

ORLANDO COLLEGE

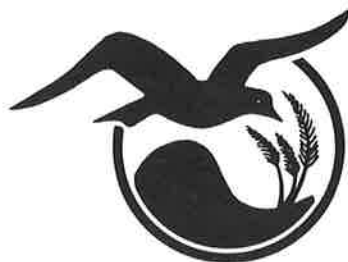
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A member of the Summit System of Colleges and Schools



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

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CALENDAR.....	Listed in Separate Supplement to the Catalog
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GENERAL INFORMATION

STATEMENT OF PHILOSOPHY AND OBJECTIVES

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

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

HISTORY

Orlando College traces its roots to Jacksonville, Florida where it was founded as Jones College in 1918 by Annie Harper Jones. 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 must be devoted to providing better equipment and educational facilities. In 1953, Jones College Orlando was established to serve the Central Florida area. In 1971, Jones College Orlando was accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools. The College changed its name to Orlando College in 1982.

ACCREDITATION

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

The College is a non-profit, non-sectarian, coeducational institution chartered by the State of Florida with authority to confer collegiate degrees. It is approved by the Florida State Approving Agency for Veterans Training and is registered with the Florida State Board of Independent Colleges and Universities. The College is approved by the Bureau of Immigration and Naturalization to admit International Students.

ORLANDO: THE CITY BEAUTIFUL

Central Florida is on the move, and Orlando, the seat of Orange County in central Florida, is a dynamic yet charming metropolis that is richly endowed with an endless variety of beauty. Hundreds of Orlando business and facilities in the area are employing many thousands of people and are contributing substantially to the tremendous growth in central Florida.

Even though Orlando is cited as being among the three fastest growing cities in the nation, it somehow retains its serene suburban charm. Orange blossoms and lakes dot the landscape. Orlando's ideal climate brings an average annual temperature of 72 degrees and 360 days of sun to the area.

Strategically located in the heart of Florida, Orlando offers a wide variety of cultural and recreational facilities. Nearby Disney World is now welcoming a million visitors each month and is a continuing source of pleasure and entertainment to visiting students from all countries. Popular attractions include Sea World, Jai Alai, Dog and Harness Racing and the Citrus Bowl. There is plenty of action at the local theater and art shows, symphonies and sports events. The pleasant year-round climate makes numerous golf courses, camping facilities and the nearby beaches popular to all.

PHYSICAL PLANT AND FACILITY

The College is located in a modern office park near the bustling Lec Road and I-4 Interchange. Tastefully landscaped grounds and parking areas and attractive contemporary buildings make these facilities among Florida's finest. All areas are completely weather conditioned for summer or winter. The spacious colorful classrooms are equipped with modern functional furniture to insure the best in classroom comfort. Administrative offices are easily accessible to students to provide quick assistance and service. Comfortable lounges offer friendly gathering places between classes.

Another Campus in South Orlando near Orange Avenue and Gore Street is scheduled to be completed by April 30th replacing the present Career Development Center on Orange Blossom Trail. The new South Campus will house Medical Education Programs, courses in both Graduate and Undergraduate Business Programs, in addition to Career Development Programs presently taught at the Career Development Center. The new facility will be completely equipped and modern in every detail.

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

STUDENT LIFE

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

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

The orientation program presented each term is important to all new students. This program presents both academic and extra-curricular matters. Campus organizations and honors are carefully described. New students are also given practical advice on study habits, the budgeting of time and other matters of common concern. The student's program is outlined at this time. The faculty is prepared to counsel each student on personal or academic problems at any time. Faculty members have regular office hours and students should seek a conference when additional guidance is needed.

HOUSING

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

STATEMENT OF NON-DISCRIMINATION

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

RESERVATIONS AS TO PROGRAMS AND CHARGES

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 if registration falls below the required number. Any specific course requirements in any area may be changed or waived by the Dean of Education, upon written request and for reasonable cause. Course substitutions may be made only by the Dean or by the College Academic Committee. The total hours specified in each area of the degree or the diploma program total are the minimum requirements for completion.

TRANSFER TO OTHER COLLEGES

The College neither implies nor guarantees that credits completed at Orlando College will be accepted by other institutions. Each institution has policies which govern the acceptance of credit from other institutions since rules and grade requirements vary from school to school. Transfer of credit is a privilege granted by the institution to which a student may seek admission, therefore, you understand that should you anticipate a transfer of credits earned at Orlando College or to enroll in advanced studies, you must have already inquired with those institutions to which you wish recognition of your academic work at Orlando College and have independently determined whether or not your program, course or courses of study, will be accepted by those other institutions into which you intend to enroll in the future.

PLACEMENT ASSISTANCE

The College maintains an active Placement Service and the benefits are available to students during their enrollment and to graduates during their entire lives. Graduates are urged to keep in touch in order that they may take advantage of the many desirable openings always available.

LIBRARY

The College has an adequate library to support curriculum and provide information for students, faculty and staff. A professional librarian is available to help students during normal operating hours.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

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

ANNUAL SCHOLARSHIPS FOR ORLANDO COLLEGE STUDENTS

Orlando College annually awards six honor scholarships at the end of each Fall Quarter. These scholarships consist of either a \$200 or a \$100 tuition credit. To be eligible for one of the scholarships, you must be a full time student (12 hours or more).

The scholarships are as follows:

SOPHOMORE HONOR SCHOLARSHIP (Must have completed 40 credit hours)

1. A tuition credit of \$200 is awarded the full-time Sophomore student who has attained the highest Grade Point Average for course work completed during the Freshman year at Orlando College.

2. A tuition credit of \$100 is awarded the full-time Sophomore student who has attained the second highest Grade Point Average for course work completed during the Freshman year at Orlando College.

JUNIOR HONOR SCHOLARSHIP
(Must have completed 85 credit hours)

1. A tuition credit of \$200 is awarded the full-time Junior student who has attained the highest Grade Point Average for course work completed during the Sophomore year at Orlando College.
2. A tuition credit of \$100 is awarded the full-time Junior student who has attained the second highest Grade Point Average for course work completed during the Sophomore year at Orlando College.

SENIOR HONOR SCHOLARSHIP
(Must have completed 131 credit hours)

1. A tuition credit of \$200 is awarded the full-time Senior student who has attained the highest Grade Point Average for course work completed during the Junior year at Orlando College.
2. A tuition credit of \$100 is awarded the full-time Senior student who has attained the second highest Grade Point Average for course work completed during the Junior year at Orlando College.

