



JONES COLLEGE

1992-94 COLLEGE CATALOG*

Arlington Campus and Corporate Offices

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Jacksonville, Florida 32211-5588
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West Campus

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*This catalog is not complete without a supplement
for the Miami Campus or the Jacksonville Campus.

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GENERAL INFORMATION

STATEMENT OF PHILOSOPHY AND OBJECTIVES

It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge, the attainment of useful skills and an exposure to diverse cultural experiences.

The programs offered by the College manifest this philosophy. It is the objective of these programs to provide specialized education in business administration at the college level and to provide a broad base of general education. The results are programs that enable students to contribute to their own cultural growth, social ethics and financial prosperity as well as that of the nation.

HISTORY

Founded in Jacksonville in 1918 by Annie Harper Jones, the College had a modest beginning with fewer than 50 students. A program which originally offered specialized business training has been expanded and enriched to meet the needs of the student body pursuing relevant professional education. In 1947, the College was chartered by the State of Florida as a non-profit degree granting institution. Under this charter, the College is governed by a Board of Trustees, and all income in excess of operating expenses is devoted to providing better equipment and educational facilities.

ACCREDITATION

Jones College is accredited as a Senior College of Business by the Accrediting Commission for Independent Colleges and Schools, which has been designated as a nationally recognized accrediting agency by the United States Department of Education, and is recognized by the Council on Postsecondary Accreditation (COPA).

COPA is an umbrella organization made up of the various recognized accreditation authorities in the United States. These agencies include nationally recognized as well as regionally recognized authorities. Jones College is accredited by the Accrediting Commission for Independent Colleges and Schools, which is a nationally recognized agency. Many of the colleges and universities in Florida are accredited by the Southern Association of Colleges and Schools, a regional association. In addition, there are a number of accredited schools and organizations which are accredited by professional accrediting associations. An example of a professional accrediting association would be the American Bar Association. All of these recognized agencies are recognized by, and are members of, COPA.

The College is listed as an Institution of Higher Education in the Education Directory published by the United States Department of Education. The College is a non-profit, non-sectarian, coeducational institution chartered by the State

of Florida with the authority to confer collegiate degrees. The College is recognized by the Florida Bureau of Veterans Affairs and is registered by the Florida State Board of Independent Colleges and Universities.

ARLINGTON CAMPUS AND CORPORATE OFFICES

The Arlington Campus of Jones College is centrally located on the east bank of the St. Johns River, minutes away from downtown Jacksonville, suburban areas and ocean beaches. A map showing the locations of Jones College can be found on page 91. The College is conveniently housed in a 12-story building where all classrooms, the library, administrative offices, the studios of College radio stations WKTZ, WJAX, and two carrier current radio stations are located.

WEST CAMPUS ADDITIONAL FACILITY

In June of 1985, the College opened the West Campus which is ideally located to serve the needs of students residing in west Jacksonville and Orange Park. This spacious facility is designed to house most of the programs offered by the College as well as allied health programs. In 1989 the Campus was enlarged to its present size.

MIAMI, FLORIDA BRANCH CAMPUS

The Miami Branch Campus of Jones College is conveniently located in South Miami at the intersection of US 1 and Sunset Drive. The College is directly across the street from the Sunset Station Plaza Complex and the South Miami Metrorail Station. Public transportation is, therefore, available to the College from convenient points in Dade County, Broward County, and points north of Broward County.

The Miami Campus has been designed and furnished with the specific educational needs of the students of Jones College in mind. Classroom areas are comfortably furnished and office machine and computer laboratories, including the Court Reporting Laboratory which contains the XSCRIBE computerized transcription system, utilize state-of-the-art equipment that the student will encounter in the business environment. The Campus Library houses the WESTLAW computerized legal research system, as well as numerous reference works and periodicals. Lounge areas and offices are designed to create a comfortable learning environment for students.

STUDENT ORGANIZATIONS

Students who show outstanding qualities of leadership, character and scholarship can be nominated for membership in a national honor and social fraternity or sorority. Local chapters of Phi Theta Pi Fraternity, Alpha Iota Sorority, and the Data Processing Management Association are active at the Jacksonville Campus with various community projects frequently undertaken and enjoyable social events planned.

HOUSING

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

CAREER PLACEMENT ASSISTANCE

The College maintains a very active placement service. Graduates are urged to keep in touch with the Placement Office in order that they may take advantage of the desirable openings that are available. Graduates are entitled to lifetime Placement Office assistance at no additional charge. The placement of graduates as a percentage of total graduates is available in the Placement Office of the College and may be examined by applicants, students and parents upon request.

ADMISSION

GENERAL ADMISSION REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or an equivalent. Applicants may be required to have a preadmission interview and to take a placement survey to determine their potential success in college level studies.

Applicants are informed of their acceptance shortly after all required information is received and qualifications surveyed. As a result of this evaluation, it may be necessary to schedule developmental courses which will prepare the applicant for collegiate programs. These courses will be in addition to the required courses for all programs and can count toward the fulfillment of the overall credit hour requirements if the program of study requires the completion of elective coursework. Applicants may apply for entry at any time. All decisions regarding the acceptance of applicants are made by the Admissions Committee.

EARLY ACCEPTANCE

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

ADMISSION FOR RECENT HIGH SCHOOL GRADUATES

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

APPLICATION PROCEDURES

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

TRANSFER STUDENTS

Students in any undergraduate program in another college or university may apply for a transfer to the College. Approval will be given by the Dean for the maximum number of credit hours already completed that are compatible with the Jones College program. Individual programs are developed for the transfer students to allow completion in the shortest possible time. Students wishing to transfer credits must have an official transcript of those credits mailed to the College for evaluation.

The College neither implies nor guarantees that credits completed at Jones College will be accepted by other institutions. Each institution has policies which govern the acceptance of credit from other institutions since rules and grade requirements vary from school to school. Students wishing to take coursework at the College for transfer to another institution should check with the other institution prior to enrollment at Jones College to determine whether the coursework will be accepted and whether it will fulfill the other institution's requirements. This is the recognized policy of COPA (Council on Postsecondary Accreditation) which establishes policies for all regional, national and professional accrediting agencies, including the Accrediting Commission for Independent Colleges and Schools.

INTERNATIONAL STUDENTS

When foreign students apply for admission, official transcripts of completed secondary and applicable college credits are required. A notarized English translation of the transcript must accompany transcripts written in a language other than English. 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 and a TOEFL score of 450 or its equivalent is required. A form I-20 or M-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance and payment of full-time fees and tuition for two semesters. With these exceptions, the conditions for admission of foreign students are identical with those for American students.

G.I. BILL OF RIGHTS

The three campuses of Jones College are approved for the training of veterans. Students are enrolled on a credit hour basis in day or evening classes or during

weekends. Veterans attending under the G.I. Bill are usually approved to pay academic year tuition charges in monthly installments as they receive their monthly training allowance from the Veterans Administration.

Because of the dates of the establishment of each of the campuses and the dates that certain courses were inaugurated, each campus offers different training availability under the terms of the G.I. Bill. A special supplement is available upon request at the College offices in Miami and Jacksonville which describes training availabilities and tuition rates.

ORIENTATION

Prior to attending classes, new students, as well as those returning to the College after a term or more of non-attendance, are required to participate in orientation classes before beginning their normal class schedule. These classes are designed to acquaint students with the policies of the College and introduce them to those staff and faculty members who will play an important part in the students' progress toward a degree goal.

NON-TRADITIONAL CREDIT OPPORTUNITIES

ESTABLISHMENT OF CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of "B," proficiency examinations given by the College. Students may apply for examination in any course for which credit has not been earned or accepted on transfer.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College accepts credits earned through the College Level Examination Program (CLEP) for up to 25% of the credit hours required by the degree program in which the student is enrolled. Scores of the 40th percentile and above are accepted for the credit hours and specific courses approved by the Dean. Necessary information may be obtained from the Admissions Office.

CREDIT FOR NON-COLLEGIATE TRAINING OR EXPERIENCE

Credit may be granted for military, industrial or professional training or experience which parallels the offerings of the College. The amount of credit granted will be at the discretion of the Dean. The Dean may, in individual cases, approve a program of independent study leading to an Associate or Baccalaureate Degree. This program will be closely supervised by appropriate faculty members.

INDEPENDENT STUDY

Jones College recognizes that certain adults, although highly motivated to learn, may not be in a position to disrupt their personal or professional activities in

order to attend formal classroom training. Through independent study, supervised by fully qualified faculty, the College has adopted a unique approach to career education, which offers the responsible student another opportunity to earn college credit. For more information concerning credit for independent study, contact the Dean.

AUDITING COURSES

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

STUDENT FINANCIAL ASSISTANCE

Financial assistance in the form of loans, grants and work-study is available to qualified students. Any qualified student may apply to attend Jones College regardless of personal financial circumstances. The College makes every possible effort to aid those students who need financial assistance in order to complete their college programs. Applicants in need should apply for financial assistance at the same time they apply for admission to the College.

SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS

1. Applicants seeking financial assistance should contact the College Financial Assistance Office for complete information on all financial assistance programs available.
2. A confidential financial statement of parental income is required for most types of student financial assistance for dependent students.
3. Each student's application for financial assistance is evaluated by a College Financial Assistance Advisor and an appropriate plan is developed. This plan usually includes a combination of more than one type of assistance.
4. Financial assistance awards and commitments are made to the student following completion of all application procedures and acceptance of the student for admission to the College.
5. Students must maintain good standing and make satisfactory progress according to the academic standards set forth in this catalog.
6. In order to assist in the process of determining eligibility for financial assistance, it is recommended that applicants bring a copy of their most recent federal income tax return to the Financial Assistance Office. If the applicant is currently living at home or was supported by parents during the last year, a copy of the parent's income tax return should be provided to the College.
7. The College reserves the right to withhold transcripts or other student records from students who have defaulted on a student loan.

8. Financial assistance funds received will be applied to tuition, books and fees in accordance with federal and state regulations. Any remaining funds will be disbursed to students to assist with other costs associated with attendance.

FINANCIAL ASSISTANCE PROGRAMS

PELL GRANTS

The Pell Grant Program is designed to provide financial assistance to those who need it to attend post-high school educational institutions. The amount of the Pell Grant is determined on the basis of the student's and family's financial resources and need. Eligible students can receive as much as \$2,400 per award year toward the cost of their education. An application for a Pell Grant is available in the Financial Assistance Office. A Financial Assistance Officer will assist in its completion and submission. Eligibility is determined and notification is sent directly to the student who should immediately forward such notification to the College. Students who have already earned a Baccalaureate Degree are not eligible.

CARL D. PERKINS LOANS (NDSL)

Students needing financial assistance may borrow up to \$4,500 until they complete 60 credits of a program leading to a Bachelors Degree or Associate Degree. They may then borrow an additional \$4,500 during their last two academic years leading to a Bachelors Degree for a maximum of \$9,000 as undergraduate students. Repayment begins nine months after the student completes the program or ceases to carry at least a half-time course of study and may be extended over a ten year period. Repayment may be deferred for various reasons, including periods of service in the Armed Forces or in law enforcement with a specified volunteer agency, or periods of time during which an individual would be unable to make payments because of illness or other similar circumstances. Repayment may also be deferred if the student returns to school half-time, is undergoing rehabilitation training, or if the student is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled. Students who have already earned a Baccalaureate Degree are not eligible.

ROBERT T. STAFFORD LOANS

A student needing financial assistance may borrow, under ordinary circumstances, up to \$2,625 per academic year in the freshman and sophomore years and up to \$4,000 per academic year in the junior and senior years. Repayment of the loan begins six months after the student ceases to carry at least a half-time schedule but may be deferred for varying reasons, including periods of service in the Armed Forces or with a specific volunteer agency. Repayment may also be deferred if the student returns to school on a half-time or greater basis, is undergoing rehabilitation training, is temporarily totally disabled or unable to

secure employment by reason of the care required by a spouse or dependent who is totally disabled, or for up to one year if seeking, but unable to find, full-time employment.

SUPPLEMENTAL LOANS FOR STUDENTS (SLS)

Under this program, graduate students and independent undergraduate students are eligible to borrow up to \$4,000 per academic year, with an aggregate loan maximum of \$20,000. (Based on documented extenuating circumstances, dependent undergraduate students may borrow under this program.)

These loan limits do not include amounts borrowed under the Stafford or PLUS programs. Repayment usually begins within 60 days after the loan is first disbursed.

For additional information on disbursements, deferments, fees, repayment, and/or eligibility see your Financial Assistance Officer.

PLUS LOAN

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

Repayment usually begins within 60 days after the loan is disbursed. For additional information on disbursements, deferments, fees, repayment, and/or eligibility, see your Financial Aid Officer.

COLLEGE WORK-STUDY PROGRAM

This program is for students with financial need who require employment to meet their educational-related expenses. Students work an average of 20 hours per week in departments on the College campus in conjunction with their class schedules. Students who have already earned a Baccalaureate Degree are not eligible.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

The Supplemental Educational Opportunity Grant (SEOG) is available to students with exceptional need. The amount of the grant and the number of students who may receive the grants depend on the availability of funds from the U.S. Department of Education. It is not available to students who have received Baccalaureate Degrees.

FLORIDA STUDENT ASSISTANCE GRANTS

Non-repayable awards for tuition and fees are available for eligible Florida residents who demonstrate financial need and are enrolled on a full-time basis in collegiate degree programs. The amounts of grants are determined by legislative appropriations.

OTHER SOURCES OF FINANCIAL ASSISTANCE

EMPLOYER EDUCATIONAL ASSISTANCE

Jones College will work closely with employers who provide Employee Educational Assistance. While students remain responsible for tuition costs, the College will defer the payment of tuition from eligible employees if the employer's tuition assistance plan is presented in writing to the College Financial Assistance Office.

EDUCATIONAL RESOURCE COMPANY (ERC), INC.

This is a private financial resource company which helps students and parents meet educational expenses over a period of time rather than in one large payment. Attractive extended repayment schedules have been arranged to meet individual family requirements if the student is not eligible for sufficient federal or state student financial assistance. Information and applications are available in the Financial Assistance Office of the College.

VETERANS ASSISTANCE PROGRAMS

Please request the Special Bulletin describing Veteran Programs, training and subsistence allowances and tuition rates.

VETERANS EDUCATION AND EMPLOYMENT ASSISTANCE ACT OF 1976, AS AMENDED

Veterans eligible for training under the G.I. Bill are entitled to a monthly allowance while attending the College in an approved program of study. Some of these benefits expired on December 31, 1989. The College will assist the applicant in determining the benefits to which the applicant is eligible and will also assist in preparing and submitting applications.

WAR ORPHAN EDUCATIONAL ASSISTANCE

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

VOCATIONAL REHABILITATION FOR VETERANS

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

ANNUAL SCHOLARSHIPS FOR JONES COLLEGE STUDENTS

The following scholarships are awarded during the year. The selection of recipients is determined by an administrative scholarship committee.

JOSEPHINE FORRESTAL SCHOLARSHIP

A \$300 tuition credit is awarded annually on the basis of scholastic aptitude, need, and college citizenship.

JOE HARPER SCHOLARSHIP

A \$300 tuition credit is awarded annually on the basis of scholastic aptitude, need, and college citizenship.

