office to certify to the business office that each student's financial package has been completed and approved.

Students eligible for employer-sponsored tuition reimbursement benefits also may request participation in a deferred payment plan.

Further questions regarding these payment plans should be directed to a student accounts representative in the business office.

Students qualifying for state or federal financial assistance programs are allowed to use certain types of loans and/or grants to satisfy their financial obligations at the time of registration, even though the aid may not have been physically disbursed to them or posted to their accounts. Students seeking to meet their financial obligations in this manner must understand that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the University. Failure to do so may result in the student's having to provide immediate payment of all applicable tuition and fees.

FEES AND TUITION

The education costs of the University are met by tuition. While every effort is made to limit costs to the students, the University reserves the right to set tuition and fees at the level necessary for the maintenance of a high quality of instruction.

Tuition is determined by the academic degree program. The tuition schedule may be found in the "Tuition Schedule" section of this catalog.

In certain instances, students will have to assume special costs not covered by the payment of tuition, as listed below:

Fees and Penalties

• Application fee.	$50	Required of all applicants for admission to the University and is non-refundable.
• Matriculation fee.	$100	Required of all first-time enrolling students.
• Reentry fee.	$25	Nonrefundable fee required of all applicants for re-enrollment after withdrawal has occurred.
• Late Registration fee.	$10	Required of any student who registers after announced registration period.
• Program change.	$25	Required for changing from one program to another.
• Transcript fee.	$3	Waived for transcripts requested by other Florida Metropolitan University campuses.
• ID card, where applicable	$3	
• Replacement of ID card.	$3	
• Graduation evaluation fee for undergraduate programs.	$35	
• Graduation evaluation fee for graduate programs.	$45	
• Duplicate diploma.	$25	

• Returned check penalty, each item.	$10	
• Proficiency Examination Testing fee.	$30	Non-refundable fee assessed for each special proficiency examination.
• Proficiency Examination Credit Fee	$100	To have academic credit for each proficiency exam posted to the transcript (cannot be paid from Title IV financial aid funds).
• Graduate Culmination fee.	$200	Assessed to the graduate student at time of thesis/practicum submission, comprehensive exam administration, or externship placement.
• Experiential Learning Evaluation fee.	$20	Assessed to process each course for which credit is sought under life experience, payable upon portfolio submission.
• Experiential Learning Course charges	75%	of credit hour cost for the appropriate course (cannot be paid from Title IV financial aid funds).
• Network Administration Technology Fee	$50	per quarter.
• Technology Fee (all programs except Network Administration)	$25	per quarter.
• Library Fee		A fee of 25cents per day will be charged for each day an overdue library book is not returned. When a book is more than 30 days overdue, the student will be charged the replacement cost of the book.

GRIEVANCE POLICY

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

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

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

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

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

If a student feels that his/her complaint has not been adequately addressed, the student may consider contacting the Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, Telephone (202) 336-6780.

FLORIDA METROPOLITAN UNIVERSITY SCHOLARSHIPS

Annual Scholarships

Each University campus annually awards honor scholarships at the end of each Fall term. These Honor Scholarships consist of a $750 and a $500 tuition credit for two Sophomores, two Juniors, and two Seniors (annual scholarship awards total $1250 per category). To be eligible for one of the scholarships, the student must:
1. Be a full-time student (minimum 36.0 credit hours per academic year),
2. Have earned a cumulative grade point average of 3.75 or better at the end of the Fall term,
3. Have completed an application for scholarship,
4. Have demonstrated a satisfactory attendance record,
5. Have been in attendance at the awarding campus for a minimum of two successive terms,
6. Provide two letters of recommendation from faculty (one of the letters must be from a faculty member within the program of study), and
7. Write an essay of 100 words minimum on why the applicant is deserving of the scholarship.
8. Applicants must be enrolled in the subsequent winter quarter to qualify for the scholarship to be awarded.

Applications are available in the Dean's Office. Application deadline is December 15. Scholarships will be awarded at the end of the Fall term.

Sophomore Honor Scholarship
(Must have completed 48 credit hours)
1. A tuition credit of $750 is awarded the highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.
2. A tuition credit of $500 is awarded the second highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.

Junior Honor Scholarship
(Must have completed 96 credit hours)
1. A tuition credit of $750 is awarded the highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.
2. A tuition credit of $500 is awarded the second highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.

Senior Honor Scholarship
(Must have completed 144 credit hours)
1. A tuition credit of $750 is awarded the highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.
2. A tuition credit of $500 is awarded the second highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.

UPPER DIVISION SCHOLARSHIPS
(Awarded only at Tampa College, Lakeland)
In order to encourage the pursuit and completion of a baccalaureate program in business, the College has created a special Upper Division Scholarship for students who have completed two years of education which culminated in the awarding of an associate degree.

Eligible to apply are graduates of accredited business and technical schools, community and junior colleges, or four-year colleges or universities, whose students terminate their education at the end of two years with the awarding of an associate degree. This is a tuition scholarship available in the form of a total award of $600 to be used for the academic term following enrollment and before the student achieves a total of 144 hours of credit. The scholarship is not renewable. The tuition is to be credited at the rate of $200 per term. The Upper Division Scholarship is available only for full-time students (at least 12.0 credit hours per term).

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

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

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

High School Scholarships

There are a total of 12 available in High School Scholarships for graduating seniors, age 17 or older at each of the eight FMU Colleges. The Scholarships that will be awarded at each College are as follows:

- One full-tuition Scholarship for a Bachelor's Degree Program (not to exceed 192 credits)
- One full-tuition Scholarship for an Associates Degree Program (not to exceed 96 credits)
- One Scholarship valued at $2,000
- Two Scholarships valued at $1,500 each
- Three Scholarships valued at $1,000 each
- Four Scholarships valued at $500 each

High school seniors may obtain scholarship applications and guidelines from a participating high school guidance department or they may call the school for an application. Students must fill out the application completely and provide acceptable letters of recommendation. All applicants must take the CPAt, which measures competency in reading, language and mathematics. Those who receive the top 25 scores will be invited to submit an essay.

An independent panel will review the essays and letters of recommendation. This panel will select recipients by consensus vote. If a recipient chooses not to accept the award the next qualified applicant as determined by the committee will receive the scholarship.

Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Please review the current FMU Scholarship Guidelines for further details (including application and testing deadlines) and conditions of this program.

Imagine America Scholarships

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program, two $1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

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

STUDENT CLASSIFICATIONS

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. - Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. - One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution

official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Additional FERPA information is available from the Institution's Business Office.

SEXUAL HARASSMENT POLICY

The University will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued which legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The University will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

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

CHILDREN ON CAMPUS

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

STUDENT ADVISING

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

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

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS - UNDERGRADUATE PROGRAMS

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

Transfer students who are high school graduates or GED holders (or other equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above referenced test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the above referenced test. All students enrolling in the Network Administration program, without exception, will be required to successfully complete an assessment examination.

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

APPLICATION PROCEDURE FOR UNDERGRADUATE STUDENTS

Qualified applicants to the University must submit a completed Application for Admission. Applicants will also be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission.

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

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

EARLY ADMISSION REQUIREMENTS FOR HIGH SCHOOL GRADUATES

Applicants will be considered for conditional acceptance prior to secondary school graduation. High School seniors who are accepted on a conditional basis must sign an "Attestation Regarding High School Graduation or Equivalency" following graduation and prior to starting classes."

INTERNATIONAL STUDENTS

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program. A TOEFL Score of 450 or its equivalent (133 computer based) is required for entry into an undergraduate degree (not required for applicants whose native country has English as a primary language). A TOEFL Score of 550 or its equivalent (213 computer based) is required for entry into the graduate program. A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of appropriate tuition deposits and/or fees.

NOTE: See Immunization Policy for important information pertaining to the required immunization of International students.

ORIENTATION

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

RESIDENCY REQUIREMENT

In order to be granted an undergraduate degree from the University, the student must complete a minimum of 48 quarter credit hours in residence at the University. In addition, a minimum of 16 credits of the associate degree major core and 24 credits of the bachelor's degree major core must be completed in residence. Experiential learning, proficiency examination, transfer credit, directed study, distance education and other forms of advanced standing or non-traditional learning do not count toward satisfying the residency requirement.

Transfer Students

Students with earned college credit from another accredited college or university may apply for credit transfer to the University. Credit will be accepted into undergraduate programs only for courses that are compatible with the student's program of study at the University and for courses in which a grade of "C" or higher was earned (see Graduate Program Academic Information for criteria for acceptance of transfer credit into graduate programs). An exception may be made for acceptance of passing grades lower than a "C" if the student earned the credit within the University or if the credit was part of an earned degree from another accredited institution. Students wishing to transfer credits must have an official transcript of those credits mailed directly to the Office of the Registrar at the campus of attendance.

Students receiving veterans' benefits are required by the Veterans Administration to provide transcripts of credit from schools previously attended.

Transfer of credit to the graduate programs is discussed under "Grading System and Progress Reports: Graduate Program."

Standardized Testing

The University 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 at the college of attendance.

In-House Credit By Examination

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

Experiential Learning Evaluation

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

which credit may be earned, the application process, and the associated fees. (A reduced credit fee is charged for life experience credit. See Tuition and Fees Schedules).

Directed Study

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

Distance Education

The various Colleges of the University may choose to offer certain courses through Distance Education. Distance Education courses are offered through the internet, and interaction between the students and faculty occur using a "virtual classroom." Courses will generally be identical in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Distance Education courses will be designated on the class schedule so students may register during the normal registration period.

Distance Education courses are subject to the following requirements:
- Students must have earned a minimum of 24 credits in residence, or must have been in residence for at least the prior two quarters, to be eligible to register for a Distance Education course.
- Students must have a minimum cumulative grade point average (CGPA) of 2.0 to be eligible to register.
- Distance Education courses are limited to thirty-six (36) credit hours toward an Associate degree, seventy-two (72) credit hours toward a Bachelor's degree or sixteen (16) credit hours toward a Master's degree.
- Students registering for Distance Education courses must supply their own computer equipment and internet access (specifications are available in the Registrar's office) or may use equipment available on campus on a space-available basis.
- Students may be required to take course examinations (mid-term and final) on campus and must be able to adjust their schedule to take such examinations.

AUDITING COURSES

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

TEXTBOOKS

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

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at the University assumes a definite financial obligation. Each student is legally responsible for his or her own education expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the placement services.

Any student who is delinquent in a financial obligation to the University including damage to University property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the University.

FINANCIAL ASSISTANCE INFORMATION

It is the goal of the University to assist every eligible student in procuring financial aid that enables the student to attend college. The University participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education. Students should meet with a Student Finance Officer to discuss the specific financial assistance available.

The majority of financial aid available to students is provided by the Federal government and is called Federal Student Financial Aid (SFA). This includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Family Education Loan (FFEL) program (subsidized and unsubsidized) Stafford Loans, and Federal Parent Loans for Undergraduate Students (PLUS). Alternative source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the cost of education rests with the individual student and their families. All financial aid is awarded on the basis of need regardless of age, sex, race, religion, national or ethnic origin, or disability. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1992 have been satisfied within the University Catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must:

* Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exceptions of Pell and FSEOG);
* Have a high school diploma or the equivalent;
* Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
* Have financial need (except for some loan programs), and as determined by a need analysis system approved by the Department of Education;
* Maintain satisfactory academic progress;
* Provide required documentation for the verification process and determination of dependency status;
* Not owe a refund on a Pell Grant, FSEOG, or State Grant previously received from any college;
* Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
* Be registered for the Selective Service, if a male born after December 31, 1959;
* Sign the updated Statement of Educational Purpose/Certification Statement on refunds and defaults.
* Have a valid Social Security number.

APPLICATION

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

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

Need And Cost Of Attendance

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

SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

BORROWER RIGHTS AND BORROWER RESPONSIBILITIES

When a student takes on a student loan he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:
- the full amount of the loan;
- the interest rate;
- when the student must start repaying the loan;
- the effect borrowing will have on the student's eligibility for other types of financial aid;
- a complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
- the yearly and total amounts the student can borrow;
- the maximum repayment periods and the minimum repayment amount;
- an explanation of default and its consequences;
- an explanation of available options for consolidating or refinancing the student loan;
- a statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:
- the amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and total interest charges on the loan(s);

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

The borrower has a responsibility to:
- understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- make payments on the student loan even if the student does not receive a bill or repayment notice;
- continue to make payments until notification that the request has been granted; if the student applies for a deferment or forbearance,
- notify the appropriate representative (Institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security number, or transfers to another institution;
- receive exit counseling before leaving school.

POLICIES AND PROCEDURES FOR VERIFICATION

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within thirty (30) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the University. The student may re-enter the University only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The institution will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the University will take if the student does not submit the requested documentation within the time period specified.
8. Students will be informed of their responsibilities regarding the verification of application information, including the institution's deadline for completion of any actions required.
9. Students will be notified if the results of verification change the student's scheduled award.
10. The institution will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

FINANCIAL AID TRANSCRIPTS

Federal regulation requires that Federal Family Education Loans (subsidized and unsubsidized Stafford) cannot be released nor can a Federal PLUS loan application be certified until financial aid transcripts have been received from all colleges an applicant previously attended. A financial aid transcript is necessary even if the student did not receive any aid.

TUITION CHARGES

Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for which the student is enrolled. The University charges the student's account for tuition at the beginning of each term for which the student is enrolled.

Other education expenses are also considered in determining the student's cost of attendance. These include personal, room and board, and transportation.. Information on how those costs are derived may be obtained from the student finance office.

The amount of personal expenses allowed all students is $160 per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

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

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

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

FINANCIAL AID PROGRAMS

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

Selection Of Eligible Applicants

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

Federal Pell Grant

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

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

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

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

Federal Work-Study Program (FWS)

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

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

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

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program establishes a lottery-funded scholarship to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private postsecondary educational institution within three years of high school graduation. The new program affects 1997 high school graduates, as well as, current award recipients who are now attending a postsecondary institution in Florida.

The Bright Futures Scholarship Program is the umbrella program for all state-funded scholarships based on academic achievement in high school. This program restructures the two existing programs - the Florida Undergraduate Scholars' Program (now the Florida Academic Scholars award) and the Gold Seal Vocational Endorsement Scholarship Program (now the Florida Gold Seal Vocational Scholars award), and adds a third award - the Florida Merit Scholars award. For 1997 graduates, the new law does not change eligibility criteria currently in place for the Undergraduate Scholars' Program or the Gold Seal Vocational Endorsement Scholarship Program.

Eligibility criteria for the scholarship awards varies based on cumulative high school grade point average and SAT or ACT scores, and is available at all local high schools or through the University Student Finance Office. Applications are distributed to potential applicants by High School Guidance Counselors or by contacting the Technical Assistance Unit of the Florida Department of Education at 1-888-827-2004.

The award levels for the three types of scholarships are as follows:

- Florida Academic Scholars Award - an award equal to the amount required to pay tuition, fees, and $600 annually (prorated if part time) for college-related expenses. A student who is enrolled in a nonpublic postsecondary institution is eligible for an award equal to the amount that would be required to pay for the average tuition and fees of a public postsecondary education institution at the comparable level, plus the annual $600. In either case, the award may cover up to 45 semester or 67 quarter credit hours per academic year. A 3.0 cumulative GPA is required for renewal of the award each year. If a student receiving the award fails to achieve a 3.0 GPA in college, but makes a 2.75 or higher, he or she will automatically be transferred to the Florida Merit Scholars award level for the remainder of the college career.
- Florida Merit Scholars Award - an award equal to the amount required to pay 75% of tuition and fees for up to 45 semester or 67 quarter credit hours per year. A student enrolled in a nonpublic postsecondary education institution is eligible for an award equal to the amount that would be required to pay 75% of the average tuition and fees of a public postsecondary education institution at the comparable level. A 2.75 cumulative GPA is required for renewal of the award each year.
- Florida Gold Seal Vocational Scholars Award - an award equal to the amount required to pay 75% of tuition and fees. A student who is enrolled in a nonpublic postsecondary institution is eligible for an award equal to the amount that would be required to pay 75% of the average tuition and fees of a public postsecondary education institution at the comparable level. Awards are for up to 45 semester or 67 quarter credit hours per academic year. This is a two-year scholarship. A student may use the scholarship for up to 90 semester or 135 quarter credit hours. However, a recipient may become eligible to continue to a four-year degree by transferring to a Merit Scholars award upon being accepted into an upper division program, and having maintained a 2.75 or higher GPA. A Gold Seal Vocational Scholar may not transfer to an Academic Scholars award. A 2.75 cumulative GPA is also required for renewal of the Gold Seal award each year.

Florida Student Assistance Grant (FSAG)

The Florida Student Assistance Grant (FSAG) is available only to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily

available to all. Students are advised when applications may be submitted. It is not available to students who have received baccalaureate degrees.

Federal Family Educational Loan Program (FFELP)

Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, and Federal Plus Loans comprise the Federal Family Educational Loan Program (FFELP) and are discussed thoroughly below.

Subsidized Federal Stafford Loans

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

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

If the student is a dependent undergraduate student he/she may borrow up to:
- $2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year;
- $3,500 if he/she has completed the first year of study, and the remainder of their program is at least a full academic year.
- $5,500 a year if he/she has completed two years of study, and the remainder of their program is at least a full academic year.

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

If the student is an independent undergraduate student or a dependent student whose parent are unable to get a PLUS loan he/she may borrow up to:
- $6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans.)
- $7,500 if he/she completed two years of study, and the remainder of their program is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans.)
- $10,500 a year if he/she completed two years of study, and remainder of their program is at least a full academic year. (At least $5,000 of this amount must be in unsubsidized loans.)

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

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

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

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

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans

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

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the following descriptions.

The Government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: (1) make monthly or quarterly payments to the lender, or; (2) the student and the lender may agree to capitalization of the accrued interest.

The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4%. The fee will be deducted proportionately from each disbursement and paid to the Federal Government.

Federal PLUS Loans

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994 and up to 1 percent insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1 of each year, but has a maximum of 9%.

Repayment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is $50 per month with at least five years, but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the institution's Student Finance Office or from the lender.

For deferment information, contact the Student Finance Office.

Institutional Loan Program

The university offers an institutional loan as an alternative or supplement to Title IV Federal Family Education Loans. These loans are funded by the university and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for institutional loans on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The institutional loans range from $500 to $6,000 per academic year with payments ranging from $45 to $100 per month. Monthly payments normally begin 60 days after application, and may continue beyond graduation until the loan is fully repaid. Students may consolidate multiple institutional loans taken out for different academic years. Students interested in the institutional loan program should see the Student Finance Department for a complete information package (including current interest rates and loan servicer).

ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING

The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning their loans. The University counsels each student regarding loan indebtedness and gives each student an entrance test and mails an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

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

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

REFUND DISTRIBUTION POLICY

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

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Federal Stafford Loan Program;
3. Federal PLUS Loan Program;
4. Unsubsidized Federal Direct Stafford Loan Program;
5. Subsidized Federal Direct Stafford Loan Program;
6. Federal Direct PLUS Loan Program;
7. Federal Perkins Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other SFA programs;
11. Other federal, state, private, or institutional sources of aid; and
12. The student.

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

Students will be notified of any refunds due to a lender on their behalf through the Exit Interview counseling. Refunds to any of the Title IV programs will be paid within 30 days from the date of determination.

REPAYMENT DISTRIBUTION

A repayment distribution in the order listed below will occur whenever living expenses have been issued in excess of the student's eligibility.
1. Federal Perkins Loan Program;
2. Federal Pell Grant Program;
3. Federal SEOG Program;
4. Any other non-loan Title IV programs; and
5. Other State, private, or Institutional student financial assistance programs.

VETERAN'S ASSISTANCE PROGRAMS

Veteran Education and Employment Assistance Act of 1976 as Amended
Veterans eligible for training under the Montgomery G.I. Bill are entitled to a monthly allowance while attending the University in certain approved programs of study. Veterans with over 3 years of active duty or 2 years of active duty and 4 years in the selected reserve are entitled to a maximum of 36 month of training. The University will assist in preparing and submitting applications.

War Orphan Educational Assistance

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

similar to those of the Bill. Widows and wives of disabled veterans may also be eligible for this program. The University will assist in preparing and submitting applications.

Vocational Rehabilitation for Veterans

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

REFUNDS

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

DEFINITIONS
1. Withdrawal - For the purposes of determining a refund, you are deemed to have withdrawn from a program when any of the following occurs: a)The student notifies the college of withdrawal or the date of the student's withdrawal, whichever is later; b) The college terminates the student's enrollment as provided in this Enrollment Agreement; c) The student has violated the College's attendance policy as detailed in the Catalog.
2. Last Date of Attendance - The student's last date of attendance shall be deemed the last date of recorded attendance in any class.
3. Date of Determination - The date of determination shall be deemed the last date of attendance or, in the event the student stops attending class prior to notifying the college of a decision to withdraw, the date the student does notify the college of a decision to withdraw or the date the student violates the college's attendance policy, whichever occurs first.
4. Academic Year - Normally 3 quarters.
5. Enrollment Period for Which the Student is Charged - Normally an Academic Year or Quarter.

CANCELLATIONS
The Enrollment Agreement does not constitute a contract until it has been approved by an official of the college. If the agreement is not accepted by the college, all moneys paid will be refunded. The applicant may also request cancellation in writing within three days after signing this agreement and receive a full refund of all moneys paid (except the non-refundable application fee). The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all moneys paid (except the non-refundable application fee) will be refunded within 30 days of the date the college becomes aware of the withdrawal.

REFUND POLICIES
Any moneys due the applicant or student shall be refunded within 30 days of the date of determination or termination. If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the moneys will be applied to any student financial aid programs from which the student received funding, any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

REFUNDS
This College participates in the U. S. Department of Education's student aid programs and is required to comply with the Higher Education Act of 1965, as amended. This legislation requires the college to offer a refund policy that will provide the most beneficial refund to the students. A refund is the difference of the amount the student paid to the college (including financial aid) and the amount the college can retain as prescribed by the appropriate refund policy. Refund calculations are based on one of the following policies: 1) The federal pro rata calculation defined by the Higher Education Amendments of 1992 (the student must be attending the college for the first time and may not have completed more than 60 percent of the first enrollment period for which they have been charged); 2) If applicable, the refund requirements of the State or institution.

FEDERAL PRO RATA CALCULATION (For All First Time Students)

The college will perform a pro rata refund calculation for students who are attending the College for the first time and terminate their education before completing more than 60 percent of the first enrollment period for which they have been charged. Under a pro rata refund calculation, the college is entitled to retain only that portion of college charges (tuition, fees, room, board, etc.) equal to the portion of the enrollment period for which the student has been charged which has been completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period for which the student has been charged into the number of weeks completed in that period (as of the last recorded day of attendance by the student). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the college charges for the period of enrollment. The institution will exclude from the institutional charges used to calculate the pro rata refund a reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less. The college may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the education after completing more than 60 percent of the enrollment period.

STATE REFUND POLICY (For All Students)

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

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

REFUNDS UNDER EXCEPTIONAL CIRCUMSTANCES

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

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

ACADEMIC INFORMATION

CANCELLATION OF CLASSES

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

DEFINITION OF CREDIT

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

GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
IP	Incomplete Passing (Used only in a second quarter for court reporting speed courses and graduate students who continue their thesis into a second quarter).	Not Calculated
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the students file and not counted in the CGPA.	Not Calculated
CR	Credit Earned - CR/NC Class (Master's thesis courses only)	Not Calculated
NC	No Credit Earned - CR/NC Class (Master's thesis courses only)	Not Calculated
T	Transfer Credit	Not Calculated
EL	Experiential Learning Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
Course Repeat Codes		
1	Student must Repeat This Class	
R	Student in the Process of Repeating This Class	
2	Course Repeated - Original Grade No Longer Calculated in CGPA	0
DE	Distance Education	

GPA and CGPA Calculations

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on residence courses taken at the college. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

Grade Appeals

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

Incomplete Grades

A student who receives an "I" (Incomplete) grade has 14 calendar days following the end of the academic term to complete the course work, at which point the final grade will be determined and will replace the incomplete grade. If the coursework is not completed within 14 calendar days the final grade will be changed to an "F" grade.

ATTENDANCE POLICY

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

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

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

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

PRESIDENT'S HONOR ROLL AND DEAN'S LIST

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

UNDERGRADUATE ACADEMIC INFORMATION

ACADEMIC LOAD

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

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

REPEATING COURSES

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

LEAVE OF ABSENCE

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

ACADEMIC HONESTY

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

Acts of academic dishonesty are defined as falsification of materials submitted for a grade, representation of another's work as one's own, or violation of test conditions as designated by the instructor.

When academic dishonesty is suspected, the student will receive a failing grade for that particular assignment. The Academic Dean will notify the student immediately of the infraction and of the resulting punitive action.

If the student appeals the action, s/he must do so through the Grievance Committee. Statements will be taken from the student, the instructor, and from any witness to the suspended act. After review of all statements and evidence, the Grievance Committee will notify the student in writing of its decision to support or rescind the punitive action, or to impose additional academic punitive action. Any student who commits two infractions involving dishonesty may be subject to suspension or dismissal.

WITHDRAWAL PROCEDURES

Students finding it necessary to withdraw from the University are requested to notify the University in writing as to why and when the withdrawal is necessary and to complete all necessary paperwork with the University. Failure to do so will delay out-processing, and may result in a delay of any refund that may be due the student or the funding source.

Withdrawal from any individual course must be approved by the Dean, and grades upon withdrawal will be assigned in accordance with the applicable Grading System.

Readmission Of Withdrawn Students

Withdrawn students requesting re-entry must petition the Readmission Committee. Information concerning the readmission procedure may be obtained by calling the Dean's Office. If a student is permitted re-entry, the student must normally meet all conditions of the catalog and tuition and fee structure in effect at the time of readmission. The re-entry student may petition the Dean for permission to re-enter under his or her prior catalog curriculum. The Dean, in consultation with the Department Chair, will make the final determination on all such petitions.

ACADEMIC DEFICIENCIES

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the University. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

Rate Of Progress Toward Completion Requirements

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

Maximum Time In Which To Complete

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

Satisfactory Academic Progress Tables

48 QUARTER CREDIT PROGRAM

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

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

96 QUARTER CREDIT PROGRAM

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

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

97 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96--145	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 145 (150% of 97).

98 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96--147	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 147 (150% of 98).

126 QUARTER CREDIT PROGRAM

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

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

192 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 --- 16	2.00	N/A	66%	N/A
17 --- 32	2.00	1.00	66%	N/A
33 --- 48	2.00	1.20	66%	50%
49 --- 60	2.00	1.30	66%	60%
61 --- 72	2.00	1.50	66%	65%
73 --- 95	2.00	1.75	N/A	66%
96 --- 288	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 288 (150% of 192).

Graduation

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the University's graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the University catalog.

Academic Probation

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

Students on probation must participate in academic advising as deemed necessary by the University as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

Academic Suspension

If the student's CGPA or rate of progress ever falls into the suspension ranges specified above, the student is considered not to be making satisfactory progress, is placed on ACADEMIC SUSPENSION, and must be withdrawn from the University.

Readmittance Following Suspension

Students who have been suspended may apply for readmittance to the University after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgment of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

Academic Dismissal

Students who have been readmitted following ACADEMIC SUSPENSION who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an ACADEMIC DISMISSAL and the student must be withdrawn from the University. Students who have been dismissed are not eligible for readmittance to the University.

Appeals Procedures

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

Application Of Grades And Credits

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

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

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

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

Continuation As A Non-Regular Student

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

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

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

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

Satisfactory Progress And Financial Aid

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

The financial aid office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or financial aid personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the University catalog.

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

Satisfactory Progress Requirements

In addition to the standards described above, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the college.

Standards Of Satisfactory Academic Progress For Undergraduate Students Receiving VA Benefits:

Students must maintain a cumulative grade point average of a C (2.0) each term to remain eligible for VA benefits. A veteran student failing to achieve a C (2.0) cumulative grade point average for any term will be placed on probation for the next academic term. Failure to achieve a C (2.0) cumulative grade point average during the next 2 consecutive terms will result in the veteran student being terminated from veteran benefits and the VA so notified.

A Veteran Student terminated for unsatisfactory progress at the undergraduate level may be re-certified to the VA to receive Veteran benefits after attaining the 2.0 cumulative GPA required for satisfactory progress.

See Standards of Progress for Graduate Students for specific information on VA benefits.

COOPERATIVE EDUCATION PROGRAM

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

Degree-seeking students at the Sophomore level and above who have completed at least two terms at the University and have maintained satisfactory grade point averages are eligible to apply.

Cooperative Education Plan

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

Cooperative Education Credit

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

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

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

Tuition for Parallel Work courses is at the same rate as other courses.