ASSOCIATE DEGREE SCHOLARSHIPS

In order to encourage the pursuit and completion of a Baccalaureate Program in Business, the College has created a special Upper Division Scholarship for students who have completed two years of education which culminated in the awarding of an Associate Degree. Graduates of Accredited Business and Technical Schools, Community and Junior College or Four-Year Colleges or Universities, whose students terminate their education at the end of two years with the awarding of an Associate Degree, are eligible to apply. This is a tuition scholarship available in the form of a total award valued at \$450 to be used for the three successive quarters, following matriculation and before the student achieves a total of 131 quarter hours of credit, and is not renewable. The tuition is to be credited at the rate of \$150 per quarter. The Associate Degree Scholarship is available only for full-time students (at least 13.5 credit hours per term).

The scholarship program is available to:

1. Students who have earned a two year (Associate) degree, and
2. Are transferring to Orlando College immediately after earning the two year degree, and
3. Are enrolled as full-time students at Orlando College, and
4. Are pursuing a Bachelor's degree.

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

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is 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) tests or equivalent. Mature students may be admitted on an equivalency basis after formally passing an examination which shows the ability to complete the program selected. Applicants admitted on an equivalency basis must successfully complete the requirements for a GED diploma within two quarters or 24 weeks. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. Students may apply for entry at any time.

EARLY ADMISSION

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

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.

INTERNATIONAL STUDENTS

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

ORIENTATION

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

CREDIT FOR LIFE EXPERIENCE AND OTHER CREDIT OPPORTUNITIES

In school residency may be considerable time-shortened by the many opportunities for enrolled students to present up to a maximum of 63 credits toward an Associate Degree or 135 credits toward a Baccalaureate Degree through Transfer Credit, Examination and/or Life Experience provided credit has not been previously earned for duplicate course work or already accepted in transfer. Methods of achieving a time-shortened residency are described in following four paragraphs.

IN-HOUSE CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of B, proficiency examinations given by the College. A reduced credit fee is charged for all credit by examination (see Tuition and Fee Schedule).

LIFE EXPERIENCE EVALUATION

Enrolled students may earn credit for life experience through the College LEAP Program (Life Experience for Advanced Placement). A special program designed to reward the student for the many experiences covered during living and working that can be translated into Academic Credit. Procedures for applying for credit through life experience are available in the Dean's office. The procedures identify the classes for which credit may be earned, the application process, and associated fees. Application forms are available from the Dean of Education. A reduced credit fee is charged for life experience credit (see special LEAP Tuition and Fee Schedule).

TRANSFER STUDENTS

Students in any undergraduate program in another college or university may apply for transfer to the College. Approval will be given by the Registrar for the maximum number of credit hours already completed that are compatible with the College program. Individual programs are developed for the transfer student 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.

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) and DANTES SUBJECT STANDARDIZED TESTS

The College accepts credits transferred from the College Level Examination Program (CLEP) and DANTES subject testing. Official test scores must be sent to the office of the Registrar.

AUDITING COURSES

Auditing of courses may be approved in advance on a space-available basis. The approval of the instructor and the Dean of Education 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. 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.

Students seeking financial assistance through any of the available programs should request a brochure and appropriate financial assistance forms from the College. The Financial Assistance Officer will be pleased to assist the student in completing and submitting these forms to the appropriate agency of the Federal Government.

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.
3. Each student's application for financial assistance is evaluated by the College Financial Assistance Officer and an appropriate plan is developed. This plan usually includes a combination of types 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 toward completion of the program in which enrolled in order to remain eligible for continued financial assistance. (See Standards of Progress under Academic Information.)

FINANCIAL ASSISTANCE PROGRAMS

PELL GRANT

The Pell Grant Program is designed to provide financial assistance to those who need it to attend post-secondary educational institutions. The amount of the Pell Grant is determined on the basis of the student's and family's financial resources. Eligible students may receive as much as \$2,100 per 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 be pleased to assist in explaining the forms to the student and the procedure for submission. Whenever eligibility has been determined by the Government and notification is sent directly to the student, this information should immediately be forwarded to the College.

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)

This program is available to those students with financial need who would be unable to attend college without additional grant assistance. The Supplemental Educational Opportunity Grant may not exceed \$2,000 for each student's undergraduate years.

NATIONAL DIRECT STUDENT LOANS (NDSL)

Students needing financial assistance may borrow up to \$3,000 until they complete two academic years of a program leading to a Bachelor's Degree. They may then borrow an additional \$3,000 during their last two academic years leading to a Bachelor's Degree for a maximum of \$6,000 as undergraduate students. Payments begin six 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 10-year period. Repayment may be deferred for various reasons including periods of service in the Armed Forces or with a specified volunteer agency. 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.

GUARANTEED STUDENT LOANS (GSL)

A student needing financial assistance may borrow up to \$2,500 per academic year. Repayment of the loan begins six months after the student ceases to carry at least a half-time course of study but may be deferred for varying reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school full-time, is undergoing rehabilitation training, is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled, or for up to one year if seeking but unable to find full-time employment.

COLLEGE WORK-STUDY PROGRAM (CWSP)

This program is for students with financial need who require employment to meet their education-related expenses. Students work an average of 15 hours per week in departments on the College campus in conjunction with their class schedules.

INSTITUTIONAL SCHOLARSHIPS

A listing of institutional scholarships can be found elsewhere in this catalog. See Table of Contents.

OTHER SOURCES OF FINANCIAL ASSISTANCE

FINANCIAL ACCOMMODATION SERVICES (FAS)

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

VETERANS ASSISTANCE PROGRAMS

Veteran Education and Employment
Assistance Act of 1976, as Amended

Veterans eligible for training under the G.I. Bill are entitled to a monthly allowance while attending the College in an approved program of study. Veterans with over 18 months of active duty are entitled to a maximum of 45 months of training, and those with 6 to 18 months of active duty are entitled to 1 1/2 months of training for each month of active duty. The College will assist in preparing and submitting applications.

WAR ORPHAN EDUCATIONAL ASSISTANCE

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

VOCATIONAL REHABILITATION FOR VETERANS

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

TUITION AND FEES

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

STUDENT ACCOUNTS

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

REFUND POLICY

The operating budget of the College provides for the engagement of faculty, expenses and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full academic year from all accepted students. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. Refund Policies have been established appropriate to the program followed. Each program's refund policy will be explained in the section of the Catalog in which the program appears. Refunds are made in a fair and equitable manner.