SOPHOMORE HONOR SCHOLARSHIP

A tuition credit of \$300 is awarded to the full-time sophomore student who has attained the highest Grade Point Average for coursework completed during the freshman year at Jones College.

JUNIOR HONOR SCHOLARSHIP

A tuition credit of \$300 is awarded to the full-time junior student who has attained the highest Grade Point Average for coursework completed during the sophomore year at Jones College.

SENIOR HONOR SCHOLARSHIP

A tuition credit of \$300 is awarded to the full-time senior student who has attained the highest Grade Point Average for coursework completed during the junior year at Jones College.

SAMUEL J. CAMPBELL DYNES SCHOLARSHIPS

Two full tuition scholarships will be awarded annually to deserving students who demonstrate the ability to succeed and manifest an interest in their program of study.

HIGH SCHOOL ACHIEVEMENT SCHOLARSHIPS

Twenty-four \$1,000 High School Achievement Scholarships are awarded after competitive examinations are taken by Jacksonville and Miami high school seniors during the Winter Term.

The "Honor" scholarships are awarded at the annual Commencement Ceremonies on the basis of academic achievement.

The remaining scholarships are awarded throughout the year but students should submit a letter of application no later than April 1 for early consideration.

All scholarships, with the exception of the Samuel J. Campbell Dynes Scholarships, are funded with College Funds.

FINANCIAL INFORMATION

Tuition for Bachelor of Science and Associate in Science Degree Programs is charged on a credit hour basis at a rate noted in the Catalog Supplement presented with this Catalog.

Medical Assistant students will be obligated for tuition charges for 28 credit hours during the initial stages of their training. Upon completion of 28 credit hours, the Medical Assistant student will be charged tuition on a credit hour basis.

The Financial Assistance Office located on each campus will assist all students in financing tuition, fees and other college expenses, as well as other costs, under federal or state student financial aid programs, for which the student may qualify, as well as loans, grants and scholarships from private organizations. See pages 8-13.

Further, where access to other financial assistance is lacking, tuition and fees may be financed by acceptable Promissory Notes.

Veterans should request the Special Bulletin describing Veteran Programs and tuition rates.

College regulations prohibit registration, graduation, granting of credit, or release of grades or transcripts for any student whose account is delinquent or who has defaulted on a student loan.

FEES

A Laboratory Fee of \$30 will be assessed for each Data Processing course listed in the catalog and identified with an asterisk (*).

A Graduation Fee of \$25 shall be paid by all graduating students when the student is within 30 semester hours of completing his/her degree goal.

The College charges no fee for scheduled tests or final examinations. Students who are unable to take a test or final examination when scheduled may take it at a later date. A fee of \$20, payable in advance, will be charged for each final examination taken at a later date.

A fee of \$20, payable in advance, will be charged for each examination taken to establish credit by examination, and an Academic Credit Fee of \$20 per credit

hour will be charged for each course for which academic credit is established by special proficiency examination.

Students are responsible, in all non-medical programs, for the purchase of all books and supplies, charges for which are not included in tuition costs.

PAST DUE STUDENT ACCOUNTS

All student accounts are due and payable prior to the commencement of the College term in which the student is enrolled unless the financial circumstances of the student require that other financial arrangements be made. College regulations prohibit registration, graduation, granting of credit, or release of grades or transcripts for any student whose account is delinquent or who has defaulted on a student loan.

BRIDGE TERM

During each calendar year of a student's enrollment, a student may elect to take one "Bridge Term," during which the student remains enrolled but is not registered for classes. Students wishing to avail themselves of a "Bridge Term" must, in order to avoid being withdrawn from the College, notify the Dean's Office of their intentions prior to the beginning of the proposed "Bridge Term."

REFUND POLICY

The following is effective July 23, 1992.

The College is entirely self-supporting. The registration of a student results in the assignment of class space, the employment of instructors, and other provisions for the student for which the College Administration must contract in advance. For these reasons, there will be no refund of tuition for tuition paid on a semester basis and laboratory fees except as outlined below.

1. If cancellation of enrollment occurs prior to class beginning, all tuition paid will be refunded in full.
2. Students enrolled in classes which are one semester in duration, and who withdraw before 25 percent of the semester has elapsed, will be refunded 25 percent of the tuition charges for the semester. Thereafter, no tuition will be refunded.
3. There shall be no refund or adjustment in tuition charges if a student withdraws from classes which are less than one semester in duration.
4. There is no refund or adjustment in tuition charges for a reduction in credit hours after the Last Date to Enter Classes for a semester as specified in the College Calendar.

5. Percentage of completion is computed from the published term start date to the last date of actual attendance. Time in which the student is in attendance, rather than the credit earned, is the criteria utilized to determine the amount of the refund.
6. College fees and other charges are not refundable except as outlined below.
7. If a student is given a terminal grade for all classes taken in a term, it is assumed that the student has completed the term and the student's last date of attendance is assumed to be the last day of the term as noted in the College Calendar.
8. The following refund policy shall be in effect **only** during the student's first term, or mini-term, of study at Jones College if that first term of study begins after July 23, 1992.
 - A. If cancellation of enrollment occurs prior to class beginning, all tuition and laboratory fees paid will be refunded in full.
 - B. If a student withdraws before completing 10% of the term or mini-term, the College will refund 90% of the tuition and laboratory fees charged for the term less 5% of the total charged; thereafter,
 - C. If a student withdraws before completing 20% of the term or mini-term, the College will refund 80% of the tuition and laboratory fees charged for the term less 5% of the total charged; thereafter,
 - D. If a student withdraws before completing 30% of the term or mini-term, the College will refund 70% of the tuition and laboratory fees charged for the term less 5% of the total charged; thereafter,
 - E. If a student withdraws before completing 40% of the term or mini-term, the College will refund 60% of the tuition and laboratory fees charged for the term less 5% of the total charged; thereafter,
 - F. If a student withdraws before completing 50% of the term or mini-term, the College will refund 50% of the tuition and laboratory fees charged for the term less 5% of the total charged; thereafter,
 - G. If a student withdraws before completing 60% of the term or mini-term, the College will refund 40% of the tuition and laboratory fees charged for the term less 5% of the total charged; thereafter,
 - H. If a student withdraws after completing 60% of the term or mini-term, there will be no refund of tuition or laboratory fees.

The following policy will be in effect for students who have enrolled in the technical portion of the Medical Assistant program after July 23, 1992:

1. FAILURE TO ENTER - If an accepted student does not enter classes, the full amount of any prepaid tuition is refunded.
2. WITHDRAWAL AFTER COMMENCEMENT OF CLASSES - The effective date of withdrawal is the last date of recorded attendance. The student

is expected to notify the Dean in writing or by personal interview prior to or upon the date of withdrawal from classes.

A. In the event of withdrawal from the College, the refund policy for the stated tuition during the period of financial obligation will be as follows:

If a student withdraws before completing 10% of the technical sequence of coursework, the College will refund 90% of the tuition and fees less 5% of the total charged; thereafter,

If a student withdraws before completing 20% of the technical sequence of coursework, the College will refund 80% of the tuition and fees less 5% of the total charged; thereafter,

If a student withdraws before completing 30% of the technical sequence of coursework, the College will refund 70% of the tuition and fees less 5% of the total charged; thereafter,

If a student withdraws before completing 40% of the technical sequence of coursework, the College will refund 60% of the tuition and fees less 5% of the total charged; thereafter,

If a student withdraws before completing 50% of the technical sequence of coursework, the College will refund 50% of the tuition and fees less 5% of the total charged; thereafter,

If a student withdraws before completing 60% of the technical sequence of coursework, the College will refund 40% of the tuition and fees less 5% of the total charged; thereafter,

If a student withdraws after completing 60% of the technical sequence of coursework, there will be no refund of tuition or fees.

B. The amount of any refund due is determined by subtracting the tuition charges as set forth above from the total amount of tuition actually paid for the period of obligation.

C. Any amounts determined to be owed the College as a result of these calculations are due and payable in full on the effective date of the withdrawal.

REFUND ORDER

Refunds due to students who are receiving Student Financial Assistance funds will be made (effective July 23, 1992) in the following order:

- A. "Part B" Loans (Stafford Loans, SLS Loans, PLUS Loans)
- B. "Part E" Loans (Federal Perkins Loans)
- C. PELL Grants
- D. SFOG Grants
- E. Other Title IV Student Assistance
- F. Other Sources of Student Financial Assistance
- G. Student

ACADEMIC INFORMATION

CREDIT HOUR

The College awards credit on a semester system. A credit hour is equivalent to approximately fifteen to seventeen class hours of instruction with appropriate out-of-class study. Laboratory subjects having a disproportionate ratio of instruction to practice require additional class or laboratory hours per credit hour.

INTENSIVE "UPSIDE-DOWN" CURRICULUM

In many colleges and universities students enrolled in Associate and Bachelor Degree programs do not begin coursework in their "Major," or area of concentration, until the completion of the first or second year of study. This is designed to enable students to "find themselves" before selecting their "Major."

Jones College is a Specialized Senior College of Business, and matriculating students are already committed to the field of Business Administration.

This makes it possible to offer what has been referred to as the "Intensive Upside-Down Curriculum." This permits the student to begin his "major" as early as the first or second semester of his first academic year.



GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each grading period. While the College Calendar follows a standard trimester system, the calendars for medical courses use irregular non-standard grading periods. Several courses offered in the Medical Assistant Program are between 2 weeks and 7 weeks in duration. At the conclusion of each of these courses, which are of non-standard duration, the College reports final grades to each student.

The following grading system is used:

GRADE EVALUATION		GRADE POINTS PER CREDIT HOUR
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
P	Passing (Laboratory Classes Only—will not be used to measure progress toward graduation or establishment of status as student)	Not Calculated
WP	Withdrawal	Not Calculated
W	Withdrawal with Penalty	0
I	Incomplete (Automatically changes to "F" if course requirements are not completed satisfactorily within two weeks after the beginning of the next term's classes)	Not Calculated
X	Exemption	Not Calculated
U	Audit	Not Calculated

GRADUATION REQUIREMENTS

In order to earn a degree from Jones College, students must earn a minimum of a "C" grade average for classes that they have completed at the College. This requirement may be relaxed by the Academic Committee for good cause and upon such conditions as the Committee may fix.

To recognize and encourage outstanding scholastic performance, a Dean's List is published at the end of each trimester. To be eligible for this honor, a student must have earned a Grade Point Average of at least 3.5 for the preceding trimester.

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; 3.9 and above, summa cum laude.

CALCULATION OF GRADE POINT AVERAGE

The Grade Point Average of a student is calculated by dividing the total number of grade points earned per grading period by the number of credit hours attempted. If, for example, a student earned an "A" in one 3.0 credit hour class, the student would multiply 3.0 credit hours times 4 (the grade point total for an "A"). The grade points for that class would be 12. If the student earned a "C" for a second 3.0 credit hour class, the student would multiply 3.0 credit hours times the grade points for a "C" (2) for a total of 6 grade points. Adding the total number of grade points, 12 and 6, the student would have 18 grade points. The student attempted 6 credits. The grade points of 18, divided by 6 credit hours attempted, would result in a Grade Point Average of 3.0.

REPEATING COURSES

A student may repeat a course failed while taken at the College in order to improve the cumulative Grade Point Average. The credit is given for the last grade earned for repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the cumulative Grade Point Average will be recomputed to count the last attempt only. Students are charged tuition at the same rate as other courses in their program for repeated courses.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)

The College assures the confidentiality of student educational records as required by the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended.

Before student records that are covered by the Act may be released to outside parties, it is first necessary for the College to obtain the written consent of the student. Under the terms of Public Law, certain agencies and school officials are entitled access to the records without the consent of the student.

Should information be desired by the student which is not contained in grade reports, requests may be made through the office of the Registrar where the student records are compiled and held. Students may inspect their own educational records at any time during normal working hours with reasonable notice. Written appeals requesting changes in student records must be presented to the Dean. Any other questions concerning the student's rights under the Act should be directed to the Dean's Office.

GRADUATION

Graduation ceremonies are held annually. Consult the College Calendar for the applicable date. All students completing their coursework since the last graduation ceremony are included in the graduating class of that year. All students upon whom degrees are to be conferred are required to participate in the Commencement Exercises. All graduates must fulfill all financial obligations, including tuition charges, graduation fees and other expenses, before the degree or diploma is granted. Upon prior written request, degrees may be awarded In Absentia only after Commencement Exercises are held.

ATTENDANCE REQUIREMENTS

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences, excused or unexcused, may cause the student to be withdrawn from the class in which the absences occur.

Students select their classes from a class schedule normally offering classes between 8:00 a.m. and 10:00 p.m., Monday through Friday. Students normally attend classes during the day or during the evening. Students may also attend Saturday morning classes which are scheduled as needed. Students attending under the "Work-Study Program" may, if necessary, be scheduled for a minimum class load in order to permit employment. The College is in session throughout the year except for holidays and vacations as shown in the College Calendars. Summer attendance is optional, but full class offerings are available for the many students who choose to attend and accelerate their program.

STANDARDS OF ACADEMIC PROGRESS

In order to maintain satisfactory progress toward a degree goal, a student must complete the degree by the time that one hundred fifty percent (150%) of the minimum number of credit hours has been attempted that would be required to complete the degree program. Students who have failed to meet this standard will be dismissed from the College.

This standard notwithstanding, the academic record of each student will be evaluated at the end of each grading period to determine that each student has earned a 2.0 grade point average. Students whose grade point average falls below the level of 2.0 will be placed on a status of Academic Probation and be notified that their continued enrollment is in jeopardy. The status of Academic Probation can be continued for no longer than 3 semesters of full-time study or the equivalent without the permission of the Dean.

Baccalaureate Degree students will be required to achieve, at a minimum, a 1.5 grade point average when 90 semester hours have been attempted toward the Baccalaureate Degree. At this same point in time, students will also be required to have passed 60% of the coursework attempted. These students will also be required to achieve, at a minimum, a 1.75 grade point average when 135 semester hours have been attempted toward the Baccalaureate Degree. At this same point in time, students will also be required to have passed 65% of the coursework attempted. Students who have failed to meet these standards will be dismissed from the College.

Associate Degree students will be required to achieve, at a minimum, a 1.5 grade point average when 45 semester hours have been attempted toward the Associate Degree. At this same point in time, students will also be required to have passed 60% of the coursework attempted. These students will also be required to achieve, at a minimum, a 1.75 grade point average when 67 semester hours have been attempted toward the Associate Degree. At this same point in time, students will also be required to have passed 65% of the coursework attempted. Students who have failed to meet these standards will be dismissed from the College.

Course incompletes, punitive withdrawal grades, failing grades awarded for classes taken on a pass/fail basis, passed courses which are repeated, and failed classes which are taken later and passed, will all be computed as failed classes for purposes of determining compliance with the College's stated policies regarding Standards of Academic Progress.

Periods of time during which a student has been awarded a Leave of Absence or "Bridge Term" by the Dean will not be utilized in calculating the duration of a student's enrollment for purposes related to the determination of a student's compliance with the College's Standards of Progress. All requests for a Leave of Absence or "Bridge Term" must be made in writing to the Dean on a timely basis.

All decisions regarding academic eligibility, including the evaluation of mitigating circumstances, may be appealed, in writing, to the Dean. College policies prevent the readmission of students who have been dismissed.