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

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

TRANSCRIPTS

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

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

UNDERGRADUATE DEGREE PROGRAMS

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

TWO DEGREES

Two baccalaureate degrees may be awarded simultaneously under the following conditions:

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 residence in addition to the requirements of the first degree have been earned.

Care must be taken in scheduling for a second degree. Veterans' educational benefits, under certain circumstances, may not be available for subjects other than those specifically required for the second degree.

BACCALAUREATE DEGREES

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

1. Complete a minimum of 192 quarter credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the University, with a minimum of sixty-eight (68) hours in the 3000 and 4000 series or higher. A minimum of forty-eight (48) hours must be completed in a classroom environment (in-class mode of instruction) at the University.
2. Meet the specified graduation requirements, with a minimum of 56.0 quarter credit hours in General Education and a minimum of 90 Quarter Credit Hours in the major and college core, as indicated in the section on program descriptions.
3. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credit hours are recorded; settle all financial obligations to the University.

ASSOCIATE DEGREES

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

1. Complete a minimum of 96 quarter credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the University. A minimum of forty-eight (48) hours must be completed in a classroom environment (in-class mode of instruction) at the University.
2. Meet the specified graduation requirements,, thirty-six (36) of which must be in the 2000 or above level, with a minimum of 24 quarter credit hours in General Education, and the remainder as specified in the program descriptions.
3. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credit hours are recorded; settle all financial obligations to the University.

Note: The aforementioned stated minimum quarter hour requirements apply to all Associate in Science degree programs except for the Court Reporting Program. See the section on Associate in Science degree in Court Reporting for specific minimum quarter hour requirements for that program.

GRADUATE PROGRAM ACADEMIC INFORMATION

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

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

DEGREES OFFERED

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

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

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

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

GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

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

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

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

Categories of Enrollment:

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

1. Regular Students

A degree-seeking applicant certifies his or her intention of applying for admission to a degree program at the time of making his or her initial application or upon acceptance. To qualify upon admission as a Regular Student seeking a graduate degree, the applicant must have achieved a cumulative grade point average of not less than 3.00 for all undergraduate upper level division work; or must score not less than 470 on the Graduate Management Admission Test (GMAT); or achieve a comparable score on the Graduate Record Examination (GRE) in order to become a candidate for a master'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 470 on the GMAT or a comparable score on the GRE or has satisfactorily completed 16 credits of graduate course work at the University with a grade point average that meets the minimum standards of progress for the graduate program. Failure to reach Regular Student status within 16 credits of graduate work at the University will result in the student being Dismissed from the University. Students admitted on a provisional basis will be admitted as Regular Student status only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

PREREQUISITE REQUIREMENTS

While a baccalaureate degree in the same or closely related field is desirable, it is not mandatory.

Applicants whose undergraduate degrees are in fields outside the program area are invited to apply, but foundation work will be required before certain higher level courses may be taken. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate level accounting courses.

STANDARDS OF PROGRESS FOR GRADUATE PROGRAMS

A student pursuing a master's degree must maintain a minimum cumulative grade point average of 3.0. Graduate students who fail to meet the minimum grade point requirement will be placed on Academic Probation for the subsequent quarter of enrollment. If otherwise eligible, a student may receive financial assistance during

the Academic Probation grading period. Failure to raise the grade point average above the minimum specified within the subsequent quarter 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 attempt 15 quarter hours of graduate work before the application of the standards outlined below.

<div align="center">GRADUATE DEGREES - QUARTER CREDITS</div>

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
0 - 16	3.00	N/A	66%	N/A
17 - 27	3.00	2.75	66%	50%
28 - 39	3.00	2.90	66%	60%
40 - 81	3.00	3.00	66%	65%

The maximum number of credits that may be attempted for a 54 credit graduate program is 81 (1.5 X 54).

All other elements of satisfactory progress as outlined in the section on Satisfactory Progress are applicable to graduate programs.

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

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

Standards Of Satisfactory Academic Progress For Graduate Students Receiving VA Benefits

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

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

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

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

<div align="center">

TRANSFER OF CREDIT

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

<div align="center">

ACADEMIC LOAD - GRADUATE STUDENT

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

REFUND POLICY

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

ACADEMIC PROGRAM LOCATIONS

F = Fort Lauderdale College
OM = Orlando College, Melbourne
ON = Orlando College, North
OS = Orlando College, South

TB = Tampa College, Brandon
TL = Tampa College, Lakeland
T = Tampa College
TP = Tampa College, Pinellas

PROGRAMS	LOCATION							
	F	OM	ON	OS	TB	TL	T	TP
ASSOCIATE DEGREE								
ACCOUNTING	X	X	X	X	X	X	X	X
BUSINESS	X	X	X	X	X	X	X	X
COMMERCIAL ART			X				X	
COMPUTER INFORMATION SCIENCE	X	X	X	X	X	X	X	X
COURT REPORTING			X					
CRIMINAL JUSTICE		X	X	X	X	X	X	X
FILM AND VIDEO		X	X					
HOSPITALITY MANAGEMENT	X							
INTERNATIONAL BUSINESS	X							
LEGAL ASSISTANT/PARALEGAL	X		X	X	X	X	X	X
MANAGEMENT	X							
MANAGEMENT/MARKETING			X	X	X	X	X	X
MARKETING	X							
MEDICAL ASSISTING		X	X	X	X	X	X	X
NETWORK ADMINISTRATION					X		X	
OFFICE TECHNOLOGIES WITH CONCENTRATIONS IN:								
ADMINISTRATIVE OFFICE MANAGEMENT						X		
MEDICAL EXECUTIVE ASSISTANT						X		
TRAVEL AND TOURISM		X						

F = Fort Lauderdale College	TB = Tampa College, Brandon
OM = Orlando College, Melbourne	TL = Tampa College, Lakeland
ON = Orlando College, North	T = Tampa College
OS = Orlando College, South	TP = Tampa College, Pinellas

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

GRADUATE CURRICULAR OFFERINGS

GRADUATE STUDIES MISSION

The graduate programs continue to expand the basic mission of the University, 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, and the evolution of the student as a valuable and contributing member of society. The graduate programs further manifest this mission by emphasizing greater initiative, independence, critical thinking, and responsibility on the part of the students such that they may possess the heightened self-discipline, skill, and reasoning necessary to become valued leaders of the community.

MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration was designed to enhance the individual's effectiveness in business and industry in the areas of accounting, economics, management, and marketing.

To qualify for the Master of Business Administration Degree students are required to accomplish the following:

I. Complete a minimum of fifty-four (54) quarter credit hours with an average grade of "B" (Grade Point Average of 3.0) or higher for all work taken at the University. All course work must be in the 5000 series or higher. The final thirty (30) hours must be completed at the University.

II. Meet the specified graduation requirements, including the following area hour requirements:

	Quarter Credit Hours
College of Graduate Studies Core Requirement	24
Major Core Requirement	16
General MBA with Research Practicum (Thesis)	14
OR	or
General MBA without Research Practicum (Thesis)	16
OR	or
Concentration with Research Practicum (Thesis)	14
OR	or
Concentration without Research Practicum (Thesis)	16

TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED   **54-56**

III. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credits are recorded; settle all financial obligations to the University.

IV. Completion of Comprehensive Examination or Thesis:

All MBA degree candidates except those who are writing a formal thesis must pass a comprehensive examination in the last quarter of graduate study.

Students must apply to the Office of the Registrar in the first week of their last quarter of study. Students who do not pass the written comprehensive may be allowed to retake the exam one time. If they fail a second time they must (1) complete an acceptable thesis or (2) complete two (2) four (4) quarter hour classes (electives) in their area of concentration and must achieve a grade of B or better. They may then sit for the written comprehensive exam again. Failure to pass the written comprehensive exam this time will result in Academic Dismissal.

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

GRADUATE CORE REQUIREMENT (To be taken by all majors)

			Quarter Credit Hours
MANP	5245	Organizational Behavior	4.0
MANP	6305	Management of Human Resources	4.0
QMBP	5413	Quantitative Methods	4.0
MANP	5910	Business Research	4.0
ISMP	5021	Management Information Systems	4.0
		Elective	4.0

TOTAL QUARTER CREDIT HOURS   24

MAJOR CORE REQUIREMENTS FOR MBA

			Quarter Credit Hours
FINP	6406	Financial Management	4.0
ECPP	5704	Managerial Economics	4.0
MARP	5805	Marketing Management	4.0
MANP	6721	Business Policy and Strategy	4.0

TOTAL QUARTER CREDIT HOURS   16

CONCENTRATIONS

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

Accounting

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

			Quarter Credit Hours
ACGP	5401	Accounting Information Systems	4.0
ACGP	5216	Advanced Accounting Topics	4.0
TAXP	6065	Tax Research and Planning	4.0
ACGP	5642	Auditing II	4.0
ACGP	6515	Governmental Accounting	4.0

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

Business Administration

Students enrolled in the MBA program can elect to concentrate in Business Administration (general MBA) by taking four (4) courses (sixteen (16) quarter credit hours) from any combination of the courses listed for the other areas of concentration. The student may also choose to complete a Graduate Research Practicum in lieu of two (2) courses in a concentration. If the student chooses this option, two electives (eight (8) quarter credit hours) must be completed from any combination of categories listed in addition to the six (6) quarter credit hour Practicum. In this instance, the student would graduate with fifty-four (54) instead of fifty-six (56) quarter credit hours.

Human Resources Management

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

		Quarter Credit Hours
MANP 5129	Managerial Decision Making	4.0
MANP 5355	Managerial Assessment and Development	4.0
MANP 5266	Management of Professionals	4.0
MANP 5282	Organizational Development	4.0

Information Systems

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

			Quarter Credit Hours
ISMP	5401	Financial Information Systems	4.0
ISMP	6030	Advanced Management Information Systems	4.0
ISMP	6935	Seminar in Computer Information Systems	4.0
		Elective	4.0

International Business

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

			Quarter Credit Hours
MANP	5602	International Business	4.0
ECOP	5709	International Economic Systems	4.0
FINP	5605	International Finance	4.0
MARP	5158	International Marketing	4.0
CPOP	5054	Global Politics	4.0

Marketing Analysis

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

			Quarter Credit Hours
MARP	5805	Marketing Management	4.0
MARP	5158	International Marketing	4.0
MARP	5505	Consumer Behavior	4.0
MARP	6336	Promotional Policy & Strategy	4.0

EXECUTIVE MBA PROGRAM

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

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

ADDITIONAL ADMISSIONS REQUIREMENTS

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

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

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

TRANSFER CREDIT

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

COURSE SEQUENCE AND STRUCTURE

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

MASTER OF SCIENCE IN CRIMINAL JUSTICE

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

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

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

II. Meet the specified graduation requirements, including the following area hour requirements:

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

* Optional at evaluation and discretion of MSCJ Program Director

III. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; settle all financial obligations to the University.

IV. All requirements for the Master of Science in Criminal Justice program, including course work and completion of exit vehicle, must be completed within five (5) calendar years from the initial term of enrollment.

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

CONCENTRATION REQUIREMENT:

The Master of Science in Criminal Justice student must choose one area of concentration from those listed below and will complete 8.0 quarter credit hours in the concentration track:

Law Enforcement:

CCJP	5110	Law Enforcement Administration	4.0
CCJP	5115	Community Oriented Policing	4.0

Corrections:

CCJP	5330	Correctional Systems and Institutions	4.0
CCJP	5340	Counseling the Offender	4.0

Juvenile Justice:

CCJP	5640	The Juvenile Justice System	4.0
CCJP	5650	Juvenile Correctional Alternative	4.0

Drug Abuse Counseling:

CCJP	5615	Substance Use and Abuse I	4.0	
CCJP	5617	Substance Use and Abuse II	4.0	
		TOTAL QUARTER CREDIT HOURS		**8**

THESIS, RESEARCH PRACTICUM OR EXTERNSHIP REQUIREMENT

The Master of Science in Criminal Justice student must successfully complete one of the following:

CCJP	5994	Externship **or**	6.0	
CCJP	5995	Research Practicum **or**	6.0	
CCJP	5996	Thesis	6.0	
		TOTAL QUARTER CREDIT HOURS		**6**

FOUNDATION COMPONENT REQUIREMENT

Students who have insufficient foundation in writing for research and/or statistics will be required to complete the following foundation courses upon entry into the program. Students must submit writing samples and/or documentation of appropriate undergraduate course work to the program director for analysis and determination as to possible exemption of these courses.

RESP	5310	Writing for Research at the Graduate Level	2.0	
STAP	5023	Graduate Statistics Orientation	2.0	
		TOTAL QUARTER CREDIT HOURS		**4**

TOTAL QUARTER CREDIT HOURS REQUIRED	**54-58**

UNDERGRADUATE PROGRAMS

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Accounting Major

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

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

COLLEGE CORE REQUIREMENTS			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
BULP	2100	Applied Business Law	4.0	
CGSP	2071	Spreadsheets	4.0	4.0
CGSP	2110	Computer Applications	4.0	4.0
FINP	1100	Introduction to Finance	4.0	4.0
MANP	1011	Introduction to Business Enterprise	4.0	4.0
MARP	1011	Introduction to Marketing		4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
The student will select 6.0 additional credits from the following courses:			6.0	6.0
MANP	2018	Internet	2.0	2.0
MANP	2101	Introduction to Human Resources	4.0	4.0
MARP	1011	Introduction to Marketing	4.0	
OFTP	1141	Keyboarding	2.0	2.0
OSTP	2712	Word Processing	2.0	2.0
		TOTAL QUARTER CREDIT HOURS	**32**	**32**

MAJOR CORE REQUIREMENTS				
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
ACGP	2046	Intro. to Corporate Accounting	4.0	4.0
ACGP	2451	Computerized Accounting	4.0	4.0
ACOP	1807	Payroll Accounting	4.0	4.0
TAXP	2215	Tax Accounting	4.0	4.0
The Associate student will select 12.0 and the Bachelor will select 36.0 additional credits from the following:			12.0	36.0
ACGP	2221	Cost Accounting for Business	4.0	4.0
ACGP	2246	Externship In Accounting	4.0	4.0
ACGP	2501	Non Profit Accounting	4.0	4.0
ACGP	2542	Financial Statement Analysis	4.0	4.0
MANP	2021	Principles of Management	4.0	4.0
MANP	2720	Strategic Planning for Business	4.0	4.0
Bachelor student course selection only:				
ACGP	3100	Intermediate Accounting I		4.0
ACGP	3110	Intermediate Accounting II		4.0
ACGP	3120	Intermediate Accounting III		4.0
ACGP	3341	Cost Accounting I		4.0
ACGP	3350	Cost Accounting II		4.0
ACGP	4202	Consolidation Accounting		4.0
ACGP	4632	Auditing		4.0
TAXP	4002	Federal Taxation I		4.0
TAXP	4010	Federal Taxation II		4.0
		TOTAL QUARTER CREDIT HOURS	**40**	**64**

GENERAL EDUCATION CORE REQUIREMENTS

ENCP	1106	Composition I	4.0	4.0

ENCP	1107	Composition II	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
SLSP	1080	Computer Literacy	4.0	4.0
SPCP	2602	Oral Communications	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
POSP	2041	American National Government		4.0
SYGP	2000	Principles of Sociology		4.0
STAP	3014	Statistics		4.0

General Education Electives – Electives must include at least one additional Math/Science and one Humanities/Fine Arts course.   12.0

TOTAL QUARTER CREDIT HOURS	**24**	**56**

ADDITIONAL PROGRAM REQUIREMENTS

BULP	3112	Business Law I		4.0
BULP	3121	Business Law II		4.0

APPROVED ELECTIVE REQUIREMENTS

In consultation with the Academic Advisor, Registrar or Academic Dean the Baccalaureate student will select 32.0 elective credits to achieve a balanced educational program.   32.0

TOTAL QUARTER CREDIT HOURS	**0**	**40**

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	**96**	**192**

Business and Business Administration Major

The Associate of Business Administration program is offered for students whose career goals require a broad knowledge of the functional areas of business rather than specialization in a specific area. The program is designed to prepare graduates for employment in entry-level position in business, industry, and governments.

The Bachelor of Business Administration is designed to prepare graduates for employment in middle management positions in business, industry, or government. The program is designed primarily for graduates planning to enter a small business environment or a business environment where specialization is not as appropriate an educational background as is extensive upper division coursework in three or four functional areas.

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting OR		
ACGP	2046	Introduction to Corporate Accounting	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
CGSP	2110	Computer Applications	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0

Associate student will select 6.0 credits and the Bachelor student will select 10.0 credits from the following list:

ACGP	2046	Introduction to Corporate Accounting		4.0
CGSP	2071	Spreadsheets	4.0	4.0
MANP	2010	Let's Talk Business	2.0	2.0
MANP	2018	Internet	2.0	2.0
MARP	2456	Marketing on the Internet	4.0	4.0
OFTP	1141	Keyboarding	2.0	
OSTP	2335	Business Communications		4.0
OSTP	2712	Word Processing	2.0	2.0
		TOTAL QUARTER CREDIT HOURS	**32.0**	**36.0**

MAJOR CORE REQUIREMENTS:

FINP	1100	Introduction to Finance	4.0	4.0
FINP	3000	Principles of Finance		4.0
MANP	1011	Introduction to Business Enterprise	4.0	4.0
MANP	2021	Principles of Management	4.0	4.0
MANP	2101	Introduction to Human Resources	4.0	4.0
MANP	4650	Management of International Business		4.0
MANP	4720	Business Policy and Strategy		4.0
MARP	1011	Introduction to Marketing	4.0	4.0
MARP	2500	Customer Relations & Servicing	4.0	4.0
MARP	3330	Public Relations		4.0

Associate student will select 16.0 credits from the 1000 and 2000 level. The Bachelor student will select 20.0 credits at the 3000 and 4000 level from the following list:

FINP	3504	Investments		4.0
MANP	1780	Management Today	4.0	
MANP	2142	Introduction to International Management	4.0	
MANP	2800	Small Business Management	4.0	
MANP	3101	Human Relations in Management		4.0
MANP	3233	Principles of Supervision		4.0
MANP	2940	Externship in Management I	4.0	
MANP	4102	Women Managers		4.0
MANP	4101	Management of Human Resources		4.0
MANP	4742	Business Ethics		4.0
MANP	4910	Contemporary Management		4.0
MANP	4940	Externship in Management II		4.0
MARP	2141	Introduction to International Marketing	4.0	
MARP	2321	Advertising	4.0	
MARP	3400	Salesmanship		4.0
MARP	4630	Marketing Research		4.0
		TOTAL QUARTER CREDIT HOURS	**40.0**	**60.0**

APPROVED ELECTIVE REQUIREMENTS:

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

		TOTAL QUARTER CREDIT HOURS		**40.0**

GENERAL EDUCATION CORE REQUIREMENTS

Code	No.	Course		
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
SLSP	1080	Computer Literacy	4.0	4.0
SPCP	2602	Oral Communications	4.0	4.0
STAP	3014	Statistics		4.0

Bachelor students will select 20.0 credits from the following list:

Code	No.	Course		
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
MAAP	3233	Mathematical Analysis		4.0
PHIP	3600	Ethics		4.0
QMBP	3314	Quantitative Methods		4.0
SOPP	4004	Social Psychology		4.0
SPCP	4400	Conference Techniques		4.0
		TOTAL QUARTER CREDIT HOURS	**24.0**	**56.0**

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**96.0**	**192.0**

Commercial Art Major

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

Associate Degree
Quarter Credit Hrs

SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
MANP	2010	Let's Talk Business	2.0
MARP	1011	Introduction to Marketing	4.0
MARP	2321	Advertising	4.0
CGSP	1581	Introduction to Macintosh	4.0

TOTAL QUARTER CREDIT HOURS   **20**

MAJOR CORE REQUIREMENTS

Courses Common to Tampa & Orlando College:

ARTP	1303	Principles of Drawing I	4.0
ARTP	1316	Principles of Drawing II	4.0
ARTP	1321	Illustration Design	4.0
ARTP	1531	Typography	4.0
GRAP	1500	Advertising Design I	4.0
GRAP	1510	Advertising Design II	4.0
GRAP	2500	Graphic Design I	4.0
GRAP	2510	Graphic Design II	4.0
GRAP	1551	Digital Applications for Publication Design	4.0
GRAP	2994	Portfolio	2.0
		In addition to the above courses, students will select 14 credits from the following list of 2.0 credit (GRAP2891 and GRAP2999) and 4.0 credit (all other) courses:	14.0
ARTP	2000	Anatomy and Figure Drawing	
ARTP	2301	Advanced Media Techniques (Orlando only)	
GRAP	2525	Copywriting (Tampa only)	
GRAP	2891	Advanced Digital Applications	
GRAP	2999	Commercial Art Externship	
GRAP	1582	Digital Applications for Desktop Publishing	
GRAP	2321	Digital Applications for Graphic Illustration	
GRAP	2791	Digital Image Manipulation	

TOTAL QUARTER CREDIT HOURS   **52**

GENERAL EDUCATION CORE REQUIREMENTS

ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPCP	2602	Oral Communications	4.0
SLSP	1080	Computer Literacy	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0

TOTAL QUARTER CREDIT HOURS   **24**

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

ASSOCIATE IN SCIENCE

Computer Applications/Data Entry Major

The Computer Applications/Data Entry program is designed to prepare the graduate to pursue entry level positions in data entry and other business positions requiring word processing, spreadsheets, and database utilization on microcomputers.

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

			Associate Degree Quarter Credit Hrs
ACGP	2001	Principles of Accounting I	4.0
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
MANP	2010	Let's Talk Business	2.0
CGSP	2110	Computer Applications	4.0
MANP	1011	Introduction to Business Enterprise	4.0
MANP	2101	Introduction to Human Resources	4.0
		TOTAL QUARTER CREDIT HOURS	**24**

MAJOR CORE REQUIREMENTS

OSTP	2712	Word Processing	2.0
CGSP	2071	Spreadsheets	4.0
CGSP	1539	Data Base	4.0
OFTP	1141	Keyboarding	2.0
OFTP	1143	Intermediate Keyboarding	2.0
OFTP	1144	Advanced Keyboarding	2.0
OFTP	1146	Expert Keyboarding	2.0
OSTP	2735	Advanced Word Processing	2.0
CGSP	2542	Advanced Database	4.0
CGSP	2511	Advanced Spreadsheets	4.0
CGSP	2549	Office Automation	4.0
CGSP	1561	Microcomputer Operating Systems	4.0
COPP	2721	Basic Data Communications	4.0
		TOTAL QUARTER CREDIT HOURS	**40**

GENERAL EDUCATION CORE REQUIREMENTS

ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPCP	2602	Oral Communications	4.0
SLSP	1080	Computer Literacy	4.0
SYGP	2000	Principles of Sociology	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
POSP	2041	American National Government	4.0
		TOTAL QUARTER CREDIT HOURS	**32**

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

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Computer Information Science Major

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

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MANP	2101	Introduction to Human Resources	4.0	4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**32**

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

APPROVED ELECTIVE REQUIREMENT

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

		TOTAL QUARTER CREDIT HOURS	**0**	**40**

GENERAL EDUCATION CORE REQUIREMENTS				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPCP	2602	Oral Communications	4.0	4.0
SLSP	1080	Computer Literacy	4.0	4.0
SYGP	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POSP	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOPP	4004	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**56**

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**96**	**192**

ASSOCIATE IN SCIENCE

Court Reporting Major

Court Reporting is an honored profession with excellent opportunities. The growth of our court system and legal community contribute to the ever increasing demand for the services of a well-trained shorthand reporter. This degree prepares the individual to enter the field as a free-lance, agency, or court-employed shorthand reporter.

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

Associate Degree
Quarter Credit Hrs

SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
MANP	2010	Let's Talk Business	2.0
		TOTAL QUARTER CREDIT HOURS	**8.0**

MAJOR CORE REQUIREMENTS

OFTP	1000	Typing	2.0
OFTP	1110	Intermediate Typing	2.0
OFTP	2120	Advanced Typing	2.0
OSTP	1221	Machine Theory I	8.0
OSTP	1222	Machine Theory II	8.0
OSTP	1224	Machine Theory III	8.0
OSTP	2232	Computer-Aided Transcription	2.0
OSTP	1252	Law and Legal Terminology	4.0
OSTP	2221	Court & Conference Dictation I	8.0
OSTP	2222	Court & Conference Dictation II	8.0
OSTP	2223	Court & Conference Dictation III	8.0
OSTP	2224	Court & Conference Dictation IV	8.0
OSTP	2225	Court & Conference Dictation V	8.0
OSTP	2226	Court & Conference Dictation VI	8.0
OSTP	2231	Court Reporting Procedures	4.0
OSTP	2257	Medical Terminology	4.0
OSTP	2944	Internship (60 hours)	2.0
		TOTAL QUARTER CREDIT HOURS	**94**

GENERAL EDUCATION CORE REQUIREMENTS

ENGP	1132	English Usage	4.0
SPCP	2602	Oral Communications	4.0
SLSP	1080	Computer Literacy	4.0
AMHP	2998	Current Issues	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
		TOTAL QUARTER CREDIT HOURS	**24**

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	**126**

REQUIREMENTS FOR GRADUATION:

1. Typing:
Pass a minimum of two 5-minute timed writings at a minimum of 60 gross words per minute with a maximum of 5 errors.
2. Machine Shorthand:
Pass three 5-minute, 2-voice testimony tests @ 225 wpm with at least 95% accuracy.
Pass three 5-minute jury charge tests @ 200 wpm with at least 96% accuracy
Pass three 5-minute literary tests @ 180 wpm with at least 96% accuracy.
Transcribe a simulated RPR skills test at RPR speed levels in 3-1/2 hours.
3. CAT:
Prepare a salable transcript of at least ten pages on a computer-aided transcription system.
Produce a five-page, first pass transcript with a goal of 95% translation rate.
4. Internship:
Complete a minimum of 60 hours of verified actual writing time under the supervision of a practicing reporter.
Prepare a 40-page salable transcript taken from the free-lance, the official, or the realtime reporting internship.

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Criminal Justice Major

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

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
MANP	1011	Introduction to Business Enterprise	4.0	4.0
MANP	2021	Principles of Management	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
		TOTAL QUARTER CREDIT HOURS	**24**	**24**

MAJOR CORE REQUIREMENTS

CCJP	1020	Introduction to Criminal Justice	4.0	4.0
CJTP	2100	Criminal Investigation and Police Procedures	4.0	4.0
CCJP	2250	Constitutional Law and Legal Procedures	4.0	4.0
CCJP	2230	Criminal Evidence	4.0	4.0
CCJP	2210	Criminal Procedure	4.0	4.0
CCJP	1010	Criminology	4.0	4.0
CCJP	2440	Introduction to Corrections	4.0	4.0
CCJP	2540	Juvenile Delinquency	4.0	4.0
CCJP	3341	Probation and Parole		4.0
CCJP	3452	Criminal Justice Management		4.0
CCJP	3500	Interviews and Interrogations		4.0
CCJP	4130	Criminal Justice in the Community		4.0
CCJP	4620	Gang Activity and Drug Operations		4.0
CCJP	4738	Criminal Justice Ethics and Liability		4.0
		AS & BS degree students will take two additional courses from the following 4.0 credit courses:	8.0	8.0
CCJP	2641	Policing in America		
CCJP	2936	Current Issues in Criminal Justice		
CCJP	2335	Criminal Justice Report Writing		
CCJP	2949	Criminal Justice Externship		
		Bachelor degree students will take two additional courses from the following 4.0 credit courses:		8.0
CJTP	4528	Computer Crime		
CCJP	4662	Cultural Diversity for Law Enforcement		
CCJP	3721	Concepts of Criminal Law		
CCJP	4949	Criminal Justice Externship		
		TOTAL QUARTER CREDIT HOURS	**40**	**72**

APPROVED ELECTIVE REQUIREMENTS

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

TOTAL QUARTER CREDIT HOURS	**0**	**40**

GENERAL EDUCATION CORE REQUIREMENTS

ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPCP	2602	Oral Communications	4.0	4.0
SLSP	1080	Computer Literacy	4.0	4.0
SYGP	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POSP	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOPP	4004	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0

TOTAL QUARTER CREDIT HOURS	**32**	**56**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	**96**	**192**

ASSOCIATE IN SCIENCE

Film and Video Major

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS   Associate Degree
                                                                 Quarter Credit Hrs

SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
MANP	2010	Let's Talk Business	2.0
CGSP	2110	Computer Applications	4.0

TOTAL QUARTER CREDIT HOURS   **12**

MAJOR CORE REQUIREMENTS

Common courses to both Orlando College North and Orlando College Melbourne:

RTVP	1150	Electronic Field Production	4.0
FILP	1020	History of Motion Pictures	4.0
FILP	2205	Computer Graphics I	4.0
FILP	1270	Film Production I	4.0
FILP	2274	Post Production I	4.0
FILP	1010	Film Criticism I	2.0
FILP	1030	Film Criticism II	2.0
RTVP	2774	Advanced Video Techniques	4.0
FILP	2276	Post Production II	4.0
FILP	1651	Film Production II	4.0
FILP	2100	Script Development I	4.0
FILP	1800	Business Management for Film and Video	4.0

In addition to common courses, Orlando College Melbourne students will take the following:

FILP	1350	Special Effects and Makeup I	4.0
FILP	2999	Externship	4.0

In addition to common courses, Orlando College North students will take the following:

FILP	2208	Directing and Acting	4.0
RTVP	1350	Production Techniques	4.0

All students will take two additional courses from the following 4.0 credit courses: 8.0

FILP	2208	Directing and Acting
FILP	2300	Documentary Production
FILP	2310	Computer Graphics II
FILP	2420	Script Development II
RTVP	2201	Sound (Orlando North only)
FILP	2025	Multimedia and Desktop (Orlando North only)
FILP	2999	Externship (option for Orlando North only)
FILP	2278	Film/Video Production Workshop

TOTAL QUARTER CREDIT HOURS   **60**

GENERAL EDUCATION CORE REQUIREMENTS

ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPCP	2602	Oral Communications	4.0
SLSP	1080	Computer Literacy	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0

TOTAL QUARTER CREDIT HOURS   **24**

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

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Hospitality Management Major

The Associate in Science Degree in Hospitality Management prepares students for entry-level supervisory positions in the hotel and restaurant industry by providing both basic and hospitality-specific training in management, accounting, and marketing.