ACADEMIC INFORMATION

CALCULATION OF GRADE POINT AVERAGE

The Grade Point Average of a student is determined by dividing the total number of grade points earned per quarter or term by the number of quarter hours attempted. If, for example, a student earned an A in one 4.5 quarter hour class, the student would multiply 4.5 quarter hours times 4 (the grade point total for an A). The grade points for that class would be 18. If the student earned a C for a second 4.5 quarter hour class, the student would multiply 4.5 quarter hours times the grade points for a C (2) for a total of 9 grade points. Adding the total number of grade points, 18 and 9, the student would have 27 grade points. The student attempted 9 credits. The grade points of 27, divided by 9 quarter hours attempted, would result in a Grade Point Average of 3.0.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

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

GRADUATION

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

DEAN'S LIST AND PRESIDENT'S HONOR ROLL

To recognize and encourage outstanding scholastic performance, a Dean's List is published at the end of each quarter. To be eligible for this honor, a student must have earned a Grade Point Average of at least 3.5 and must have been registered for 12 or more quarter hours. The President's Honor Roll lists all full time students who have maintained a perfect 4.0 during the quarter.

ACADEMIC DEFICIENCIES

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

STANDARDS OF PROGRESS FOR UNDERGRADUATE STUDENTS

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

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

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

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

ACADEMIC SUSPENSION AND DISMISSAL

Students placed on a status of Academic Suspension may not return for further study for at least one grading period, during which time they must submit a written request to the Director or Dean of Education. Only upon written confirmation or signed re-entry form by the Director or the Dean of Education, may students resume training and their status will be Academic Suspension. If they do not attain a 2.0 cumulative average during this grading period, they will be dismissed. A student dismissed from the College will not be permitted to reenter. Actions of Academic Suspension or Dismissal may also be taken if, in the judgement of the Director or Dean of Education, the student's continuance in a program of study is resulting in no advantage to the student or the College.

REGULATIONS GOVERNING 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 interest of the College and of the student body.

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

At the time of suspension, the student will be given written notification of the duration of the suspension. At the conclusion of the term of the suspension, the student may reapply in writing for readmission to the College.

Should the College have evidence of further misconduct, the right to dismiss the student is reserved.

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

DURATION OF ELIGIBILITY FOR FINANCIAL AID

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

If a student feels that there are mitigating circumstances that have impeded academic progress, the student may present these circumstances and appeal the resulting loss of financial aid eligibility. This appeal will be reviewed by the Academic Committee of the College and, if approved, the Financial Aid Committee will allow the student to continue for another grading period with no loss of financial aid eligibility.

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

FAMILIARITY WITH COLLEGE REGULATIONS

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

THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS

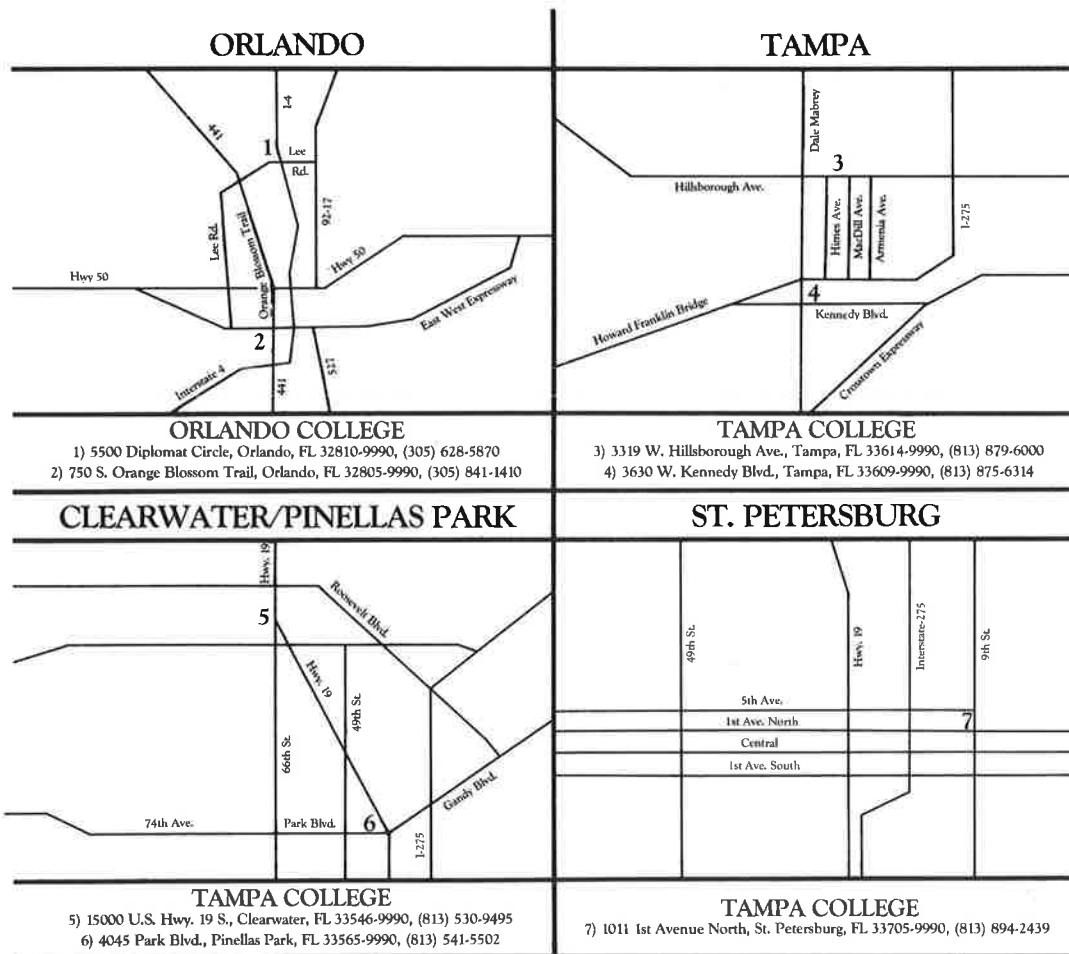
The Summit System of Colleges and Schools was founded in 1981 as a direct result of the Board of Trustees' recognition that certain common bonds were shared by the member institutions comprising the Summit System. These member institutions are Orlando College and Tampa College. Under these Senior Colleges of Business reside the Business and Computer Information Programs, the Medical Education Programs, the Secretarial Sciences and Court Reporting Programs at Orlando College, the Career Development Programs, and the Media Arts Program.

The chart on the following page depicts the programs comprising the Senior Colleges of Business which together form the Summit System of Colleges and Schools. Listed are the Degree, Diploma, and Certificate Programs offered throughout the System, and the locations at which they are available.

FOR ADDITIONAL INFORMATION

1. Review the program offerings in the following pages to identify your area of interest;
2. Consult the chart on the next page to determine where the program in which you are interested is offered;
3. Visit, call or write the Admissions Department of the College you wish to attend requesting more information about the College, the program in which you are interested and the career employment possibilities available to you as a graduate.