These standards are minimum standards and apply to all students. The College reserves the right to apply a stricter standard if it is determined that it is in the best interest of the student or the College. Additional Standards of Progress,

which apply to students who are enrolled under the provisions of the G.I. Bill, appear below.

ADDITIONAL STANDARDS OF PROGRESS FOR STUDENTS ATTENDING UNDER PROVISIONS OF THE G.I. BILL

Students receiving educational benefits under provisions of the G.I. Bill must maintain satisfactory progress in order to continue to receive these benefits.

Following the conclusion of each grading period, the grades of each student will be audited by the office of the Dean.

Students whose cumulative Grade Point Average has fallen below a "C" (2.0), or students admitted on a probationary status will be warned and placed on a status of Academic Probation for the next grading period.

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

Should the student's cumulative Grade Point Average fail to rise to a "C" (2.0) or better at the end of the grading period of Final Academic Probation, the College will report to the Veterans Administration that the student is making Unsatisfactory Progress. Should the student present evidence of successful study, sufficient to raise the student's cumulative Grade Point Average to a "C" (2.0) or better, subsequent to the determination of Unsatisfactory Progress, the College will report to the Veterans Administration that the student is now making Satisfactory Progress.

These standards notwithstanding, the College reserves the right to apply a stricter standard when it has been determined by the Dean to be in the best interest of the student or the institution.

STUDENT CONDUCT

All students are held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interests of the College and of the student body.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY STATEMENT

It is the policy of the College that the unlawful possession, use, or distribution of illicit drugs or alcohol by students on College property or in conjunction with any College or College-related activities, are strictly prohibited. Students who violate this policy will be referred to the appropriate law enforcement agency for prosecution and be immediately suspended until the matter has been resolved

by the proper law enforcement agency. Only upon the presentation of written documentation indicating that the matter has been resolved to the satisfaction of the College will the College consider reinstatement of the student's enrollment.

It is unlawful for any person to sell, manufacture, deliver or possess with intent to sell, manufacture, or deliver a controlled substance. Any person violating the provisions of Florida Law or ordinances of Dade County or Duval County may be guilty of a felony or, in some cases, a misdemeanor of the first degree, and may be subject to punishment as provided in the Florida or municipal codes. This punishment can include imprisonment, fines, forfeiture of property, and, in some cases, loss of business licenses. It should also be noted that under Florida's sentencing guidelines, punishment may become successively more severe for second and third violations.

Physical risks associated with drug abuse can include several central nervous system disorders such as cerebral anoxia and coma, Gullain-Barré syndrome, meningitis, brain abscess and many other neurologic complications. Other common physical damage resulting from drug abuse can include heart failure, hypotension, lung abscess and other pulmonary complications such as pulmonary emboli, liver damage and both Type A and B hepatitis, musculoskeletal conditions such as osteomyelitis and muscle damage, and even immunologic abnormalities, including the risk of AIDS with injectable drugs.

Many of the same physical risks exist with alcohol abuse, especially cirrhosis of the liver and hepatic coma, severe brain damage, and alcoholic epilepsy.

The most obvious health risks associated with drug and alcohol abuse are psychological. Addiction to these chemicals can cause drug and alcohol induced schizoid behaviors, depression, dependency, and hostile and self-destructive impulses.

Students who desire drug or alcohol abuse counseling should contact the Dean so that a referral to the appropriate agency can be made.

The College makes available to students, faculty, and staff an annual drug-abuse seminar during which educational material is presented relating to drug and alcohol abuse.

OTHER REGULATIONS

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

At the time of a suspension, the student will be given written notification of the duration of the suspension. At the conclusion of the term of the suspension, the student may apply in writing for re-admission to the College.

Dismissal is a terminal action. Students who have been dismissed from the College are not permitted to re-enter.

FAMILIARITY WITH COLLEGE REGULATIONS

On or before entrance, each student is given a College Catalog and various brochures and other publications which set forth the policies and regulations under which the College operates. The student's application for admission to the College acknowledges the student's responsibility to become familiar with the contents of the Catalog. It is the responsibility of the student to become familiar with these policies and regulations and to comply. Ignorance or lack of familiarity with this information does not serve as an excuse for non-compliance or infractions.

RESERVATIONS

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

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

DEGREE PROGRAMS

THE BACHELOR OF SCIENCE DEGREE

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

1. Complete a minimum of 120 Credit Hours (138 Credit Hours for the Court Reporting Major) with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 30 Credit Hours must be completed at the College.
2. Meet the specified graduation requirements.
3. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; settle all financial obligations to the College prior to graduation.
4. Participate in the first College commencement exercises following completion of all program requirements.

Not all degree programs are offered at all campuses of Jones College. Listings of specific offerings, tuition rates and calendars can be found in the attached Catalog Supplement.

THE BACHELOR OF SCIENCE DEGREE

ACCOUNTING MAJOR

The Bachelor of Science Degree Program with an Accounting Major is designed to provide a student with the specific skills necessary to pursue a career in Accounting. Accounting coursework is supplemented by a core of essential business courses, required and elective general education, and elective courses which permit the student to effectuate an educational program consistent with the student's objectives.

AREA I — Business Administration Component

	Credit Hours
GEB 1012 Introduction to Business Enterprise	3
MAR 1023 Introduction to Marketing	3
SES 1100 Introductory Typing	3
COC 1211 Computer Concepts	3
ACC 2011 Principles of Accounting I	3
BUL 2100 Business Law I	3
BUL 2122 Business Law II	3
MAN 2800 Small Business Management	3
Area Total	<hr/> 24

AREA II — Major Component

	Credit Hours
ACC 2021 Principles of Accounting II	3
ACC 2041 Principles of Accounting III	3
ACC 2101 Intermediate Accounting I	3
ACC 2102 Intermediate Accounting II	3
ACC 2501 Federal Taxation	3
ACC 4201 Advanced Accounting I	3
ACC 4202 Advanced Accounting II	3
ACC 4601 Auditing I	3
ACC 4602 Auditing II	3
COP 1150 Computer Spreadsheet Applications	3
ACC 4998 Selected Topics in Accounting	3
Area Total	<hr/> 33

AREA III — General Education Component**Credit
Hours**

ECO 1013	Macroeconomics	3
ECO 1023	Microeconomics	3
FIN 1110	Personal Finance	3
MAC 1132	Fundamentals of College Math I	3
MAC 1133	Fundamentals of College Math II	3
ENG 1520	English Grammar	3
ENG 1521	English Usage	3
PSY 2012	General Psychology	3
MAN 3200	Human Relations	3
PHL 4100	Logic	3
ECO 3223	Money and Banking	3
CSD 4999	Career Search Development	3
Area Total		36

AREA IV — Approved Elective Component

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

Area Total

27

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION

120

COMPUTER ACCOUNTING MAJOR

The Bachelor of Science Degree Program with a Computer Accounting Major is designed to provide the student with the specific skills necessary to pursue a career in Accounting and presents additional coursework which will make it possible for the student to utilize these skills in a computerized environment. Accounting and Data Processing courses are supplemented by a core of essential business courses, required and elective general education, and elective courses which permit the student to effectuate an educational program consistent with the student's objectives.

AREA I — Business Administration Component		Credit Hours
GEB 1012	Introduction to Business Enterprise	3
SES 1100	Introductory Typing <u>OR</u>	
SES 1505	Word Processing Concepts and Operations	3
COC 1211	Computer Concepts	3
ACC 2011	Principles of Accounting I	3
BUL 2100	Business Law I	3
BUL 2122	Business Law II	3
MAN 2800	Small Business Management	3
Area Total		21

AREA II — Major Component		Credit Hours
ACC 2021	Principles of Accounting II	3
ACC 2041	Principles of Accounting III	3
ACC 2101	Intermediate Accounting I	3
ACC 2102	Intermediate Accounting II	3
ACC 2501	Federal Taxation	3
ACC 4201	Advanced Accounting I	3
ACC 4202	Advanced Accounting II	3
COP 1150	Computer Spreadsheet Applications	3
COP 1170	Database Programming	3
COP 4550	Accounting Applications for Data Processing	3
<i>(Select 6 Credit Hours from the Computer Programming Courses listed in this Catalog.)</i>		6
Area Total		36

AREA III — General Education Component

	Credit Hours
ECO 1013	3
ECO 1023	3
FIN 1110	3
MAC 1132	3
MAC 1133	3
ENG 1520	3
ENG 1521	3
PSY 2012	3
MAN 3200	3
PHL 4100	3
ECO 3223	3
CSD 4999	3
Area Total	<hr/> 36

AREA IV — Approved Elective Component

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

Area Total

27

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION

120

COURT REPORTING MAJOR

The Bachelor of Science Degree program with a Court Reporting Major is designed to provide business training beyond the skills taught in the Associate in Science Degree program. After completing the Bachelor of Science Degree program the graduate will have the business skills necessary to qualify for an entry-level managerial position in a Court Reporting firm or will be promotable in an existing position. The graduate may also wish to consider the possibilities of starting a private practice. This program is designed to be an extension of the Associate in Science Degree program with a Court Reporting Major.

AREA I - Business Administration Component

	Credit Hours
BUL 2100 Business Law I	3
BUL 2122 Business Law II	3
COC 1211 Computer Concepts	3
CEB 1012 Introduction to Business Enterprise	3
JSD 1999 Job Development Techniques	3
MAN 3300 Personnel Management	3
MAN 4060 Business Policy and Administration	3
MAN 4410 Labor Relations and Collective Bargaining	3
MAR 1023 Introduction to Marketing	3
Area Total	<hr/> 27

AREA II - Major Component

	Credit Hours
CAT 1010 Introduction to Computer-Aided Transcription	2
CAT 2800 Computer-Aided Transcription Techniques	4
CCR 1231 Machine Shorthand Theory I	6
CCL 1231 Machine Shorthand Theory I Laboratory	2
CCR 1232 Machine Shorthand Theory II	6
CCL 1232 Machine Shorthand Theory II Laboratory	2
CCR 1234 Court and Conference Dictation I	6
CCL 1234 Court and Conference Dictation I Laboratory	2
CCR 1235 Court and Conference Dictation II	6
CCL 1235 Court and Conference Dictation II Laboratory	2
CCR 2220 Court Reporting Procedures and Transcript Preparation	3

CCR 2236	Court and Conference Dictation III	6
CCL 2236	Court and Conference Dictation III Laboratory	2
CCR 2237	Court and Conference Dictation IV	6
CCL 2237	Court and Conference Dictation IV Laboratory	2
CCR 2999	Court Reporting Externship	1
LES 1702	Legal Vocabulary	3
SES 1100	Introductory Typing	3
SES 1110	Intermediate Typing	3
SES 1120	Advanced Typing	3
SES 2221	Dictation Techniques	2
SES 2256	Medical Dictation	3
Area Total		<hr/> 75

AREA III - General Education Component

		Credit Hours
ENG 1500	Spelling and Vocabulary	3
ENG 1520	English Grammar	3
ENG 1521	English Usage	3
SES 2248	Anatomy and Medical Terminology	3
ENG 1550	Court Reporting English	3
ECO 1013	Macroeconomics	3
ECO 1023	Microeconomics	3
ENG 1522	English Composition	3
MAC 1132	Fundamentals of College Math I	3
MAC 1133	Fundamentals of College Math II	3
MAN 3200	Human Relations	3
PHL 4100	Logic	3
Area Total		<hr/> 36

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION

138

DATA PROCESSING MAJOR

The Bachelor of Science Degree Program with a Data Processing Major is designed to provide a student with the skills necessary to obtain an entry-level position as a computer programmer, systems analyst, or other position in Data Processing. A comprehensive series of data processing courses is supplemented by a core of essential business courses, required and elective general education, and elective courses which permit the student to effectuate an educational program which is consistent with the student's objectives.

AREA I — Business Administration Component		Credit Hours
GEB 1012	Introduction to Business Enterprise	3
MAR 1023	Introduction to Marketing	3
SES 1100	Introductory Typing	3
COC 1211	Computer Concepts	3
ACC 2031	Analysis of Financial Statements	3
BUL 2100	Business Law I	3
BUL 2122	Business Law II	3
MAN 2800	Small Business Management	3
Area Total		24

AREA II — Major Component		Credit Hours
COP 2120	Computer Programming—COBOL	4
COP 2121	COBOL Applications	2
COP 2130	Computer Programming—Adv. COBOL	4
COP 2140	Computer Programming—"C"	3
COP 2160	Computer Programming—RPG	3
COP 2161	Computer Programming—Adv. RPG	3
COP 3230	Microcomputer Applications	3
COP 1150	Computer Spreadsheet Applications	3
COP 4550	Accounting Applications for Data Processing	3
CIS 2321	Business Systems Analysis and Design	2
Area Total		30

AREA III — General Education Component

**Credit
Hours**

ECO 1013	Macroeconomics	3
ECO 1023	Microeconomics	3
FIN 1110	Personal Finance	3
MAC 1132	Fundamentals of College Math I	3
MAC 1133	Fundamentals of College Math II	3
ENG 1520	English Grammar	3
ENG 1521	English Usage	3
PSY 2012	General Psychology	3
MAN 3200	Human Relations	3
PHL 4100	Logic	3
ECO 3223	Money and Banking	3
CSD 4999	Career Search Development	3
Area Total		<hr/> 36

AREA IV — Approved Elective Component

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

Area Total

30

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION

120

LEGAL OFFICE MANAGEMENT MAJOR

The Bachelor of Science Degree program with a Legal Office Management Major is designed to provide the training necessary for a student to obtain entry level employment as a legal secretary or as an office secretary. Technical training is supplemented with extensive general education and business courses which will help to prepare the graduate to assume a managerial role as his/her career progresses. This program is ideally designed for the office practitioner who is seeking an opportunity to expand his or her career with coursework which will help to ensure promotion.

AREA I - Business Administration Component		Credit Hours
BUL 2100	Business Law I	3
BUL 2122	Business Law II	3
COC 1211	Computer Concepts	3
GEB 1012	Introduction to Business Enterprise	3
JSD 1999	Job Development Techniques	3
MAN 3300	Personnel Management	3
MAN 4060	Business Policy and Administration	3
MAN 4410	Labor Relations and Collective Bargaining	3
MAR 1023	Introduction to Marketing	3
Area Total		27

AREA II - Major Component		Credit Hours
ACC 2031	Analysis of Financial Statements	3
LES 1702	Legal Vocabulary	3
MAN 1344	Principles of Supervision	3
MAN 2800	Small Business Management	3
SES 1100	Introductory Typing	3
SES 1110	Intermediate Typing	3
SES 1120	Advanced Typing (Legal)	3
SES 1370	Machine Transcription Applications (Legal)	3
SES 1505	Word Processing Concepts and Operations	3
SES 1520	Word Processing Operations II	3
SES 2401	Office Practices (Legal)	3
SES 2530	Word Processing Operations III (Legal)	3
SES 2550	Microcomputer Applications	3
Area Total		39

AREA III - General Education Component**Credit
Hours**

ECO 1013	Macroeconomics	3
ECO 1023	Microeconomics	3
ECO 3223	Money and Banking	3
ENG 1520	English Grammar	3
ENG 1521	English Usage	3
ENG 1522	English Composition	3
MAC 1132	Fundamentals of College Math I	3
MAC 1133	Fundamentals of College Math II	3
MAF 3501	Marriage and the Family	3
MAN 3200	Human Relations	3
PHL 4100	Logic	3
PSY 1367	Psychology of Human Relations	3

Area Total

36**AREA IV - Approved Elective Component**

To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the objectives of the student. It is recommended that students select coursework with a PAL prefix.