The Bachelor of Science Degree in Hospitality Management prepares students for management positions in the hotel and restaurant industries with special emphasis on the sales, marketing, and management functions. Managers direct and coordinate the operation of hotels and restaurants to insure profit, efficiency, and quality customer service.

Suggested Curriculum

COLLEGE CORE REQUIREMENTS			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MANP	1011	Introduction to Business Enterprise	4.0	4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**32**

MAJOR CORE REQUIREMENTS

HFTP	2998	Current Issues in Hospitality	4.0	4.0
HFTP	1001	Front Office Procedures	4.0	4.0
HFTP	1050	Hospitality Management	4.0	4.0
HFTP	2100	Convention Management and Service	4.0	4.0
MARP	1011	Introduction to Marketing	4.0	4.0
HFTP	1250	Resort Management	4.0	4.0
HFTP	2460	Hospitality Purchasing Management	4.0	4.0
HFTP	2931	Hospitality Industry Externship	4.0	4.0
APAP	3320	Accounting and Control for Hospitality		4.0
HFTP	3263	Restaurant Management		4.0
HFTP	3500	Hospitality Marketing		4.0
HFTP	3603	Laws Related to the Hospitality Industry		4.0
HFTP	3614	Food and Beverage Management		4.0
FINP	3000	Principles of Finance		4.0
MANP	4101	Management of Human Resources		4.0
HFTP	4935	Feasibility Study in the Hospitality Industry		4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**64**

APPROVED ELECTIVE REQUIREMENTS

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

		TOTAL QUARTER CREDIT HOURS	**0**	**40**

GENERAL EDUCATION CORE REQUIREMENTS

ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPCP	2602	Oral Communications	4.0	4.0
SLSP	1080	Computer Literacy	4.0	4.0
SYGP	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POSP	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOPP	4004	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**56**
		TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	**96**	**192**

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

International Business Major

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

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MARP	1011	Introduction to Marketing	4.0	4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**32**

MAJOR CORE REQUIREMENTS				
MANP	1011	Introduction to Business Enterprise	4.0	4.0
MANP	2800	Small Business Management	4.0	4.0
MARP	2321	Advertising	4.0	4.0
MANP	2998	Current Issues in International Business	4.0	4.0
MANP	2142	Introduction to International Management	4.0	4.0
MARP	2141	Introduction to International Marketing	4.0	4.0
BULP	2110	International Business Law	4.0	4.0
MANP	2146	International Competitiveness	4.0	4.0
MANP	4650	Management of International Business		4.0
MARP	3250	Global Marketing		4.0
MARP	4241	International Marketing Analysis		4.0
MARP	3503	Consumer Behavior		4.0
MARP	3405	Industry and Trade		4.0
MANP	4651	Import/Export Management		4.0
FINP	4604	International Business and Finance		4.0
MANP	4610	International and Comparative Industrial Relations		4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**64**

APPROVED ELECTIVE REQUIREMENT

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

		TOTAL QUARTER CREDIT HOURS	**0**	**40**

GENERAL EDUCATION CORE REQUIREMENTS				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPCP	2602	Oral Communications	4.0	4.0
SLSP	1080	Computer Literacy	4.0	4.0
SYGP	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POSP	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOPP	4004	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**56**
		TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	**96**	**192**

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Legal Assistant/Paralegal Major

Graduate of the Legal Assistant/Paralegal Program are prepared, under the direction of any attorney to: interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Legal Assistant/Paralegal Program is a terminal program in that it trains individuals for Legal Assistant/Paralegal positions and is not a preparatory curriculum for law school.

The Bachelor of Science Degree in Legal Assistant/Paralegal enhances the study of law and legal research to permit the graduate to further their legal knowledge while enhancing their opportunity for career advancement.

COLLEGE CORE REQUIREMENTS			Associate Degree Quarter Cr. Hrs	Bachelor's Degree Quarter Cr. Hrs
ACOP	1910	Office Accounting	4.0	4.0
CGSP	2110	Computer Applications	4.0	4.0
MANP	2018	Internet		2.0
OFTP	1141	Keyboarding	2.0	2.0
OSTP	2712	Word Processing		2.0
PLAP	1003	Introduction to Legal Assisting	4.0	4.0
PLAP	1023	Legal Ethics and Social Responsibility	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
The student will select 8.0 additional credits from the following courses				
ACGP	2242	Financial Statement Analysis	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MANP	1011	Introduction to Business Enterprise	4.0	4.0
MARP	2500	Customer Relations & Servicing	4.0	4.0
PLAP	2350	Legal Medicine	4.0	4.0
PLAP	2763	Law Office Management	4.0	4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**36**

MAJOR CORE REQUIREMENTS				
PLAP	1106	Legal Research and Writing I	4.0	4.0
PLAP	2116	Legal Research and Writing II	4.0	4.0
PLAP	2250	Civil Procedure	4.0	4.0
PLAP	2273	Torts	4.0	4.0
PLAP	2423	Contract Law	4.0	4.0
PLAP	2607	Wills, Trusts and Probate	4.0	4.0
PLAP	2803	Family Law	4.0	4.0
PLAP	3045	Civil Litigation		4.0
PLAP	3159	Legal Research and Writing III		4.0
PLAP	3749	International Law		4.0
PLAP	4017	Employment Law		4.0
PLAP	4156	Legal Research and Writing IV		4.0
PLAP	4263	Rules of Evidence		4.0
PLAP	4273	Advanced Tort Law		4.0
The Associate student will select 12.0 credits and the Bachelor student will select 4.0 credits from the following list:				
PLAP	2121	Bankruptcy	4.0	4.0
PLAP	2303	Criminal Procedure	4.0	4.0
PLAP	2426	Business Organizations	4.0	4.0
PLAP	2482	Administrative Law	4.0	4.0
PLAP	2505	Real Estate Law	4.0	4.0
PLAP	2764	Environmental Law	4.0	4.0

PLAP	2940	Paralegal Externship	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		40		60

APPROVED ELECTIVE REQUIREMENTS

Campus specific electives to be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.   40

TOTAL QUARTER CREDIT HOURS   40

GENERAL EDUCATION CORE REQUIREMENTS

CPOP	4820	Global Politics			4.0	
ECOP	3013	Macroeconomics			4.0	
ECOP	3023	Microeconomics			4.0	
ENCP	1106	Composition I	4.0		4.0	
ENCP	1107	Composition II	4.0		4.0	
ENCP	3211	Report Writing			4.0	
MACP	2104	College Algebra	4.0		4.0	
POSP	2041	American National Government			4.0	
PSYP	2014	General Psychology	4.0		4.0	
SLSP	1080	Computer Literacy	4.0		4.0	
SOPP	4004	Social Psychology			4.0	
SPCP	2602	Oral Communications	4.0		4.0	
STAP	3014	Statistics			4.0	
SYGP	2000	Principles of Sociology			4.0	
		TOTAL QUARTER CREDIT HOURS		24		56

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION   96   192

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Management Major

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

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MANP	2101	Introduction to Human Resources	4.0	4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**32**

MAJOR CORE REQUIREMENTS

			Associate Degree	Bachelor's Degree
MANP	1011	Introduction to Business Enterprise	4.0	4.0
MANP	2021	Principles of Management	4.0	4.0
MANP	2800	Small Business Management	4.0	4.0
FINP	1100	Introduction to Finance	4.0	4.0
MARP	1011	Introduction to Marketing	4.0	4.0
MANP	1780	Management Today	4.0	4.0
MANP	2142	Introduction to International Management	4.0	4.0
MANP	3233	Principles of Supervision	4.0	4.0
FINP	3000	Principles of Finance		4.0
MANP	4910	Contemporary Management		4.0
BULP	3112	Business Law I		4.0
BULP	3121	Business Law II		4.0
MANP	4742	Business Ethics		4.0
MANP	4101	Management of Human Resources		4.0
MANP	4720	Business Policy and Strategy		4.0
MANP	4401	Labor Relations and Collective Bargaining		4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**64**

APPROVED ELECTIVE REQUIREMENT

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

		TOTAL QUARTER CREDIT HOURS	**0**	**40**

GENERAL EDUCATION CORE REQUIREMENTS

			Associate Degree	Bachelor's Degree
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPCP	2602	Oral Communications	4.0	4.0
SLSP	1080	Computer Literacy	4.0	4.0
SYGP	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POSP	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOPP	4004	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**56**
		TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	**96**	**192**

ASSOCIATE IN SCIENCE AND BACHELOR OF SCIENCE

Management/Marketing Major

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

The Bachelor of Science Degree in Management/Marketing offers additional studies in such areas as marketing research, consumer behavior, and personnel management to prepare the graduate for middle management positions in business, industry, or government.

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MARP	2456	Marketing on the Internet	4.0	4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**32**

MAJOR CORE REQUIREMENTS

MANP	1011	Introduction to Business Enterprise	4.0	4.0
MARP	1011	Introduction to Marketing	4.0	4.0
MARP	2321	Advertising	4.0	4.0
MANP	2021	Principles of Management	4.0	4.0
MANP	2101	Introduction to Human Resources	4.0	4.0
MANP	2142	Introduction to International Management	4.0	4.0
MARP	2141	Introduction to International Marketing	4.0	4.0
MANP	2800	Small Business Management	4.0	4.0
MARP	3503	Consumer Behavior		4.0
MARP	4630	Marketing Research		4.0
MARP	3400	Salesmanship		4.0
MARP	4333	Promotional Policies and Strategy		4.0
MANP	4101	Management of Human Resources		4.0
MANP	4401	Labor Relations and Collective Bargaining		4.0
MANP	4650	Management of International Business		4.0
MANP	4720	Business Policy and Strategy		4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**64**

APPROVED ELECTIVE REQUIREMENT

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

TOTAL QUARTER CREDIT HOURS	**0**	**40**

GENERAL EDUCATION CORE REQUIREMENTS

ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPCP	2602	Oral Communications	4.0	4.0
SLSP	1080	Computer Literacy	4.0	4.0
SYGP	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POSP	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOPP	4004	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**56**
		TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	**96**	**192**

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Marketing Major

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

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MANP	2101	Introduction to Human Resources	4.0	4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**32**

MAJOR CORE REQUIREMENTS

			Associate Degree	Bachelor's Degree
MARP	1011	Introduction to Marketing	4.0	4.0
MARP	2321	Advertising	4.0	4.0
MARP	2500	Customer Relations and Servicing	4.0	4.0
MARP	2456	Marketing on the Internet	4.0	4.0
MANP	1011	Introduction to Business Enterprise	4.0	4.0
MARP	2141	Introduction to International Marketing	4.0	4.0
BULP	3112	Business Law I	4.0	4.0
MARP	2935	Current Issues in Marketing	4.0	4.0
MARP	3231	Retailing		4.0
MARP	3400	Salesmanship		4.0
MARP	3503	Consumer Behavior		4.0
MARP	4630	Marketing Research		4.0
MARP	3250	Global Marketing		4.0
MARP	4804	Marketing Administration		4.0
MARP	3330	Public Relations		4.0
MARP	4333	Promotional Policies and Strategy		4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**64**

APPROVED ELECTIVE REQUIREMENT

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

		TOTAL QUARTER CREDIT HOURS	**0**	**40**

GENERAL EDUCATION CORE REQUIREMENTS

			Associate Degree	Bachelor's Degree
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPCP	2602	Oral Communications	4.0	4.0
SLSP	1080	Computer Literacy	4.0	4.0
SYGP	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POSP	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOPP	4004	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
		TOTAL QUARTER CREDIT HOURS	**32**	**56**

		TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	**96**	**192**

ASSOCIATE IN SCIENCE

Medical Assisting Major

The Medical Assisting program is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. The degree prepares the graduate to be an entry-level paraprofessional in medical offices, clinics, and associated medical facilities.

COLLEGE CORE REQUIREMENTS

Associate Degree
Quarter Credit Hrs

ACOP	1910	Office Accounting		4.0
CGSP	2110	Computer Applications		4.0
OFTP	1141	Keyboarding		2.0
SLSP	1130	Strategies for Success		4.0
SLSP	1320	Career Skills		2.0

TOTAL QUARTER CREDIT HOURS   **16**

MAJOR CORE REQUIREMENTS

APBP	1100	Anatomy & Physiology I		4.0
APBP	1110	Anatomy & Physiology II		4.0
HCPP	2941	Medical Externship		5.0
HSCP	1531	Medical Terminology		4.0
HSCP	1561	Medical Law & Ethics		2.0
MEAP	2714	Medical Insurance Billing		4.0
MEAP	2455	Clinical Lecture A		4.0
MEAP	2456	Clinical Lecture B		4.0
MEAP	2457	Clinical Lecture C		4.0
MLSP	2325	Clinical Lab A		2.0
MLSP	2326	Clinical Lab B		2.0
MLSP	2327	Clinical Lab C		2.0
OSTP	2614	Medical Transcription		2.0
OSTP	2301	Medical Office Practice		4.0
PHAP	2245	Pharmacology & Medical Math		4.0
		* Campus Specific Courses		6.0
HSCP	1444	Diseases of the Human Body	4.0	
HSCP	2603	X Ray Fundamentals	4.0	
HSCP	2815	EKG Interpretation	2.0	
HUNP	1001	Basic Nutrition	2.0	
MEAP	1671	Patient Interpersonal Relations	2.0	
MEAP	1690	Domestic Violence	2.0	
MEAP	2701	Medical Spanish	2.0	
MEAP	2936	Phlebotomy	2.0	

TOTAL QUARTER CREDIT HOURS   **57**

GENERAL EDUCATION CORE REQUIREMENTS

ENCP	1106	Composition I		4.0
ENCP	1107	Composition II		4.0
SPCP	2602	Oral Communications		4.0
SLSP	1080	Computer Literacy		4.0
MACP	2104	College Algebra		4.0
PSYP	2014	General Psychology		4.0

TOTAL QUARTER CREDIT HOURS   **24**

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION   **97**

* Each College will designate courses totaling 6.0 credit hours from among the listed eight courses which will be required major core courses for that College. The specific courses will be determined based on local labor market requirements at the discretion of the College. Information on College Specific Requirements will be provided by the Academic Dean.

ASSOCIATE IN SCIENCE

Network Administration Major

This program provides comprehensive training in multi-platform local area networks and wide area networks. Complete coverage of hardware and computer operating systems will be covered for all computer platforms. Extensive training in both Microsoft® and Novell® networking software will enable students to qualify for job opportunities on a system engineer level.

COLLEGE CORE REQUIREMENTS

Associate Degree Quarter Credit Hrs

ACGP	2001	Principles of Accounting I	4.0
CGSP	1326	Project Development	2.0
CGSP	1520	Introduction to Database	2.0
CGSP	1522	Introduction to Spreadsheets	2.0
CGSP	1550	Introduction to Presentations	2.0
MANP	1011	Introduction to Business Enterprise	4.0
OSTP	2705	Introduction to Word Processing	2.0
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
SLSP	1500	Workplace Relationships	2.0
		TOTAL QUARTER CREDIT HOURS	**26**

MAJOR CORE REQUIREMENTS

CGSP	1501	Computer Fundamentals	4.0
CISP	1561	Hardware Concepts	2.0
CISP	1575	Networking Fundamentals	4.0
CISP	1800	Core Technologies	4.0
CISP	1850	Windows® Technical Support	4.0
CISP	1875	Novell Administration	4.0
CISP	2222	TCP/IP	4.0
CISP	2320	Windows NT® Enterprise	4.0
CISP	2422	Internet Information Server	2.0
CISP	2875	Novell Advanced Administration	4.0
CISP	2890	Installation and Configuration for Networks	4.0
CISP	2911	Multiplatform Networking	4.0
CISP	2950	Externship I	2.0
CISP	2952	Externship II	2.0
		TOTAL QUARTER CREDIT HOURS	**48**

GENERAL EDUCATION REQUIREMENTS

ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
SLSP	1080	Computer Literacy	4.0
SPCP	2602	Oral Communications	4.0
		TOTAL QUARTER CREDIT HOURS	**24**

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION **98**

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ASSOCIATE IN SCIENCE

Office Technologies Major

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

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

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

Associate Degree
Quarter Credit Hrs

ACOP	1910	Office Accounting	4.0
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
MANP	2010	Let's Talk Business	2.0
CGSP	2110	Computer Applications	4.0
BULP	2100	Applied Business Law	4.0
MANP	2021	Principles of Management	4.0
FINP	1100	Introduction to Finance	4.0
MANP	2101	Introduction to Human Resources	4.0

TOTAL QUARTER CREDIT HOURS   32

MAJOR CORE REQUIREMENTS

Courses Common to Both Concentrations:

OFTP	1000	Typing	2.0
OFTP	1110	Intermediate Typing	2.0
OFTP	2120	Advanced Typing	2.0
OSTP	2712	Word Processing	2.0
OSTP	2735	Advanced Word Processing & Graphics Apps	2.0
OSTP	2321	Business Office Machines	2.0
OSTP	2355	Records Management	4.0
OSTP	2401	Office Practices	4.0

Administrative Office Management Concentration:

OSTP	1405	General Office Procedures	4.0
OSTP	2335	Business Communications	4.0
MANP	1011	Introduction to Business Enterprise	4.0

Medical Executive Assistant Concentration:

OSTP	2601	Machine Transcription I	2.0
OSTP	2614	Medical Transcription	2.0
HSCP	1531	Medical Terminology	4.0
MEAP	2714	Medical Insurance and Billing	4.0

TOTAL QUARTER CREDIT HOURS   32

GENERAL EDUCATION CORE REQUIREMENTS

ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPCP	2602	Oral Communications	4.0
SLSP	1080	Computer Literacy	4.0
SYGP	2000	Principles of Sociology	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
POSP	2041	American National Government	4.0

TOTAL QUARTER CREDIT HOURS   32

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION   96

ASSOCIATE IN SCIENCE

Travel and Tourism Major

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

Suggested Curriculum

COLLEGE CORE REQUIREMENTS

Associate Degree
Quarter Credit Hrs

ACOP	1910	Office Accounting	4.0
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
MANP	2010	Let's Talk Business	2.0
CGSP	2110	Computer Applications	4.0
MANP	1011	Introduction to Business Enterprise	4.0
MANP	2101	Introduction to Human Resources	4.0

TOTAL QUARTER CREDIT HOURS   **24**

MAJOR CORE REQUIREMENTS

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

TOTAL QUARTER CREDIT HOURS   **48**

GENERAL EDUCATION CORE REQUIREMENTS

ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPCP	2602	Oral Communications	4.0
SLSP	1080	Computer Literacy	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0

TOTAL QUARTER CREDIT HOURS   **24**

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

COURSE OFFERINGS

COURSE NUMBERING SYSTEM

Florida Metropolitan University uses the following course numbering system:

- 0000-0099   Preparatory courses
- 1000-2999   Lower division (first and second year) courses
- 3000-4999   Upper division (third and fourth year) courses
- 5000-6999   Graduate level courses (open to graduate or post-baccalaureate students only)

Students enrolled in Associate Degree programs primarily take courses in the lower division, although they are not restricted from taking upper division courses in order to fulfill program course requirements or elective course requirements, provided prerequisites, if any, are satisfied.

Courses taken through Distance Education will have the letters "DE" appended to the course number on the student's transcript.

The course numbering system currently in use by FMU is very similar to the course numbering and prefix system used by the Florida Common Course Numbering System. This similarity has created some problems for other institutions in Florida when evaluating FMU transcripts for credit transfer purposes. In order to avoid any misunderstandings, all FMU official transcripts will now contain a disclaimer which details the fact that our course numbers and prefixes have not been assigned by the Florida Common Course Numbering System.

COURSE DESCRIPTIONS
NOT ALL COURSES LISTED ARE AVAILABLE AT ALL LOCATIONS

ACGP 2001 Principles of Accounting I   **4.0 Quarter Credit Hours**
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 2011 Principles of Accounting II   **4.0 Quarter Credit Hours**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: ACGP 2001. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 2020 Introductory Cost/Managerial Accounting   **4.0 Quarter Credit Hours**
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite ACGP 2011. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 2046 Introduction to Corporate Accounting   **4.0 Quarter Credit Hours**
This course defines financial accounting objectives and their relationship to business. The student is introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 2221 Cost Accounting for Business   **4.0 Quarter Credit Hours**
This course introduces the student to the accounting techniques for business entities. Topics include cost terminology, job cost procedures, budgeting, departmentalization, and relevant managerial decision making. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 2242 Financial Statement Analysis   **4.0 Quarter Credit Hours**
This course is designed to provide students with the tools and techniques necessary for the evaluation of financial condition and operating performance of a modern business enterprise. Emphasis will be placed on the analytical approach used to interpret the end results of financial reporting, which are the financial statements. Prerequisite: ACGP 2001 or ACOP 1910. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 2246 Externship in Accounting   **4.0 Quarter Credit Hours**

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

ACGP 2451 Computerized Accounting   **4.0 Quarter Credit Hours**

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite ACGP 2011 Lec. Hrs. 030 Lab hrs. 020 Other hours 000

ACGP 2501 Non Profit Accounting   **4.0 Quarter Credit Hours**

In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACGP 2046 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 2542 Financial Statement Analysis   **4.0 Quarter Credit Hours**

The basics of financial statement analysis in directing a firm's operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite ACGP 2046 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 3100 Intermediate Accounting I   **4.0 Quarter Credit Hours**

This is an upper level course for the serious accounting student. It is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on review of the value of money, and accounting for cash and receivables. Prerequisite ACGP 2020 Lec. Hrs. 040 Lab Hrs. 000 Other hours 000

ACGP 3110 Intermediate Accounting II   **4.0 Quarter Credit Hours**

This is a continuation and comprehensive study of financial accounting theory and applications. Emphasis is placed on accounting for inventories, long-term assets and liabilities, and stockholders' equity. Prerequisite ACGP 3100 Lec. Hrs. 040 Lab Hrs. 000 Other hrs. 000

ACGP 3120 Intermediate Accounting III   **4.0 Quarter Credit Hours**

This is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on special topics in income determination and financial reporting. Concepts of revenue recognition, leases, pensions, accounting for income taxes, and earnings per share are among the subjects to be studied. Prerequisite ACGP 3110 Lec. Hrs. 040 Lab Hrs 000 Other Hrs. 000

ACGP 3341 Cost Accounting I   **4.0 Quarter Credit Hours**

This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques. Prerequisite ACGP 2020 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 3350 Cost Accounting II   **4.0 Quarter Credit Hours**

This is a continuation of Cost Accounting I and includes in-depth studies of techniques and issues surrounding cost allocation methods, cost and variance analysis, and complex accounting problems. Prerequisite ACGP 3341 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 3450 Computerized Financial Accounting   **4.0 Quarter Credit Hours**

A course designed to familiarize the student with financial accounting computer applications using current accounting software. Prerequisite: ACGP 3120 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ACGP 4202 Consolidation Accounting   **4.0 Quarter Credit Hours**

In this course the student will study the major areas of emphasis in consolidation accounting which include business combinations, consolidation procedures, and foreign currency accounting. Prerequisite ACGP 3120 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 4216 Advanced Accounting Topics   **4.0 Quarter Credit Hours**

A study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting.. Prerequisite: ACGP 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 4251 International Accounting   **4.0 Quarter Credit Hours**

Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 4401 Accounting Information Systems   **4.0 Quarter Credit Hours**

This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACGP 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 4500 Governmental Accounting   **4.0 Quarter Credit Hours**
A study of budgetary and fund accounting systems as applied in various types of government agencies and educational institutions. Prerequisite: ACGP 3120. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 4632 Auditing I   **4.0 Quarter Credit Hours**
This course is an overview of financial statement auditing concepts and standards. It is an introduction to the principles and procedures which enable the auditor to express an opinion on the fairness and reliability of financial statements. Prerequisite ACGP 3120 Lec. Hrs. 040 Lab Hrs.000 Other Hrs. 000

ACGP 4642 Auditing II   **4.0 Quarter Credit Hours**
A continuation of ACGP 4632. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them. Prerequisite: ACGP 4632. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 4671 Internal Auditing   **4.0 Quarter Credit Hours**
The standards, principles, practices and procedures followed in the internal audit function are covered. Prerequisite: ACGP 3120. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 4941 Externship in Accounting   **4.0 Quarter Credit Hours**
As part of the career in accounting, the student is permitted to serve an externship in public accounting firms; accounting departments of financial, business, and industrial organizations; or government agencies acceptable to the College. Arrangements for this 120 hours of externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

ACGP 4944 Seminar in Accounting   **4.0 Quarter Credit Hours**
A special seminar in advanced study consisting of relevant and current accounting problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 5027 Financial Accounting   **4.0 Quarter Credit Hours**
A foundation in financial accounting that includes a comprehensive examination of financial statement preparation and the use of such statements in management decision analysis. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 5216 Advanced Accounting Topics   **4.0 Quarter Credit Hours**
A continuation of the study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Prerequisite: ACGP 3120 or equivalent. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 5401 Accounting Information Systems   **4.0 Quarter Credit Hours**
This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACGP3120 or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 5642 Auditing II   **4.0 Quarter Credit Hours**
A continuation of ACGP 4632. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them. Prerequisite: ACGP4632 or equivalent. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 6315 Accounting for Planning and Control   **4.0 Quarter Credit Hours**
Decision-making and financial planning through the use of accounting systems by the interpretation, use, and analysis of accounting data. Prerequisite: ACGP5027 or equivalent. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACGP 6515 Governmental Accounting   **4.0 Quarter Credit Hours**
Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACGP3120 or equivalent. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACOP 1807 Payroll Accounting   **4.0 Quarter Credit Hours**
This course provides the student with a working knowledge of payroll laws, principles, practices, methods and systems. The student gains hands-on experience performing the payroll function. Prerequisite: ACGP 2001 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ACOP 1910 Office Accounting   **4.0 Quarter Credit Hours**
This course is designed to introduce the student to basic accounting procedures. An emphasis is placed on the payroll phase of accounting. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

AFLP 2010 Introduction to American Literature   **4.0 Quarter Credit Hours**
This course concentrates on the major writers of Modern American literature. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

AMHP 1998 Current Issues   2.0 Quarter Credit Hours

This course focuses on current community, state, national, and global issues that influence environmental, societal and individual life. It is designed to stimulate thought, student interaction, and awareness of the impact these issues have upon personal and business pursuits. - Lec Hrs. 020 Lab Hrs. 000 Other Hrs. 000

AMHP 2270 20th Century American History   4.0 Quarter Credit Hours

A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

AMHP 2420 History of Florida   4.0 Quarter Credit Hours

An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

AMHP 2998 Current Issues   4.0 Quarter Credit Hours

This course focuses on current community, state, national, and global issues that influence environmental, societal and individual life. It is designed to stimulate thought, student interaction, and awareness of the impact these issues have upon personal and business pursuits. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APAP 3320 Accounting & Control for Hospitality   4.0 Quarter Credit Hours

This course serves as a survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions. Prerequisite: ACGP 2001 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APBP 1100 Anatomy and Physiology I   4.0 Quarter Credit Hours

This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory and endocrine systems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APBP 1110 Anatomy and Physiology II   4.0 Quarter Credit Hours

This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary and reproductive systems. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ARHP 1500 History of Graphic Communications   4.0 Quarter Credit Hours