CONVENIENT LOCATIONS



ACADEMIC PROGRAMS

	TAMPA COLLEGE	ORLANDO COLLEGE
<u>BUSINESS AND COMPUTER INFORMATION PROGRAMS</u>		
Master of Business Administration	X	X
Bachelor of Science Degree		
Accounting Major	X	X
Management/Marketing Major	X	X
Computer Information Science Major	X	X
Business Information Science Major	X	X
Professional Accounting Major (Fifth Year)	X	X
Bachelor of Business Administration	X	X
Associate in Science		
Accounting Major	X	X
Computer Information Science Major	X	X
Management/Marketing Major	X	X
Hotel and Restaurant Administration Major	X	X
Associate in Business Degree	X	X
<u>MEDICAL EDUCATION PROGRAMS</u>		
Associate in Science Degree		
Medical Lab Technician Major	X	
Diploma Programs		
Pharmacy Technician	X	X
Medical Assistant	X	X
Medical Receptionist	X	X
Medical Transcriptionist	X	X
Dental Laboratory Technician	X	
<u>SECRETARIAL SCIENCES AND COURT REPORTING PROGRAMS - ORLANDO COLLEGE ONLY</u>		
Associate in Applied Science Degree		
Court Reporting		X
Office Management		X
Professional Legal Secretarial		X
Diploma Programs		
Court Reporting		X
Legal Assistant		X
Legal Secretarial		X
Office Management		X
Professional Legal Secretarial		X
Secretarial/Word Processing Specialist		X
Executive Secretarial/Word Processing Specialist		X
<u>CAREER DEVELOPMENT PROGRAMS</u>		
Certificate Programs		
Data Entry	X	X
Nursing Assistant	X	X
Office Specialist	X	X
<u>MEDIA ARTS PROGRAM</u>		
Commercial Art Diploma Program	X	X

* Please note all of the Programs listed above may not be offered at all Tampa or Orlando College campus locations. Ask your Admissions Representative for further information.

“My former instructors had great insight and really prepared me for the business world.”

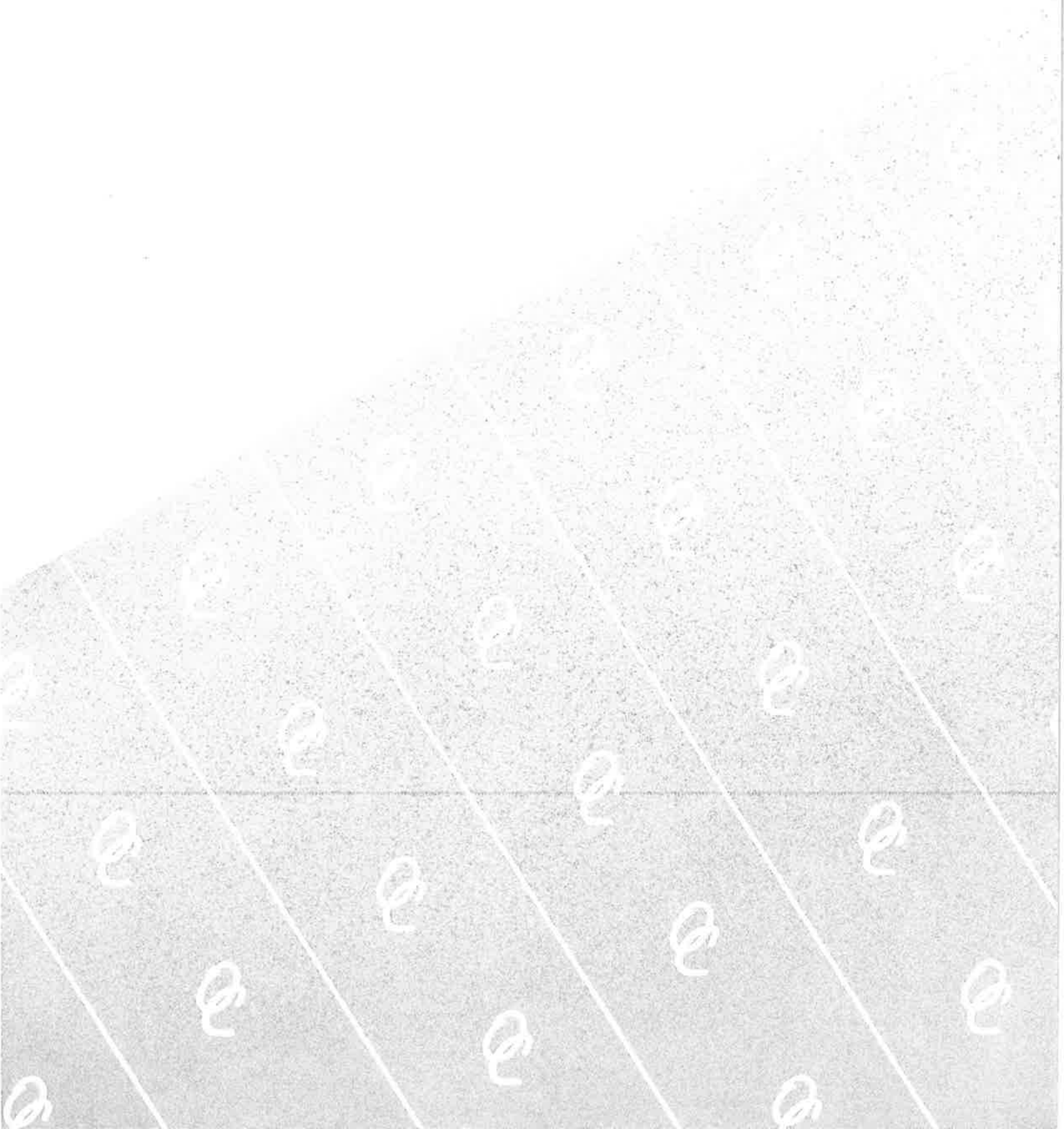
Three months after becoming a graduate of Orlando College in the Information Science & Computer Programming Department, Joyce Lapocina found herself working as an Associate Computer Systems Designer at Martin Marietta. Here's what Joyce had to say about her job search experience...

“It was an intense interview process. There were several open positions which meant I had to be seen by three different departments, a total of six hours. It's all what you put into the interview. I prepared by studying my notes and books from my computer classes. On the day of the interview I was enthusiastic about the possibility of working for the company, and about my previous educational experiences.

Three classes in COBOL and the Data Base class with DLI directly related to the kinds of projects I'd be facing in this job. My former instructors had great insight and really prepared me for the business world. I also believe that the small number of students in a class enabled me to feel closer to the instructors and my fellow students.”