Area Total

18**MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION**

120

MANAGEMENT MAJOR

The Bachelor of Science Degree Program with a Management Major is designed to provide a student with the skills necessary to obtain an entry-level position in management, or to provide a student with the knowledge necessary to become promotable into a managerial position in an already established career field. A broadly based sequence of management courses is supplemented by a core of essential business courses, required and elective general education, and elective courses which permit the student to effectuate an educational program which is consistent with the student's objectives. This program is designed to be an extension of the Associate in Science Degree program with a Business Administration Major.

AREA I - Business Administration Component

		Credit Hours
BUL 2100	Business Law I	3
BUL 2122	Business Law II	3
COC 1211	Computer Concepts	3
GEB 1012	Introduction to Business Enterprise	3
JSD 1999	Job Development Techniques	3
MAN 3300	Personnel Management	3
MAN 4060	Business Policy and Administration	3
MAN 4410	Labor Relations and Collective Bargaining	3
MAR 1023	Introduction to Marketing	3
Area Total		<hr/> 27

AREA II - Major Component

		Credit Hours
ACC 2011	Principles of Accounting I	3
ACC 2021	Principles of Accounting II	3
MAN 1344	Principles of Supervision	3
MAN 2000	Principles of Management	3
MAN 2800	Small Business Management	3
MAR 1101	Salesmanship	3
MAR 2763	Credits and Collections	3
SES 1100	Introductory Typing	3
SES 1505	Word Processing Concepts and Operations	3
Area Total		<hr/> 27

AREA III - General Education Component

	Credit Hours
ECO 1013	3
ECO 1023	3
ECO 3223	3
ENG 1520	3
ENG 1521	3
ENG 1522	3
MAC 1132	3
MAC 1133	3
MAF 3501	3
MAN 3200	3
PHL 4100	3
PSY 1367	3
Area Total	<hr/> 36

AREA IV - Approved Elective Component

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

Area Total	<hr/> 30
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MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	<hr/> 120
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MARKETING/MANAGEMENT MAJOR

The Bachelor of Science Degree Program with a Marketing/Management Major is designed to provide a student with the skills necessary to obtain an entry-level position in marketing or management, or to provide a student with the knowledge necessary to become promotable into a managerial position in an already established career field. A broadly based sequence of management and marketing courses is supplemented by a core of essential business courses, required and elective general education, and elective courses which permit the student to effectuate an educational program which is consistent with the student's objectives.

AREA I — Business Administration Component

		Credit Hours
GEB 1012	Introduction to Business Enterprise	3
MAR 1023	Introduction to Marketing	3
SES 1100	Introductory Typing	3
COC 1211	Computer Concepts	3
ACC 2031	Analysis of Financial Statements	3
BUL 2100	Business Law I	3
BUL 2122	Business Law II	3
MAN 2800	Small Business Management	3
Area Total		24

AREA II — Major Component

		Credit Hours
MAR 1101	Salesmanship	3
ADV 2000	Advertising	3
MAN 2000	Principles of Management	3
RMI 2015	Risk and Insurance	3
ACC 2501	Federal Taxation	3
MAR 2763	Credits and Collections	3
MAN 3300	Personnel Management	3
MAR 3344	Promotional Policies and Strategy	3
MAN 4060	Business Policy and Administration	3
MAN 4410	Labor Relations and Collective Bargaining	3
Area Total		30

AREA III — General Education Component

	Credit Hours
ECO 1013	3
ECO 1023	3
FIN 1110	3
MAC 1132	3
MAC 1133	3
ENG 1520	3
ENG 1521	3
PSY 2012	3
MAN 3200	3
PHL 4100	3
ECO 3223	3
CSD 4999	3
Area Total	<hr/> 36

AREA IV — Approved Elective Component

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

Area Total	<hr/> 30
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MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	<hr/> 120
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LEGAL ASSISTANT (PARALEGAL) MAJOR

The Bachelor of Science Degree Program with a Legal Assistant (Paralegal) Major is designed to prepare students with the skills necessary for entry-level positions as part of a legal team in law firms, banks, savings and loan associations, government agencies, insurance companies, and title companies. The legal assistant (paralegal) usually works under the supervision of an attorney and assumes part of the attorney's workload, freeing the attorney for tasks that only attorneys are qualified to perform. Legal courses are supplemented with business courses which prepare the student for the many roles that they may be asked to fulfill in the legal environment. The Bachelor Degree program is designed to provide a student with a broad base of business and general education courses which will better prepare the student to function in a large firm with a diverse practice or in a small office in which the paralegal may be asked to fulfill a diverse role. This program is designed to give the student the opportunity to select from a range of legal specializations which will more fully prepare the student for employment in an area which is of interest to the student. This program is designed to be an extension of the Associate in Science Degree Program with a Paralegal Major. Students are required to complete an externship before graduation.

AREA I — Business Administration Component

	Credit Hours
BUL 2100 Business Law I	3
BUL 2122 Business Law II	3
COC 1211 Computer Concepts	3
GEB 1012 Introduction to Business Enterprise	3
JSD 1999 Job Development Techniques	3
MAN 3300 Personnel Management	3
MAN 4060 Business Policy and Administration	3
MAN 4410 Labor Relations and Collective Bargaining	3
MAR 1023 Introduction to Marketing	3
Area Total	27

AREA II — Major Component

	Credit Hours
LES 1702 Legal Vocabulary	3
MAN 2800 Small Business Management	3
PAL 1454 Contracts	3
PAL 1400 Legal Procedures	3
PAL 1457 Legal Research	3
PAL 1460 Law Office Management	3
SES 1102 Introductory Typing for Paralegals	3
SES 1111 Intermediate Typing for Paralegals	3
SES 1505 Word Processing Concepts and Operations	3
Major Electives—With the assistance of the Dean or a Faculty Advisor	

Select 18 Hours from the courses listed below:

PAL 1450	Criminal Law	3	
PAL 1451	Torts	3	
PAL 1453	Family Law	3	
PAL 1456	Real Estate	3	
PAL 3211	Constitutional Law	3	
PAL 3221	Corporate Law	3	
PAL 4211	Bankruptcy Law	3	
PAL 4221	Wills, Estates and Trusts	3	
	Area Total		<u>18</u>
			45

AREA III — General Education Component

			Credit Hours
ECO 1013	Macroeconomics		3
ECO 1023	Microeconomics		3
ECO 3223	Money and Banking		3
ENG 1520	English Grammar		3
ENG 1521	English Usage		3
ENG 1522	English Composition		3
MAC 1132	Fundamentals of College Math I		3
MAC 1133	Fundamentals of College Math II		3
MAF 3501	Marriage and the Family		3
MAN 3200	Human Relations		3
PHL 4100	Logic		3
PSY 1367	Psychology of Human Relations		3
	Area Total		<u>36</u>

AREA IV — Approved Elective Component

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

Area Total 12

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION 120

ALLIED HEALTH MANAGEMENT MAJOR

The Bachelor of Science Degree with an Allied Health Management Major is designed to combine technical and medical office training with business coursework which will enable the allied health practitioner to function in an entry-level managerial position in a medical office or other health care facility. Technical, office, and business training are supplemented with required general education and elective coursework which permits the student to effectuate an educational program which is consistent with the student's educational objectives. This program is designed to be an extension of the Associate in Science Degree Program with a Medical Assistant Major.

AREA I — Business Administration Component		Credit Hours
BUL 2100	Business Law I	3
BUL 2122	Business Law II	3
COC 1211	Computer Concepts	3
GEB 1012	Introduction to Business Enterprise	3
JSD 1999	Job Development Techniques	3
MAN3300	Personnel Management	3
MAN4060	Business Policy and Administration	3
MAN4410	Labor Relations and Collective Bargaining	3
MAR 1023	Introduction to Marketing	3
Area Total		27

AREA II — Major Component		Credit Hours
ACC 2031	Analysis of Financial Statements	3
APB 1201	Anatomy and Medical Terminology I	2
APB 1202	Anatomy and Medical Terminology II	2
APB 1203	Anatomy and Medical Terminology III	2
MEA 1300	Medical Office Practices	2
MEA 1301	Medical Office Procedures I	2
MEA 1302	Medical Office Procedures II	2
MEA 1821	Medical Office Skills	3
MEA 1999	Job Preparation Orientation and Externship	4
MLS 1001	Clinical Procedures I	2
MLS 1002	Clinical Procedures II	2
MLS 1003	Clinical Procedures III	2
MLS 1301	Laboratory Procedures	3
SES 1520	Word Processing Operations II	3
Area Total		34

AREA III — General Education Component

**Credit
Hours**

ECO 1013	Macroeconomics	3
ECO 1023	Microeconomics	3
ECO 3223	Money and Banking	3
ENG 1520	English Grammar	3
ENG 1521	English Usage	3
ENG 1522	English Composition	3
MAC 1132	Fundamentals of College Math I	3
MAC 1133	Fundamentals of College Math II	3
MAF 3501	Marriage and the Family	3
MAN 3200	Human Relations	3
PHL 4100	Logic	3
PSY 1367	Psychology of Human Relations	3

Area Total

36

AREA IV — Approved Elective Component

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

Area Total

23

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION

120

OFFICE ADMINISTRATION MAJOR

The Bachelor of Science Degree program with an Office Administration Major is designed to provide a student with the skills necessary to obtain entry-level employment as a secretary and, with a strong foundation of business and general education coursework, make it possible for the graduate to look forward to promotion into a managerial position. This program is also ideally designed for the clerical worker seeking to become promotable within a firm in which she/he is already employed. This program is an extension of the Associate in Science Degree program with an Office Management Major, and a Medical Office Management Major.

AREA I - Business Administration Component		Credit Hours
BUL 2100	Business Law I	3
BUL 2122	Business Law II	3
COC 1211	Computer Concepts	3
GEB 1012	Introduction to Business Enterprise	3
JSD 1999	Job Development Techniques	3
MAN 3300	Personnel Management	3
MAN 4060	Business Policy and Administration	3
MAN 4410	Labor Relations and Collective Bargaining	3
MAR 1023	Introduction to Marketing	3
Area Total		27

AREA II - Major Component		Credit Hours
ACC 2031	Analysis of Financial Statements	3
MAN 1344	Principles of Supervision	3
MAN 2800	Small Business Management	3
SES 1100	Introductory Typing <u>OR</u>	
KYB 1000	Keyboarding I	3
SES 1110	Intermediate Typing <u>OR</u>	
KYB 1010	Keyboarding II	3
SES 1120	Advanced Typing	3
SES 1370	Machine Transcription Applications	3
SES 1505	Word Processing Concepts and Operations <u>OR</u>	
KYB 1500	Data Input Concepts and Applications	3
SES 1520	Word Processing Operations II <u>OR</u>	
KYB 1520	Data Input Applications II	3
SES 2401	Office Practices	3
SES 2530	Word Processing Operations III	3
SES 2550	Microcomputer Applications	3
Area Total		36

AREA III - General Education Component**Credit
Hours**

ECO 1013	Macroeconomics	3
ECO 1023	Microeconomics	3
ECO 3223	Money and Banking	3
ENG 1520	English Grammar	3
ENG 1521	English Usage	3
ENG 1522	English Composition	3
MAC 1132	Fundamentals of College Math I	3
MAC 1133	Fundamentals of College Math II	3
MAF 3501	Marriage and the Family	3
MAN 3200	Human Relations	3
PHL 4100	Logic	3
PSY 1367	Psychology of Human Relations	3
Area Total		36

AREA IV - Approved Elective Component

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

Area Total 21

**MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION**

120

THE ASSOCIATE IN SCIENCE DEGREE

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

1. Complete a minimum of 60 Credit Hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 18 Credit Hours must be completed at the College.
2. Meet the specified graduation requirements. Upper Division courses may be used to satisfy the requirements if approved by the Dean.
3. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; settle all financial obligations to the College prior to graduation.
4. Participate in the first College commencement exercises following completion of all program requirements.

Not all degree programs are offered at all campuses of Jones College. Listings of specific offerings, tuition rates and calendars can be found in the attached Catalog Supplement

THE ASSOCIATE IN SCIENCE DEGREE

ACCOUNTING MAJOR

The Associate in Science Degree Program with an Accounting Major is designed to provide a student with the basic skills necessary to obtain entry-level employment in the field of Accounting as a bookkeeper, trainee, or junior accountant. The basic accounting sequence is supplemented with general education and business offerings which help to ensure the student's productivity and mobility in the business environment.

AREA I — Business Administration Component

	Credit Hours
GEB 1012 Introduction to Business Enterprise	3
SES 1100 Introductory Typing	3
COC 1211 Computer Concepts	3
ACC 2011 Principles of Accounting I	3
BUL 2100 Business Law I	3
MAN 2800 Small Business Management	3
Area Total	18

AREA II — Major Component

	Credit Hours
ACC 2021 Principles of Accounting II	3
ACC 2041 Principles of Accounting III	3
ACC 2101 Intermediate Accounting I	3
ACC 2102 Intermediate Accounting II	3
ACC 2501 Federal Taxation	3
BUL 2122 Business Law II	3
COP 1150 Computer Spreadsheet Applications	3
MAR 1023 Introduction to Marketing	3
Area Total	24

AREA III — General Education Component

	Credit Hours
ECO 1013 Macroeconomics	3
ECO 1023 Microeconomics	3
MAC 1132 Fundamentals of College Math I	3
MAC 1133 Fundamentals of College Math II	3
ENG 1520 English Grammar	3
ENG 1521 English Usage	3
Area Total	18

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION

60

BUSINESS ADMINISTRATION MAJOR

The Associate in Science Degree Program with a Business Administration Major is designed to prepare students to assume an entry-level managerial position or as a management trainee or to improve the student's employability skills so that a student's promotability in a field which he/she is already employed will be enhanced.

AREA I — Business Administration Component		Credit Hours
GEB 1012	Introduction to Business Enterprise	3
COC 1211	Computer Concepts	3
BUL 2100	Business Law I	3
BUL 2122	Business Law II	3
SES 1100	Introductory Typing	3
SES 1505	Word Processing Concepts and Operations	3
Area Total		18
AREA II — Major Component		Credit Hours
MAR 1023	Introduction to Marketing	3
MAR 1101	Salesmanship	3
ACC 2011	Principles of Accounting I	3
ACC 2021	Principles of Accounting II	3
MAN 2000	Principles of Management	3
MAN 1344	Principles of Supervision	3
MAN 2800	Small Business Management	3
JSD 1999	Job Development Techniques	3
Area Total		24
AREA III — General Education Component		Credit Hours
ENG 1520	English Grammar	3
ENG 1521	English Usage	3
ENG 1522	English Composition	3
MAC 1132	Fundamentals of College Math I	3
MAC 1133	Fundamentals of College Math II	3
PSY 1367	Psychology of Human Relations	3
Area Total		18
MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		60

COMPUTER ACCOUNTING MAJOR

The Associate in Science Degree Program with a Computer Accounting Major is designed to provide a student with basic skills necessary to obtain entry-level employment in the field of Accounting, as a bookkeeper, trainee, or junior accountant. The basic sequence of accounting courses is supplemented with data processing coursework that is designed to ensure that the graduate will be able to perform those tasks assigned to an entry-level accountant in a computerized environment. The basic sequence of accounting and data processing courses is supplemented with general education and business offerings which help to ensure the student's productivity and mobility in the business environment.