This course surveys the history of graphic communication as it applies to human history. The coursework moves from cave pictographs and the invention of writing through breakthrough technologies and the evolution of graphic design. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ARTP 1303 Principles of Drawing I   4.0 Quarter Credit Hours

An introduction to the basic principles, material and techniques necessary to develop skills in drawing. Emphasis is placed on basic shapes, perspective and composition. Descriptive and proportional accuracy as well as development of observational utility is discussed. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ARTP 1316 Principles of Drawing II   4.0 Quarter Credit Hours

An amplification of the theories introduced in Principles of Drawing I with the addition of color theory and color techniques, which are explored in practical application. Emphasis is placed on increasing the students' knowledge of the visual relationship between object and image. Prerequisite: ARTP 1303 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ARTP 1321 Illustration Design   4.0 Quarter Credit Hours

Drawing and composition techniques with direct application to marker rendering. Prerequisite: ARTP 1316. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ARTP 1531 Typography   4.0 Quarter Credit Hours

An introduction to letter forms and typefaces with instruction in the rendering of lettering, both freehand and with tools. Course work also includes the study of the history, terminology and applications of typography in the contemporary graphic arts industry. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ARTP 2000 Anatomy and Figure Drawing   4.0 Quarter Credit Hours

An initial study of drawing fundamentals as they apply to the human form and its structure. Students work in various media concentrating on gesture, contour, volume, mass and proportional accuracy. Prerequisite: ARTP 1316. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ARTP 2301 Advanced Media Techniques   4.0 Quarter Credit Hours

An advanced study of drawing techniques in various media. Prerequisite: ARTP 1321. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

BULP 2100 Applied Business Law   **4.0 Quarter Credit Hours**
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BULP 2110 International Business Law   **4.0 Quarter Credit Hours**
This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BULP 3112 Business Law I   **4.0 Quarter Credit Hours**
Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BULP 3121 Business Law II   **4.0 Quarter Credit Hours**
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, insurance, and Uniform Commercial Code. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BULP 5132 Advanced Business Law   **4.0 Quarter Credit Hours**
Substantive examination and analysis of contract and tort law and relevant provisions of the Uniform Commercial Code. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 1010 Criminology   **4.0 Quarter Credit Hours**
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the rationale of crime-centered treatment. Prerequisite: CCJP 1020 and PSYP 2014. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 1020 Introduction to Criminal Justice   **4.0 Quarter Credit Hours**
This is an introductory course dealing with the Criminal Justice System in the United States which includes discussion of the court systems, correctional organizations, and law enforcement agencies. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 2210 Criminal Procedure   **4.0 Quarter Credit Hours**
This course focuses on the constitutional provisions affecting the criminal process and the Florida Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJP2250. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 2230 Criminal Evidence   **4.0 Quarter Credit Hours**
This course considers the rules of evidence and rule of exclusion. Rules of evidence as they pertain to a suspect's rights are included and the course also covers the procedures for gathering evidence within the realm of legally admissible evidence rules. Prerequisite: CCJP 1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 2250 Constitutional Law and Legal Procedures   **4.0 Quarter Credit Hours**
The policy of the Constitution and the Supreme Court in law enforcement is studied. The Florida Constitution is also studied in its relationship to law enforcement. Prerequisite: CCJP 1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 2335 Criminal Justice Report Writing   **4.0 Quarter Credit Hours**
This course prepares the student through instruction and practice to properly prepare written reports common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to proper report format and presentation. Prerequisites: ENCP 1106 and CCJP 1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 2440 Introduction to Corrections   **4.0 Quarter Credit Hours**
This course focuses on historical and contemporary views of offender management and treatment. Corrections system operation, the effects of institutionalized and alternatives to incarceration will be explored. Prerequisite: CCJP 1020 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 2540 Juvenile Delinquency   **4.0 Quarter Credit Hours**
Examination of programs and institutions including juvenile court process, intake services, and remedial procedures and practices are included in this course. Prerequisites: CCJP 1020 and CCJP1010. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 2641 Policing in America   **4.0 Quarter Credit Hours**
This course covers the inception of policing from a historical perspective to present day policing in American society. Prerequisite: CCJP 1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 2936 Current Issues in Criminal Justice   **4.0 Quarter Credit Hours**
This course presents issues and answers facing the modern day criminal justice practitioner. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJP 1020 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 2949 Criminal Justice Externship   4.0 Quarter Credit Hours
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair.   Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

CCJP 3341 Probation and Parole   4.0 Quarter Credit Hours
This course is an overview of contemporary methods of correction and alternative methods of correction in use by the U.S. judicial system. Emphasis will be placed on the role and responsibilities of the criminal justice professional. Prerequisite: CCJP1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 3452 Criminal Justice Management   4.0 Quarter Credit Hours
Elements of first-line supervision and executive development, administrative leadership, its nature, methods and traits, and recent theories and research in leadership are covered in this course. Prerequisite: CCJP 1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 3500 Interviews and Interrogations   4.0 Quarter Credit Hours
This course is designed to teach the student common interview and interrogation terms and techniques. The interview and its overall process will be explored ie: factors and techniques affecting the success of the interview, types of witness, signs of deception, and the nature of admissions and confessions. Prerequisite: CCJP 2210. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 3721 Concepts of Criminal Law   4.0 Quarter Credit Hours
This course covers the historical development and the philosophy of criminal law and constitutional provisions. Discussion includes definitions, classification of crimes and their application to the system of administration of justice, legal research, study of case law, methodology and concepts of law as a social force. Prerequisite: CCJP 1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 4130 Criminal Justice in the Community   4.0 Quarter Credit Hours
This course explores the interrelationships and role expectations among the various administration of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Prerequisite: CCJP 1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 4620 Gang Activity and Drug Operations   4.0 Quarter Credit Hours
This course focuses on the establishment of gangs, their behavior patterns, infiltration into gangs, and the drug operations of gangs to include distribution, use, etc. Prerequisite: CCJP 1020. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 4661 Basics of Cultural Diversity   2.0 Quarter Credit Hours
This basic course focuses on the importance of understanding cultural diversity with regards to the effective operations of the criminal justice system. Prerequisite: CCJP 1020 - Lec Hrs. 020 Lab Hrs. 000 Other Hrs. 000

CCJP 4662 Cultural Diversity for Law Enforcement   4.0 Quarter Credit Hours
This expanded course focuses on understanding various cultural perspectives and proper policy actions and reactions to diverse cultural expectations. Additionally, tactical plans for effective police procedures will be explored. Prerequisite: CCJP1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 4738 Criminal Justice Ethics & Liability   4.0 Quarter Credit Hours
The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence which lead to liability will be explored. Prerequisite: CCJP 1020 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 4949 Criminal Justice Externship   4.0 Quarter Credit Hours
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

CCJP 5110 Law Enforcement Administration   4.0 Quarter Credit Hours
An in depth view of contemporary police administration that explores the historical evolution, contemporary problems and organizational structure of American policing. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5115 Community Oriented Policing   4.0 Quarter Credit Hours
This course provides an analysis of contemporary issues in community policing. This includes an exploration of the dynamics of citizen-police interactions with regard to proactive policing methodologies. In addition, examples of specific community policing programs will be examined through the use of a series of case studies. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5220 Law and the Legal System   4.0 Quarter Credit Hours
This course focuses on an overview of the judicial process in the United States and the system and structure of courts and law that supports that process. Federal and state courts will be covered as well as various public policy issues. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5225 Modern Constitutional Theory   4.0 Quarter Credit Hours
This course provides a synopsis of major constitutional thought and review of primary constitutional principles. Particular emphasis is placed on the role of the constitution in the administration of criminal justice. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5330 Correctional Systems & Institutions   4.0 Quarter Credit Hours
This course is designed to explore contemporary correctional management and the evolution of management theory in the field. Additionally, the impact of law, the media and society on correctional administration will be examined. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5340 Counseling the Offender   4.0 Quarter Credit Hours
A course designed to provide a foundation for correctional intervention, assessment and classification. Additionally, an overview of major systems of therapeutic intervention will be explored. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5440 Overview of Criminal Justice   4.0 Quarter Credit Hours
This course is designed to provide students with a broad overview of Criminal Justice, and to orient them to the field and its foundations. Focusing on the underpinnings of the administration of justice as well as contemporary issues, students will examine the Criminal Justice system as a whole as well as its component parts. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5445 Ethics in Criminal Justice   4.0 Quarter Credit Hours
An overview of ethical theory, doctrines and controversies in the field of criminal justice. The student will be exposed to ways and means to make moral judgments as practitioners working in the criminal justice system. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5450 Critical Issues in Criminal Justice   4.0 Quarter Credit Hours
A course designed to provide students with an opportunity to explore a variety of topics related to the field of Criminal Justice. During the term, the course will contain an overview of the problems associated with business, industry and government crime. The history and antecedent conditions related to white collar crime will be reviewed and specific behaviors will be analyzed in detail. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5480 Interpersonal Management Skills   4.0 Quarter Credit Hours
This course is designed to increase knowledge and competence for managing interpersonal conflicts in a variety of settings. Strategies and styles of conflict resolutions are examined. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5485 Criminal Justice Management   4.0 Quarter Credit Hours
Various ideas and methods of criminal justice management are explored in detail. Using police agencies as a point of reference, the course will view the behavioral and functional aspects of modern supervision and examine contemporary management styles. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5615 Substance Use and Abuse I   4.0 Quarter Credit Hours
This course will give the student a broad perspective of substance abuse as it effects the individual, the family, and society. A systems approach is utilized in describing the complex dynamics of chemical dependency. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5617 Substance Use and Abuse II   4.0 Quarter Credit Hours
This course is a continuation of CCJP 5615, Substance Use and Abuse I, with a focus on the systems approach utilized in the dynamics of chemical dependency and the effects of substance abuse on the individual family and society. Prerequisite CCJP5615 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5640 Juvenile Justice System   4.0 Quarter Credit Hours
This course is designed to provide the student with a foundation of information with regard to the historical, cultural and legal perspectives of juvenile delinquency. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5650 Juvenile Correctional Alternative   4.0 Quarter Credit Hours
The student will be provided with an overview of a broad range of options available for the management of delinquent youths in contemporary society. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5660 Crime and Criminology   4.0 Quarter Credit Hours
A course designed to expose the student to key criminological issues in the field of Criminal Justice. Major emphasis will be placed on the theoretical implications of crime causation and the impact of criminology on the system of justice. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5775 Applied Research Methods   4.0 Quarter Credit Hours
An in-depth study of research methods designed to aid the student in performing applied research in their major field of study in preparation for a research practicum, externship and thesis. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5994 Externship   **6.0 Quarter Credit Hours**

This course is designed to provide students who are not currently working in the field with an opportunity to apply fundamental research methods to actual agency problems. Under the supervision of a faculty advisor as well as an agency supervisor, students will work in an agency and conduct research there. They will construct a research design and apply it to a specific problem at the agency. Students will meet with their advisor on a regular basis and will meet together several times a quarter to discuss their progress. The final product will be a graduate level research paper. Prerequisite: CCJP 5775 - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180

CCJP 5995 Research Practicum   **6.0 Quarter Credit Hours**

This course is designed to provide students currently working in the field with an opportunity to apply fundamental research methods to actual agency problems. Under supervision of a faculty advisor as well as an agency supervisor, each student will construct a research design and employ it in an effort to solve a specific practical problem. Students will meet with their advisor on a regular basis and will meet together several times a quarter to discuss their progress. The final product will be a major graduate level research paper. Prerequisite: CCJP 5775 - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180

CCJP 5996 Thesis   **6.0 Quarter Credit Hours**

This course is designed to provide students with an opportunity to apply fundamental research methods to problems in the field of criminal justice. Under the supervision of a faculty advisor, students will construct a research design and apply it to a specific problem in the field. Students will meet together several times a quarter to discuss their progress. The final product will be a Masters Thesis. Prerequisite: CCJP 5775 - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180

CGSP 1326 Project Development   **2.0 Quarter Credit Hours**

This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Prerequisite: None. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGSP 1501 Computer Fundamentals   **4.0 Quarter Credit Hours**

This course provides an introduction to and an overview of the fields of computing. There is an emphasis on terminology, hardware, and software features associated with various components of computing. Specific topics to be covered include such subjects as computer system architecture, basics of telecommunications and networks, end-user Internet skills, common application software, operating systems, virus scan software, certification, multimedia, distance education, and computer programming. Prerequisite: None. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 1520 Introduction to Database   **2.0 Quarter Credit Hours**

This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite CGSP 1501 Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGSP 1522 Introduction to Spreadsheets   **2.0 Quarter Credit Hours**

This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite: CGSP 1501. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGSP 1539 Database   **4.0 Quarter Credit Hours**

A course designed to teach through lecture and demonstration the basics of programming and database functions and operations with hands-on training on the microcomputer using database software. Students learn database terminology, 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. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 1550 Introduction to Presentations   **2.0 Quarter Credit Hours**

This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Corequisite: CGSP 1501. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGSP 1561 Microcomputer Operating Systems   **4.0 Quarter Credit Hours**

An in-depth analysis of microcomputer operating systems, disk management and operating system commands is presented. Students should expect to complete any lab assignments outside of the normal class hours. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 1581 Introduction to Macintosh   **4.0 Quarter Credit Hours**

An introduction to Macintosh computers using a graphics users environment. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 2071 Spreadsheets 4.0 Quarter Credit Hours

From instructor lecture and demonstration using a popular spreadsheet software, students, through return demonstration will learn basic and intermediate spreadsheeting skills with hands-on training on the microcomputer. Students will learn menu operations, terminology, and how to computerize standard business forms. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 2110 Computer Applications 4.0 Quarter Credit Hours

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use.. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 2511 Advanced Spreadsheets 4.0 Quarter Credit Hours

This course is designed to help the student master the use and application of advanced spreadsheet skills. The student will learn how to develop spreadsheet databases, macros and how to utilize available add-ons. Prerequisite: CGSP 2071 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 2542 Advanced Database 4.0 Quarter Credit Hours

This course involves advanced applications related to the students' occupational objectives. Prerequisite: CGSP 1539. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 2545 Business Information Systems 4.0 Quarter Credit Hours

This course provides an overview of the use of computer information systems in business today. Emphasis is on the responsibilities of various professionals in a typical business data processing environment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CGSP 2549 Office Automation 4.0 Quarter Credit Hours

Office information and decision support systems are examined as emerging and critical elements in business data and information systems. Prerequisite: CGSP 2071 or OSTP 2712 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CISP 1561 Hardware Concepts 2.0 Quarter Credit Hours

This course prepares the student to install, configure, and troubleshoot PC hardware including system boards, bus structures, PC memory, and power supplies. Topics such as system optimization and performance using MS-DOS, Windows 3.1, Windows 95, Windows NT, and Windows 98 will be discussed. Peripherals such as printers, their diagnostics, and troubleshooting will be covered. Networking basics will also be discussed. Prerequisite: CGSP 1501. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CISP 1575 Networking Fundamentals 4.0 Quarter Credit Hours

This course provides an introduction to and an overview of the fields of local area networking and internetworking. There is an emphasis on terminology, hardware, and software features associated with various components of a network. Students perform basic end-user functions and introductory administration operations of a network. Prerequisite: CGSP 1501. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 1800 Core Technologies 4.0 Quarter Credit Hours

This course covers both Microsoft Windows NT network administration and technical support. There is an emphasis on terminology, the procedures for installing, configuring, and troubleshooting Microsoft Windows NT Server and Workstation. Students will complete administrative tasks using Microsoft Windows NT. In addition, students will use directory services, implement security procedures such as rights and permissions and audit policies. Prerequisite: CISP 1575. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 1850 Windows Technical Support 4.0 Quarter Credit Hours

This course provides students with the knowledge and skills of Microsoft Windows Technical Support. Students will learn to install and configure Microsoft Windows and work with the user interface. Emphasis will be placed on operating system architecture, memory optimization, file input and output, networking considerations, protocols, communications, and printing. Prerequisite: CISP 1575. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 1875 Novell Administration 4.0 Quarter Credit Hours

This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CGSP 1501. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2101 Introduction to UNIX 4.0 Quarter Credit Hours

A first course in the study of the UNIX operating system designed to enable the student to use UNIX effectively and to learn to take full advantage of the UNIX workstation. Managing data, creating and running programs, job control, communications and the general principles of system and network administration are a few of the topics to be discussed. Prerequisite: CGSP 1561. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2222 Transmission Control Protocol/Internet Protocol (TCP/IP)   **4.0 Quarter Credit Hours**
This course provides an introduction to protocols and, specifically, Transmission Control Protocol/Internet Protocol (TCP/IP). There is an emphasis on terminology, the procedures for installing and manually configuring TCP/IP features such as IP addresses, subnet masking, and gateways. Students will implement IP routing and work with the Dynamic Host Configuration Protocol (DHCP), NetBIOS, LMHOSTS, WINS, domain name servers, and SNMP. In addition, students will trouble shoot common TCP/IP-related problems, symptoms, and possible causes. Prerequisites: CISP 1875. Corequisite: CISP 1800. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2320 Windows NT Enterprise   **4.0 Quarter Credit Hours**
This course provides advanced study of local and wide area networks using Microsoft NT networking software. It focuses on installing the Windows NT network server, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as trust relationships, authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures system bottlenecks and database measurement. Prerequisite CISP 1800 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2321 System Analysis Methods   **4.0 Quarter Credit Hours**
Overview of the system development life cycle. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: CGSP 1561. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CISP 2422 Internet Information Server   **2.0 Quarter Credit Hours**
This course prepares the student to implement, administer, and manage Microsoft's Internet Information Server to provide secure, managed access for organizations to the Internet to conduct business. An emphasis of the course will be on internal communications and data access using the Internet. Important topics will be Internet and network security. Prerequisite: CISP 1800. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CISP 2875 Novell Advanced Administration   **4.0 Quarter Credit Hours**
This course provides advanced study of local and wide area Novell networks. It focuses on installing the Novell network server and clients, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures system bottlenecks and database measurement. Prerequisite: CISP 1875. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2890 Installation and Configuration for Networks   **4.0 Quarter Credit Hours**
This course presents a practical, in-depth study of the techniques for installing, configuring, and troubleshooting hardware and software issues for networks. Students will prepare computers for networks with such activities as: 1) partitioning hard disks, 2) installing hardware such as network interface cards and cables, 3) installing software such as network operating system and drivers, and 4) adding peripherals such as printers to the network. Students will observe symptoms and then isolate problems to discern and correct network failure. Extensive practice in configuring and troubleshooting networks and installing application software. Prerequisite CISP 1875 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2911 Multiplatform Networking   **4.0 Quarter Credit Hours**
This course prepares students to install, configure, and troubleshoot multiple networks internetworking in a multiplatform environment. Topics such as internetworking multiple vendor network software with associated hardware requirements will be covered. Peripherals such as printers, their diagnostics, and their troubleshooting in a multiplatform environment will be covered. Prerequisites: CISP 2875 and CISP 2320. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2949 Externship in Data Processing I   **4.0 Quarter Credit Hours**
As part of the preparation for a career in data processing, the student is permitted to serve an externship in the data processing departments of financial, business, and industrial organizations or government agencies acceptable to the University at a Sophomore level. Arrangements for the externship 120 hours training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair.   Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

CISP 2950 Externship I   **2.0 Quarter Credit Hours**
This course provides the student with on-the-job experience in a business organization practicing network administration skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced network administrator. Emphasis will be on network system administration tasks such as creating and deleting users, adding peripherals to the network, and responding to user network needs. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

CISP 2952 Externship II 2.0 Quarter Credit Hours
This course provides advanced on-the-job experience in a business organization. Students will be placed in a business organization working under the direction of an experienced network engineer to practice advanced networking tasks such as implementing and monitoring network security, working with multiple networks, and wide area networks. As students configure and troubleshoot networks, they will focus on building appropriate business relationships and communicating with peers and supervisors. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

CISP 3101 Object Oriented Methodology 4.0 Quarter Credit Hours
Advanced study of the concepts and methods used in Object Oriented Programming (OOP) and Object Oriented System Development (OOSD). Prerequisite: any 2000 level programming language. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 3600 Computer Architecture and System Software 4.0 Quarter Credit Hours
An introduction to hardware, system software and architecture of the modern computer system. The student will be exposed to the general features of the modern computer system internal operations - both hardware and software. Prerequisite: CGSP 1561. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CISP 3820 Internet for Business 4.0 Quarter Credit Hours
This course exposes the student to various ways of conducting business on the Internet and includes discussion of E-mail, file transfer, Web Site design, the Internet culture, Internet ethics and legal issues. Computer security issues to include access controls, security planning and encryption is also covered. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 4000 Advanced Data Base Concepts 4.0 Quarter Credit Hours
Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems are presented. Prerequisite: COPP 4720. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 4200 Comparative Operating Systems 4.0 Quarter Credit Hours
A study of operating systems fundamentals: memory management, processor management, disk management, scheduling, resource retention, from the viewpoint of microcomputer, minicomputer and mainframe computer operating systems. Prerequisite: CGSP 1561. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CISP 4326 Structured Systems Design 4.0 Quarter Credit Hours
This course is an advanced study of structured systems development. Emphasis on strategies and techniques of structured design to produce logical methodologies for dealing with complexity in the development of information systems. Prerequisite: COPP 4720. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CISP 4342 Data Communications (UNIX Programming) 4.0 Quarter Credit Hours
This course is a hands-on introduction to the UNIX operating system including file manipulation, directories, C programming, UNIX shell, file commands, file editing and advanced editing techniques. Prerequisite: COPP 2221. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 4810 Management Information Systems 4.0 Quarter Credit Hours
This course is an introduction to the financial, technical, and strategic information systems planning processes. Emphasis is on the relationship of information systems process to overall business goals, policies, plans, management style, and industry condition. Prerequisite: CGSP 1561. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CISP 4949 Externship in Data Processing II 4.0 Quarter Credit Hours
As part of the preparation for a career in data processing, the student is permitted to serve an externship in the data processing departments of financial, business, and industrial organizations or government agencies acceptable to the University at a Senior level. Arrangements for the externship 120 hours training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

CJTP 2100 Criminal Investigation and Police Procedures 4.0 Quarter Credit Hours
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJP 1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJTP 2108 Private Investigation 4.0 Quarter Credit Hours
This course will explore and explain the role of the private investigator within the legal community. Function and method, illustrated with actual case histories, will be presented. Occupational alternatives, specialties and skills will be examined and demonstrated. Prerequisite: CCJP 1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJTP 3820 Principles of Security 4.0 Quarter Credit Hours
This course covers the inception of private security to the present day high-tech advancements. The course also focuses on the private sector, and its relation to the public sector. Prerequisite: CCJP 1020 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJTP 4528 Computer Crime 4.0 Quarter Credit Hours
This course focuses on the use of the computer in committing crimes, within organizations, corporations, and among private entities. It will focus further on how, with this modern technology, high-profile crimes are committed. Prerequisite: PHIP 2100. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CLPP 3004 Adult Psychology **4.0 Quarter Credit Hours**
This course deals with the human life span as a whole and attempts to acquaint the student with the processes of maturation, aging, and death. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CLPP 3336 Adolescent Psychology **4.0 Quarter Credit Hours**
This course examines the characteristics, needs, and problems of adolescence. The course also emphasizes the principles of psychology important to those who guide adolescents, and the adjustments necessary during this life stage. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COEP 2041 Sophomore Parallel Work I **4.0 Quarter Credit Hours**
This course 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. The student, in cooperation with a co-op site supervisor and academic advisor, will develop specific on-the-job objectives to be accomplished at an approved work site. The objectives will relate the student's activities on the job to learning activities of the student's major field of study in such a way that specific skills and objectives may be defined and measured. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COEP 2042 Sophomore Parallel Work II **4.0 Quarter Credit Hours**
A continuation of COEP 2041, Sophomore Parallel Work I. The student may complete two cooperative education (parallel work) courses at the sophomore level, which may be applied to the student's associate degree objectives as major requirements. Prerequisite: COEP 2041 - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COEP 3041 Junior Parallel Work I **4.0 Quarter Credit Hours**
A cooperative education course that utilizes the principles described in COEP 2041, Sophomore Parallel Work I, but at a higher level of expectation. Objectives must define a higher degree of responsibility and complexity. Credit earned may be applied to the major or approved elective area of the student's bachelor's degree. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COEP 3042 Junior Parallel Work II **4.0 Quarter Credit Hours**
A continuation of COEP 3041. The student may complete two cooperative education (parallel work) courses at the junior level, which may be applied to the student's bachelor's degree objectives as major or approved elective requirements. No more than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COEP 4041 Senior Parallel Work I **4.0 Quarter Credit Hours**
A cooperative education course that utilizes the principles described in COEP 2041, Sophomore Parallel Work I, but at a higher level of expectation. Objectives must define a higher degree of responsibility and complexity than that of the junior parallel work objectives. Credit earned may be applied to the major or approved elective area of the student's bachelor's degree. No more than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COEP 4042 Senior Parallel Work II **4.0 Quarter Credit Hours**
A continuation of COEP 4041. The student may complete two cooperative education (parallel work) courses at the junior level, which may be applied to the student's bachelor's degree objectives as major or approved elective requirements. No more than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

COPP 2000 Programming Logic **4.0 Quarter Credit Hours**
This course provides the student with an introduction to the fundamentals of computer problem solving and programming in a higher level programming language. Various methodologies are used. Prerequisite: CGSP 1561. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COPP 2001 Introduction to Programming **4.0 Quarter Credit Hours**
This course provides an introduction to structured programming methodology utilizing either PASCAL or Quick Basic programming language. Students should expect to complete any lab assignment outside of the normal class hours. Prerequisite: COPP 2000. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2121 Computer Programming - COBOL **4.0 Quarter Credit Hours**
Business applications using the COBOL programming language are covered. Instructor lecture and demonstration provides in-depth coverage of COBOL language. Prerequisite: COPP 2000. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2162 Computer Programming - RPG II **4.0 Quarter Credit Hours**
An overview of business applications using the RPG II programming language. Instructor lecture and demonstration and student return demonstration provide in-depth coverage of RPG II programming language. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: COPP 2001. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2171 Computer Programming - BASIC **4.0 Quarter Credit Hours**
Emphasis is on structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using BASIC. Prerequisite: COPP 2001. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2172 Computer Programming - Visual BASIC   **4.0 Quarter Credit Hours**
This course provides an introduction to the fundamentals of computer problem solving. The Windows interface will be discussed in depth together with how Object Oriented Programming interfaces with Windows. Prerequisite: COPP 2000. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2221 Computer Programming - "C"   **4.0 Quarter Credit Hours**
This course provides an introduction to the "C" programming language as well as object-oriented programming methodology. Prerequisite: COPP 2001. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2500 Structured Query Language   **4.0 Quarter Credit Hours**
This course is designed to instruct the student in the basic operations of the Structured Query Language. Database creation, single table queries, multitable queries, database restrictions, and imbedding SQL in a COBOL program are discussed. Prerequisite: COPP 2000. Students should expect to complete any lab assignments outside of the normal class hours. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2721 Basic Data Communications   **4.0 Quarter Credit Hours**
This course provides a non-technical introduction to data communications including the operation of communication equipment, networking, and an introduction to communication system design. Prerequisite: CGSP 1561. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COPP 3122 Computer Programming-Advanced COBOL   **4.0 Quarter Credit Hours**
This course provides the student with advanced concepts of the COBOL programming language. Prerequisite: COPP 2121. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 3170 Computer Programming - Advanced Visual BASIC   **4.0 Quarter Credit Hours**
This course provides advanced insight into the Visual Basic programming language. Windows API/Messaging system, OLE automation and Internet enabled application will be discussed. Prerequisite: COPP 2172. - **Lec** Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 3222 Computer Programming - Visual C++   **4.0 Quarter Credit Hours**
An introduction to the Visual C++ programming language. The course will use Object Orient concepts introduced in C++ and the Microsoft MFC to develop graphical user interfaces. Prerequisite: COPP 4225. - **Lec** Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 4170 Applied Software Development Project   **4.0 Quarter Credit Hours**
Application of computer programming and system development concepts, principles, and practices to a comprehensive system development project are studied. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites: CISP 4326 and any 2000 level programming course. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COPP 4223 Computer Programming - Advanced "C"   **4.0 Quarter Credit Hours**
Advanced "C" programming concepts will be covered. Prerequisite: COPP 2221. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 4225 Computer Programming - C++   **4.0 Quarter Credit Hours**
An extension of the C programming language. This course is designed to introduce the student to the C++ programming language and object oriented system design. Prerequisite: COPP 2221 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 4231 Computer Programming - ADA   **4.0 Quarter Credit Hours**
This course provides an introduction to the official government programming language "ADA". Object-oriented computer programming methodology is presented, as well as the unique features of the ADA language. Prerequisite: COPP 4223. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 4720 Data Base Program Development   **4.0 Quarter Credit Hours**
This course is an introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language. Prerequisite: COPP 2001. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CPOP 4820 Global Politics   **4.0 Quarter Credit Hours**
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CPOP 5054 Global Politics   **4.0 Quarter Credit Hours**
An analysis of political implications of global trends in politics as it relates to international trade, finance and investment issues in the global political economy. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DRSP 2906 Sophomore Research Practicum   **4.0 Quarter Credit Hours**
Open to Sophomore students upon recommendation of academic advisor. Valid research appropriate to the student's major field of study is performed under faculty supervision, resulting in a final product that is acceptable for professional publication or formal presentation. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