Joyce Lapocina
Class of '86

Business And Computer Information Science Programs



**ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION FOR
STUDENTS ENROLLED IN THE BUSINESS AND COMPUTER INFORMATION PROGRAMS**

FOR ALL GRADUATE AND UNDERGRADUATE STUDENTS

APPLICATION PROCEDURE

Qualified applicants must submit a completed Application for Admission to the College with the application fee of \$15 which is nonrefundable. 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. See application in the back of the catalog.

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

REFUND POLICY

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

Refunds of tuition and fees to Undergraduate and Graduate students enrolled in Business and Information Science Programs are made in the following manner:

FAILURE TO ENTER - If you do not enter classes, the full amount of any prepaid tuition is refundable. You understand that the Application Fee and the Registration Fee are not refundable.

REDUCTION OF CREDIT HOURS - Refunds or adjustments in tuition charges for reduction of credit hours are not allowed after the Last Date for Schedule or Program Change as specified in the College Calendar.

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

STUDENTS ENROLLED UNDER THE QUARTERLY COLLEGE CALENDAR

- who withdraw through the Last Date for Schedule change as specified in the College Calendar will be charged Registration and other fees only.
- who withdraw from the Last Day of Schedule Change through the 30th calendar day of the quarter will be charged 75% of the Quarterly Tuition.
- who withdraw after the 30th calendar day of the quarter will be charged 100% of the Quarter Tuition.

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

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

QUARTER HOUR OF CREDIT

A quarter hour of credit is equivalent to approximately twelve 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 quarter hour.

GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

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

(automatically changes to "F" if course requirements are not completed satisfactorily within 10 days after the official ending date of the quarter)

N No Grade	not calculated
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(awarded if a student withdraws from a class under approved mitigating circumstances)

X Exemption	not calculated
V Audit	not calculated
Z Directed Study in Progress	not calculated

REPEATING COURSES

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

This policy may only be used three times for separate courses or two times for one course and once for a second course.

GRADUATION WITH HONORS

Students enrolled in degree programs who have earned the requisite credits for graduation with the following Grade Point Average 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.

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.

Classes are scheduled between 8 a.m. and 10 p.m., normally Monday through Friday. Students may also attend weekend 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 Calendar. Summer class offerings are available for the many students who choose to attend and accelerate their program.

COOPERATIVE EDUCATION PROGRAM

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

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

COOPERATIVE EDUCATION PLANS

Two basic non-mandatory Cooperative Education Plans are offered by the College:

1. The Parallel Plan
2. The Alternating Plan

The Parallel Plan is designed for students who elect to register for one Cooperative Education course simultaneously with other courses.

The Alternating Plan is designed for students who elect to register for on-campus courses one quarter and register for one Cooperative Education course the following quarter. In other words, these students alternate quarters of on-campus study with off-campus Cooperative Education study.

Students who elect to participate in either plan must obtain academic counseling prior to entering either plan to assure that their Cooperative Education courses are properly integrated into their over-all academic program of studies. The plan selected will be determined by the needs of the individual student and the participating employer.

COOPERATIVE EDUCATION CREDIT

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

Grades earned in Co-op courses are computed in grade point averages, on the same basis as other grades.

Credits earned in Co-op courses are applied to the credit requirements for each degree program. Specifically, these credits apply to the approved elective component of the student's academic program of study. Tuition for Co-op courses is the same rate as other courses.

COOPERATIVE EDUCATION COURSES
PARALLEL PLAN COURSES

Quarter
Hours

COE2041	PARALLEL WORK I	4.5
COE2042	PARALLEL WORK II	4.5
COE3041	PARALLEL WORK III	4.5
COE3042	PARALLEL WORK IV	4.5
COE4041	PARALLEL WORK V	4.5
COE4042	PARALLEL WORK VI	4.5

The above courses are normally taken during the sophomore, junior, and senior years. COE 2041 and 2042 are available to students pursuing an Associate Degree. Since each student's Co-op program is designed specifically for him, these courses are taken, one per quarter, simultaneously with other on-campus courses.

ALTERNATING PLAN COURSES

COE3061	ALTERNATING WORK I	6
COE3062	ALTERNATING WORK II	6
COE4061	ALTERNATING WORK III	6
COE4062	ALTERNATING WORK IV	6

The above four courses are designed for students who alternate a quarter of full-time, on-campus study with a quarter of full-time employment in a job which is related to the Student's academic program and/or career objectives. This plan is reserved for students pursuing a Bachelor's Degree.

UNDERGRADUATE DEGREE PROGRAMS

Two Majors

Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirements of two majors, a student will be awarded only ONE degree unless a minimum of 45 appropriate quarter hours in addition to the requirements of the first degree have been earned. In cases where the requirements of two majors have been met and only one degree is involved, a notation denoting both majors will be entered on the transcript.

Two Degrees

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

1. Requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 45 appropriate quarter hours in addition to the requirements of the first degree have been earned.

Care must be taken in scheduling for a second degree or major. Veterans Educational Benefits, under certain circumstances, may not be available for subjects other than unit subjects specifically required for the second degree or major. Each quarter of scheduling courses must be done in consultation with the Dean.

THE MASTER'S PROGRAM

Philosophy

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

To qualify for the Master's Degree, students are required to accomplish the following:

1. Complete a minimum of 54 quarter hours with an average grade of "B" (grade point average of 3.0) or higher for all courses taken. All course work must be in the 5000 series or higher. The final 36 quarter hours must be completed at the college.
2. Meet specified graduation requirements, including the following Area Credit Hour requirements.

		Quarter Hours
Area I -	Graduate Business Component	28 (minimum)
Area II -	Major Component	<u>26 (minimum)</u>
TOTAL QUARTER HOURS REQUIRED		54 (minimum)

3. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the College prior to graduation.
4. Participate in the first College commencement exercises following completion of all program requirements.

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

GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

Graduation from an accredited college or university with a Baccalaureate Degree is a prerequisite for admission to the graduate division of Orlando College. Foreign students desiring admittance must have graduated with a Baccalaureate Degree from an approved and recognized college or university by the country in which they attended such institution.

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

In addition to the requirement of a Baccalaureate Degree, admissions requirements for the student wishing to matriculate in the Master's Program are listed below:

1. Official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Completed admissions forms must be accompanied by a \$15 non-refundable application fee.
3. Applicants must demonstrate satisfactory performance in the following areas to enroll in graduate courses for Academic Credit: (Matriculation is a prerequisite to, but does not guarantee admission to degree candidacy.)

Categories of Matriculation:

A student applying to the Division of Graduate Studies may be classified in one of three categories: Degree-seeking Regular Student (RS); Provisional Student (PS); or non-degree seeking Special Student (SS).