AREA I — Business Administration Component		Credit Hours
GEB 1012	Introduction to Business Enterprise	3
SES 1100	Introductory Typing <u>OR</u>	
SES 1505	Word Processing Concepts and Operations	3
COC 1211	Computer Concepts	3
ACC 2011	Principles of Accounting I	3
BUL 2100	Business Law I	3
MAN 2800	Small Business Management	3
Area Total		18

AREA II — Major Component		Credit Hours
ACC 2021	Principles of Accounting II	3
ACC 2041	Principles of Accounting III	3
ACC 2101	Intermediate Accounting I	3
ACC 2102	Intermediate Accounting II	3
ACC 2501	Federal Taxation	3
COP 1150	Computer Spreadsheet Applications	3
COP 1170	Database Programming	3
<i>(Select 6 Credit Hours from the Computer Programming Courses listed in this Catalog.)</i>		6
Area Total		27

AREA III — General Education Component

	Credit Hours
ECO 1013 Macroeconomics	3
MAC 1132 Fundamentals of College Math I	3
MAC 1133 Fundamentals of College Math II	3
ENG 1520 English Grammar	3
ENG 1521 English Usage	3
Area Total	<hr/> 15

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION

60

DATA PROCESSING MAJOR

The Associate in Science Degree Program with a Data Processing Major is designed to provide a student with the basic skills necessary to obtain entry-level employment as a junior programmer, programmer trainee, or other position in the Data Processing industry. The basic sequence of Data Processing courses is supplemented with general education and business offerings which help to ensure the student's productivity and mobility in the business environment.

AREA I — Business Administration Component	Credit Hours
GEB 1012 Introduction to Business Enterprise	3
SES 1100 Introductory Typing	3
COC 1211 Computer Concepts	3
ACC 2031 Analysis of Financial Statements	3
BUL 2100 Business Law I	3
MAN 2800 Small Business Management	3
Area Total	18

AREA II — Major Component	Credit Hours
COP 2120 Computer Programming—COBOL	4
COP 2121 COBOL Applications	2
COP 2130 Computer Programming—Adv. COBOL	4
COP 2140 Computer Programming—"C"	3
COP 2160 Computer Programming—RPG	3
COP 2161 Computer Programming—Adv. RPG	3
CIS 2321 Business Systems Analysis and Design	2
MAN 2000 Principles of Management	3
Area Total	24

AREA III — General Education Component	Credit Hours
ECO 1013 Macroeconomics	3
ECO 1023 Microeconomics	3
MAC 1132 Fundamentals of College Math I	3
MAC 1133 Fundamentals of College Math II	3
ENG 1520 English Grammar	3
ENG 1521 English Usage	3
Area Total	18

MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	60
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MARKETING/MANAGEMENT MAJOR

The Associate in Science Degree Program with a Marketing/Management Major is designed to provide the student with the basic business knowledge necessary to assume an entry-level managerial or manager trainee position, an entry-level marketing position, or to provide a student with the knowledge necessary to become promotable into a entry-level managerial position in an already established career field. The basic marketing and management sequence of courses is supplemented with general education and business offerings which help to ensure the student's productivity and mobility in the business environment. With the approval and guidance of the Dean or faculty advisor, the student will be permitted to substitute elective coursework for three of the required courses listed below. By doing so, the student will have the opportunity to complete a program that is consistent with his/her personal objectives and career ambitions.

AREA I — Business Administration Component		Credit Hours
ACC 2031	Analysis of Financial Statements	3
BUL 2100	Business Law I	3
COC 1211	Computer Concepts	3
GEB 1012	Introduction to Business Enterprise	3
MAN 2800	Small Business Management	3
SES 1100	Introductory Typing	3
Area Total		18

AREA II — Major Component		Credit Hours
ADV 2000	Advertising	3
BUL 2122	Business Law II	3
MAN 2000	Principles of Management	3
MAR 1023	Introduction to Marketing	3
MAR 1101	Salesmanship	3
RMI 2015	Risk and Insurance	3
ACC 2501	Federal Taxation	3
MAR 2763	Credits and Collections	3
Area Total		24

AREA III — General Education Component

Credit
Hours

ECO 1013	Macroeconomics	3
ECO 1023	Microeconomics	3
MAC 1132	Fundamentals of College Math I	3
MAC 1133	Fundamentals of College Math II	3
ENG 1520	English Grammar	3
ENG 1521	English Usage	3
	Area Total	18

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION

60

BROADCASTING MAJOR

The Associate in Science Degree Program with a Broadcasting Major is designed to provide a student with the basic skills necessary to obtain a position in the field of broadcasting. On-the-air skills, broadcast management, and production skills are stressed in this program. The basic broadcasting sequence is supplemented with general education and business offerings which help to ensure the student's productivity and mobility in the broadcasting environment.

AREA I — Business Administration Component		Credit Hours
GEB 1012	Introduction to Business Enterprise	3
SES 1100	Introductory Typing	3
COC 1211	Computer Concepts	3
ACC 2031	Analysis of Financial Statements	3
BUL 2100	Business Law I	3
MAN 2800	Small Business Management	3
Area Total		18

AREA II — Major Component		Credit Hours
RTV 1000	Introduction to Broadcasting	3
RTV 1230	Announcing I	3
RTV 1231	Announcing II	3
RTV 2200	Program Production I	3
RTV 2201	Program Production II	3
RTV 2210	Program Production III	3
MAN 2000	Principles of Management	3
MAN 1344	Principles of Supervision	3
Area Total		24

AREA III — General Education Component		Credit Hours
ECO 1013	Macroeconomics	3
ECO 1023	Microeconomics	3
MAC 1132	Fundamentals of College Math I	3
MAC 1133	Fundamentals of College Math II	3
ENG 1520	English Grammar	3
ENG 1521	English Usage	3
Area Total		18

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION

60

LEGAL SECRETARIAL MAJOR

The Associate in Science Degree Program with a Legal Secretarial Major is designed to provide the training necessary for a student to obtain a position as a legal secretary or as an office secretary. This technical training is supplemented with general education and business courses designed to provide the student with the knowledge necessary to assume a managerial role in the legal or general office.

AREA I — Business Administration Component	Credit Hours
GEB 1012 Introduction to Business Enterprise	3
SES 1100 Introductory Typing	3
SES 1110 Intermediate Typing	3
SES 1120 Advanced Typing (Legal)	3
COC 1211 Computer Concepts	3
Area Total	15

AREA II — Major Component	Credit Hours
SES 1505 Word Processing Concepts and Operations	3
SES 1520 Word Processing Operations II	3
SES 2530 Word Processing Operations III (Legal)	3
SES 2401 Office Practices (Legal)	3
SES 1370 Machine Transcription Applications (Legal)	3
SES 2550 Microcomputer Applications	3
JSD 1999 Job Development Techniques	3
LES 1702 Legal Vocabulary	3
Legal Specialization (Select from courses with a PAL or BUL prefix)	6
Area Total	30

AREA III — General Education Component	Credit Hours
ENG 1520 English Grammar	3
ENG 1521 English Usage	3
ENG 1522 English Composition	3
MAC 1132 Fundamentals of College Math I	3
PSY 1367 Psychology of Human Relations	3
Area Total	15

MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	60
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MEDICAL ASSISTANT MAJOR

The Associate in Science Degree Program with a Medical Assistant Major is designed to provide a student with the basic skills necessary to obtain entry-level employment as a medical assistant, a medical office assistant, a medical transcriptionist, or a medical receptionist. The professional component of medical courses is interspersed with business and general education offerings designed to provide the student with the skills necessary for a promotion into a managerial role.

AREA I — Business Administration Component			Credit Hours
SES 2550	Microcomputer Applications		3
GEB 1012	Introduction to Business Enterprise		3
JSD 1999	Job Development Techniques		3
SES 1510	Word Processing Concepts and Operations		3
BUL 2100	Business Law I		3
Area Total			<hr/> 15
AREA II — Major Component			Credit Hours
MLS 1301	Laboratory Procedures I		1
APB 1210	Human Anatomy and Medical Terminology		3
APB 1220	Human Anatomy and Physiology		3
MEA 1300	Medical Office Practices		3
MEA 1999	Job Preparation Orientation and Externship		4
SES 1100	Introductory Typing		3
SES 1370	Machine Transcription Applications (Medical)		3
Area Total			<hr/> 20

AREA III — General Education Component

PSY 1367	Psychology of Human Relations
ENG 1520	English Grammar
ENG 1521	English Usage
ENG 1522	English Composition
MAC 1132	Fundamentals of College Math I

Credit Hours
3
3
3
3
3
<hr/>
15

AREA IV — Professional Component

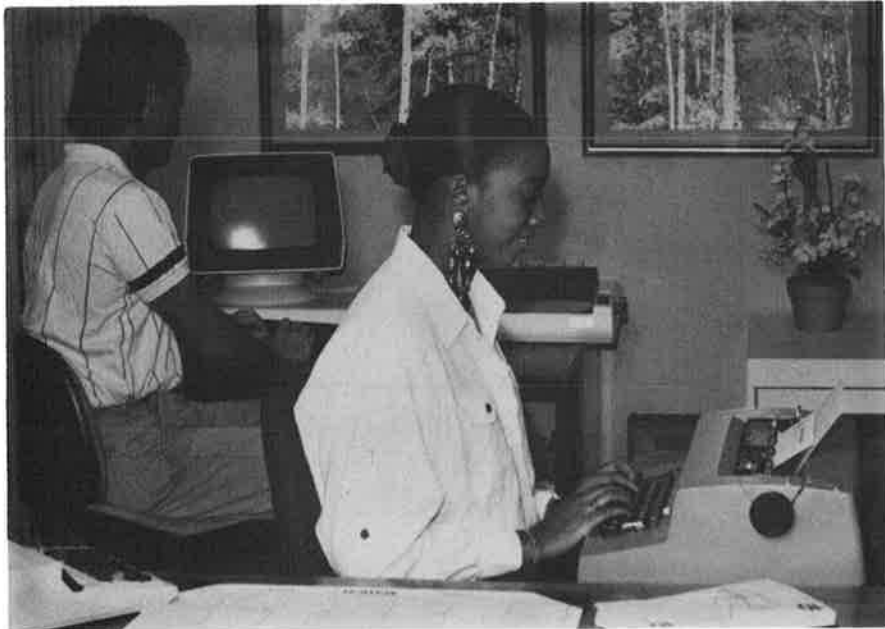
MEA 1201	Introduction to Medical Assisting
MLS 1210	Diagnostic Procedures
MLS 1230	Hematology Procedures
MLS 1220	Clinical Procedures

Credit Hours
3
3
1
3
<hr/>
10

Area Total

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION

<hr/>
60



MEDICAL OFFICE MANAGEMENT MAJOR

The Associate in Science Degree Program with a Medical Office Management Major is designed to provide a student with the basic skills necessary to obtain entry-level employment as a medical secretary, medical receptionist, medical office assistant, medical transcriptionist, or clerk typist. Medical and secretarial course offerings are supplemented with general education and business courses which help to ensure a student's productivity, promotability, and mobility in the business environment.

AREA I — Business Administration Component			Credit Hours
GEB 1012	Introduction to Business Enterprise	3	3
SES 1100	Introductory Typing	3	3
SES 1110	Intermediate Typing	3	3
SES 1120	Advanced Typing (Medical)	3	3
COC 1211	Computer Concepts	3	3
Area Total			15

AREA II — Major Component			Credit Hours
SES 1505	Word Processing Concepts and Operations	3	3
SES 1520	Word Processing Operations II	3	3
SES 2530	Word Processing Operations III (Medical)	3	3
SES 2401	Office Practices (Medical)	3	3
SES 1370	Machine Transcription Applications (Medical)	3	3
JSD 1999	Job Development Techniques	3	3
MED 1702	Medical Vocabulary	3	3
SES 2550	Microcomputer Applications	3	3
	Business Electives	6	6
Area Total			30

AREA III — General Education ComponentCredit
Hours

ENG 1520	English Grammar	3
ENG 1521	English Usage	3
ENG 1522	English Composition	3
MAC 1132	Fundamentals of College Math I	3
PSY 1367	Psychology of Human Relations	3

Area Total

15MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION

60

OFFICE MANAGEMENT MAJOR

The Associate in Science Degree Program with an Office Management Major is designed to provide a student with the skills necessary to obtain an entry-level position as a secretary in an office setting and, at the same time, provide the business knowledge necessary to assume managerial responsibilities. Secretarial courses are supplemented with business courses and general education offerings which help to ensure the student's productivity and mobility in the business environment.

AREA I — Business Administration Component

		Credit Hours
GEB 1012	Introduction to Business Enterprise	3
SES 1100	Introductory Typing <u>OR</u>	
KYB 1000	Keyboarding I	3
SES 1110	Intermediate Typing <u>OR</u>	
KYB 1010	Keyboarding II	3
SES 1120	Advanced Typing	3
COC 1211	Computer Concepts	3
ACC 2031	Analysis of Financial Statements	3
BUL 2100	Business Law I	3
BUL 2122	Business Law II	3
	Area Total	24

AREA II — Major Component

		Credit Hours
SES 1505	Word Processing Concepts and Operations <u>OR</u>	
KYB 1500	Data Input Concepts and Applications	3
SES 1520	Word Processing Operations II <u>OR</u>	
KYB 1520	Data Input Applications II	3
SES 2530	Word Processing Operations III	3
SES 2401	Office Practices	3
SES 1370	Machine Transcription Applications	3
SES 2550	Microcomputer Applications	3
JSD 1999	Job Development Techniques	3
	Area Total	21

AREA III — General Education Component

	Credit Hours
ENG 1520 English Grammar	3
ENG 1521 English Usage	3
ENG 1522 English Composition	3
MAC 1132 Fundamentals of College Math I	3
PSY 1367 Psychology of Human Relations	3
Area Total _____	15

MINIMUM TOTAL CREDIT HOURS
REQUIRED FOR GRADUATION 60

LEGAL ASSISTANT (PARALEGAL) MAJOR

The Associate in Science Degree Program with a Paralegal Major is designed to prepare students for entry-level positions as part of the legal team in law firms, banks, savings and loan associations, government agencies, insurance companies, and title companies. The paralegal usually works under the supervision of an attorney and assumes part of the attorney's workload, freeing the attorney for tasks that only attorneys are qualified to perform. Legal courses are supplemented with business courses which prepare the student for the many roles that he/she may be asked to fulfill in the legal environment. These courses are supplemented with general education offerings which help to ensure the student's productivity and mobility in the business environment. Students are required to complete an externship before graduation.