DRSP 4907 Senior Research Practicum   **4.0 Quarter Credit Hours**
Open to Senior students upon recommendation of academic advisor. Valid research appropriate to the student's major field of study is performed under faculty supervision, resulting in a final product that is acceptable for professional publication or formal presentation. Prerequisite. RESP 3912 - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

ECOP 3013 Macroeconomics   **4.0 Quarter Credit Hours**
This course is a basic study of economics and cultural changes within 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, monopoly, the laws of supply and demand, and production control. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECOP 3023 Microeconomics   **4.0 Quarter Credit Hours**
This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECOP 3703 Principles of International Economics   **4.0 Quarter Credit Hours**
A study of the fundamentals of international trade; international monetary policies; theories of foreign exchange; the balance of payments; and the international monetary system. Prerequisite: ECOP 3013 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECOP 4030 Comparative Economic Systems   **4.0 Quarter Credit Hours**
An advanced study of a description, analysis and appraisal of the economic theories of Capitalism, Socialism, and Communism. Prerequisite: ECOP 3013 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECOP 5010 Economic Analysis of the Firm   **4.0 Quarter Credit Hours**
A comprehensive examination of economics with emphasis on the economic systems of the firm, its development, market pricing theory, theory of the firm, and theories of production and distribution. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECOP 5709 International Economic Systems   **4.0 Quarter Credit Hours**
An overview of the major economic systems in the world economy. The course covers first-hand statistical and economic data, including capital, labor and trade; market mechanisms and non-market mechanisms; current economic crises; mixed economic systems; centrally planned economic systems; global economic interdependence; and characteristics of international economic order. Prerequisite: ECOP - 3013. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECPP 5704 Managerial Economics   **4.0 Quarter Credit Hours**
A comprehensive examination of microeconomic data employed in management analysis and decision rendering. Prerequisite: ECOP3023 or ECOP 3013 or ECOP5010 or equivalent. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ELSP 0181 Structures and Writing I - Level 1   **2.0 Quarter Credit Hours**
This course acquaints students with basic grammar and sentence structure and requires utilization of knowledge gained through writing and reading assignments. This course will not count toward degree completion. - Lec Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ELSP 0182 Structures and Writing II - Level 1   **2.0 Quarter Credit Hours**
A continuation of ELSP 0181. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

ELSP 0281 Structures and Writing I - Level 2   **2.0 Quarter Credit Hours**
This grammar and composition section includes all of the structures presented in the Level I Structure and Writing courses. More advanced grammar and sentence structures are introduced as the student practices through composition of multi-paragraph essays. This course will not count toward degree completion. - Lec Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ELSP 0282 Structures and Writing II - Level 2   **2.0 Quarter Credit Hours**
A continuation of ELSP 0281. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

ELSP 0381 Structures and Writing I - Level 3   **2.0 Quarter Credit Hours**
A grammar and writing course that progresses beyond the level of that covered in Levels 1 and 2. Students continue to add to writing skills through utilization of more complex sentence structures in their writing assignments. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ELSP 0382 Structures and Writing II - Level 3   **2.0 Quarter Credit Hours**
A continuation of ELSP 0381. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

ELSP 0481 Structures and Writing I - Level 4   **2.0 Quarter Credit Hours**
An advanced grammar and composition course that concentrates on highly sophisticated grammatical structures with applications to everyday writing, reading and conversational situations. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ELSP 0482 Structures and Writing II - Level 4   **2.0 Quarter Credit Hours**
A continuation of ELSP 0481. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

ELSP 1900 Advanced Intensive English   12.0 Quarter Credit Hours

This course enables the student from a non-English speaking country to enhance his or her English skills. It is designed to prepare individuals to successfully achieve a minimum 550 score on the TOEFL examination providing they have already taken the TOEFL exam and achieved a minimum score of 500, or its equivalent on a comparable test, such as the Michigan Test. - Lec Hrs. 120 Lab Hrs. 000 Other Hrs. 000

ENCP 1106 Composition I   4.0 Quarter Credit Hours

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENCP 1107 Composition II   4.0 Quarter Credit Hours

This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENCP 1106 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENCP 3211 Report Writing   4.0 Quarter Credit Hours

Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports. Prerequisite: ENCP 1107. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENCP 3311 Creative Writing   4.0 Quarter Credit Hours

The purpose of this course is to develop writing and language skills needed for individual expression in literary forms. Prerequisite: ENCP 1107 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENCP 4212 Advanced Report Writing   4.0 Quarter Credit Hours

This course provides a means for continued examination, analysis and preparation of written techniques. Continued emphasis on research gathering methodology, assimilation of data, and preparation of written reports are also included. Prerequisite(s): ENCP 3211 with a grade "C" or better, or course equivalent. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENGP 0011 Basic English Studies   0.0 Quarter Credit Hours

A comprehensive review of grammar, spelling, and vocabulary intended to strengthen the student's English background and to prepare the student for more advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENGP 1132 English Usage   4.0 Quarter Credit Hours

This course is designed as a review of parts of speech and sentence structure. Students will develop skills in vocabulary building, spelling, word division, capitalization, abbreviations and proofreading. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENSP 1101 Conversation I - Level 1   2.0 Quarter Credit Hours

A course designed to guide native speakers of languages other than English toward appropriate production of the consonant and vowel sounds, and the stress, intonation, and rhythm patterns of American English as encountered in everyday communicative situations. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ENSP 1102 Conversation II - Level 1   2.0 Quarter Credit Hours

A continuation of ENSP 1101. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

ENSP 1111 Comprehension I - Level 1   2.0 Quarter Credit Hours

A course designed to assist the student in building vocabulary through reading and writing passages, with oral and written questions following all reading material. This course will not count toward degree completion. - Lec Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ENSP 1112 Comprehension II - Level 1   2.0 Quarter Credit Hours

A continuation of ENSP 1111. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

ENSP 1201 Conversation I - Level 2   2.0 Quarter Credit Hours

Students practice English through conversation both individually and in groups. Students make oral presentations to enhance their verbal English skills. This course will not count toward degree completion. - Lec Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ENSP 1202 Conversation II - Level 2   2.0 Quarter Credit Hours

A continuation of ENSP 1201. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

ENSP 1211 Comprehension I - Level 2   2.0 Quarter Credit Hours

This reading section will include all the structures used in ENSP 1211 and ENSP 1212 as well as the introduction of new vocabulary. Oral and written questions will follow each reading assignment. This course will not count toward degree completion. - Lec Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ENSP 1212 Comprehension II - Level 2
2.0 Quarter Credit Hours
A continuation of ENSP 1211. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

ENSP 1301 Conversation I - Level 3
2.0 Quarter Credit Hours
A course designed to help the student converse in English through true life situations and consumer education. Oral and listening skills are utilized. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ENSP 1302 Conversation II - Level 3
2.0 Quarter Credit Hours
A continuation of ENSP 1301. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

ENSP 1311 Comprehension I - Level 3
2.0 Quarter Credit Hours
This course includes a variety of reading assignments introducing new vocabulary words and literature of popular authors. This course will not count toward degree completion. - Lec Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ENSP 1312 Comprehension II - Level 3
2.0 Quarter Credit Hours
A continuation of ENSP 1311. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

ENSP 1401 Conversation I - Level 4
2.0 Quarter Credit Hours
A course consisting or oral presentations and collaboration from television programs, news, and current events using idiomatic phrases to refine students' verbal communication skills. This course will not count toward degree completion. - Lec Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ENSP 1402 Conversation II - Level 4
2.0 Quarter Credit Hours
A continuation of ENSP 1401. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

ENSP 1411 Comprehension I - Level 4
2.0 Quarter Credit Hours
Reading assignments reflect the structures and vocabulary used in all previous courses and further emphasize vocabulary building techniques. This course will not count toward degree completion. - Lec Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

ENSP 1412 Comprehension II - Level 4
2.0 Quarter Credit Hours
A continuation of ENSP 1411. This course will not count toward degree completion. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

EUHP 2000 World History
4.0 Quarter Credit Hours
This course provides an understanding of the major historical events which have contributed to the development of today's civilization. Course content will also include a study of the philosophical, religious, and political traditions of Western civilization - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

EVSP 3060 Environmental Issues
4.0 Quarter Credit Hours
This course develops an understanding for the relationship of natural processes at work in the environment. Local, national and global issues will be explored as they apply to understanding their claims on society and the marketplace. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FILP 1010 Film Criticism I
2.0 Quarter Credit Hours
Films produced (Circa 1980-1989) will be screened weekly, followed by a lecture and discussion analyzing the film's structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

FILP 1020 History of Motion Pictures
4.0 Quarter Credit Hours
This course outlines the major events trends, and important filmmakers and their work with an emphasis on American Cinema. Weekly discussions are followed by screenings of films that have shaped the direction of film art. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FILP 1030 Film Criticism II
2.0 Quarter Credit Hours
Films produced (Circa 1990 - present) will be screened weekly, followed by a lecture and discussion analyzing the films' structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

FILP 1270 Film Production I
4.0 Quarter Credit Hours
This course will cover the principles of the motion picture camera and the entire motion picture process. Formats such as 16mm and 35mm will be covered. Students will acquire a working knowledge of motion picture camera operation, filtration, film stocks, lighting, grip and sound equipment. Current procedures used by professional assistant camera people will be taught. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FILP 1350 Special Effects and Makeup I
4.0 Quarter Credit Hours
This course deals with the fundamentals of special effects and makeup. Topics include history and development of various procedures relating to special effects and makeup. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FILP 1360 Special Effects and Makeup II
4.0 Quarter Credit Hours
This course introduces participants to the step-by-step procedures used by professional makeup artists with hands-on exercises. Prerequisite: FILP 1350 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FILP 1651 Film Production II
4.0 Quarter Credit Hours
Students will receive training in the operation of film cameras and will learn procedures used by professional camera people in the industry. Prerequisites: FILP 1270 and RTVP 1150 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FILP 1800 Business Management of Film and Video
4.0 Quarter Credit Hours
Course designed to prepare students in management and business considerations related to the video/film industry. Business aspects, budgeting, script breakdown, financing, distribution, marketing, advertising. Industry leaders in their fields provide insight to breakdown information and contacts regarding subjects emphasized. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FILP 2025 Multimedia and Desktop
4.0 Quarter Credit Hours
Course is designed to demonstrate the use of computers in the desktop world of communications. Students analyze various components of desktop solutions and create interactive and multimedia presentations. Prerequisite: FILP 2310 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FILP 2100 Script Development I
4.0 Quarter Credit Hours
This course will cover the basic concepts and elements of writing for media. From concept and design, through the final shooting script, the students will develop a complete understanding of how a script is produced. Practical writing exercises will help students develop a fundamental understanding of writing. Prerequisite: ENCP 1106 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FILP 2200 Film Production III
4.0 Quarter Credit Hours
Practical work in sync-sound film production: creative use of camera, sound, editing and production planning. Lecture and field production work required in the completion of a sync-sound film. Prerequisites: FILP 1651 and Approval of Academic Advisor or Academic Dean - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FILP 2205 Computer Graphics I
4.0 Quarter Credit Hours
Introduction to computer graphics. Students learn system operations, 2-D graphics, 2-D animation, and multimedia applications. Prerequisite: None. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FILP 2208 Directing and Acting
4.0 Quarter Credit Hours
The fundamentals of directing and acting techniques are explored in a variety of methods. Students will work with scripts and scenes as both actors and directors. Prerequisite: RTVP 1150. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FILP 2274 Post Production I
4.0 Quarter Credit Hours
This course is designed to introduce the student to the post production process. Students learn fundamental editing techniques and aesthetics. Prerequisite: RTVP 1150. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FILP 2276 Post Production II
4.0 Quarter Credit Hours
This course covers the post production process and provides students with the advanced skills of editing. Students learn operations of computer assisted editing. Prerequisite: FILP 2274. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FILP 2278 Film/Video Production Workshop
4.0 Quarter Credit Hours
Guidance, instruction and evaluation of film/video projects from initial concept through release. Prerequisite: RTVP 2774 or FILP 1651. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FILP 2300 Documentary Production
4.0 Quarter Credit Hours
This course explores the uses and analysis of the non-fiction film. Prerequisite: RTVP 1150 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FILP 2310 Computer Graphics II
4.0 Quarter Credit Hours
Students apply advanced computer techniques in animation. Skills acquired in Computer Graphics I will be expanded. Focus on 3-D computer modeling and animation systems. Prerequisite: FILP 2205 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

FILP 2420 Script Development II
4.0 Quarter Credit Hours
Students apply the methods and techniques to develop a first draft script. Emphasis will be placed on using the proper script format, developing characters, script analysis, and effective story development. Prerequisite: FILP 2100 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FILP 2999 Film/Video Externship
4.0 Quarter Credit Hours
A practical experience which allows the student to apply the knowledge and skills in an actual work environment. Prerequisite: Applications may be submitted after completion of 40 Quarter Credit Hours in the major core component and minimum "C"(GPA) grade. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

FINP 1100 Introduction to Finance
4.0 Quarter Credit Hours
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FINP 3000 Principles of Finance
4.0 Quarter Credit Hours
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisite: MANP 2021 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FINP 3324 Money and Banking
4.0 Quarter Credit Hours
A study of the nature and function of money and credit instruments; the Federal Reserve System; monetary theory and fiscal policies; expansion and stabilization of the money supply. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FINP 3504 Investments
4.0 Quarter Credit Hours
This course is 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. Prerequisites: ACGP 2011. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FINP 4403 Foundations of Financial Management
4.0 Quarter Credit Hours
This course integrates the concepts of economics, accounting, and finance to effectively maximize shareholders profits. It will also include financial forecasting, asset management, capital budgeting, investment banking and long term financing. Prerequisite: ACGP 2011. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FINP 4414 Financial Management
4.0 Quarter Credit Hours
A study of sources of funds, capital budgeting, analysis of financial statements, and financial institutions, this course also involves financial forecasting and short and long-term financing of the corporate structure. Prerequisites: ACGP 2001 and ACGP 2011. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FINP 4604 International Business and Finance
4.0 Quarter Credit Hours
This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention the Caribbean and South America is also included. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FINP 5605 International Finance
4.0 Quarter Credit Hours
A study of the international dimensions of finance in both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital, financial structure, and capital budgeting for foreign projects. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FINP 6406 Financial Management
4.0 Quarter Credit Hours
A study of the capital structure, its costs, availability, and selection. Emphasis is placed on all aspects of cash flow, particularly cash management and distribution. - Prerequisite: ACGP 5027 or accounting principles (equivalent to ACGP 2001 and ACGP 2011) course work at the undergraduate level. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FINP 6515 Investment Analysis and Portfolio Management
4.0 Quarter Credit Hours
Designed to present investments in an institutional framework that is organized by a central core of fundamental principles without unnecessary mathematical or technical detail. Examines financial environment, optimal portfolio selection, rates of return, risk, options, and convertibles. The ethics of investment will be studied. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

GEBP 5405 Legal Environment of Business
4.0 Quarter Credit Hours
Exploration of the changing relationships between the management of business organizations and other participants in the business system. Identifies trends in all of the environments affecting the organization. Stresses legal and ethical issues. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

GEOP 1200 World Geography
4.0 Quarter Credit Hours
The study of geographical characteristics, area relationships, and major problems of the world's component regions. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

GRAP 1500 Advertising Design I
4.0 Quarter Credit Hours
An introduction to the fundamentals of effective retail advertising. This course develops the design principles that are necessary for the artist to produce comprehensive layouts. Prerequisites: ARTP 1531 and ARTP 1321.Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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

GRAP 1551 Digital Applications for Publication Design
4.0 Quarter Credit Hours
A continuation of desktop publishing, focusing on publications using graphic layout. Prerequisite: CGSP 1581 or PHIP 2100 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRAP 1582 Digital Applications for Desktop Publishing
4.0 Quarter Credit Hours
This course provides the student with introduction to the fundamentals of Desktop Publishing and its use in the field of commercial art and advertising. Prerequisite: CGSP 1581 or PHIP 2100 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRAP 2321 Digital Applications for Graphic Illustration <div align="right">**4.0 Quarter Credit Hours**</div>
An introduction to techniques of drawing, illustration and layout design for advertising using digital illustrating program on the Macintosh computer. Prerequisite: CGSP 1581 or PHIP 2100 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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

GRAP 2510 Graphic Design II <div align="right">**4.0 Quarter Credit Hours**</div>
An advanced study of design for full color, complex print-media production. Emphasis is placed on creating accurately communicative concepts for idea-driven design solutions. Includes advanced techniques in generating comprehensives using the Macintosh computer. Prerequisites: GRAP 2500 and CGSP 1581 or PHIP 2100 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRAP 2525 Copywriting <div align="right">**4.0 Quarter Credit Hours**</div>
An introduction to writing the headlines and text for advertising in print, television and radio advertising. Prerequisite: GRAP1510. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRAP 2531 Production Art <div align="right">**4.0 Quarter Credit Hours**</div>
A study of the mechanical assembly of art work for reproduction, including preparation of art work for full-color process printing. Prerequisites: ARTP 1531 and ARTP 1316. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRAP 2791 Digital Image Manipulation <div align="right">**4.0 Quarter Credit Hours**</div>
An introduction to the image and color editing capabilities through applications on the Macintosh computer. Emphasis is placed on scanning photographs, artwork and text with discussion on basic photographic systems and techniques. Prerequisite: CGSP 1581 or PHIP 2100 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

GRAP 2891 Advanced Digital Applications <div align="right">**2.0 Quarter Credit Hours**</div>
A continuation of computer techniques to enable the student to produce self promotional pieces for resume' and portfolio. Prerequisite: CGSP 1581. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

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

GRAP 2999 Commercial Art Externship <div align="right">**2.0 Quarter Credit Hours**</div>
A practical experience allowing the student to apply knowledge and skills in the actual work environment. Prerequisite: Approval of Academic Advisor or Academic Dean - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 060

HCPP 2941 Medical Externship <div align="right">**5.0 Quarter Credit Hours**</div>
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. All classes required for Medical Core Requirements must be completed prior to enrollment. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

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

HFTP 1050 Hospitality Management <div align="right">**4.0 Quarter Credit Hours**</div>
An introduction to the hotel and restaurant industry with emphasis on organization and management. This course includes an analysis of typical internal organizational structures in the industry and the various levels of management roles and function(s). - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 1250 Resort Management <div align="right">**4.0 Quarter Credit Hours**</div>
This course offers a complete approach to the operation of resort properties. Beginning with historical development, details are presented in planning development, financial investment management and marketing that deal with the unique nature of the resort business. It also examines the future and the impact of the condominium concept, time sharing, technological change, and the increased cost of energy and transportation. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 2100 Convention Management and Service <div align="right">**4.0 Quarter Credit Hours**</div>
This course defines the scope and segmentation of the convention and group business markets. It describes marketing and sales strategies to attract markets with specific needs and explains techniques to meet those needs as part of meeting and convention service. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 2430 Basic Sanitation <div align="right">**4.0 Quarter Credit Hours**</div>
This course explains how to effectively manage sanitation to achieve high standards that will keep customers coming back. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 2460 Hospitality Purchasing Management — 4.0 Quarter Credit Hours

This course describes how to develop and implement an effective purchasing program. It focuses on issues pertaining to supplier relations and selection, negotiation, and evaluation. It includes in depth material regarding major categories of purchases. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 2931 Hospitality Industry Externship — 4.0 Quarter Credit Hours

Cooperative arrangements with local hotels and restaurants allow students to receive 120 clock hours of practical experience under the supervision of hospitality personnel. Prerequisites: All Hotel and Restaurant Management required courses and approval of the Academic Advisor or Academic Dean. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

HFTP 2998 Current Issues in Hospitality Management — 4.0 Quarter Credit Hours

A special study of the underlying causes and available solutions to current issues facing the hospitality industry particularly in the area of human resources: employees turnover, training and development, diversity of work force, productivity, and downsizing. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 3263 Restaurant Management — 4.0 Quarter Credit Hours

This course is an analysis of the principal operating problems in the restaurant field. Procedures, approaches and techniques of management are explored ranging from fast food to gourmet. Industry leaders will present successful concepts of restaurant operation. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 3313 Housekeeping, Plant Engineering, Maintenance — 4.0 Quarter Credit Hours

A study of the organization, duties and management functions associated with institutional housekeeping, maintenance and plant engineering. Layout, work flow, and the writing of specifications are covered. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 3344 Hotel Restaurant Information Systems — 4.0 Quarter Credit Hours

This course is designed to introduce the students to the operation of a hotel/restaurant computer. The student will learn the various entries and procedures necessary for keeping accurate records in a computer information system. Prerequisites: HFTP 1050. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 3500 Hospitality Marketing — 4.0 Quarter Credit Hours

A study of sales, promotion and marketing practices of the hospitality industry. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 3603 Laws Related to the Hospitality Industry — 4.0 Quarter Credit Hours

An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 3614 Food and Beverage Management — 4.0 Quarter Credit Hours

This course is an overall view of the food service industry including purchasing, receiving, and issuing food and other supplies. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 3700 Tourism and the Hospitality Industry — 4.0 Quarter Credit Hours

This course provides an understanding of the temporary mass migratory movements of people throughout the world, movements that are done in the name of leisure and tourism. It describes how tourism works and indicate how people who are part of tourism can utilize this knowledge to make tourism work for them and their particular business destination. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HFTP 4936 Feasibility Study in the Hospitality Industry — 4.0 Quarter Credit Hours

A study of the systematic process for evaluating the economic factors of the hospitality project and the likely results of operations before they are begun. Both marketing and financial data are collected and analyzed to determine whether or not to proceed with the hospitality project under investigation. Prerequisite: ACGP 2011. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSCP 1444 Diseases of the Human Body — 4.0 Quarter Credit Hours

This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSCP 1531 Medical Terminology — 4.0 Quarter Credit Hours

This course is designed to provide an understanding of the meanings of a variety of medical word element (roots, prefixes, and suffixes). The student learns to combine elements to create numerous terms common to the medical profession. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSCP 1561 Medical Law and Ethics — 2.0 Quarter Credit Hours

This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment.. - Lec Hrs. 020 Lab Hrs. 000 Other Hrs. 000

HSCP 2603 X-Ray Fundamentals — 4.0 Quarter Credit Hours

This course assists the student in preparing for certification for basic x-ray machine operator. Radiation protection, equipment operation and maintenance, radiological procedures and patient positioning are also covered. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSCP 2815 EKG Interpretation   **2.0 Quarter Credit Hours**
This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skill learned, the student will be able to identify and respond appropriately to life threatening cardiac arrhythmia and EKG changes. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

HUMP 4900 Understanding Cultural Diversity   **2.0 Quarter Credit Hours**
This course will develop a basic understanding of the complex nature of cultural diversity in contemporary American society. - Lec Hrs. 020 Lab Hrs. 000 Other Hrs. 000

HUMP 4904 Cultural Diversity and Assimilation   **4.0 Quarter Credit Hours**
This expanded course covers all topics discussed in HUMP 4900 and goes on to explore methodology of cultural assimilation while retaining ethnic values and identity. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HUNP 1001 Basic Nutrition   **2.0 Quarter Credit Hours**
This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition, and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

ISMP 5021 Management Information Systems   **4.0 Quarter Credit Hours**
A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ISMP 5401 Financial Information Systems   **4.0 Quarter Credit Hours**
An overview of financial information systems and their role in organizations in the areas of accounting, budgeting, forecasting, inventory control, and consolidated financial reporting needs including survey and applications of the basic concepts necessary for understanding financial information systems. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ISMP 6030 Advanced Management Information Systems   **4.0 Quarter Credit Hours**
A comprehensive examination of systems and the management, integration and application of hardware, software, procedure, systems, and human resources. Emphasis on case studies and assigned reading. Prerequisite: ISMP 5021. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ISMP 6935 Seminar in Computer Information Systems   **4.0 Quarter Credit Hours**
A special seminar in advanced study consisting of relevant and current computer information systems problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ISSP 2010 Introduction to Social Science   **4.0 Quarter Credit Hours**
An introduction to contemporary problems in American society and to the social sciences that study them. Emphasis is placed on integrating the findings of the various disciplines and bringing them to bear on America's contemporary social, economic, political and international problems and issues. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

LISP 1000 Practicum in Library and Information Management   **4.0 Quarter Credit Hours**
This course is designed to teach students the fundamentals of library and information services. Students are required to spend 120 clock hours under the direction of the school librarian. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

MAAP 3233 Mathematical Analysis   **4.0 Quarter Credit Hours**
This course emphasizes differential and integral calculus of algebraic, exponential, and logarithmic functions with applications to business and economic decision analysis. Prerequisite: MACP 2104. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MACP 2104 College Algebra   **4.0 Quarter Credit Hours**
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. - Lec. Hrs. 040, Lab Hrs. 000, Other Hrs. 000.