1. A degree-seeking applicant certifies his or her intention of applying for admission to a degree program at the time of making his or her initial application or upon acceptance for matriculation.
2. A student admitted under provisional status acknowledges this status upon admission by executing a "Statement of Acknowledgement" and certifies his or her intention of applying for admission to a degree program following the completion of 16 quarter units of graduate course work at Orlando College.
3. A non-degree seeking or Special Student applicant certifies that he or she wishes to take courses for reasons other than in pursuit of a degree and that he or she does not anticipate applying for admission to any degree program at Orlando College in the foreseeable future.

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

Principles of Accounting
Principles of Economics
Principles of Management
Introduction to Marketing

In addition, Statistics or another form of abstract mathematics is highly recommended prior to taking Quantitative Methods.

Students may begin their graduate program prior to meeting all prerequisites and may engage in higher level graduate course work while concurrently completing their preparatory course work. Enough beginning graduate courses (5000 level) are available to fulfill these requirements for non-business majors.

REGULAR STUDENTS (RS)

To qualify, upon admission, as a Regular Student (RS) seeking a Master's degree, the applicant must have achieved a cumulative grade point average (GPA) of not less than 2.75 for all undergraduate upper level division work; or must score not less than 450 on the Graduate Management Admission Test (GMAT); or score not less than 1000 on the Graduate Record Exam (GRE) in order to become a candidate for the MBA degree.

PROVISIONAL STUDENTS (PS)

Any student wishing to become a candidate for the MBA degree who does not meet the requirements to be classified as a Regular Student (RS), may enroll and matriculate as a Provisional Student (PS) by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has either: earned a score of not less than 450 on the Graduate Management Admissions Test (GMAT) or earned a score of 1000 on the Graduate Record Examination (GRE), and/or has satisfactorily completed 16 quarter units of graduate course work at Orlando College with a grade point average that meets the minimum standards of progress for the MBA program. Students admitted on a provisional basis will be admitted as degree candidates (Regular Student status) only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

NON-DEGREE SEEKING SPECIAL STUDENTS (SS)

Students wishing to take graduate level courses may enroll without applying for admission or candidacy to a degree program. Such students will be classified as Special Students (SS). Special Students may wish to take selected courses for personal or professional development, to earn credits to apply to another institution, or to remedy deficiencies in certain areas of their undergraduate curriculum. These students must meet the same minimum admissions requirements as the Provisional Student (PS), unless such requirements are waived by the Committee on Admissions.

All foreign students from non-English speaking countries who are entering from institutions other than one that is a member of the Summit System of Colleges & Schools must present a TOEFL score of not less than 550, or equivalent evidence of their proficiency in reading, writing, and speaking the English language.

TRANSFER OF CREDIT

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

STANDARDS OF PROGRESS FOR THE MBA PROGRAM

A student pursuing the Master of Business Administration Degree must be able to graduate from the program with a 3.0 grade point average required for graduation. Minimum grade point averages must be maintained at key points designated by quarter hours completed. Failure to meet the minimum grade point average will result in the student being placed on final academic probation. Failure to raise the grade point average above the minimum specified within the next term will result in academic dismissal. Regardless of the grade point average minimum, two or more grades of F will also result in the academic dismissal of the student. Students will be permitted to complete 16 hours of graduate work before the application of the standards enumerated below. Upon completion of 16 residential hours, the student will have the grade point average calculated using the grades achieved based only upon courses taken at the College.

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

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

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

TUITION

The tuition for the Master of Business Administration courses is stated in a separate Supplement to the Catalog.

Master of Business Administration

MASTER OF BUSINESS ADMINISTRATION

AREA I -	GRADUATE BUSINESS COMPONENT	Quarter Hours
COP 5000	Computers and Executive Application	4
MAN 5125	Industry, Government and Society	4
PSY 5206	Organizational Behavior	4
MAN 5311	Management of Human Resources	4
ACC 5315	Accounting for Planning and Control	4
QMB 5413	Quantitative Methods	4
ECO 5705	Managerial Economics	<u>4</u>
TOTAL GRADUATE BUSINESS COMPONENT		28
AREA II -	MAJOR COMPONENT	
	BUSINESS ADMINISTRATION EMPHASIS	
MAN 5130	Management Communication	4
MAN 5428	Financial Management	4
MAN 5721	Business Policy and Strategy	4
MAN 5785	Marketing Management	4
MAN 5900	Directed Study Project	6
	Elective - to be chosen from courses in the 5000 series	<u>4</u>
TOTAL MAJOR COMPONENT		26
TOTAL MINIMUM QUARTER HOURS REQUIRED FOR GRADUATION		54

ADDITIONAL INFORMATION

SPECIAL CERTIFICATE PROGRAM

A student matriculated in the graduate program will be awarded a **CERTIFICATE IN ADVANCED MANAGEMENT STUDIES** upon completion of 24 credit hours in residence with a minimum grade point average of 3.0.

BACHELOR'S DEGREE

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

1. Complete a minimum of 180 Quarter Hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College, with a minimum of 63 Quarter Hours in the 3000 and 4000 series or higher. The final 45 Quarter Hours must be completed at the College.
2. Meet the specified graduation requirements, including the following Area Credit Hour requirements.

Area I -	Business Administration Component	36 (minimum)
Area II -	Major Component	45 (minimum)
Area III -	General Education Component	54 (minimum)
Area IV -	Approved Elective Component	45 (minimum)
TOTAL QUARTER HOURS REQUIRED		180 (minimum)

ASSOCIATE DEGREE

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

1. Complete a minimum of 90 Quarter Hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 27 Quarter Hours must be completed at the College.
2. Meet the specified graduation requirements, including the following Area Credit Hour requirements, 31.5 of which must be in 2000 or above level. Upper Division courses may be used to satisfy the requirements if approved by the Dean.

Area I -	Business Component	31.5 (minimum)
Area II -	Major Component	31.5 (minimum)
Area III -	General Educational Component	27 (minimum)

TOTAL QUARTER HOURS REQUIRED		90 (minimum)
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All students seeking any of the Degrees stated above must abide by all College rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the College prior to graduation.

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

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

Professional Accounting

BACHELOR OF SCIENCE DEGREE PROFESSIONAL ACCOUNTING

This is a special post baccalaureate (fifth year) second major program for accounting majors who wish to qualify to sit for the Certified Public Accounting Examination.

Accounting Area Component		QUARTER HOURS
ACC 4050	Accounting Information Systems	4.5
ACC 4860	Governmental Accounting	4.5
ACC 4221	Advanced Accounting II	4.5
ACC 4621	Auditing II	4.5
	CORE TOTAL	<u>18</u>

Approved Electives Component

To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced program in Professional Accounting to satisfy C.P.A. examination candidacy requirements.