AREA I — Business Administration Component		Credit Hours
GEB 1012	Introduction to Business Enterprise	3
SES 1102	Introductory Typing for Paralegals	3
SES 1111	Intermediate Typing for Paralegals	3
COC 1211	Computer Concepts	3
Area Total		12

AREA II — Major Component		Credit Hours
SES 1505	Word Processing Concepts and Operations	3
JSD 1999	Job Development Techniques	3
LES 1702	Legal Vocabulary	3
PAL 1400	Legal Procedures	3
PAL 1450	Criminal Law	3
PAL 1451	Torts	3
PAL 1453	Family Law	3
PAL 1454	Contracts	3
PAL 1456	Real Estate	3
PAL 1457	Legal Research	3
PAL 1460	Law Office Management	3
Area Total		33

AREA III — General Education Component

	Credit Hours
ENG 1520 English Grammar	3
ENG 1521 English Usage	3
ENG 1522 English Composition	3
MAC 1132 Fundamentals of College Math I	3
PSY 1367 Psychology of Human Relations	3
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Area Total	15

MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	<hr/> 60
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COURT REPORTING

The Associate in Science Degree program in Court Reporting will prepare a student for a career in the reporting field or in Court Reporting.

The College recognizes that only a relatively small percentage of students interested in Court Reporting have the necessary high level of manual dexterity and ability to translate the spoken word into a written transcript at a high rate of speed. These attributes are necessary talents rather than skills, and both are necessary if a student is to succeed in Court Reporting.

Unfortunately, there are no diagnostic tests available which provide a clear indication of the student's ability to succeed in a Court Reporting program. The difficulty in determining the prospective student's ability to succeed is similar, though to a lesser degree, to that of an individual with no musical experience eventually succeeding as a concert pianist.

So that neither the student nor the College will be committed for a long series of courses for which the student may, ultimately, not prove to be qualified, the College offers the Associate in Science Degree in Court Reporting as a series of components (or courses) which may, if completed, lead the student to an Associate in Science Degree and a career as a Court Reporter.

Each of these components has a distinct objective and completion of each component is a prerequisite to enrollment in the next component in the sequence.

When and if it is determined that the student does not have the necessary talent to progress beyond any one of the components, the student will have acquired the skills necessary to pursue a lucrative career that is consistent with the work already completed. The College Placement Office will assist the student, at that time, in finding employment. The objectives of each of these components are described below. The student will also have the option of transferring applicable credit earned in the Associate in Science Degree program in Court Reporting to another degree program offered by Jones College so that a degree can eventually be earned.

After the completion of any one of these components, neither the College nor the student is committed to further training of the student. The financial obligation of the student for the remaining component(s) is cancelled.

Students are permitted to enroll in the Associate in Science Degree program in Court Reporting and, when the student completes the series of three instructional components (Scopist/Note Reader, Legal Transcription/Secretary, and High Speed Reporting/Dictation components), the student will earn an Associate in Science Degree in Court Reporting.

The Associate in Science Degree program with a Court Reporting Major is

designed to provide a student with the skills necessary for entry level employment in the field of Court Reporting. Skill courses are supplemented with business and general education offerings which will prepare the student for mobility, advancement and success in the world of business.

ASSOCIATE IN SCIENCE DEGREE

COURT REPORTING MAJOR

SCOPIST/NOTE READER COMPONENT

30 Credit Hours

The Scopist/Note Reader Component utilizes the XSCRIBE Computerized Dictation and Transcription System. The component is designed to provide a student with the skills necessary for entry-level employment as a Scopist in a Court Reporting firm that utilizes a computerized transcription system, or as a Note Reader in a firm that manually generates transcripts of legal proceedings.

	Credit Hours
CCR 1231 Machine Shorthand Theory I	6
CCL 1231 Machine Shorthand Theory I Laboratory	2
CCR 1232 Machine Shorthand Theory II	6
CCL 1232 Machine Shorthand Theory II Laboratory	2
SES 1100 Introductory Typing	3
SES 1110 Intermediate Typing	3
CAT 1010 Introduction to Computer/Aided Transcription	2
ENG 1500 Spelling and Vocabulary	3
ENG 1520 English Grammar	3

TOTAL CREDIT HOURS
FOR COMPONENT

30

LEGAL TRANSCRIPTION/SECRETARY COMPONENT

31 Credit Hours

The Legal Transcription Secretarial component utilizes the XSCRIBE Computerized Dictation and Transcription System. This component is designed to provide a student with the skills necessary for entry-level employment as a Scopist in a Court Reporting firm that utilizes a computerized transcription system, as a Note Reader in a firm that manually generates transcripts of legal proceedings or as a Legal Secretary with advanced dictation and transcription skills.

	Credit Hours
CCR 1234 Court and Conference Dictation I	6
CCL 1234 Court and Conference Dictation I Laboratory	2
CCR 1235 Court and Conference Dictation II	6
CCL 1235 Court and Conference Dictation II Laboratory	2
ENG 1521 English Usage	3
ENG 1550 Court Reporting English	3
LES 1702 Legal Vocabulary	3
SES 2248 Anatomy and Medical Terminology	3
SES 1120 Advanced Typing	3

TOTAL CREDIT HOURS
FOR COMPONENT

31

HIGH SPEED REPORTING/DICTATION COMPONENT

29 Credit Hours

The High Speed Court Reporting Dictation component utilizes the XSCRIBE Computerized Dictation and Transcription System. The component is designed to provide a student with the skills necessary for entry-level employment as a Scopist in a Court Reporting firm that utilizes a computerized transcription system, as a Note Reader in a firm that manually generates transcripts of legal proceedings, as a Legal Secretary with advanced dictation and transcription skills, or as a Court Reporter.

	Credit Hours
CCR 2236 Court and Conference Dictation III	6
CCL 2236 Court and Conference Dictation III Laboratory	2
CCR 2237 Court and Conference Dictation IV	6
CCL 2237 Court and Conference Dictation IV Laboratory	2
CCR 2220 Court Reporting Procedures and Transcript Preparation	3
SES 2256 Medical Dictation	3
SES 2221 Dictation Techniques	2
CAT 2800 Computer-Aided Transcription Techniques	4
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TOTAL CREDIT HOURS FOR COMPONENT	<hr/> 29

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COURSE DESCRIPTIONS

ACC 2011 PRINCIPLES OF ACCOUNTING I

This course defines accounting objectives and their relation to business. The student is taught fundamental principles of accounting, the recording of transactions in elementary journals, and posting ledgers. The trial balance, working papers, financial statements, and the opening and closing of books are included. *3 Credit Hours*

ACC 2021 PRINCIPLES OF ACCOUNTING II

This course is a continuation of ACC 2011 with application to more advanced transactions. Emphasis is placed on the opening of books, classification and control of accounts, safeguarding of cash, notes, acceptances, discounts, capital investments and withdrawals, and the adjusting and closing of books. Prerequisite: ACC 2011 *3 Credit Hours*

ACC 2031 ANALYSIS OF FINANCIAL STATEMENTS

A course designed for non-accounting majors. The course is concerned with the analysis of financial statements, budgeting, and fund flow analysis. The course will focus on accounting as a managerial and decision-making tool. *3 Credit Hours*

ACC 2041 PRINCIPLES OF ACCOUNTING III

This is a continuation of ACC 2011 and 2021 with application to accounting for corporations and manufacturing operations. It covers the opening, adjusting and closing of corporation accounts and books, describes manufacturing and cost accounting systems, classifications of accounts, budgeting, internal reporting, and the analysis of financial statements. Prerequisite: ACC 2021 *3 Credit Hours*

ACC 2101 INTERMEDIATE ACCOUNTING I

This is a comprehensive study of accounting theory above the level of basic accounting principles. Primary emphasis is on accounting for assets, income, and expenses. Prerequisite: ACC 2021 *3 Credit Hours*

ACC 2102 INTERMEDIATE ACCOUNTING II

Continuation of ACC 2101, which is prerequisite. *3 Credit Hours*

ACC 2501 FEDERAL TAXATION

A thorough study of federal income tax laws and their application to individual, partnership, and corporation income. What constitutes incomes and deductible expenditures is given special emphasis. Specimen returns and problems are used in the development of skills in preparation of tax returns, particularly individual returns. *3 Credit Hours*

ACC 4201 ADVANCED ACCOUNTING I

Property acquisition, revaluation and retirement, and depreciation principles and practices are studied in greater depth. Intangible assets, current and long-term debt, pension plans, corporation formation and capital stock transactions are covered. Financial statement analysis, funds flow and related statements are given thorough treatment. Frequent reference is made to pronouncements by the Securities and Exchange Commission and the American Institute of Certified Public Accountants.

Prerequisite: ACC 2021

3 Credit Hours

ACC 4202 ADVANCED ACCOUNTING II

Continuation of ACC 4201, which is prerequisite.

3 Credit Hours

ACC 4601 AUDITING I

An introductory course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied.

Prerequisite: ACC 2021

3 Credit Hours

ACC 4602 AUDITING II

Continuation of ACC 4601, which is prerequisite.

3 Credit Hours

ACC 4998 SELECTED TOPICS IN ACCOUNTING

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

3 Credit Hours

ACC 4999 INTERNSHIP IN ACCOUNTING

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

3 Credit Hours

ADV 2000 ADVERTISING

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.

3 Credit Hours

APB 1201 ANATOMY AND MEDICAL TERMINOLOGY I

An introduction to the study of anatomy as it relates to medical terminology. Topics include the respiratory system, skin and the senses.

2 Credit Hours

APB 1202 ANATOMY AND MEDICAL TERMINOLOGY II

Continuation of Anatomy and Medical Terminology I. Additional topics include the cardiovascular system, the endocrine system, the lymphatic system and the gastrointestinal system. *2 Credit Hours*

APB 1203 ANATOMY AND MEDICAL TERMINOLOGY III

Continuation of Anatomy and Medical Terminology II. Additional topics include the urogenital system, the musculo-skeletal system, the nervous system and female reproduction. *2 Credit Hours*

BUL 2100 BUSINESS LAW I

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, agencies, partnerships, and corporations. *3 Credit Hours*

BUL 2122 BUSINESS LAW II

A study is made of the basic laws concerning bailments, sales, credit instruments, and insurance. *3 Credit Hours*

CAT 1010 INTRODUCTION TO COMPUTER-AIDED TRANSCRIPTION

Students are introduced to the XCRIBE Computerized Dictation and Transcription System. Topics discussed include basic transcription techniques and editing. *2 Credit Hours*

CAT 2800 COMPUPTER-AIDED TRANSCRIPTION TECHNIQUES

An advanced dictation and transcription class in which students are instructed in the use of the XSCRIBE Computerized Dictation and Transcription System in a production environment. *4 Credit Hours*

CCR 1231 MACHINE SHORTHAND THEORY I

An introduction to computer compatible machine shorthand theory, phonetics, and symbols. Finger position, brief forms and phrases, and reading habits are stressed.

Dictation and Instruction: Eight hours a week

6 Credit Hours

CCL 1231 MACHINE SHORTHAND THEORY I LABORATORY

A laboratory class which accompanies CCR 1231. Four hours of attendance in the Court Reporting Laboratory are required weekly. *2 Credit Hours*

CCR 1232 MACHINE SHORTHAND THEORY II

A completion and review of the basic principles of machine shorthand theory. New brief forms and phrases are introduced. Students will be expected to attain a speed of 100 words a minute on basic material.

Prerequisite: CCR 1231

Dictation and Instruction: Eight hours a week

6 Credit Hours

CCL 1232 MACHINE SHORTHAND THEORY II LABORATORY

A laboratory class which accompanies CCR 1232. Four hours of attendance in the Court Reporting Laboratory are required weekly. *2 Credit Hours*

CCR 1234 COURT AND CONFERENCE DICTATION I

A course which develops the skills learned in Machine Shorthand Theory I and Machine Shorthand Theory II and emphasizes the attainment of speed using more difficult material. Testing is done at controlled speeds and students are expected to attain a speed of 120 words a minute.

Prerequisite: 80 words a minute writing speed.

Dictation and Instruction: Eight hours a week

6 Credit Hours

CCL 1234 COURT AND CONFERENCE DICTATION I LABORATORY

A laboratory class which accompanies CCR 1234. Four hours of attendance in the Court Reporting Laboratory are required weekly. *2 Credit Hours*

CCR 1235 COURT AND CONFERENCE DICTATION II

A course which develops the skills learned in Court and Conference Dictation I. Multi-voice dictation is emphasized as well as the development of increased speed. Testing is done at controlled speeds and students are expected to attain a speed of 150 words a minute.

Prerequisite: 120 words a minute writing speed.

Dictation and Instruction: Eight hours a week

6 Credit Hours

CCL 1235 COURT AND CONFERENCE DICTATION II LABORATORY

A laboratory class which accompanies CCR 1235. Four hours of attendance in the Court Reporting Laboratory are required weekly. *2 Credit Hours*

**CCR 2220 COURT REPORTING PROCEDURES AND
TRANSCRIPT PREPARATION**

The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trial transcript, in deliverable form, may be required. *3 Credit Hours*

CCR 2236 COURT AND CONFERENCE DICTATION III

A course which develops the skills learned in Court and Conference Dictation II. The development of speed will be emphasized. Testing is done at controlled speeds and students are expected to attain a speed of 200 words a minute.

Prerequisite: 150 words a minute writing speed.

Dictation and Instruction: Eight hours a week.

6 Credit Hours

CCL 2236 COURT AND CONFERENCE DICTATION III LABORATORY

A laboratory class which accompanies CCR 2236. Four hours of attendance in the Court Reporting Laboratory are required weekly. *2 Credit Hours*

CCR 2237 COURT AND CONFERENCE DICTATION IV

A continuation of Court and Conference Dictation III. Emphasis is placed on the development of speed. The profession of Court Reporting is studied. Multi-voice dictation is also emphasized. Testing is done at controlled speeds and students are expected to attain a speed of 225 words a minute.

Prerequisite: 210 words a minute writing speed.

Dictation and Instructions: Eight hours a week

6 Credit Hours

CCL 2237 COURT AND CONFERENCE DICTATION IV LABORATORY

A laboratory class which accompanies CCR 2237. Four hours of attendance in the Court Reporting Laboratory are required weekly.

2 Credit Hours

CCR 2999 COURT REPORTING EXTERNSHIP

Students will be assigned a position with a Court Reporting firm, legal office, or governmental agency for a total of 80 hours.

1 Credit Hour

CIS 2321 BUSINESS SYSTEMS ANALYSIS AND DESIGN

This course in business data processing operations is concerned with the design and maintenance of forms, records, and office systems. Included is a study of punched cards, and other input/output systems, work-flow planning, office layout, work measurement, types of business equipment and office tools available and the writing of business procedure specifications. Also included is information retrieval research techniques and tools as they apply to systemic principles of management decision making.

Prerequisite: COC 1211

2 Credit Hours

COC 1211 COMPUTER CONCEPTS

An introductory study of computers and their use in a business environment. This course prepares students to use computers and to effectively communicate with computer specialists, such as programmers and systems designers. Topics studied include hardware, software and connectivity, systems concepts, applications software, and an introduction to the BASIC programming language.

3 Credit Hours

COC 4998 SELECTED TOPICS IN DATA PROCESSING

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

3 Credit Hours

COC 4999 INTERNSHIP IN DATA PROCESSING

As part of the preparation for a career in data processing, the student is permitted to serve an internship in the data processing departments of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

3 Credit Hours

COP 1150 COMPUTER SPREADSHEET APPLICATIONS

A study of the basic and advanced facilities of computerized spreadsheet packages for business and accounting use.

3 Credit Hours

COP 1170 DATABASE PROGRAMMING

An introduction to microcomputer database systems and database programming in such languages as dBASE.