MACP 3700 Mathematics of Finance   **4.0 Quarter Credit Hours**
A study of simple and compound interest, ordinary annuities, other annuities, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities, and life insurance. Various sources of corporate funds are also studied. Prerequisite: MACP 2104. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 1011 Introduction to Business Enterprise   **4.0 Quarter Credit Hours**
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 1780 Management Today   **4.0 Quarter Credit Hours**
This course involves the examination and review of classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 2010 Let's Talk Business   **2.0 Quarter Credit Hours**
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. - Lec Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MANP 2015 Introduction to the Internet　　　　　　　　　　　　　**1.0 Quarter Credit Hours**
This course is an overview of the Internet and introduces the student to basic Internet concepts. - Lec Hrs. 000 Lab Hrs. 020 Other Hrs. 000

MANP 2018 Internet　　　　　　　　　　　　　　　　　　**2.0 Quarter Credit Hours**
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to Internet. - Lec Hrs. 010 Lab Hrs. 020 Other Hrs. 000

MANP 2021 Principles of Management　　　　　　　　　　　　**4.0 Quarter Credit Hours**
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 2101 Introduction to Human Resources　　　　　　　　**4.0 Quarter Credit Hours**
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 2142 Introduction to International Management　　　　**4.0 Quarter Credit Hours**
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 2146 International Competitiveness　　　　　　　　　　**4.0 Quarter Credit Hours**
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 2720 Strategic Planning for Business　　　　　　　　　**4.0 Quarter Credit Hours**
This course is designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to the planning and managing of strategic business activities. Following an examination of policy ans strategy concepts, the student will complete studies which integrate and apply what is learned. Prerequisite: MAN 1011, FIN1100, ACG 2011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000

MANP 2800 Small Business Management　　　　　　　　　　**4.0 Quarter Credit Hours**
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: ACGP 2001. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 2940 Externship in Management I　　　　　　　　　　**4.0 Quarter Credit Hours**
As part of the preparation for a career in management, the Sophomore student is permitted to serve an externship of 120 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

MANP 2960 Externship in International Management I　　　　**4.0 Quarter Credit Hours**
As part of the preparation for a career in international management, the Sophomore student is permitted to serve an externship of 120 hours in international management functions of financial, business, and industrial organizations. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

MANP 2998 Current Issues in International Business　　　　**4.0 Quarter Credit Hours**
A study of the underlying causes and available solutions to current issues in international business as they relate to human resources, management, marketing, and political and social concerns. - Lec. Hrs. 040 Lab Hrs, 000 Other Hrs. 000

MANP 3101 Human Relations in Management　　　　　　　　**4.0 Quarter Credit Hours**
A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 3233 Principles of Supervision　　　　　　　　　　　**4.0 Quarter Credit Hours**
A study of various aspects of the supervisor's job, including work-planning, organizing, leadership, decision-making, and effective communication. - Lec Hrs. 040 Lab Hrs. 000 Other Hr. 000

MANP 4101 Management of Human Resources　　　　　　　**4.0 Quarter Credit Hours**
An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MANP 2021 or HFTP 1050. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 4102 Women Managers
4.0 Quarter Credit Hours
This course is designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 4401 Labor Relations and Collective Bargaining
4.0 Quarter Credit Hours
A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MANP 2021 or HFTP 1050. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 4610 International and Comparative Industrial Relations
4.0 Quarter Credit Hours
Examines the selected industrial relations systems of Europe, Asia and the Americas with special emphasis on differences among systems and the reasons such differences exist. The industrial relations significance of the multi-international enterprise and management problems associated with operations in diverse systems, are analyzed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 4650 Management of International Business
4.0 Quarter Credit Hours
This course is a study of the characteristics, operation, and function of business in the global market of the 1990's. The following topics are included in the course; political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment. Prerequisite: MANP 1011 or MANP 2021. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 4651 Import/Export Management
4.0 Quarter Credit Hours
This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports, and trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 4720 Business Policy and Strategy
4.0 Quarter Credit Hours
This course is a study of long term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Prerequisite: MANP 2021 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 4742 Business Ethics
4.0 Quarter Credit Hours
This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 4910 Contemporary Management
4.0 Quarter Credit Hours
This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision making. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 4940 Externship in Management II
4.0 Quarter Credit Hours
As part of the preparation for a career in management, the Senior student is permitted to serve an externship of 120 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

MANP 4960 Externship in International Management II
4.0 Quarter Credit Hours
As part of the preparation for a career in international management, the Senior student is permitted to serve an externship of 120 hours in international management functions of financial, business, and industrial organizations. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

MANP 5075 Managerial Ethics
4.0 Quarter Credit Hours
This course is an investigation of the principles of ethical thinking and applies them to situations and models for business decision making. Explores and analyzes business ethics issues relating to the nature of the corporation, work in the corporation, the corporation and society, and the development of the corporate culture. Provides a conceptual and systematic study of ethics in an effort to develop consistent criteria as they relate to changing and emerging values. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5129 Managerial Decision Making   4.0 Quarter Credit Hours

A comprehensive overview of decisions and the decision making process used by management in a number of situations. Financial management, personnel management, production, marketing and other aspects of a business environment will be utilized to develop sound decision making practices. The course also uses an integrated approach to study the application of the concepts of management to managerial decision making and the decision making process. Students acquire "hands-on" experience through the use of contemporary case studies. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5135 Management Communication   4.0 Quarter Credit Hours

A study of the most effective ways of transferring information within and outside an organization. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5245 Organizational Behavior   4.0 Quarter Credit Hours

An analysis of human behavior in organizations with emphasis on leadership, motivation and group dynamics. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5266 Management of Professionals   4.0 Quarter Credit Hours

Organizational behavior of professional employees is investigated through available theories and concepts. Concentration is placed on the manager's role, especially that of matching organizational demands with individual talents and expectations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5282 Organizational Development   4.0 Quarter Credit Hours

Theory and research relating to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5355 Managerial Assessment and Development   4.0 Quarter Credit Hours

Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5602 International Business   4.0 Quarter Credit Hours

An analysis of the managerial aspects of business administration from an international perspective, including organization, production, human resources, technology, finance, marketing, accounting, capital markets, and the latest trends and strategies in global operations. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5787 Logistics Management, Public and Private   4.0 Quarter Credit Hours

An examination of the complexities of logistics management through study of its separate operations such as purchasing and inventory management through logistics information systems. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5802 Entrepreneurship   4.0 Quarter Credit Hours

Focuses on all aspects of starting, developing, and managing a new business enterprise. It is a comprehensive study of problems encountered in the formation and operation of a small business. Concentrates on how ventures are begun, how venture ideas and other key ingredients for start-ups are derived, and how to evaluate new venture proposals. Case studies are utilized as a means of replicating real world situations. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5910 Business Research   4.0 Quarter Credit Hours

An in-depth study of business research methods and practices vital to the business professional. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 6201 Management of Systems of Technological Information   4.0 Quarter Credit Hours

A systems approach to the study and analysis of the design and management of technological information necessary to accomplish organizational objectives. These information systems include, but are not limited to, decision support systems designed for the management of marketing, human resources and financial information. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 6202 Legal Aspects of Business Management   4.0 Quarter Credit Hours

An examination of the legal framework of business partnerships and corporations. Emphasis is on internal partnership management, partners as agents and principals, partnership dissolution, powers of corporate stockholders, corporate torts and crimes, and powers and duties of corporate management. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 6203 Global Marketing for Managers   4.0 Quarter Credit Hours

A study of the relevant issues and unique considerations confronting managers in making marketing decisions in the global environment. Course topics include the study of cultureal, economic, social and ethical issues that impact comparative advantages, disadvantages and the interdependence of global marketing; the importance of global research in market perceptions and consumer motivation; analysis of the planning, execution, and control of marketing activities, functions and strategies. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 6204 Executive Business Strategies   4.0 Quarter Credit Hours

An analysis of the scientific methods used in the acquisition and reporting of reliable knowledge in business. Emphasis is placed upon the decision-making functions of top management, conceptual basis of research and basic methodological issues. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 6205 Organizational Design and Strategic Leadership 4.0 Quarter Credit Hours

A comprehensive study of the decision-making functions of top management that include the use of managerial decision making techniques at the executive level to design and implement continual developmental strategies to maintain a cohesive climate in the workplace, improve productivity, and provide effectiveness in the organization. Through case study and written reports, the administrative processes necessary to carry out strategic business plans in relation to sales, finance, procurement, and personnel are analyzed. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 6206 Leadership Development and Executive Assessment 4.0 Quarter Credit Hours

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

MANP 6207 Executive Integration I 12.0 Quarter Credit Hours

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

MANP 6208 Executive Integration II 12.0 Quarter Credit Hours

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

MANP 6209 Executive Practical Practicum Project (Proposal) 3.0 Quarter Credit Hours

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

MANP 6210 Executive Practical Practicum Project (Final Product) 3.0 Quarter Credit Hours

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

MANP 6305 Management of Human Resources 4.0 Quarter Credit Hours

This course in human resource management covers recruitment, planning, supervision, training, promotion, management, and control of personnel in organizational settings. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 6721 Business Policy and Strategy 4.0 Quarter Credit Hours

A study primarily concerned with the analysis of the decision making process and the use of managerial decision making techniques at the executive level. This course must be taken within the final two quarters prior to program completion. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 6931 Seminar in Management 4.0 Quarter Credit Hours

A special seminar in advanced study consisting of relevant and current management problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 1011 Introduction to Marketing 4.0 Quarter Credit Hours

The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 2141 Introduction to International Marketing 4.0 Quarter Credit Hours

This course examines the basic principles of marketing as an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 2321 Advertising 4.0 Quarter Credit Hours

A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 2456 Marketing on the Internet   **4.0 Quarter Credit Hours**
This course is a study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet is discussed. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

MARP 2500 Customer Relations and Servicing   **4.0 Quarter Credit Hours**
This course explores the basic functions relating to customers on a one on one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 2935 Current Issues in Marketing   **4.0 Quarter Credit Hours**
This course covers relevant and current marketing issues, concepts and problems particular to the time. It is designed to enhance marketing concepts using timely analysis and discussion related to current issues in the industry. Prerequisite: To be determined by material and instructor.- Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 2941 Externship in Marketing I   **4.0 Quarter Credit Hours**
As part of the preparation for a career in marketing, the Sophomore student is permitted to serve an externship of 120 hours in retail, wholesale, and service firms and industrial organizations acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

MARP 3231 Retailing   **4.0 Quarter Credit Hours**
This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure of the market. Emphasis is placed on the many functions of a retail business including employee relations and customer relations. Prerequisite: MANP 1011 or MARP 1011. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 3250 Global Marketing   **4.0 Quarter Credit Hours**
The study of essential issues and the unique considerations confronting the marketing decision makers in a global environment. Study will include comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions. Prerequisite: MARP 1011 or MARP 2141. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 3330 Public Relations   **4.0 Quarter Credit Hours**
This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Prerequisite: MARP 1011 Introduction to Marketing. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 3400 Salesmanship   **4.0 Quarter Credit Hours**
A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 3405 Industry and Trade   **4.0 Quarter Credit Hours**
A study of the industrial significance of foreign countries, the development of their industry, and the volume and types of exports and imports related to the American economy. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 3503 Consumer Behavior   **4.0 Quarter Credit Hours**
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisite: MARP1011 or MARP2321. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 4203 Marketing Channels and Distribution   **4.0 Quarter Credit Hours**
An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisite: MARP 1011. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 4241 International Marketing Analysis   **4.0 Quarter Credit Hours**
Analysis of the structure of international markets. Study of the environmental factors affecting international market opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale. Prerequisites: MARP 2141 or MARP 1011. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 4333 Promotional Policies and Strategy   **4.0 Quarter Credit Hours**
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MARP 1011 and MARP 2321. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 4630 Marketing Research   4.0 Quarter Credit Hours

In this course, research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MARP 1011 of approval of the Academic Advisor or Academic Dean. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 4804 Marketing Administration   4.0 Quarter Credit Hours

Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objective. Prerequisite: MARP 1011. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 4941 Externship in Marketing II   4.0 Quarter Credit Hours

As part of the preparation for a career in marketing, the Senior student is permitted to serve an externship of 120 hours in retail, wholesale, and service firms and industrial organizations acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

MARP 5158 International Marketing   4.0 Quarter Credit Hours

This course discusses the environment of international marketing. Primary emphasis is on international marketing research, product strategy, promotional strategy, distribution strategy, pricing strategy, and present issues in international marketing. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 5505 Consumer Behavior   4.0 Quarter Credit Hours

An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 5805 Marketing Management   4.0 Quarter Credit Hours

A comprehensive study of the strategy and management of the operation of an organization's activities. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 6336 Promotional Policy and Strategy   4.0 Quarter Credit Hours

An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing efforts. Includes a study of various promotional activities designed to influence buying decisions. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MARP 6931 Seminar in Marketing   4.0 Quarter Credit Hours

A special seminar in advanced study consisting of relevant and current marketing problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAT 0024 Basic Studies in Mathematics   0.0 Quarter Credit Hours

This course is a comprehensive review of the mathematical skills and concepts required to prepare the student for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. - Lec. Hrs. 040, Lab Hrs. 000, Other Hrs. 000.

MEAP 1671 Patient Interpersonal Relations   2.0 Quarter Credit Hours

This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health professionals. The course will also aid the student in developing appropriate techniques in dealing with change within the medical environment Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEAP 1690 Domestic Violence   2.0 Quarter Credit Hours

This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEAP 2455 Clinical Lecture A   4.0 Quarter Credit Hours

This course focuses on universal precautions in the medical environment, including understanding of bloodborne pathogens, HIV/AIDS, infection control, collection and handling of specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis and infection control in a simulated setting. Common minor surgery techniques and aftercare will be discussed. Also covered will be emergency medical procedures. Prerequisite: Medical Terminology Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEAP 2456 Clinical Lecture B   4.0 Quarter Credit Hours

This course is designed to present the theories and principles of patient care, including: vital signs, physical and specialty exams, and electrocardiograms. Prerequisite: Clinical Lecture A and Clinical Lab A. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEAP 2457 Clinical Lecture C   **4.0 Quarter Credit Hours**
This course will introduce the student to the theories and practices related to common procedures and test performed in a physicians office laboratory. These will include: CLIA regulations, normal results, and quality control, injection techniques and blood and urine collection. Prerequisite: Clinical Lecture A and Clinical Lab A. - Lec. Hrs. 040 Lab Hrs. OOO Other Hrs. 000

MEAP 2701 Medical Spanish   **2.0 Quarter Credit Hours**
This is a basic course in Medical Spanish. Students will develop the ability to speak and understand Spanish in relation to a medical environment. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEAP 2714 Medical Insurance Billing   **4.0 Quarter Credit Hours**
This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: HSCP 1531. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEAP 2936 Phlebotomy   **2.0 Quarter Credit Hours**
This course is a review of laboratory and clinical procedures in a medical office. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. - Lec. Hrs. 10 Lab Hrs. 20 Other Hrs. 000

MLSP 2325 Clinical Lab A   **2.0 Quarter Credit Hours**
This course is designed to acquire and practice the skills discussed in Clinical Lecture A. Prerequisite: Medical Terminology. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MLSP 2326 Clinical Lab B   **2.0 Quarter Credit Hours**
This course is designed to acquire and practice the skills discussed in Clinical Lecture B. Prerequisite: Clinical Lecture A and Clinical Lab A. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MLSP 2327 Clinical Lab C   **2.0 Quarter Credit Hours**
This course is designed to acquire and practice the skills discussed in Clinical Lecture C. Prerequisite: Clinical Lecture A and Clinical Lab A. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MMC 4602 Mass Media   **4.0 Quarter Credit Hours**
Covers the principles, theories, and ideas of mass media as well as the technology and creative methods used in mass media: past, present, and future. The role of mass media in business, politics, religion, entertainment, and advertising will be discussed. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OFTP 1000 Typing   **2.0 Quarter Credit Hours**
Techniques and basic skills of typing, with emphasis upon keyboard mastery, correct techniques, operation and care of the equipment , the performance of basic typing operations, typing accuracy, and the attainment of speed. A minimum keyboard speed of 25 words per minute is required to pass this course. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFTP 1110 Intermediate Typing   **2.0 Quarter Credit Hours**
A continuation of OFTP 1000 with emphasis placed on the development of speed and accuracy. A minimum keyboard speed of 35 words per minute is required to pass this course. Prerequisite: OFTP 1000. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFTP 1141 Keyboarding   **2.0 Quarter Credit Hours**
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFTP 1143 Intermediate Keyboarding   **2.0 Quarter Credit Hours**
A continuation of OFTP 1141 with special emphasis placed on increasing speed and improving accuracy. A minimum Keyboarding speed of 45 words per minute with 95% accuracy is required for completion. Prerequisite: OFTP 1141. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFTP 1144 Advanced Keyboarding   **2.0 Quarter Credit Hours**
A continuation of OFTP 1143 with special emphasis placed on increasing speed and improving accuracy. A minimum Keyboarding speed of 60 words per minute with 95% accuracy is required for completion. Prerequisite: OFTP 1143. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFTP 1146 Expert Keyboarding   **2.0 Quarter Credit Hours**
A continuation of OFTP 1144 in which the student is given various business applications and drills to further increase speed and accuracy. A minimum Keyboarding speed of 70 words per minute with 95% accuracy is required for completion. Prerequisite: OFTP 1144. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFTP 1435 Legal Terminology   **2.0 Quarter Credit Hours**
A study of legal words, terms, and phrases normally encountered in the application of modern law in an office environment. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OFTP 2120 Advanced Typing   **2.0 Quarter Credit Hours**
A continuation of OFTP 1110. Techniques and basic skills are reviewed, with emphasis upon typing accuracy and the attainment of speed. A minimum typing speed of 60 gross words per minute with a maximum of 5 errors is required to pass this course. Prerequisite: OFTP 1110. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OSTP 1221 Machine Theory I

8.0 Quarter Credit Hours

An introduction to the basic principles of computer-compatible machine shorthand theory. Phonetics, symbols, finger position, brief forms, phrases, reading and writing habits will be stressed. - Lec Hrs. 080 Lab Hrs. 000 Other Hrs. 000

OSTP 1222 Machine Theory II

8.0 Quarter Credit Hours

Continuation of the basic principles of Machine Theory I. New brief forms and phrases are introduced. Continued emphasis is placed on reading and writing habits. Students are introduced to Jury Charge, Literary and Testimony (Question and Answer) material. Prerequisite: OSTP 1221. - Lec. Hrs. 080 Lab Hrs. 000 Other Hrs. 000

OSTP 1224 Machine Theory III

8.0 Quarter Credit Hours

A review of the basic principles of machine shorthand. New brief forms and phrases are introduced. At this point, students begin to work on writing stamina and speedbuilding through instructor dictation and student readbacks. Reporting techniques, Q & A, Jury Charge, Literary, Multi-voice and Medical dictation are stressed. Prerequisite: OSTP 1222. - Lec. Hrs. 080 Lab Hrs. 000 Other Hrs. 000

OSTP 1252 Law & Legal Terminology

4.0 Quarter Credit Hours

An introductory course in both civil and criminal law. Sources of law are examined, and the student is introduced to the legislative process and the functions and operation of administrative and regulatory agencies. The course covers all aspects of the Judiciary system, including discovery, trial, and appellate process. The student is introduced to Latin and legal terminologies. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OSTP 1271 Speedwriting I

3.0 Quarter Credit Hours

Speedwriting is an abbreviated writing system based primarily on longhand and phonetics. Students will learn a number of time-saving techniques and will be able to take dictation from 40 to 60 words per minute. Students should expect to complete some lab assignments outside the normal class hours. - Lec Hrs. 020 Lab Hrs. 020 Other Hrs. 000

OSTP 1272 Speedwriting II

3.0 Quarter Credit Hours

This course is designed to develop speed and accuracy in dictation. Students will also learn better techniques for taking notes for briefing, meetings, telephone messages, and other settings. Students should expect to complete some lab assignments outside the normal class hours. - Lec Hrs. 020 Lab Hrs. 020 Other Hrs. 000

OSTP 1405 General Office Procedures

4.0 Quarter Credit Hours

This course provides exposure to such business office procedures as handling incoming and outgoing mail including the use of high priority mailing systems, using office equipment including copiers, adding machines, calculators and computer assisted delivery systems such as E-Mail. Other routine functions normally performed by office employees are discussed. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

OSTP 2221 Court and Conference Dictation I

8.0 Quarter Credit Hours

This course develops the skills attained in Theory I, II, and III and emphasizes speedbuilding on more difficult material. A continual incremental learning process of instructor dictation and student readback provides speed improvement on Jury Charge, Literary, Congressional, Medical, Multi-Voice, and Question and Answer material. Successful completion of this course will depend on meeting minimum speed requirements, completion of projects and readback grades. Prerequisite: OSTP 1224. - Lec. Hrs. 060 Lab Hrs. 040 Other Hrs. 000

OSTP 2222 Court and Conference Dictation II

8.0 Quarter Credit Hours

A course which develops the skills learned in Court and Conference Dictation I and emphasizes the attainment of speed on more difficult materials. Testing is done at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements, completion of projects and readback grades. Prerequisite: OSTP 2221. - Lec. Hrs. 060 Lab Hrs. 040 Other Hrs. 000

OSTP 2223 Court and Conference Dictation III

8.0 Quarter Credit Hours

This course emphasizes the clarity of notes and more difficult dictation material for complete utilization of theory. Continuation of speed improvement through dictation of Literary, Congressional Record, Jury Charge, and Q & A material. Testing is performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements, completion of projects and readback grades. Prerequisite: OSTP 2222. - Lec. Hrs. 060 Lab Hrs. 040 Other Hrs. 000

OSTP 2224 Court and Conference Dictation IV

8.0 Quarter Credit Hours

A continuation of speed improvement on Jury Charge, Literary, Congressional Record and Q & A material. Testing is performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements, completion of projects and readback grades. Prerequisite: OSTP 2223. - Lec Hrs. 060 Lab Hrs. 040 Other Hrs. 000

OSTP 2225 Court and Conference Dictation V

8.0 Quarter Credit Hours

A continuation of Court and Conference Dictation IV with increased speedbuilding in Jury Charge, Literary and Q & A categories. Multi-voice dictation is stressed at this level. Testing is performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements, completion of projects and readback grades. Prerequisite: OSTP 2224. - Lec. Hrs. 060 Lab Hrs. 040 Other Hrs. 000

OSTP 2226 Court and Conference Dictation VI   8.0 Quarter Credit Hours
A continuation of Court and Conference Dictation V with increased emphasis on multi-voice dictation and speedbuilding in Literary, Jury Charge and Q & A material. Testing is performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OSTP 2225. - Lec Hrs. 060 Lab Hrs. 040 Other Hrs. 000

OSTP 2231 Court Reporting Procedures   4.0 Quarter Credit Hours
The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trial transcript in deliverable form is required. Included in this course: the role of the reporter in trials, depositions and administrative hearing; instruction in the ethics of court reporting; indexing filing, and storage of notes; increasing note-reading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turn-around schedules; the NSRA Code of Professional Responsibilities and use of the library and reference materials. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OSTP 2232 Computer Aided Transcription   2.0 Quarter Credit Hours
An introductory course in the use of the computer to transcribe stenography notes. The student will develop hands-on skills for utilization of the computer in writing "real-time" reporting for depositions, CIC, classroom environments, seminars/conventions and broadcasting. Students will also be introduced to various kinds of Computer Operating Systems, videotaping and litigation support. Prerequisite: OFTP 1000 or OFTP 1141 & OSTP 1224. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OSTP 2257 Medical Terminology   4.0 Quarter Credit Hours
A study of human anatomy including the functions of the major systems of the body. An emphasis is placed on the correct spelling, pronunciation, and meaning of terms relating to anatomy and anatomical disorders as well as terms relating to other medical specialties. - Lec Hrs. 040 Lab hrs. 000 Other Hrs. 000

OSTP 2301 Medical Office Practice   4.0 Quarter Credit Hours
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered. Manual and computerized bookkeeping is also covered. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OSTP 2321 Business Office Machines   2.0 Quarter Credit Hours
Primary emphasis is on developing touch operation of a 10-key calculator. Various types of calculators are presented as are other common office machines. Reprographics is also discussed. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OSTP 2335 Business Communications   4.0 Quarter Credit Hours
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENCP 1107 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OSTP 2355 Records Management   4.0 Quarter Credit Hours
A study of the efficient control of business records. This course will cover the basic rules of filing and records management including the alphabetic, numeric, geographic, and subject systems. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OSTP 2402 Office Practices   4.0 Quarter Credit Hours
This course is designed to analyze the tasks and responsibilities of the administrative assistant as well as maintaining a professional image. Organizing time and work, keeping accurate records, setting priorities, and managing stress are discussed. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

OSTP 2601 Machine Transcription I   2.0 Quarter Credit Hours
An introductory course in machine transcription that includes a study of report formats, methods of transcribing, and production of quality work. Prerequisites: OFTP 1000 or OFTP 1141. Medical assisting students have an additional prerequisite of MLSP 1531. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OSTP 2602 Machine Transcription II   2.0 Quarter Credit Hours
A continuation of OSTP 2601. Emphasis is placed on the production of typed mailable copy from machine dictation. Prerequisite: OSTP 2601. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OSTP 2614 Medical Transcription   2.0 Quarter Credit Hours
This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. Prerequisite: HSCP 1531, OFTP 1141 and CGSP 2110. - Lec. Hrs. 000 Lab Hours 040 Other Hrs. 000

OSTP 2705 Introduction to Word Processing   2.0 Quarter Credit Hours
This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Corequisite: CGSP1501. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OSTP 2712 Word Processing   **2.0 Quarter Credit Hours**

A study of the concept and applied use of word processing procedures and equipment in a simulated word processing office environment. Prerequisite: OFTP 1000 or OFTP 1141. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OSTP 2735 Advanced Word Processing and Graphic Applications   **2.0 Quarter Credit Hours**

Graphic and desktop publishing skills are developed. Prerequisite OSTP 2712. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OSTP 2821 Introduction to Desktop Publishing   **2.0 Quarter Credit Hours**

This course provides the student with a hands-on introduction to the fundamentals of desktop publishing and its use in the field of commercial art and advertising. - Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OSTP 2944 Internship   **2.0 Quarter Credit Hours**

Students are required to complete an internship of 60 hours of courtroom and freelance reporting under the supervision of practicing reporters. The students shall also prepare a minimum of one 40-page salable transcript for course evaluation and complete a narrative report on their experiences. Dress, attitude, and demeanor are emphasized. To be eligible for internship, the student must have passed at least one 200 Q & A test. Prerequisite: OSTP 2225 or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

PHAP 2245 Pharmacology & Medical Math   **4.0 Quarter Credit Hours**

This course will include a study of the various medications prescribed for the treatment of illness and diseases; including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. Prerequisite: MACP 2104 and APBP 1100 or APBP1110 - Lec. Hrs. 040 Lab Hrs 000 Other Hrs. 000

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

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

PHIP 3131 Logic   **4.0 Quarter Credit Hours**

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

PHIP 3600 Ethics   **4.0 Quarter Credit Hours**

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

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

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

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

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 1106 Legal Research and Writing I   **4.0 Quarter Credit Hours**

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

PLAP 2116 Legal Research and Writing II   **4.0 Quarter Credit Hours**

This course focuses on expanding the student's ability to research statutory and case law through the use of legal citations, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLAP1106 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLAP 2121 Bankruptcy   **4.0 Quarter Credit Hours**

This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidation, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLAP1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2250 Civil Procedure   **4.0 Quarter Credit Hours**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trail practice, post-trial motions and other issues. Prerequisite: PLAP1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2273 Torts — 4.0 Quarter Credit Hours

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical applications of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLAP1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2303 Criminal Procedure — 4.0 Quarter Credit Hours

This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trail appeals, and punishment. Prerequisite: PLAP 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2350 Legal Medicine — 4.0 Quarter Credit Hours

This course is designed to enable the student to identify and understand medical negligence (malpractice), as well as the principles and practices of medico-legal jurisprudence, in order to prepare the student to perform as a medical negligence litigation paralegal. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2423 Contract Law — 4.0 Quarter Credit Hours

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLAP1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2426 Business Organizations — 4.0 Quarter Credit Hours

This course is designed to introduce the student to the basic rules, process, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. Prerequisite: PLAP1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2482 Administrative Law — 4.0 Quarter Credit Hours

This course provides an introduction to administrative law, including an examination of legislative, executive, and judicial control over administrative agency action. Moreover, this course provides an overview of both informal investigation and formal adjudicative functions of administrative agencies. The Federal Administrative Procedure Act, Workers' Compensation law, and Social Security practice will also be explored. Prerequisite: PLAP1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2505 Real Estate Law — 4.0 Quarter Credit Hour

In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transactions, including deeds, mortgages, promissory notes and closing statements. Prerequisite: PLAP1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2607 Wills, Trusts, and Probate — 4.0 Quarter Credit Hours

This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLAP1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2763 Law Office Management — 4.0 Quarter Credit Hours

The organization, operation, marketing, and management of a typical law office is taught in this course. Students are further instructed in basic accounting and bookkeeping procedures utilized in both large and small law firms. Time management and malpractice avoidance are also emphasized. Prerequisite: PLAP1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2764 Environmental Law — 4.0 Quarter Credit Hours

This course examines important environmental laws: the Clean Water Act, the Resource Conservation and Recovery Act, and the Comprehensive Environmental Responsibility, Compensation and Liability Act. This course will also examine major questions of administrative law which underlie the working of actions by the Environmental Protection Agency. Prerequisite: PLAP1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2803 Family Law — 4.0 Quarter Credit Hours

In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLAP1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 2940 Paralegal Externship   **4.0 Quarter Credit Hours**

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisite: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree. Students must have a good attendance records, have a 3.0 GPA in the major core course, and obtain the approval of the Department Chairperson. Students below a 3.0 GPA must secure the approval of both the Department Chairperson and the Dean to enroll in the Externship course. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

PLAP 3045 Civil Litigation   **4.0 Quarter Credit Hours**

This course is designed to instruct the student in the procedural rules and filing requirements associated with complex Federal and civil litigation. Emphasis will be placed on drafting intricate pre- and post-trail motions. Prerequisites: PLAP2250, PLAP2273 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 3159 Legal Research and Writing III   **4.0 Quarter Credit Hours**

A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memoranda and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using WESTLAW. Prerequisite: PLAP2116 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLAP 3749 International Law   **4.0 Quarter Credit Hours**

This course examines the following: International agreements; status of states and individuals; recognition; jurisdiction; international claims; expropriation; human rights; sovereign immunity; war and peace; law of the sea; presidential congressional power. Prerequisite: PLAP2426 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 4017 Employment Law   **4.0 Quarter Credits Hours**

State and federal regulation of employment relationships with primary focus upon harassment laws; workers disability, unemployment compensation, wrongful discharge and discrimination. Prerequisite: PLAP2273 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 4156 Legal Research and Writing IV   **4.0 Quarter Credit Hours**

This course provides a comprehensive review of the entire legal researching process. The appellate briefs for either the state or federal court system. Prerequisite: PLAP3159 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLAP 4263 Rules of Evidence   **4.0 Quarter Credit Hours**

Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLAP 4273 Advanced Tort Law   **4.0 Quarter Credit Hours**

A continuation of PLAP2273. This is an advanced course in the complexities of tort law in the areas of product liability, professional malpractice law, negligence, invasion of privacy, and business torts. Prerequisites: PLAP2273, PLAP2250 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

POSP 2041 American National Government   **4.0 Quarter Credit Hours**

A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

POTP 4003 Contemporary Political Theories   **4.0 Quarter Credit Hours**

An examination of the various theoretical approaches to governing a modern state. Some of the forms covered are Fascism, Nazism, Communism, Socialism and Representative Democracy. Special attention will be focused on the changes brought to the democratic process by the Cold War and by the new role of the media. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PSYP 1035 Problem Solving for Decision Making   **2.0 Quarter Credit Hours**

This course presents a six-step process for labeling, analyzing and solving relationship problems through the identification of root causes and application of sound action planning. Emphasis is on applying the problem solving, decision making process to real life situations. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