COMPONENT TOTAL	<u>27</u>
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Total Additional Credits Needed to Qualify for the Second Degree	45
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Business and Computer Information Programs

AREA I BUSINESS ADMINISTRATION COMPONENT

REQUIRED FOR ALL BUSINESS STUDENTS

The following courses, listed under the appropriate degree columns, comprise the total quarter hours required for the Major Component for all Associate and Bachelor Degree programs.

		REQUIRED COURSES	
		Associate Degree	Bachelor Degree
		QUARTER CREDIT HOURS	QUARTER CREDIT HOURS
ACC 2001	Principles of Accounting I	4.5	4.5
ACC 2021	Principles of Accounting II	4.5	4.5
COC 1000	Introduction to Computers	4.5	4.5
MAN 2050	Business Applications on the Microcomputer	4.5	4.5
BUL 2100	Business Law I	4.5	4.5
MAN 2000	Principles of Management	4.5	4.5
MAR 1023	Introduction to Marketing	4.5	4.5
FIN 3401	Principles of Finance		4.5
ECO 3013	Principles of Economics I		4.5
ECO 3023	Principles of Economics II		4.5
		<u>31.5</u>	<u>45</u>

AREA II MAJOR COMPONENT

CHOSEN FROM ONE OF THE FOLLOWING MAJORS

A complete Associate or Bachelor's program consists of the required subjects listed under the degree in Area I in addition to required Major subjects within Area II, the General Education subjects in Area III, and the approved electives for the Bachelor's in Area IV.

		Associate in Business	Bachelor of Business Administration
BUSINESS ADMINISTRATION			
Business Electives to be selected in consultation with the Faculty Advisor or Dean from among the Business and Business related courses listed in the catalog.		31.5 Credits	45 Credits
		<hr/>	
		Associate in Science	Bachelor of Science
ACCOUNTING			
ACC 3300	Managerial Accounting	4.5	4.5
ACC 3101	Intermediate Accounting I	4.5	4.5
ACC 3121	Intermediate Accounting II	4.5	4.5
ACC 3401	Cost Accounting	4.5	4.5
ACC 3501	Federal Taxation I	4.5	4.5
ACC 4521	Federal Taxation II		4.5
ACC 4201	Advanced Accounting I		4.5
ACC 4601	Auditing I		4.5
* Electives		<u>9.0</u>	<u>9.0</u>
		<u>31.5</u>	<u>45</u>
		<hr/>	
COMPUTER INFORMATION SCIENCE			
COC 1211	Computer Concepts	4.5	4.5
COP 2100	Computer Programming BASIC	4.5	4.5
COP 2121	Computer Programming COBOL	4.5	4.5
COP 3121	Computer Programming Advanced COBOL	4.5	4.5
CIS 2321	Systems Analysis Methods	4.5	4.5
COC 4998	Any Approved Programming Language		4.5
CIS 3321	Structured Systems Analysis & Design		4.5
COP 3530	Data Base Program Development		4.5
* Electives		<u>9.0</u>	<u>9.0</u>
		<u>31.5</u>	<u>45</u>

**AREA II
CONTINUED**

**MAJOR
COMPONENT**

**CHOSEN FROM
ONE OF THE
FOLLOWING
MAJORS.**

MANAGEMENT/MARKETING

		Associate in Science QUARTER CREDIT HOURS	Bachelor of Science QUARTER CREDIT HOURS
ADV 3000	Advertising	4.5	4.5
MAR 3503	Consumer Behavior	4.5	4.5
MAN 3344	Principles of Supervision	4.5	4.5
MAN 3800	Small Business Management	4.5	4.5
MAR 4613	Marketing Research	4.5	4.5
MAR 4344	Promotional Strategies		4.5
MAN 3300	Personnel Management		4.5
MAN 4060	Business Policy and Administration		4.5
	* Electives	9.0	9.0
		<u>31.5</u>	<u>45</u>

BUSINESS INFORMATION SCIENCE

COC 1211	Computer Concepts	Associate	4.5
COP 2100	Computer Programming BASIC	Degree not	4.5
CIS 2321	Systems Analysis Methods	offered in	4.5
CIS 3321	Structured Systems Analysis and Design	this major.	4.5
COP 3530	Data Base Program Development		4.5
ACC 3101	Intermediate Accounting I		4.5
ACC 3121	Intermediate Accounting II		4.5
ACC 3401	Cost Accounting		4.5
ACC 4201	Advanced Accounting I		4.5
ACC 4050	Accounting Information Systems		4.5
			<u>45</u>

HOTEL & RESTAURANT ADMINISTRATION

HFT 1000	Hotel and Restaurant Organization and Management	4.5	
HFT 1510	Marketing, Sales and Public Relations	4.5	Bachelor's
HFT 2420	Hotel and Restaurant Accounting and Control	4.5	Degree not
HFT 2999	Internship in Hotel and Restaurant Admin.	4.5	offered in
COC 1211	Computer Concepts	4.5	this major.
	* Electives	9.0	
		<u>31.5</u>	

* Electives to be selected in consultation with the Faculty Advisor or Dean from among the Business and Business Related courses listed in the Catalog.

**AREA III
GENERAL
EDUCATION
COMPONENT**

**REQUIRED FOR ALL
BUSINESS STUDENTS**

ENG 1540	English Usage	4.5	4.5
ENC 1312	Written Communications	4.5	4.5
POS 2041	American National Government	4.5	4.5
PSY 2012	General Psychology	4.5	4.5
MAC 1132	Fundamentals of College Math I	4.5	4.5
MAC 1133	Fundamentals of College Math II or		
STA 3014	Statistics	4.5	4.5
SPC 3010	Effective Speaking		4.5
SPC 3420	Conference and Discussion Techniques		4.5
MAN 3100	Human Relations		4.5
	Electives (General Education)		13.5
		<u>27</u>	<u>54</u>

**AREA IV
APPROVED
ELECTIVE
COMPONENT**

**REQUIRED FOR
ALL MAJORS**

To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.	No additional electives required for Associate Degree	36 Credits
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**MINIMUM TOTAL QUARTER HOURS
REQUIRED FOR GRADUATION**

COURSE DESCRIPTIONS

BUSINESS

ACCOUNTING

ACC 2001 Principles of Accounting I 4.5 Quarter Hours

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.

ACC 2021 Principles of Accounting II 4.5 Quarter Hours

This course is a continuation of ACC 2001 with application to more advanced transactions. Emphasis is placed on the opening of the 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 2001.

ACC 3101 Intermediate Accounting I 4.5 Quarter Hours

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 or ACC 3300.

ACC 3121 Intermediate Accounting II 4.5 Quarter Hours

A continuation of ACC 2101. Primary emphasis is on accounting for ownership; liabilities, capital and corporate net worth.