3 Credit Hours

COP 2050 SOFTWARE APPLICATIONS FOR BUSINESS

Application of computer software to the context of a business environment. Students will utilize database software, computerized spreadsheets and a high-level programming language.

3 Credit Hours

***COP 2100 COMPUTER PROGRAMMING — BASIC**

A course designed to instruct the student in the use of BASIC, a comprehensive, commercially oriented compiler-interpreter.

Prerequisite: COC 1211

3 Credit Hours

***COP 2120 COMPUTER PROGRAMMING — COBOL**

This course provides a foundation for the use of COBOL (Common Business Oriented Language) as a computer language. The student is expected to learn and apply the basic facilities of this language utilizing sequential access methods.

Prerequisite: COC 1211

4 Credit Hours

***COP 2121 COBOL APPLICATIONS**

A course which investigates the practical application of the skills learned in COP 2120.

Prerequisite: COP 2120

2 Credit Hours

***COP 2130 COMPUTER PROGRAMMING — ADVANCED COBOL**

This course provides advanced concepts of COBOL as a computing language. The student is expected to learn and apply the advanced facilities of this language utilizing access methods.

Prerequisite: COP 2120

4 Credit Hours

***COP 2140 COMPUTER PROGRAMMING — "C"**

This course provides a foundation for the use of the "C" Programming language.

Prerequisite: One computer programming course.

3 Credit Hours

***COP 2160 COMPUTER PROGRAMMING — RPG**

This course provides a foundation for the use of RPG (Report Program Generator) as a computing language. The student is expected to learn and apply the basic facilities of this language utilizing sequential access methods.

Prerequisite: COC 1211

3 Credit Hours

***COP 2161 COMPUTER PROGRAMMING — ADVANCED RPG**

This course provides advanced concepts of RPG as a computing language. The student is expected to learn and apply the advanced facilities of this language utilizing direct access methods.

Prerequisite: COP 2160

3 Credit Hours

COP 3230 MICROCOMPUTER APPLICATIONS

An application of skills in common data entry procedures, equipment operation, error correction, operation of a data entry system, and the preparation and handling of source documents.

3 Credit Hours

COP 4550 ACCOUNTING APPLICATIONS FOR DATA PROCESSING

Students apply the advanced facilities of a high level programming language to the business environment. The course focuses on the study of accounting systems.

Prerequisites: ACC 2021 and COP 2121 or COP 2161

3 Credit Hours

CSD 2999 CAREER SEARCH DEVELOPMENT

This course provides the student with effective methods of preparing for the employment search. Emphasis is placed upon identifying employer expectations and methods of meeting them; interviews and interview techniques; application forms; job search data; methods of finding job leads; formats and preparation of the resume; and tools for and methods of conducting the job search. This course is offered to students who are within three terms of graduation.

3 Credit Hours

CSD 4999 CAREER SEARCH DEVELOPMENT

This course provides the student with effective methods of preparing for the employment search. Emphasis is placed upon identifying employer expectations and methods of meeting them; interviews and interview techniques; application forms; job search data; methods of finding job leads; formats and preparation of the resume; and tools for and methods of conducting the job search. This course is offered to students who are within three terms of graduation.

3 Credit Hours

DEP 3100 CHILD PSYCHOLOGY

This course explores the processes by which children develop into adults. Changes and growth are examined from conception to the end of adolescence.

Prerequisite: PSY 2012

3 Credit Hours

ECO 1013 MACROECONOMICS

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

3 Credit Hours

ECO 1023 MICROECONOMICS

This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution.

3 Credit Hours

ECO 2040 ECONOMICS FOR THE CONSUMER

A survey of economic theory as it relates to problems affecting the American consumer.

3 Credit Hours

ECO 3223 MONEY AND BANKING

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.

3 Credit Hours

ENG 1500 SPELLING AND VOCABULARY

A controlled, systematic approach is used to enhance reading, writing, and listening skills and to improve the student's ability to spell correctly.

3 Credit Hours

ENG 1520 ENGLISH GRAMMAR

Basic study of English grammar emphasizing grammatical structures and their usage in communications.

3 Credit Hours

ENG 1521 ENGLISH USAGE

This is an introductory study of English usage and its application to communications.

3 Credit Hours

ENG 1522 ENGLISH COMPOSITION

A study of those composition skills which are commonly used in daily communication. Particular emphasis is placed on the writing of letters and reports.

3 Credit Hours

ENG 1550 COURT REPORTING ENGLISH

An advanced study of grammar and usage as it applies to the field of Court Reporting.

3 Credit Hours

ESP 1000 SPANISH I

An introduction to conversational Spanish. Emphasis is placed on vocabulary and introductory grammar. This course is designed for non-Spanish speaking students.

3 Credit Hours

ESP 1100 SPANISH II

A continuation of ESP 1000, which is prerequisite. Emphasis is placed on vocabulary and grammatical structures.

Prerequisite: ESP 1000

3 Credit Hours

FIN 1110 PERSONAL FINANCE

An examination of the complexities of money management; personal and family budgeting; consumer credit operations; borrowing money; banking services; nature of investments; the various types of insurance; home ownership; taxation; and retirement plans. *3 Credit Hours*

FIN 2010 INVESTMENTS

A study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risk and taxes which affect investment policy, timing, selection, and investment values. *3 Credit Hours*

GEB 1012 INTRODUCTION TO BUSINESS ENTERPRISE

A study of the characteristics and functions of business in the free enterprise environment, including opportunities, ownership, management, organization, marketing, physical plant, personnel, finance, ethics and law. *3 Credit Hours*

JSD 1999 JOB DEVELOPMENT TECHNIQUES

A course which provides the student with effective methods of preparing for the employment search. Emphasis is placed upon identifying employer expectations and methods of meeting them; interviews and interview techniques; application forms; job search data; methods of finding job leads; formats and preparation of the resume; and tools and methods of conducting the job search. *3 Credit Hours*

KYB 1000 KEYBOARDING I

This is a first course designed so students attain complete mastery of the keyboard, with special emphasis on correct stroking, posture, and basic typewriting techniques. *3 Credit Hours*

KYB 1010 KEYBOARDING II

A continuation of KYB 1000 with special emphasis placed on increasing speed and accuracy. Prerequisite: KYB 1000 *3 Credit Hours*

KYB 1500 DATA INPUT CONCEPTS AND APPLICATIONS

An introductory course emphasizing the use of data entry equipment and software. *3 Credit Hours*

KYB 1520 DATA INPUT APPLICATIONS II

A continuation of KYB 1500 in which additional emphasis is placed on speed and accuracy. Students are required to complete advanced projects. Prerequisite: KYB 1500 *3 Credit Hours*

LES 1702 LEGAL VOCABULARY

A study of legal words, terms, and phrases normally encountered in the application of modern law in an office environment. *3 Credit Hours*

MAC 1132 FUNDAMENTALS OF COLLEGE MATH I

A course designed to provide the student with a firm understanding of mathematical operations utilized in business and everyday activities. The student will also be prepared for more advanced coursework in mathematics.

3 Credit Hours

MAC 1133 FUNDAMENTALS OF COLLEGE MATH II

A continuation of MAC 1132 which is a prerequisite.

3 Credit Hours

MAF 3501 MARRIAGE AND THE FAMILY

The family is studied as the primary social institution in historical and contemporary American society. Special emphasis is given to the inter-relationships of the family, sex education, and the legal and social factors affecting marital adjustment.

3 Credit Hours

MAN 1344 PRINCIPLES OF SUPERVISION

A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.

3 Credit Hours

MAN 2000 PRINCIPLES OF MANAGEMENT

An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources and organizational structure are introduced.

3 Credit Hours

MAN 2100 HUMAN RELATIONS AND ORGANIZATIONAL BEHAVIOR

This is a study of the fundamentals of the processes of motivating, training, communicating and cooperating with management, co-workers and the public.

3 Credit Hours

MAN 2800 SMALL BUSINESS MANAGEMENT

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.

3 Credit Hours

MAN 3200 HUMAN RELATIONS

A study of the fundamentals of the processes of motivating, communicating and cooperating with management, co-workers, and the public.

3 Credit Hours

MAN 3300 PERSONNEL MANAGEMENT

An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations.

3 Credit Hours

MAN 4060 BUSINESS POLICY AND ADMINISTRATION

A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. *3 Credit Hours*

MAN 4410 LABOR RELATIONS AND COLLECTIVE BARGAINING

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. *3 Credit Hours*

MAN 4998 SELECTED TOPICS IN MANAGEMENT

A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisites, if any, are determined by the course material and instructor. *3 Credit Hours*

MAN 4999 INTERNSHIP IN MANAGEMENT

As part of the preparation for a career in management, the student is permitted to serve an internship in management functions of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. *3 Credit Hours*

MAR 1023 INTRODUCTION TO MARKETING

This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. *3 Credit Hours*

MAR 1101 SALESMANSHIP

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. *3 Credit Hours*

MAR 2503 CONSUMER BEHAVIOR

This is 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 the ultimate consumer buying decision. *3 Credit Hours*

MAR 2763 CREDITS AND COLLECTIONS

A study of the management of the credit and collection activities of business organizations, including economic and social implications, specific types of available credit, and management and analysis of consumer and commercial credit. *3 Credit Hours*

MAR 3344 PROMOTIONAL POLICIES AND STRATEGY

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.

3 Credit Hours

MAR 4998 SELECTED TOPICS IN MARKETING

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

3 Credit Hours

MAR 4999 INTERNSHIP IN MARKETING

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

3 Credit Hours

MAT 0002 DEVELOPMENTAL MATH I

This course is designed to assist the student in increasing the efficiency of his computational skills in basic mathematics. Concepts covered can include whole numbers; order of operations; fractions; primes; decimals; ratios, proportion and percent; and English/Metric conversion.

3 Credit Hours

MAT 0005 DEVELOPMENTAL MATH II

This is a continuation of MAT 0002, which is prerequisite. Increasing emphasis is placed on the application of fundamental operations and their application to a business environment. Prerequisite: MAT 0002

3 Credit Hours

MEA 1300 MEDICAL OFFICE PRACTICES

An introductory study of those skills which are required to function successfully in a medical office.

2 Credit Hours

MEA 1301 MEDICAL OFFICE PROCEDURES I

A course which introduces the student to the "front office" procedures followed in the modern medical office. Emphasis is placed on bookkeeping, banking, and billing and collections.

2 Credit Hours

MEA 1302 MEDICAL OFFICE PROCEDURES II

A continuation of MEA 1301. Emphasis is placed on the completion of insurance forms and office management.

2 Credit Hours

MEA 1821 MEDICAL OFFICE SKILLS

This is a study of "back office" functions. Emphasis is placed on the medical office/laboratory environment. Typing is emphasized.

3 Credit Hours

MEA 1999 JOB PREPARATION ORIENTATION AND EXTERNSHIP

This is a course which prepares the student for the world of work. Students are presented with material which will assist in preparing for the job interview and success on the job itself. Students are also required to complete a 160 hour field externship. *4 Credit Hours*

MED 1702 MEDICAL VOCABULARY

Development of medical vocabulary through an understanding of prefixes, suffixes and roots. Spelling and accuracy are stressed. *3 Credit Hours*

MLS 1001 CLINICAL PROCEDURES I

Inner-office procedures including CPR and taking and recording vital signs. *2 Credit Hours*

MLS 1002 CLINICAL PROCEDURES II

A continuation of Clinical Procedures I. Additional topics covered include assisting with the administration of ECG, nutrition, and drugs and solutions. *2 Credit Hours*

MLS 1003 CLINICAL PROCEDURES III

A continuation of Clinical Procedures II. Emphasis is placed on pediatrics, surgery assisting, physical examination positioning, and a discussion of the medical office and clinical environment. *2 Credit Hours*

MLS 1301 LABORATORY PROCEDURES

A study of basic laboratory procedures and functions. Emphasis is placed on venipuncture, blood tests and other laboratory tests. *3 Credit Hours*

MLS 2301 MEDICAL TRANSCRIPTION

A machine transcription course which is designed to provide instruction in medical material which is encountered in a doctor's office or other medical practice or facility. *2 Credit Hours*

PAL 1400 LEGAL PROCEDURES

An introduction to Florida's legal system with emphasis on the power, functions, and procedures of the court system. This course also includes a discussion of civil and criminal procedures. *3 Credit Hours*

PAL 1450 CRIMINAL LAW

A course which investigates substantive criminal law. Theories of punishment and sentencing as well as criminal procedures are discussed. *3 Credit Hours*

PAL 1451 TORTS

This course is a discussion of torts (civil wrongs causing harm to person or property). Topics include types of wrongs, elements of liability, defenses, and remedies. *3 Credit Hours*

PAL 1453 FAMILY LAW

An introduction to family law. Topics covered include marriage, divorce, support, and grounds for divorce. *3 Credit Hours*

PAL 1454 CONTRACTS

A discussion of the basic principles of contracts including offer, acceptance, consideration, conditions, and damages. Students will be required to draft various types of sample contracts. *3 Credit Hours*

PAL 1456 REAL ESTATE

The elements of real estate transactions are discussed. Discussion includes the contract, title abstract, closing statement, and title insurance. *3 Credit Hours*

PAL 1457 LEGAL RESEARCH

An introduction to the techniques and methodology of legal research. The course includes basic research, strategy, and an analysis of legal publications available to the researcher. Sample materials are utilized. Students will receive instruction in the use of WESTLAW, a computerized research service. *3 Credit Hours*

PAL 1460 LAW OFFICE MANAGEMENT

A discussion of the management process in a legal office and the role of the paralegal. Emphasis is placed upon case-load management beginning with the complaint and continuing through post-trial and appeal. Various types of legal issues and their impact upon case management will be explored. *3 Credit Hours*

PAL 3211 CONSTITUTIONAL LAW

The Constitution of the United States and the Constitution of the State of Florida are discussed. Landmark cases that have had an impact on other types of law are studied. *3 Credit Hours*

PAL 3221 CORPORATE LAW

Various types of business organizations and the law relating to each are discussed. Emphasis is placed on corporations and partnership from the MBCA and UPA. *3 Credit Hours*

PAL 4211 BANKRUPTCY LAW

The law of bankruptcy is presented. Differences between Chapter 7, Chapter 11, and Chapter 13 filings are discussed in detail, as are voluntary and involuntary bankruptcy. *3 Credit Hours*

PAL 4221 WILLS, ESTATES AND TRUSTS

A discussion of the preparation of wills and other testamentary documents. Other topics include Florida Probate Code, trusts and laws of intestacy. *3 Credit Hours*

PHL 4100 LOGIC

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. *3 Credit Hours*

PSY 1367 PSYCHOLOGY OF HUMAN RELATIONS

A course which presents a psychological approach to the study of interaction between individuals. *3 Credit Hours*

PSY 2012 GENERAL PSYCHOLOGY

A comprehensive survey of the diverse and expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day to day behavior. *3 Credit Hours*

REA 0002 DEVELOPMENTAL READING I

This course will offer a systematic procedure for developing reading comprehension and speed skills to assist students in functioning more efficiently in their college work. Emphasis is upon reading comprehension and speed, vocabulary, listening skills, and basic sentence functions. In addition, the students will receive instruction concerning the skills of studying, classroom notetaking, and test taking. *3 Credit Hours*