PSYP 1055 Time/Stress Management   **2.0 Quarter Credit Hours**

Through readings, class discussions, exercised, and practical applications, this course examines the dynamics of time/stress management as it relates to effective and efficient working and living. Various techniques of time/stress management are introduced identifying the positive and negative effects for individuals in various environments. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

PSYP 2014 General Psychology   **4.0 Quarter Credit Hours**

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

QMBP 3314 Quantitative Methods   **4.0 Quarter Credit Hours**
Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation. Prerequisites: STAP 3014 or MACP 2104 or approval of Academic Advisor or Academic Dean. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

QMBP 5010 Statistics for Managers   **4.0 Quarter Credit Hours**
A comprehensive introduction to statistical and quantitative business methods in decision making. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

QMBP 5413 Quantitative Methods   **4.0 Quarter Credit Hours**
An overview of statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisite: QMBP 5010 or STAP 5023 or equivalent. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

REAP 1002 Real Estate Management   **4.0 Quarter Credit Hours**
A study of the supervision and control of real property; rental of space; credit; and maintenance with reference to residential, business, industrial and investment properties. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

RESP 3912 Research Methods   **4.0 Quarter Credit Hours**
An in-depth study of research methods designed to aid the student in performing applied research in their major field of study in preparation for a research practicum. Research methodology and application as well as utilization of library systems and media are discussed in detail. Pre-requisite or Co-requisite: STAP 3014 - Statistics. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

RESP 5310 Writing for Research at the Graduate Level   **2.0 Quarter Credit Hours**
This course is designed to prepare students to write for research at the graduate level. Utilizing a popular text on crime as a catalyst, students will be required to complete several mini-research projects and present their results both orally and in writing. - Lec Hrs. 020 Lab Hrs. 000 Other Hrs. 000

RESP 6913 Graduate Research Practicum/Thesis   **6.0 Quarter Credit Hours**
Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, profession/technical writing, and oral communication activities. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Department Chair. Participation in the research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MANP5910 - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180

RMIP 3015 Risk and Insurance   **4.0 Quarter Credit Hours**
The basic principles of sound risk management, including risk identification and evaluation, are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included. Prerequisite: MANP 2021. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

RTVP 1150 Electronic Field Production   **4.0 Quarter Credit Hours**
This course emphasizes the principal concepts and techniques needed in production. Students acquire the skills in camera operation, audio, lighting, and other peripheral devices. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

RTVP 1350 Production Techniques   **4.0 Quarter Credit Hours**
This is an advanced study of production elements and the application of fundamentals. Students acquire and apply the skills of studio and remote production, post production, and control room operation. Prerequisite: RTVP 1150 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

RTVP 2001 Lighting   **4.0 Quarter Credit Hours**
This course is a study of both the art and techniques of lighting. Students learn both theoretical and practical areas of lighting to develop the skills necessary to be members of a production crew. Prerequisite: RTVP 1150. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

RTVP 2201 Sound   **4.0 Quarter Credit Hours**
This course emphasizes two basic aspects of audio: studio & field recording techniques, and the post production process. Prerequisite: RTVP 1150. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

RTVP 2260 Remote Production   **4.0 Quarter Credit Hours**
This advanced production course is designed to prepare each student for the various aspects of electronic news gathering or field production. Students apply fundamental apply skills of production from concept to completion. Prerequisite: Approval of Academic Advisor or Academic Dean - Lec Hrs. 000 Lab Hrs. 080 Other Hrs. 000

RTVP 2300 Broadcast News   **4.0 Quarter Credit Hours**
Instruction in supervised exercises in the production, writing, reporting, and editing of television news. Prerequisite: RTVP 1150. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

RTVP 2774 Advanced Video Techniques   **4.0 Quarter Credit Hours**
Students incorporate and demonstrate advanced skills in cameras, lighting, and sound. Various programs and projects will be produced by students. Prerequisite: RTVP 1150. - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

SLSP 1130 Strategies for Success

4.0 Quarter Credit Hours

Through discussion and application, this course is designed to introduce students to the Situational Self Leadership model which facilitates the development of skills for self-empowerment. The course is also designed to review and promote excellent study skills which will enable the student to operate successfully in the higher education environment. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLSP 1320 Career Skills

2.0 Quarter Credit Hours

A course designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. - Lec Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLSP 1500 Workplace Relationships

2.0 Quarter Credit Hours

This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite: None. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

SOPP 2772 Human Sexuality

4.0 Quarter Credit Hours

A study of human sexuality as it applies to society, health, and relationships. Studies will include the physical and psychological aspects of the awareness of human sexuality. Legal, psychological, health issues and societal responsibility will be discussed. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SOPP 4004 Social Psychology

4.0 Quarter Credit Hours

Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSYP 2014. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPCP 2602 Oral Communications

4.0 Quarter Credit Hours

This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPCP 3601 Advanced Speech

4.0 Quarter Credit Hours

A professional communication course emphasizing application and criticism appropriate for examining and changing communicative interaction in professional situations. Prerequisites: ENCP 1107 and SPCP 2602. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPCP 4400 Conference Techniques

4.0 Quarter Credit Hours

Designed to teach the student how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership traits and group dynamic skills are analyzed and applied in simulated classroom experience. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPNP 1100 Conversational Spanish I

4.0 Quarter Credit Hours

A basic course for students who wish to develop the ability to speak and understand the Spanish language with emphasis on phrasing, idioms, and everyday vocabulary. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPNP 1101 Conversational Spanish II

4.0 Quarter Credit Hours

An advanced course for student who wish to develop a broad competence in Spanish. This course emphasizes the oral-aural aspects of the language and the more sophisticated use of subjective clauses and sentence structure. Prerequisite: SPNP 1100. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STAP 3014 Statistics

4.0 Quarter Credit Hours

This course introduces the student to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MACP 2104 - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STAP 5023 Graduate Statistics Orientation

2.0 Quarter Credit Hours

This course provides an overview of descriptive and inferential statistics as they apply to field research. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

STDP 1100 Interpersonal Relations

4.0 Quarter Credit Hours

The dynamics of interaction in various settings are explored through readings, discussion, and application exercises, to better understand how interpersonal communication shapes relationships. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs.

SYGP 2000 Principles of Sociology

4.0 Quarter Credit Hours

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SYGP 2550 Addictions

4.0 Quarter Credit Hours

An analysis of addictive behaviors concerning all relevant bio-psychosocial elements. This course will examine the commonalities of the abuse of alcohol, tobacco, food and drugs, and the therapeutic process instigated by community clinicians and their commitment to change. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SYOP 3250 Marriage and the Family   **4.0 Quarter Credit Hours**
This course provides an exploration, through reading, discussions, and presentations, of the institution of marriage and the family as a system, with individual family members as parts of the whole system; the influence of families as a dynamic social system with structural components, laws, and rules. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SYPP 2200 Death and Dying   **4.0 Quarter Credit Hours**
This course examines the intricacies of issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics and other individual options. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SYPP 3530 Crime and Delinquency   **4.0 Quarter Credit Hours**
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAXP 2215 Tax Accounting   **4.0 Quarter Credit Hours**
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Lec. Hrs. 030 Lab hours 020 Other Hrs. 000

TAXP 4002 Federal Taxation I   **4.0 Quarter Credit Hours**
A thorough study of federal income tax law and its application to individuals, partnerships, and corporations. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills needed to prepare tax returns, particularly individual tax returns. Prerequisite TAXP 2020 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAXP 4010 Federal Taxation II   **4.0 Quarter Credit Hours**
A thorough study of federal income tax law and its application to corporations and other business entities. Special topics include property transactions, alternative minimum tax, accounting periods and methods, and international aspects of taxation. Prerequisite ACGPP 4002 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAXP 4065 Tax Research and Planning   **4.0 Quarter Credit Hours**
Tax law and its implications in business. A critical examination of the legal aspects of taxation and the development of federal tax laws as a basis for planning business decisions. Students will conduct directed (independent) research of relevant tax issues and prepare well-documented reports for each of the assigned case studies. Prerequisite: TAXP 4010. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAXP 4060 Computerized Tax Accounting   **4.0 Quarter Credit Hours**
A course designed to familiarize the student with preparation of personal and corporate tax returns using a current software program. Prerequisite: TAXP 4010 - Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000

TAXP 6065 Tax Research and Planning   **4.0 Quarter Credit Hours**
Tax law and its implications in business. A critical examination of the legal aspects of taxation and the development of federal tax law as a basis for planning business decisions. Students will complete a directed (independent) research of relevant tax issues and prepare well-documented reports for each of the assigned case studies. - Prerequisite: TAXP 4010. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TRAP 4010 Transportation   **4.0 Quarter Credit Hours**
The role of the different modes of transportation (rail, motor, air, water, and pipelines) are analyzed in terms of economic characteristics and services rendered in relation to the management of the business entity. Prerequisite: MANP 2021. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TRVP 1010 Introduction to Travel   **4.0 Quarter Credit Hours**
This course provides an overview of the travel and tourism industry. Areas of study include transportation and accommodations, tourism, and business travel. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TRVP 1050 Travel Geography   **4.0 Quarter Credit Hours**
This course will present the world as a wide variety of destinations. World geography as it pertains to travel and tourism is studied on the basis of the various continents and how they relate to international travel. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TRVP 1200 Tourism and the Hospitality Industry   **4.0 Quarter Credit Hours**
This course provides an understanding of the temporary mass migratory movements of people throughout the world, movements that are made in the name of leisure and tourism. How tourism works and how people who are part of tourism can utilize the knowledge to make tourism work for them and their particular business or destination are also covered. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TRVP 2010 Reservations, Ticketing and Tariffs I   **4.0 Quarter Credit Hours**
This course is designed to develop the student's knowledge of the planning and pricing of itineraries for international travel. This course will involve direct flight planning, tariff terminology, fares, international tariffs and other necessary items for accurate travel ticketing, and will cover the operating instructions and use of the World Editions of the Official Airline Guide. Prerequisite: TRVP 1200, TRVP 1010, TRVP 1050, TRVP 2100. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TRVP 2020 Reservations, Ticketing and Tariffs II   **4.0 Quarter Credit Hours**
This course is designed to develop the student's knowledge of the planning and pricing of itineraries for domestic travel. It will involve direct flight planning, tariff terminology, fares, domestic tariffs and other necessary items for accurate travel ticketing. This course will cover the operating instructions and use of the North American Official Airline Guide. Prerequisites: TRVP 2010. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TRVP 2030 Travel Agency Management   **4.0 Quarter Credit Hours**
This course is a study of travel agency management requirements. Orientation to regulatory agencies, repeating and administrative forms, sales agreements, and agency appointment procedures, interrelationship of the travel agency with airline and steamship companies, railroads, wholesalers, tour companies and operations, methods of charter and group travel promotion are included. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TRVP 2040 Cruise and Tour Operations   **4.0 Quarter Credit Hours**
This course is an examination of pertinent information about the tour and cruise industry, including their history, operations, and housing and selling system. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TRVP 2050 Marketing, Sales, Public Relations and Salesmanship in Travel and Tourism   **4.0 Quarter Credit Hours**
This course is a study of sales, promotion, marketing, and salesmanship practices in the tourism industry including the components of sales and selling in travel from the introduction to the close of a sale. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TRVP 2101 Ecotourism   **4.0 Quarter Credit Hours**
This course will focus on exploring tourism's relationship to the natural world. It will also include an investigation into the markets for ecotourism plus the structure of the ecotourism industry and its potential for success as a local economic development tool. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TRVP 2999 Travel Externship   **4.0 Quarter Credit Hours**
As part of the preparation for a career in travel and tourism administration, the student is permitted to serve a 120 hour externship in the travel industry or other organizations acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and to the employer. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair.   - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

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Karen O'Donnell	Director of Student Services
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FORT LAUDERDALE COLLEGE

Name	Discipline	Degree	
Bateman, Sandra	Paralegal	DBA	Nova University
	Business	MBA	Nova University
		BS	Ft. Lauderdale College
		CLA	National Assoc of Legal Assist
Baum, June	Librarian	MLS	Long Island University
		BA	Purchase College
Castora, Frank	Business	MBA	Nova University
	Accounting	BS	Barry University
Como, Vincent	Criminal Justice	MS	Lynn University
		BA	Richmond College
Delpiano, Peter	Finance	MBA	State University of New York
	Business	BS	Lemoyne College
Kronk, Barbara, C.P.A.	Accounting	MA	Nova University
		BS	Auburn University
Polak, Rhonda	MBA	DBA	Nova University
	Computer Information	DBA, MBA	Nova University
	International Business	BA	Palm Beach Atlantic University
Porta-Avalos, Jannette	General Education	MS	Long Island University
	Intensive English	BS	New York Institute of Tech
Schmit, Bernard	Business	MBA	University of Miami
	Marketing	BSBA	Pepperdine University
Taylor, Luther	General Education	MA	Michigan State University
		BA	Dartmouth College

ORLANDO COLLEGE, MELBOURNE

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Cook, Catherine	Business Administration	PhD	The Union Institute
	Hospitality	MBA	Fort Lauderdale College
	General Education	BA	Florida State University
Garfield, Rhoda	Business Administration	MBA	Orlando College
	Education	BA	Hunter College
Moini, Jahangir Dr.	Medical Assisting	MD	School of Medicine (Iran)
		MPH	Tulane University
Ryan, Joanne	Business Administration	MBA	Webster University
		BS	St. Joseph's College
Ryan, Maurice	Business Administration	PhD	Colorado State University
		MEd	Colorado State University
		BVE	Cal State University
Scrivener, Helen	Criminal Justice	MS	University of Miami
		BA	University of Connecticut
Wallen, Stephen	Film/Video	MFA	University of Southern California
		BA	California State Univ. Long Beach
Wiggin, Donald	Computer Information	MA	Webster University
		BS	New York Institute of Technology

ORLANDO COLLEGE, NORTH

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Bench, Douglas	Paralegal	JD	Capital University
	Criminal Justice	MEd	University of Toledo
		BS	Kent State University
Boelke, Michael	Commercial Art	AS	Orlando College
Braun, Andy	Business Administration	MBA	Orlando College
		BS	Orlando College
Fox, Pat	Commercial Art	BS	University of Central Florida
Green, Lorraine	Business Administration	MBA	Orlando College
		BS	Troy State University
Gunderson, Randee	Court Reporting	C.R. Diploma	Minnesota School of Business
Matyas, Eric	Film/Video	BFA	New York University
McClay, Mitchell	Library Science	Ph.D, MPA	LaSalle University
		MLS	Emporia State University
		BA	Columbia College
		BS	Kansas State University
Phillips, James	Medical Assisting	BS	Florida State University
Robertson, Peggy	Computer Info Science	BS	Orlando College
Vasek, Scott	Court Reporting	AS	Jones College

ORLANDO COLLEGE, SOUTH

Name	Discipline	Degree	
Baker, Terrie	Medical Assisting	BSN	Florida Southern College
		ASN	Valencia C.C.
Bobo, Susan	Librarian	MLIS	University of Oklahoma
		BGS	University of Kansas
DeWitt, R. Peter	Graduate Studies	PhD	State University New York
		MA	San Diego State University
		BA	Penn State University

Gargan, Richard	General Education	PhD	Ohio State University
		MA	University of Cincinnati
		BA	Providence College
Jenkins, Bill G.	Computer Information	MBA	Pfeiffer University
		BS	Franklin Pierce College
Manktelow, Loretta	Accounting	MS	University of Miami
		BBA	University of Texas
McNutt, Michael	Marketing/Management	MBA	Orlando College
		BBA	Orlando College
Oesch, Nancy	Legal Studies	MS, BS	Michigan State University
Reed, Diane	Medical Assisting	BSN	Grand Valley State University
Reffitt, Phil	Accounting/Business	MBA	Orlando College
			Orlando College
Stewart, Nancy	Business Administration	BS	Orlando College, South
Young, Nancy	Medical Assisting	MA	Central Michigan University
		BA	Michigan State University

TAMPA COLLEGE, BRANDON

Name	Discipline	Degree	
Campbell, David	Business Administration	MA	Central Michigan University
Di Bernardo, Marco	General Education	MS	Long Island University
		BA	CW Post College
Glauser, Arnold	Computer Information	MBA	New Hampshire College
		BS	Northeastern College
Gotner, Phillip	Court Reporting	BS	Kansas State University
Lock, Madeline	Library Science	MLS	University of Puerto Rico
		BA	Catholic University
Long, Susan W.	Finance	Ph.D.	University of South Carolina
		MBA	University of South Carolina
		BS	Syracuse University
Parks, Thomas	Paralegal	JD	West Virginia University
		BS	Marshall University
Roberts, Jeanne	Business Administration	PhD	University of South Florida
		MA	University of South Florida
		BA	University of South Florida
Rose, Bill, C.P.A.	Accounting	MBA	Tampa College
		MA	University of South Florida
		BA	University of South Florida
Stanko, Ed	Business Administration	MBA	Tampa College
		BA	University South Florida
Stanley, Kenneth	Medical Assistant	BS	Southern Illinois University
		BS	George Washington
Sypniewski, Frank	Criminal Justice	MS	Nova University
		BA	University of Maryland

TAMPA COLLEGE, LAKELAND

Name	Discipline	Degree	
Costakis, Darlene	English	MAT	Rollins College
		BS	University of Arizona
Durah, Anthony	MBA	DBA	Nova Southeastern
		MA	University of Detroit
		BBA	Detroit Institute of Technology

Name	Discipline	Degree	Institution
Fisher, Maryln	Accounting	MS	American University
		BS	University of Maryland
Greer, Melissa	Computer Information Science	MBA	Florida Metropolitan University
		BA	Tampa College
Hoffman, William	Business	MBA	Florida Metropolitan University
		BS	Regis College
Martinez, Betty	Library Science	MA	University of South Florida
		BS	Florida Southern College
Palumbo, Mark	Criminal Justice	MSW	University of Pittsburg
		BS	Clarion University
Pfaff, Richard	Medical Assisting	DC	Palmer College
Potts, Lizbeth	Paralegal	JD	Mercer Law School
		MPA	Golden Gate University
Schneider, William	Business	MA	Central Michigan University
		BS	St. Petersburg College
Theodore, Kate	Office Technologies	MA	University of Tampa
	General Education	BS	Florida Southern College
Valk, Dirk	Computer Information	BS	Florida Institute of Technology

TAMPA COLLEGE, PINELLAS

Name	Discipline	Degree	Institution
Baskin, John, C.P.A.	Accounting	MS	University of Tennessee
		MBA	Tampa College
		BS	University of Tennessee
Courter, Jennie	General Education	MA	Georgian Court College
		BA	Kean College
DiBernardo, Marco	General Education	MS	Long Island University
		BA	C W Post College
Durham, Alexis	Criminal Justice	PhD	University of Pennsylvania
		MA	University of Pennsylvania
		BA	New College
Hazlett, Karen	Criminal Justice	Med	National Louis University
		BS	Florida Metropolitan University
Oman, Judith	Management/Marketing	MBA	Chadwick University
		BS	Chadwick University
Roberts, Jeanne	Graduate	PhD	University of South Florida
		MA	University of South Florida
		BA	University of South Florida
Schroeder, Stephen	Legal Studies	JD	Stetson Law School
		BA	University of South Florida
Sy-A-Foek, Penelope	Computer Information Science	MBA	Tampa College
		BS	Tampa College
Weigand, Teresa	Medical Assisting	MBA	FMU - Tampa College, Pinellas
		BS	Columbia Union College

TAMPA COLLEGE

Name	Discipline	Degree	Institution
Hunt, Mary	ESL Program	MSE	Harding University
		BS	University of South Florida
Johnson, Constance	Business Administration	MBA	Nova University
	Marketing/Management	BS	Florida State University
Kennedy, Linda	Medical Assisting	MBA	Florida Metropolitan University
		BBA	Florida Metropolitan University
		Diploma	MBA Medical Education Center

Long, Susan W.	Finance	Ph.D.	University of South Carolina
		MBA	University of South Carolina
		BS	Syracuse University
McCain, Bruce	Computer Info. Science	MBA	Tampa College
		BS	Fairleigh Dickinson University
O'Bryant, Michael	Commercial Art	Certificate	Ringling School of Art
Occhipinti, Sharon	General Education	MA	University of South Florida
		BA	University of South Florida
Palladino, Daniel	General Education	MA	University of Florida
		BA	University of Tampa
Pressner, David	Business Administration	MS	Virginia Commonwealth University
		BS	University of Pennsylavania
Robinson, Virginia	Commercial Art	Certificate	Traphagen School
Watkins, Anne	Library Science	MLS	University of Toronto
		BFA	Ohio State University
Whittle, Claude	Criminal Justice/	JD	S. Texas College of Law
	Paralegal	BA	University of South Florida
Zaruba, Charles	Accounting	MBA, MA	Nova Southeastern University
		BS	Jacksonville University

DISTANCE EDUCATION

Name	Discipline	Degree	
Campbell, Bill	Business Administration	MS	Nova University
		BSW	Florida State University
Duarte, Alberto	Business Administration	MPA	Troy State University
		BS	University of Maryland
Fischer, Mark	Legal Studies	BS	University of Central Florida
George, Kathleen	General Education	MA	Newport University
		MA	Chadwick University
		BS	University of NY State
Gunn, Susan	Business Administration	EdD	Florida Atlantic University
		M.Ed	Florida Atlantic University
		BS	Florida Atlantic University
Johnson, Constance	Business Administration	MBA	Nova University
	Marketing/Management	BS	Florida State University
Manktelow, Loretta	Accounting	MS	University of Miami
		BBA	University of Texas
McNutt, Michael	Marketing/Management	MBA	Orlando College
		BBA	Orlando College
Philips, Michael	Economics	MBA	Baldwin-Wallace College
		BA	University of Akron
Pressner, David	Business Administration	MS	Virginia Commonwealth University
		BS	University of Pennsylvania
Rigieri, Paul	Business Administration	MBA	Baruch College
		BS	City College of New York
Sithole, Michael	Business Administration	MS	National Louis University
		BA	National Louis University

FLORIDA METROPOLITAN UNIVERSITY ACADEMIC CALENDAR

1999 CALENDAR				
EVENT		**MO**	**DA**	**YR**
Christmas Holidays	From:	12	21	1998
	To:	1	3	1999
Classes Resume		1	4	1999
Fall Term Ends		1	9	1999
Winter Term Starts		**1**	**11**	**1999**
M.L. King Jr. Birthday Holiday		1	18	1999
Presidents' Day		2	15	1999
Mini-Term Starts		**2**	**18**	**1999**
Good Friday Holiday		4	2	1999
Winter Term Ends		**4**	**3**	**1999**
Spring Vacation*	From:	4	5	1999
	To:	4	10	1999
Spring Term Starts		**4**	**12**	**1999**
Mini-Term Starts		**5**	**24**	**1999**
Memorial Day Holiday		5	31	1999
Independence Day Holiday		7	5	1999
Spring Term Ends		7	3	1999
Summer Vacation	From:	7	5	1999
	To:	7	10	1999
Summer Term Starts		**7**	**12**	**1999**
Mini-Term Starts		**8**	**23**	**1999**
Labor Day Holiday		9	6	1999
Summer Term Ends		10	2	1999
Fall Vacation	From:	**10**	**4**	**1999**
	To:	**10**	**9**	**1999**
Fall Term Start		**10**	**11**	**1999**
Mini-Term Starts		**11**	**18**	**1999**
Thanksgiving Day Holiday	From:	11	25	1999
	To:	11	27	1999
Christmas Holiday	From:	12	20	1999
	To:	1	2	2000
Classes Resume		1	4	2000
Fall Term Ends		1	15	2000

*Spring vacation may vary by city and may be coordinated with public school vacations. As Easter Sunday occurs on April 4, many public school vacations will be the week of March 29-April 2. The term will then end April 10.

2000 CALENDAR				
EVENT		MO	DA	YR
Christmas Holidays	From:	12	20	1999
	To:	1	2	2000
Classes Resume		1	3	2000
Fall Term Ends		1	15	2000
M.L. King Jr. Birthday Holiday		1	17	2000
Winter Term Starts		1	18	2000
Presidents' Day		2	21	2000
Mini-Term Starts		2	22	2000
Winter Term Ends		4	8	2000
Spring Vacation*	From:	4	10	2000
	To:	4	14	2000
Spring Term Starts		4	17	2000
Memorial Day Holiday		5	29	2000
Mini-Term Starts		5	24	2000
Independence Day Holiday		7	4	2000
Spring Term Ends		7	8	2000
Summer Vacation	From:	7	7	2000
	To:	7	14	2000
Summer Term Starts		7	17	2000
Mini-Term Starts		8	28	2000
Labor Day Holiday		9	4	2000
Summer Term Ends		10	7	2000
Fall Term Start		10	9	2000
Mini-Term Starts		11	20	2000
Thanksgiving Day Holiday		11	23	2000
Christmas Holiday	From:	12	18	2000
	To:	1	1	2001
Classes Resume		1	2	2001
Fall Term Ends		1	13	2001

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

2001 CALENDAR				
EVENT		**MO**	**DA**	**YR**
Christmas Holidays	From:	12	18	2000
	To:	1	1	2001
Classes Resume		1	2	2001
Fall Term Ends		1	12	2001
M.L. King Jr. Birthday Holiday		1	15	2001
Winter Term Starts		**1**	**16**	**2001**
Presidents' Day		2	19	2001
Mini-Term Starts		**2**	**26**	**2001**
Winter Term Ends		**4**	**6**	**2001**
Spring Vacation*	From:	4	9	2001
	To:	4	13	2001
Spring Term Starts		**4**	**16**	**2001**
Memorial Day Holiday		5	28	2001
Mini-Term Starts		**5**	**29**	**2001**
Independence Day Holiday		7	4	2001
Spring Term Ends		7	6	2001
Summer Vacation	From:	7	9	2001
	To:	7	13	2001
Summer Term Starts		**7**	**16**	**2001**
Mini-Term Starts		**8**	**27**	**2001**
Labor Day Holiday		9	3	2001
Summer Term Ends		10	5	2001
Fall Term Start		**10**	**8**	**2001**
Mini-Term Starts		**11**	**19**	**2001**
Thanksgiving Day Holiday		11	22	2001
Christmas Holiday	From:	12	19	2001
	To:	1	1	2002
Classes Resume		1	2	2002
Fall Term Ends		1	11	2002

*Spring vacation may vary by city and may be coordinated with public school vacations. Easter Sunday is April 15, which coincides with the Spring Break in the calendar above. Alternatively, the Spring term may start on April 9, with Spring Break taken April 16-20, if necessary to coincide with local public school break.

2002 CALENDAR				
EVENT		MO	DA	YR
Christmas Holidays	From:	12	19	2001
	To:	1	1	2002
Classes Resume		1	2	2002
Fall Term Ends		1	11	2002
Winter Term Starts		1	14	2002
M.L. King Jr. Birthday Holiday		1	21	2002
Presidents' Day		2	18	2002
Mini-Term Starts		2	25	2002
Good Friday Holiday		3	29	2002
Winter Term Ends		4	5	2002
Spring Vacation*	From:	4	8	2002
	To:	4	12	2002
Spring Term Starts		4	15	2002
Memorial Day Holiday		5	27	2002
Mini-Term Starts		5	28	2002
Independence Day Holiday		7	4	2002
Spring Term Ends		7	5	2002
Summer Vacation	From:	7	8	2002
	To:	7	12	2002
Summer Term Starts		7	15	2002
Mini-Term Starts		8	26	2002
Labor Day Holiday		9	2	2002
Summer Term Ends		10	4	2002
Fall Term Start		10	7	2002
Mini-Term Starts		11	19	2002
Thanksgiving Day Holiday	From:	11	21	2002
	To:	11	23	2002
Christmas Holiday	From:	12	23	2002
	To:	1	3	2003
Classes Resume		1	6	2003
Fall Term Ends		1	11	2003

*Spring vacation may vary by city and may be coordinated with public school vacations. If an alternate Spring vacation is scheduled, the Winter Term will end on April 12.

FLORIDA METROPOLITAN UNIVERSITY

TUITION SCHEDULE

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

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

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

Undergraduate tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR:	TUITION PER CREDIT HOUR:
Commercial Art or Film and Video	1 through 11	$204
	12 through 15	$194
	16 or more	$184
Medical Assisting	1 through 11	$197
	12 through 15	$187
	16 or more	$177
Court Reporting	1 through 11	$184
	12 through 15	$174
	16 or more	$163
Network Administration	per credit	$250
All Other Undergraduate Programs	1 through 11	$190
	12 through 15	$180
	16 or more	$170

Graduate tuition per credit hour per term

Criminal Justice	per credit	$289
Executive M.B.A.	per credit	$457
All Other Master's Degree Programs	per credit	$275

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

All Undergraduate Programs	per credit	$180

Fort Lauderdale College offers Levels I through IV of Intensive English courses with a tuition of $1,390 per level.

Tuition will be charged on a quarterly basis. A $50 non-refundable Application Fee is charged to all applicants. Additional Fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the Fees and Tuition section of this catalog.

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♦ **Addendum # 1 – Effective January 18, 2000**

PHIP 2100 Critical Thinking replaces SLS 1080 Computer Literacy in all programs.

Under course descriptions on page 79 of the catalog, the prerequisite for CJT 4528 has been eliminated.

♦ **Addendum #2 – Effective February 22, 2000**

The following course codes have been changed:

Old Course Code	New Course Code
CCJP1010 Criminology	CCJP1510 Criminology
CCJP2210 Criminal Procedure	CCJP2510 Criminal Procedure

♦ **Addendum #3 – Effective March 1, 2000**

The following program has been added to the course offerings of the Brandon and Lakeland campuses of FMU:

Microsoft Office User Specialist
Associate of Science Degree
Credit Hours Required: 96

The Microsoft Office User Specialist program is designed to take the student from the basic through the expert level in the various applications of the Microsoft Office software. Software applications studied include Word, PowerPoint, Excel and Access. Emphasis is placed on developing effective communication skills in the various software environments. The major core courses will prepare students to sit for the assorted Microsoft Office User Specialist certification examinations. Graduates will qualify for the wide range of administrative assistant occupations.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
College Core Requirements:				
ACGP 2001	Principles of Accounting I	40		4
CGSP 1326	Project Development	10	20	2
CGSP 1520	Introduction to Database	10	20	2
CGSP 1522	Introduction to Spreadsheets	10	20	2
CGSP 1550	Introduction to Presentations	10	20	2
MANP 1011	Introduction to Business Enterprise	40		4
OSTP 1145	Speed-Building Skills	10	20	2
OSTP 2705	Introduction to Word Processing	10	20	2
SLSP 1130	Strategies for Success	40		4
SLSP 1320	Career Skills	20		2
Major Core Requirements:				
SLSP 1500	Workplace Relationships	10	20	2
CGSP 1410	Essentials of Comm & Document Formats	10	20	2
CGSP 1501	Computer Fundamentals	30	20	4
CGSP 2075	Spreadsheets Core Skills	30	20	4
CGSP 2137	Presentations Core Skills	30	20	4
CGSP 2175	Database Management Core Skills	30	20	4

OSTP 2716	Word Processing Core Skills	30	20	4
CGSP 2532	Spreadsheets Expert Skills	30	20	4
CGSP 2602	Presentations Expert Skills	30	20	4
CGSP 2640	DataBase Management Expert Skills	30	20	4
OSTP 2737	Word Processing Expert Skills	30	20	4
CISP 2801	Office 2000 Integration of Data	10	20	2
CGSP 2805	Microsoft Office & Web Browsers	10	20	2
CISP 2955	Externship I		60	2
General Education Requirements:				
ENCP 1106	Composition I	40		4
ENCP 1107	Composition II	40		4
MACP 2104	College Algebra	40		4
PSYP 2014	General Psychology	40		4
SPCP 2602	Oral Communications	40		4
	General Education Course (Elective)	40		4
	Total Program:			96

The following course descriptions are added to the descriptions that begin on page 69 of the catalog:

OSTP 1145 Speedbuilding Skills
2.0 Quarter Credit Hours

This course develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches random letter, symbol, and number drills. Prerequisite: None Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGSP 1410 Essentials of Communications and Document Formatting
2.0 Quarter Credit Hours

This course provides instruction in both the essentials of basic writing strategies and formatting for document production. Tips for the development of correspondence such as letters and memos, electronic documents such as faxes and email, and general documents such as tabular and narrative reports are a focus of the course. Emphasis is placed on proofreading, grammar, punctuation, capitalization style, and number usage. Prerequisite: None Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OSTP 2716 Word Processing Core Skills
4.0 Quarter Credit Hours

This course provides instruction in the essential word processing skills; it prepares students for the Microsoft Office User Specialist Word Core Certification examination. The emphasis is on working with text such as paragraphs and documents, managing files, using tables, and working with pictures and charts. A major focus of the course will be on the Word 2000 core certification skill activities. Prerequisite: **OSTP 2705** Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 2137 Presentations Core Skills
4.0 Quarter Credit Hours

This course provides instruction in the core presentation skills and prepares students for the Microsoft Office User Specialist PowerPoint Core Certification examination. The emphasis of the course is on creating and modifying presentations, using templates, working with text and visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. Students will master all PowerPoint 2000 core certification skill activities. Prerequisite: **CGSP 1550** Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 2075 Spreadsheets Core Skills
4.0 Quarter Credit Hours

This course provides instruction in the core spreadsheet skills and prepares students for the Microsoft Office User Specialist Excel Core Certification. The emphasis of the course is on working with cells, working with files, formatting worksheets, page setup and printing, working with worksheets and

workbook structure, working with formulas and functions and using charts and objects. Students will master all Excel 2000 core certification skill activities. Prerequisite: **CGSP 1522** Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 2175 Database Management Core Skills Credit Hours
4.0 Quarter

This course provides instruction in core data management skills and prepares students for the Microsoft Office User Specialist Access Core Certification examination. The emphasis is on planning and designing databases, working with Access, building and modifying tables and forms, viewing and organizing information, defining relationships, producing reports, integrating simple data from the Access software program with other applications, and using Access tools. Students will master all Access 2000 core certification skill activities. Prerequisite: **CGSP 1520** Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

OSTP 2737 Word Processing Expert Skills Credit Hours
4.0 Quarter

This course provides instruction for the development of expert word processing skills; it prepares students for the Microsoft Office User Specialist Word Expert Certification examination. The emphasis of the course is on application development using advanced word processing features such as complex formatting of paragraphs and documents with AutoText and citations, macros, and elaborate tables with extensive calculations. Integration of data for graphics, pictures, and charts with advanced formatting such as 3D, mail merge, and collaborating with workgroups will also be addressed. Students will master all Word 2000 expert certification skill activities. Prerequisite: **OSTP 2716** Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 2532 Spreadsheet Expert Skills Credit Hours
4.0 Quarter

This course provides instruction for the development of expert spreadsheet skills; it prepares students for Microsoft Office User Specialist Excel Expert Certification. The emphasis of the course is on application development using customized and advanced spreadsheet features such as importing and exporting data, templates, multiple workbooks, pivot tables, and complex formulas. Printing workbooks, customizing with toolbars, using macros, auditing a worksheet, displaying and formatting data, using analysis tools and collaborating with workgroups. Students will master all Excel 2000 expert certification skill activities. Prerequisite: **CGSP 2075** Lecture Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CGSP 2602 Presentation Expert Skills Credit Hours
4.0 Quarter

This course provides instruction for the development of expert presentation skills and prepares students for the Microsoft Office User Specialist PowerPoint Expert Certification examination. The emphasis of the course is on application development using customized and advanced features of PowerPoint while creating or modifying presentations. Preparation of graphics such as pictures, charts, and tables with special effects, macros, and working with complex visual elements. Creating various types of output, delivering a presentation, managing files, working with PowerPoint, collaborating with workgroups and working with charts and tables. Students will master all PowerPoint 2000 expert certification skill activities. Prerequisite: **CGSP 2137** Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 2640 Database Management Expert Skills Quarter Credit Hours
4.0

This course provides instruction for the development of expert database management skills; it prepares students for the Microsoft Office User Specialist Access Expert Certification examination. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Students will master all Access 2000 expert certification skill activities. Prerequisite: **CGSP 2175** Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2801 Office 2000 Integration of Data Credit Hours
2.0 Quarter

This capstone course provides instruction for the development of enhanced application development skills using Office 2000 software. The emphasis of the course will be to integrate, embed, and link data from the Word, Excel, PowerPoint, and Access software programs. A focus will be on the students' mastery of object linking and embedding (OLE), embedding Excel objects in Word or PowerPoint, linking between Word, Excel and PowerPoint, updating and breaking links and using Access data in Excel workbooks or Word merges. Students will master Microsoft Office User Specialist Certification skill-sets relating to the integration of data for all Office 2000 software. Prerequisites: **OSTP 2737, CGP 2532, CGSP 2602, CGSP 2640** Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGSP 2805 Microsoft Office and Web Browsers — 2.0 Quarter Credit Hours

This capstone course provides instruction in the development of online skills for applications using Microsoft Office software. The course will focus on working with World Wide Web browsers, creating Web pages, and sharing information online. The emphasis of this course is on using browser software features, web addresses and URLs, navigating and searching the web, using bookmarks and saving in HTML format, creating web pages, working with frames and posting to the Web. Prerequisites: **OSTP 2737, CGSP 2532, CGSP 2602, CGSP 2640** Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CISP 2955 Externship I — 2.0 Quarter Credit Hours

This course provides the student with on-the-job experience in a business organization practicing office productivity activities with skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced Microsoft Office professional. Emphasis will be on document production and integration, application development, and methods of improving productivity through use of the software. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

♦ **Addendum #4 - Effective March 1, 2000**

The following scholarship programs are added to the listing of scholarships on page 19:

High School Scholarships

FMU will make a total of 216 high school scholarships available to graduating seniors. Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Awards are determined by an independent panel. Please review the current FMU Scholarship Guidelines for further details (including application and testing deadlines) and conditions of this program. Scholarships will be awarded in the following circumstances:

<u>Florida High School Principal Scholarships</u>

FMU recognizes that high school principals are better qualified to recommend those seniors whose aspirations and abilities qualify them for scholarship funds.

Each of the eight campus locations of FMU will award three High School Principal Scholarships of $2000 each.

The principals of participating Florida high schools are invited to recommend a senior whose academic achievements and personal career goals have been recognized and would be enhanced by scholarship assistance.

Recommended seniors must complete application procedures, provide letters of recommendation, and take the CPAt, which measures competency in reading, language and mathematics. Those who receive the top scores at each FMU campus will be invited to submit an essay. Awards that are declined will be rewarded to the next qualified applicant.

<u>Other High School Scholarships</u>

Each of the eight campus locations of FMU will award 24 High Schools Scholarships to graduating seniors, as follows:

*   Eight Scholarships valued at $2000 each, and
*   Sixteen Scholarships valued at $500 each.

High school seniors may obtain scholarship applications and guidelines from a participating high school guidance department or they may call FMU for an application. Students must fill out the application completely and provide acceptable letters of recommendation. All applicants must take the CPAt, which measures competency in reading, language and mathematics. Those who receive the top scores will be invited to submit an essay.

If a recipient chooses not to accept the award, the next qualified , as determined by the independent panel, will receive the scholarship.

♦   Addendum #5 - Effective March 1, 2000

Please note that the official name of each campus of Florida Metropolitan University has been changed to Florida Metropolitan University. There is no longer a campus location designation attached to the name. For example, the name Florida Metropolitan University - Orlando College, North is now just Florida Metropolitan University.

♦   Addendum #6 - Effective April 3, 2000

The following tuition chart replaces the chart on page 117 of the catalog for all classes beginning May 24, 2000:

Undergraduate tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR:	TUITION PER CREDIT HOUR:
Commercial Art	1 through 11	$217
or	12 through 15	$206
Film and Video	16 or more	$195
Court Reporting	1 through 11	$196
	12 through 15	$185
	16 or more	$173
Network Administration	Per credit	$265
Microsoft Office User Specialist	Per credit	$205
Medical Assisting	1 through 11	$210
	12 through 15	$199
	16 or more	$188
All Other Undergraduate Programs	1 through 11	$202
	12 through 15	$191
	16 or more	$180

Graduate tuition per credit hour per term

Criminal Justice	per credit	$307
Executive M.B.A.	per credit	$457
All Other Master's Degree Programs	per credit	$292

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

All Undergraduate Programs	per credit	$191

♦   **Addendum #7 - Effective May 1, 2000**

The following text replaces the fourth paragraph on page 69 which begins with "The course numbering system currently in use...:"

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by seventeen participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of the faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Indentifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	**1**	**0**	**1**	**0**	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both

institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

> When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

A. Courses in the 900-999 series (e.g., ART 2905)
B. Internships, practica, clinical experiences, and study abroad courses
C. Performance or studio courses in Art, Dance, Theater, and Music
D. Skills courses in Criminal Justice
E. Graduate Courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals reagrding course credit transfer decisions should be directed to Dan Moore, Chancellor of Florida Metropolitan University, at (813) 621-6478 or the Florida Department of Education, Office of Postsecondary Education Coordination, 401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or SunCom 278-6402.

Please note: Course prefixes which end in "P" indicate that the course is "pending" the assignment of a course number by the Statewide Course Numbering System and are not subject to the credit transfer policies described above."

◆ **Addendum #8 – Effective May 1, 2000**

The following courses have been approved by the Statewide Course Numbering System and the new course codes replace the old codes throughout the catalog:

New Course Number	Course Title	Prior Course Number
ART 1253C	Illustration Design	ARTP 1321
ART 1280C	Typography	ARTP 1531
ART 1300C	Principles of Drawing I	ARTP 1303
ART 1301C	Principles of Drawing II	ARTP 1316
ART 2310C	Advanced Media Techniques	ARTP 2301
ART 2330C	Anatomy and Figure Drawing	ARTP 2000
CCJ 5225	Modern Constitutional Theory	CCJP 5225
CCJ 5293	Law and the Legal System	CCJP 5220
CCJ 5345	Counseling the Offender	CCJP 5340
CCJ 5404	Law Enforcement Administration	CCJP 5110
CCJ 5142	Community Oriented Policing	CCJP 5115
CCJ 5443	Corr. Systems & Institutions	CCJP 5330
CCJ 5456	Interpersonal Management Skills	CCJP 5480
CCJ 5489	Ethics in Criminal Justice	CCJP 5445
CCJ 5507	The Juvenile Justice System	CCJP 5640
CCJ 5541	Juvenile Correctional Alter.	CCJP 5650
CCJ 5605	Crime and Criminology	CCJP 5660
CCJ 5655	Substance Use and Abuse II	CCJP 5617
CCJ 5705	Applied Research Methods	CCJP 5775
CCJ 5946	Research Practicum	CCJP 5995
CCJ 5971	Thesis	CCJP 5996
HFT 2941	Hospitality Industry Externship	HFTP 2931
HUN 1001	Basic Nutrition	HUNP 1001
MEA 1105	Domestic Violence	MEAP 1690
MEA 1239	Medical Terminology	HSCP 1531
MEA 1250	Diseases of the Human Body	HSCP 1444
MEA 1385	Medical Law and Ethics	HSCP 1561
MEA 1208	Clinical Lecture C	MEAP 2457
MEA 1207L	Clinical Lab B	MLSP 2326
MEA 2285L	EKG Interpretation	HSCP 2815
MEA 2257L	X Ray Fundamentals	HSCP 2603
MEA 2305	Medical Office Practice	OSTP 2301
MEA 2335	Medical Insurance Billing	MEAP 2714
MEA 2802	Medical Externship	HCPP 2941
MEA 2245L	Phlebotomy	MEAP 2936
PLA 1003	Introduction to Legal Assisting	PLAP 1003
PLA 1023	Legal Ethics & Social Respons	PLAP 1700
PLA 2460	Bankruptcy	PLAP 2121
PLA 2273	Torts	PLAP 2273
PLA 2308	Criminal Procedure	PLAP 2303
PLA 2231	Legal Medicine	PLAP 2350
PLA 2423	Contract Law	PLAP 2423
PLA 2433	Business Organizations	PLAP 2426
PLA 2483	Administrative Law	PLAP 2482
PLA 2610	Real Estate Law	PLAP 2505
PLA 2600	Wills, Trusts and Probate	PLAP 2607
PLA 2763	Law Office Management	PLAP 2763
PLA 2631	Environmental Law	PLAP 2764
PLA 2800	Family Law	PLAP 2803
PLA 2940	Paralegal Externship	PLAP 2940
PLA 3570	International Law	PLAP 3749
PLA 4470	Employment Law	PLAP 4017

◆ **Addendum #9 – Effective May 8, 2000**

Page 1 is amended by adding the following:

Florida Metropolitan University
8226 Phillips Highway
Jacksonville, FL 32256
(904) 731-4949   (904) 731-0599 (fax)

Pages 39 and 40 are amended by adding the following programs to be offered at the Florida Metropolitan University Jacksonville Campus:

Business (Associate Degree),
Business Administration (Baccalaureate Degree),
Computer Information Science (Associate Degree),
Computer Information Science (Baccalaureate Degree),
Criminal Justice (Associate Degree),
Criminal Justice (Baccalaureate Degree), and
Microsoft Office User Specialist (MOUS) (Associate Degree.

◆ **Addendum #10 – Effective May 30, 2000**

The last sentence of the first paragraph under the heading "Residency Requirement" on page 13 is changed to read as follows:

Experiential learning, proficiency examination, transfer credit, directed study and other forms of advanced standing or non-traditional learning do not count toward satisfying the residency requirement.

◆ **Addendum #11 – Effective May 30, 2000**

The subsection entitled Distance Education on page 14 is removed from the "Residency Requirement" section and becomes its own topic which reads as follows:

The various Colleges of the University may choose to offer certain courses through Distance Education (DE). Distance Education courses are offered over the Internet, and interaction between the students and faculty occur using a "virtual classroom." Courses will generally be identical in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Distance Education courses will be designated on the class schedule so students may register during the normal registration period.

To maximize student success within the DE program students:

• Must have a computer with a system profile that meets or exceeds the requirements listed on the Distance Education Application at the time of enrollment.
• Must have Internet access and an established email account.
• Continuing students must have a 2.0 CGPA to enroll in a distance education course. A first time student must maintain a 2.0 GPA to enroll in future distance education courses.
• Students must commence online contact with the course site within the first three days of the term.
• Students must understand that attendance is weekly and based upon the completion of assignments due in any one week.
• If a student is absent during any two weekly attendance periods of a six week course or 4 weekly attendance periods of a twelve week course, the student will be withdrawn from the course and will not be allowed to reenter the course during the term of enrollment.

◆ **Addendum #12 – Effective July 7, 2000**

The following tuition chart replaces the chart on page 117 of the catalog for students enrolling in all classes beginning August 28, 2000 or thereafter:

Undergraduate tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR:	TUITION PER CREDIT HOUR:
Commercial Art or Film and Video	1 through 11	$222
	12 through 15	$211
	16 or more	$200
Court Reporting	1 through 11	$201
	12 through 15	$190
	16 or more	$178
Network Administration	Per credit	$270
Microsoft Office User Specialist	Per credit	$210
Medical Assisting	1 through 11	$215
	12 through 15	$204
	16 or more	$193
All Other Undergraduate Programs	1 through 11	$207
	12 through 15	$196
	16 or more	$185

Graduate tuition per credit hour per term

Criminal Justice	per credit	$312
Executive M.B.A.	per credit	$462
All Other Master's Degree Programs	per credit	$297

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

All Undergraduate Programs	per credit	$196

◆ **Addendum #13 - Effective July 7, 2000**

◆ *The last paragraph on page 117 is changed to read as follows and applies to all students enrolling for classes beginning August 28, 2000, or thereafter:*

Tuition will be charged on a quarterly basis. A $25 registration fee will be charged to all students each quarter. The first quarter fee must be paid by cash, check or credit card. Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the Fees and Tuition section of this catalog.

◆ **Addendum #14 - Effective July 7, 2000**

In the Fees and Tuition section on page 6, the Matriculation fee of $100 has been eliminated and the Application fee of $50 is replaced with the following for classes beginning August 28, 2000, or thereafter:

• Registration fee $25   Required of each student at the beginning of each quarter.

◆ **Addendum #15 - Effective July 17, 2000**

The "Attendance Policies and Procedures" on pages 15-16 is changed to the following:

ATTENDANCE POLICY

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

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

Should a student's absences reach 25% of the total scheduled hours in a term for any course, the student will be placed on attendance probation. Students placed on attendance probation will be encouraged to meet with the Academic Dean, or designee, to develop a plan to improve the student's attendance. Students placed on attendance probation will be returned to non-probation status at the start of the next term assuming they have satisfactorily completed the course requirements.

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution.

♦   **Addendum #16 - Effective July 17, 2000**

The following courses have been approved by the Statewide Course Numbering System and the new course codes replace the old codes throughout the catalog:

New Course Number	Course Title	Prior Course Number
CCJ 1011	Criminology	CCJP 1010
CCJ 1024	Introduction to Criminal Justice	CCJP 1020
CCJ 2110	Policing in America	CCJP 2641
CCJ 2233	Criminal Evidence	CCJP 2230
CCJ 2234	Criminal Procedures	CCJP 2210
CCJ 2238	Criminal Investigation & Police Procedures	CCJP 2100
CCJ 2252	Constitutional Law & Legal Procedures	CCJP 2250
CCJ 2306	Introduction to Corrections	CCJP 2440
CCJ 2501	Juvenile Delinquency	CCJP 2540
CCJ 2940	Criminal Justice Externship	CCJP 2949
CCJ 2943	Current Issues in Criminal Justice	CCJP 2936
CCJ 3215	Concepts of Criminal Law	CCJP 3721
CCJ 3331	Probation and Parole	CCJP 3341
CCJ 3450	Criminal Justice Management	CCJP 3452
CCJ 4054	Criminal Justice Ethics & Liability	CCJP 4738
CCJ 4075	Computer Crime	CCJP 4528
CCJ 4120	Criminal Justice in the Community	CCJP 4130
CCJ 4128	Cultural Diversity for Law Enforcement	CCJP 4662
CCJ 4940	Criminal Justice Externship	CCJP 4949
CJD 3252	Interviews & Interrogations	CCJP 3500
FIN 1103	Introduction to Finance	FINP 1100
FIN 3006	Principles of Finance	FINP 3000
FIN 4602	International Business & Finance	FINP 4604
GEB 2350	Current Issues in International Business	MANP 2998
GEB 2353	International Competitiveness	MANP 2146
GEB 4351	Import/Export Management	MANP 4651
GEB 4352	International & Comparative Industrial Relations	MANP 4610
GEB 4361	Management of International Business	MANP 4650
GRA 1171C	Advertising Design I	GRAP 1500
GRA 1172C	Advertising Design II	GRAP 1510
GRA 1121C	Digital Applications for Desktop App.	GRAP 1582

GRA 1122C	Digital Applications for Publication Design	GRAP 1551
GRA 2111	Graphic Design I	GRAP 2500
GRA 2114C	Graphic Design II	GRAP 2510
GRA 2153C	Digital Applications for Graphic Illustration	GRAP 2321
GRA 2182L	Advanced Digital Applications	GRAP 2891
GRA 2940	Commercial Art Externship	GRAP 2999
GRA 2952	Portfolio	GRAP 2998
MAR 1011	Introduction to Marketing	MARP 1011
MAR 2071	Current Issues in Marketing	MARP 2935
MAR 2141	Introduction to International Marketing	MARP 2141
MAR 2305	Customer Relations & Servicing	MARP 2500
MAR 2323	Advertising	MARP 2321
MAR 2721	Marketing on the Internet	MARP 2456
MAR 3142	Global Marketing	MARP 3250
MAR 3160	Industry and Trade	MARP 3405
MAR 3231	Retailing	MARP 3231
MAR 3310	Public Relations	MARP 3330
MAR 3400	Salesmanship	MARP 3400
MAR 3503	Consumer Behavior	MARP 3503
MAR 4156	International Marketing Analysis	MARP 4241
MAR 4613	Marketing Research	MARP 4630
MEA 2315L	Medical Transcription	OSTP 2614
MEA 2241	Pharmacology & Medical Math	PHAP 2245
PGY 2801C	Digital Image Manipulation	GRAP 2791
PLA 1105	Legal Research & Writing I	PLAP 1106
PLA 2106	Legal Research & Writing II	PLAP 2116
PLA 2203	Civil Procedure	PLAP 2250
PLA 3115	Legal Research & Writing III	PLAP 3159
PLA 3223	Civil Litigation	PLAP 3045
PLA 4116	Legal Research & Writing IV	PLAP 4156
PLA 4274	Advanced Tort Law	PLAP 4273
SPN 2030	Medical Spanish	MEAP 2701

♦ **Addendum #17 – July 17, 2000**

Distance Education Faculty - Summer Quarter 2000

Aaron Bakalar	BA	University of California
	MS	California State University
Bill Campbell	BS	Florida State University
	MS	Nova Southeastern
Camille Caizzo	BA	California State University
	MA	California State University
	Ph.D	United States International University
Al Duarte	BS	University of Maryland
	MPA	Troy State University
H.R. Galambor	BS	Utah State University
	MBA	Universitiy of Phoenix
Kim Goodwin	BS	Virginia Polytechnic Institute
	MA	James Madison University
Kurt Hull	BS	Providence College
	MBA	Province College
Connie Johnson	BS	Florida State University
	MBA	Nova University
Dusty Maddox	BA	Texas Women's Universtiy
	MA	Texas Women's University
Ginny Mapes	BS	Boston College
	MS	Boston College
	MS	Lesley College

Mike McNutt	BBA	Orlando College
	MBA	Florida Metropolitan University
Yanine Neault	BS	University of Tampa
	MBA	University of Tampa
Karen O'Donnell	BA	University of Scranton
	MA	University of Pennsylvania
Diane Peretic-Till	BA	University of Pittsburgh
	Master of Public and International Affairs-University of Pittsburgh	
Mike Philips	BA	University of Akron
	MBA	Baldwin-Wallace College
Ray Pinner	BCS	Tulane University
	MBA and Master of Accounting-Nova Southeastern	
Sunjay Rao	MA	University of South Florida
Paul Ruggieri	BS	The College of Staten Island
	MBA	Baruch College

♦ **Addendum #18 - Effective August 14, 2000**

In the description of the Master of Business Administration program on pages 41 - 43, all references to "research practicum" and "comprehensive examination" are hereby eliminated.

♦ **Addendum #19 - Effective August 28, 2000**

The following changes have been made to the "Requirements for Graduation" in the Court Reporting major on page 54:

    2. Machine Shorthand
    Pass three 5-minute jury charge tests @200 wpm with at least 95% accuracy
    Pass three 5-minute literary tests @180 wpm with at least 95% accuracy
    (the other requirements in #2 remain the same)

♦ **Addendum #20 - Effective September 1, 2000**

The tuition for the mini-term referenced in Addendum #12 is changed as follows for students enrolling in the mini-term beginning November 20, 2000:

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

All Undergraduate Programs (except Medical Assisting)	per credit	$196
Medical Assisting	per credit	$204

♦ **Addendum #21 - Effective September 1, 2000**

Addendum #11 above is expanded to include the course offerings in the Distance Education mode. Please note that not all courses are offered each quarter. Please see the current quarter schedule for course availability. The courses offered through DE are as follows:

BULP 2100	Applied Business Law
CPOP 4820	Global Politics
ECOP 3013	Macroeconomics
ECOP 3023	Microeconomics
ENCP 3211	Report Writing
FINP 3504	Investments
MANP 1011	Introduction to Business Enterprise
MANP 2021	Principles of Management
MANP 2101	Introduction to Human Resources

MANP 2142	Introduction to International Management
MANP 3233	Principles of Supervision
MANP 4101	Management of Human Resources
MARP 1011	Introduction to Marketing
MARP 2321	Advertising
POSP 2041	American National Government
PSYP 2014	General Psychology
SOPP 4004	Social Psychology

FMU

ANNOUNCEMENT

FOR DISTRIBUTION TO ALL FMU STUDENTS

STATUS REPORT OF FMU PARTICIPATION IN THE FLORIDA STATEWIDE COURSE NUMBERING SYSTEM

The Florida Statewide Course Numbering System (SCNS) facilitates the orderly transfer of academic credits among Florida's postsecondary institutions *who participate in the system*. At this time only public postsecondary institutions and just a few private institutions participate in the system.

FMU recently became a participating institution in the SCNS. Each participating institution must submit an application for each course offered at the institution. SCNS faculty committees then assign a new course number to each course based on *course content*. As of this date, FMU has submitted 238 course applications and the SCNS faculty committees have assigned 160 new numbers to FMU courses. Following the assignment of new course numbers, participating institutions must submit copies of faculty academic and work experience credentials. The SCNS then conducts an evaluation of the faculty credentials and, if acceptable, designates the course as "transferable". As of this date the SCNS has designated 21 FMU courses as transferable.

As you can see from the above description of the SCNS process, FMU is still in the very early stages of participation. Please note that credit transfer is not retroactive for courses completed prior to the date when the SCNS assigns the "transferable" designation.

Therefore, FMU students should not assume that courses completed at FMU, at this time or in the past, would be transferable to other participating institutions using the SCNS process.

FMU will continue to submit courses to the SCNS throughout the year 2000. With each passing month additional courses will be assigned new course numbers and, following the faculty credential review process, become eligible for transfer to other participating institutions. We will keep you informed of our progress. Thank you for your cooperation and patience.

Daniel F. Moore   September 26, 2000
Chancellor

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