REA 0005 DEVELOPMENTAL READING II

This course is designed to develop further proficiency in reading comprehension and speed. In addition, the following concepts will be stressed: basic composition skills, in-depth grammar, writing skills, textbook utilization, word etymology, and library and dictionary skills. *3 Credit Hours*

RMI 2015 RISK AND INSURANCE

This course is a study of the basic principles of sound risk management including risk identification and evaluation. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included. *3 Credit Hours*

RTV 1000 INTRODUCTION TO BROADCASTING

This course is designed to familiarize the beginning broadcasting student with the growth of radio and television, marketing concepts, communication systems, and international broadcasting. *3 Credit Hours*

RTV 1230 ANNOUNCING I

The importance and influence of the announcer is studied. Emphasis is placed on developing an understanding of the process of oral-aural communications and in giving the student experience in relating speech to radio and television announcing. This course is supplemented by laboratory experience. *3 Credit Hours*

RTV 1231 ANNOUNCING II

A continuation of RTV 1230. Emphasis is placed on announcing in a studio environment. Additional laboratory work will be required. *3 Credit Hours*

RTV 2200 PROGRAM PRODUCTION I

This is an introduction to basic on-the-air production techniques and theory. Additional laboratory work will be required. *3 Credit Hours*

RTV 2201 PROGRAM PRODUCTION II

A study of station traffic, continuity, news production, and music and special events production. Additional laboratory work will be required. Students operate and manage campus radio station WFAM. *3 Credit Hours*

RTV 2210 PROGRAM PRODUCTION III

A continuation of RTV 2201, which is prerequisite, with emphasis placed on advanced production techniques in a live-on-the-air environment. Students are introduced to managerial and operational procedures on WFAM. Additional laboratory work will be required. *3 Credit Hours*

RTV 2999 INTERNSHIP IN BROADCASTING

As part of the preparation for a career in broadcasting, the student is permitted to serve an internship in radio and television stations acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. *3 Credit Hours*

SES 1100 INTRODUCTORY TYPING

This course covers the techniques and basic skills of typing, with emphasis on keyboard mastery, correct techniques, operation and care of the typewriter, the performance of basic typing operations, typing accuracy, and the attainment of speed. *3 Credit Hours*

SES 1102 INTRODUCTORY TYPING FOR PARALEGALS

A basic typing course which emphasizes keyboard knowledge, operation and care of the typewriter, and the typing of letters. *3 Credit Hours*

SES 1110 INTERMEDIATE TYPING

A continuation of SES 1100 with emphasis placed on the development of speed and accuracy. *3 Credit Hours*

SES 1111 INTERMEDIATE TYPING FOR PARALEGALS

This course emphasizes the attainment of typing speed. Various office forms, letter formats, and an introduction to machine transcription are also covered. *3 Credit Hours*

SES 1120 ADVANCED TYPING

A continuation of SES 1110 with emphasis placed on increasing speed and accuracy. This course will provide learning activities simulating the office environment. *3 Credit Hours*

SES 1120 ADVANCED TYPING (LEGAL)

A continuation of SES 1110 with emphasis on increasing speed and accuracy. This course will develop skill in typing legal instruments and documents and legal correspondence, and acquaint the student with the format, styles, punctuation, and customs within the scope of legal protocol. *3 Credit Hours*

SES 1120 ADVANCED TYPING (MEDICAL)

A continuation of SES 1110 with emphasis placed on increasing speed and accuracy. Work habits are developed to simulate medical office experience and the preparation of a variety of medical documents and correspondence. *3 Credit Hours*

SES 1370 MACHINE TRANSCRIPTION APPLICATIONS

This course provides training in the use of modern dictating equipment. Emphasis is placed on the production of typed, mailable copy from machine dictation. *3 Credit Hours*

SES 1370 MACHINE TRANSCRIPTION APPLICATIONS (LEGAL)

This course provides training in the use of modern dictating equipment. Emphasis is placed on the production of typed, mailable copy from legal machine dictation. *3 Credit Hours*

SES 1370 MACHINE TRANSCRIPTION APPLICATIONS (MEDICAL)

This course provides training in the use of modern dictating equipment. Emphasis is placed on the production of typed, mailable copy from medical machine dictation. *3 Credit Hours*

SES 1505 WORD PROCESSING CONCEPTS AND OPERATIONS

This course is an analysis of the impact of modern technology on today's business office. Topics include terminology and the preparing, producing, reproducing, storing, and retrieving of information using information processing equipment. The employee's relationship to the word processing environment, and career opportunities in the word processing field are discussed. *3 Credit Hours*

SES 1520 WORD PROCESSING OPERATIONS II

This is a continuation of SES 1505 with further development of word processing skills. Students will apply their knowledge of equipment operation to transcribe a variety of office documents. *3 Credit Hours*

SES 2221 DICTATION TECHNIQUES

Detailed instruction and practice in the use of dictating and transcribing equipment and its relation to efficient, accurate, and productive reporting.

2 Credit Hours

SES 2248 ANATOMY AND MEDICAL TERMINOLOGY

A study of anatomy and the development of medical vocabulary through an understanding of prefixes, suffixes, and roots. Spelling and accuracy in defining words are stressed.

3 Credit Hours

SES 2256 MEDICAL DICTATION

A course designed to familiarize the student with the dictation and transcription of material containing medical terminology such as case histories, operation and X-ray reports, and medical articles.

3 Credit Hours

SES 2401 OFFICE PRACTICES

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

3 Credit Hours

SES 2401 OFFICE PRACTICES (LEGAL)

This course provides exposure to such business office procedures as the handling of incoming and outgoing mail, and the use of commonly used office equipment such as copiers and various types of adding machines and calculators. Other routine functions normally performed by office employees are discussed. Additional material is presented that is specific to the legal office environment.

3 Credit Hours

SES 2401 OFFICE PRACTICES (MEDICAL)

This course provides exposure to such business office procedures as the handling of incoming and outgoing mail, and the use of common office equipment such as copiers and various types of adding machines and calculators. Other routine functions normally performed by office employees are discussed. Additional material is presented that is specific to the medical office environment.

3 Credit Hours

SES 2530 WORD PROCESSING OPERATIONS III

A continuation of SES 1520 with hands-on applications related to the student's occupational objectives.

3 Credit Hours

SES 2530 WORD PROCESSING OPERATIONS III (MEDICAL)

A continuation of SES 1520 with hands-on applications related to the medical office environment.

3 Credit Hours

SES 2530 WORD PROCESSING OPERATIONS III (LEGAL)

A continuation of SES 1520 with hands-on applications related to the legal office environment. *3 Credit Hours*

SES 2550 MICROCOMPUTER APPLICATIONS

This is an introduction to the utilization of microcomputers and microcomputer software in an office environment. Students are exposed to spreadsheet, data base, and other business programs. *3 Credit Hours*

TSD 1231 SHORTHAND SPEED DEVELOPMENT I

A course designed to accelerate the development of machine shorthand transcription speed skills. *8 Credit Hours*

TSD 1232 SHORTHAND SPEED DEVELOPMENT II

A course designed to accelerate the development of machine shorthand transcription speed skills. *8 Credit Hours*

TSD 1233 SHORTHAND SPEED DEVELOPMENT III

A course designed to accelerate the development of machine shorthand transcription speed skills. *8 Credit Hours*

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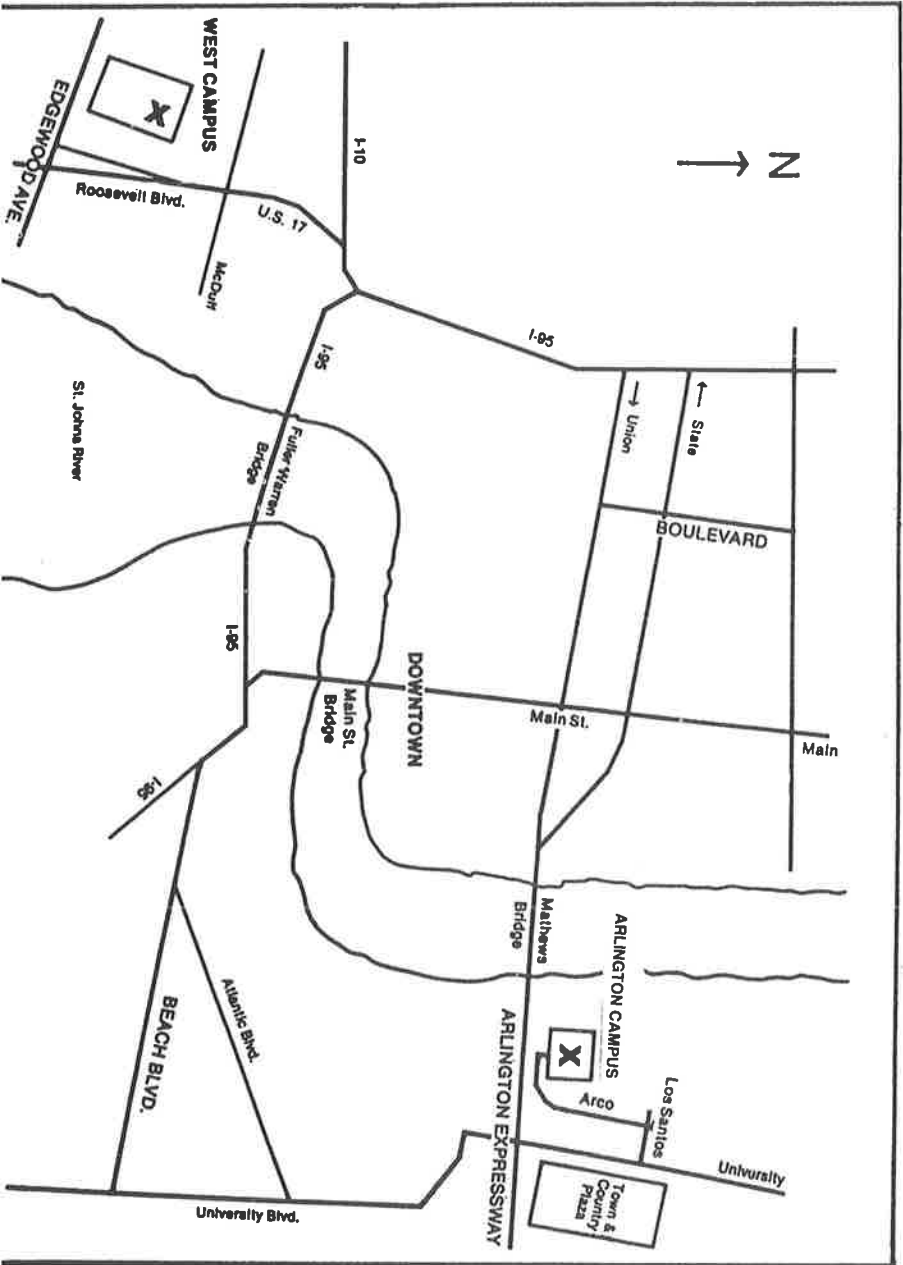
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- Dorothy D. Jones *Chief Executive Officer*
Corporate President
Jones College Corporation
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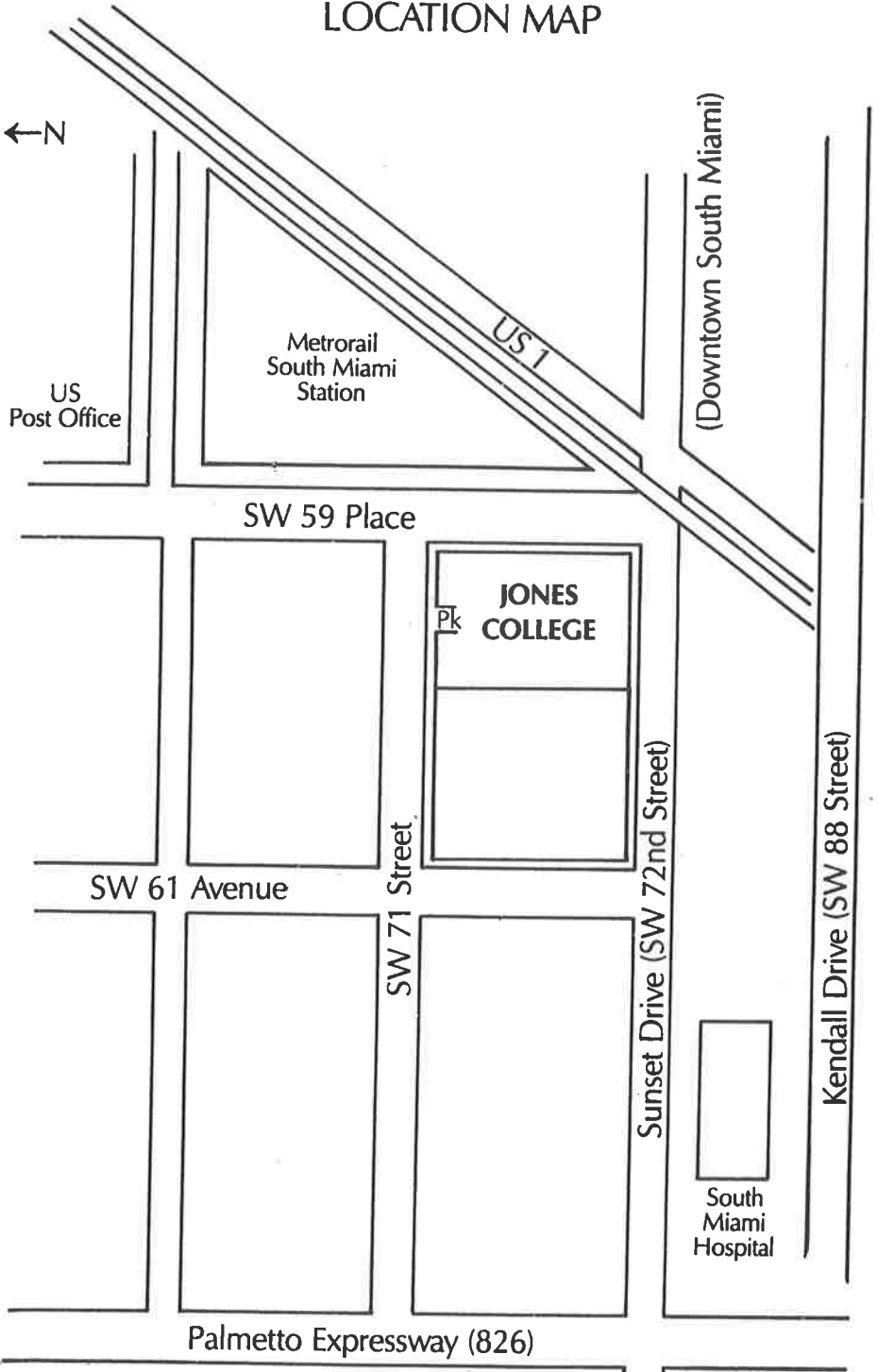
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- Stephen M. Jones *Director of Development*
- Barry B. Durden *Director of Admissions*
- Erice W. Byrd *Librarian*

JONES COLLEGE JACKSONVILLE LOCATIONS



Miami Campus LOCATION MAP



FA92 -	9-8-92 -	12-18-92
WI93-	1-4-93	4-16-93
SP93	5-3-93	8-13-93
FA93	9-7-93	12-17-93
WI94	1-10-94	4-22-94
SP94	5-9-94	8-19-94