ACC 3300 Managerial Accounting 4.5 Quarter Hours

This course stresses the use of accounting for managerial planning and control and emphasizes the role of accounting in decision-making. It covers retailing, wholesaling, manufacturing and administrative operations. Prerequisite: ACC 2021.

ACC 3401 Cost Accounting 4.5 Quarter Hours

An introductory course which includes job order and process cost accounting systems, elements of cost, direct and indirect costs, stores ledger and control, work in process and finished goods inventories, valuation of materials, accounting for labor, monthly closing entries, analytical statements and comparative statements. Prerequisite: ACC 2041.

ACC 3501 Federal Taxation I 4.5 Quarter Hours

A thorough study of federal income tax laws and their application to individual, partnership, and corporate 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.

ACC 4201 Advanced Accounting I 4.5 Quarter Hours

Property acquisition, revaluation and retirement, and depreciation principles and practice 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 a thorough treatment. Frequent reference is made to pronouncements by the Securities Exchange Commission and the American Institute of Certified Public Accountants. Prerequisite: ACC 2121.

ACC 4521 Federal Taxation II 4.5 Quarter Hours

An advanced study of the principles of taxation applied to corporations, estates and trusts. Prerequisite: ACC 3501.

ACC 4601 Auditing I

4.5 Quarter Hours

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 2121.

ACC 4998 Selected Topics in Accounting

4.5 Quarter Hours

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

ACC 4999 Internship in Accounting

4.5 Quarter Hours

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

POST-BACCALAUREATE AND GRADUATE CLASSES ***ACC 4050 or****ACC 5050 Accounting Information Systems**

4.5 Quarter Hours

This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACC 2121; ACC 3401

ACC 4221 or**ACC 5221 Advanced Accounting II**

4.5 Quarter Hours

Accounting theory and current practices are studied in depth with emphasis on the concepts and standards prevailing in the accounting profession. Coverage is afforded such topics as partnership formation, dissolution and liquidation, installment and consignment sales, home office and branch accounting and consolidations. Prerequisite: ACC 4201.

ACC 4621 or**ACC 5621 Auditing II**

4.5 Quarter Hours

A continuation of ACC 4601, which is prerequisite. Stress is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, the responsibility for them, and the duty in testifying in connection with them in court. Prerequisite: ACC 4601.

ACC 4860 or**ACC 5860 Governmental Accounting**

4.5 Quarter Hours

Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 2041.

ACC 5315 Accounting for Planning and Control

4.0 Quarter Hours

Decision-making and financial planning through the use of accounting systems, by the interpretation, use and analysis of accounting data. Prerequisite: Accounting Principles.

* NOTE Courses designated by the dual numbers ACC 4000 or ACC 5000 prefix above, may be scheduled by either upper division undergraduate students, post baccalaureate students or graduate students. Only two such courses may be applied as electives for the Master of Business Administration Degree. Students taking a dual numbered accounting course as a 5000 level course must do additional research at the MBA level.

ACC 5900 Directed Study Project

6.0 Quarter Hours

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

ACC 6000 Seminar in Accounting

4.0 Quarter Hours

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

COMPUTER INFORMATION SCIENCE

*Class time will not be used for lab time.

COC 1000 Introduction to Computers

4.5 Quarter Hours

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

COC 1211 Computer Concepts

4.5 Quarter Hours

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

COP 2100 Computer Programming - BASIC

4.5 Quarter Hours

A continuation of COC 1211. Emphasis on structured methodology of program design, development, testing, implementation and documentation of common business oriented applications using BASIC. The student will be required to design, program, code and test realistic business type programs that illustrate arithmetic operations, basic report formatting, accumulation of intermediate and final totals, program decision making, multiple-page reports, control break logic, multi-dimension table processing methods, extract and reporting, and sequential, indexed, and direct file creation and updating. Prerequisite: COC 1211.

COP 2121 Computer Programming - COBOL

4.5 Quarter Hours

Business applications using the COBOL programming language. Indepth coverage of language syntax, basic input/output operation, arithmetic operations, report formatting, accumulation of intermediate and final totals, report editing, program decision-making, multiple page reports, control break logic, table processing, file creation, access and reporting, including data editing and validation. Prerequisite: COC 1211.

COP 2161 Computer Programming - RPG II

4.5 Quarter Hours

Business applications using the RPG II programming language including problem analysis, input/output requirements design, formatting, coding, compiling, testing, debugging, and implementation of RPG II programs. Prerequisite: COC 1211.

- CIS 2321 Systems Analysis Methods** 4.5 Quarter Hours
 Overview of the system development life cycle. Emphasis on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: COC 1211, or any Computer Language Course.
- COP 3121 Computer Programming - Advanced COBOL** 4.5 Quarter Hours
 This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming utilizing sequential, relative and indexed sequential file organization, access methods, the linkage facility of the COBOL language, as well as the language's sort feature and debug aids. Prerequisite: COP 2121.
- CIS 3321 Structured Systems Analysis and Design** 4.5 Quarter Hours
 Advanced study of structured systems development. Emphasis on strategies and techniques and structured analysis and structured design for producing logical methodologies for dealing with complexity in the development of information systems. Prerequisite: CIS 2321 and COP 2120.
- COP 3530 Data Base Program Development** 4.5 Quarter Hours
 Introduction to application program development in a database environment with an emphasis on loading, modifying and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network and relational. Discussion of storage devices, data administration and data analysis, design and implementation. Prerequisite: CIS 3321.
- CIS 4000 Advanced Data Base Concepts** 4.5 Quarter Hours
 Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems. In-depth practicum in data modeling and system development in a database environment. Overview of future trends in data management. Prerequisite: COP 3530.
- CIS 4160 Distributed Data Processing** 4.5 Quarter Hours
 The features of centralized, decentralized and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. Technology implications of computer hardware, software and communications are discussed as they relate to the design, development and implementation of distributed data processing systems. Prerequisite: COP 3530.
- COC 4170 Applied Software Development Project** 4.5 Quarter Hours
 Application of computer programming and system development concepts, principles and practices to a comprehensive system development project. A team or individual approach is used to analyze, design and document realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations and group dynamics in the solution of information systems problems. Prerequisite: CIC 3321.
- CIS 4300 Office Automation** 4.5 Quarter Hours
 Office information and decision support systems are examined as emerging and critical elements in business data and information systems. Emphasis is given to information processing considerations at the systems level, including analysis and management of support activities such as data and records management, electronic filing and retrieving systems, word processing, micro and reprographics, and (tele-) communications. The course includes discussion of person/machine interfaces and appraisals of current and future technological trends and their impacts on data processing and on the office environment. Prerequisite: CIS 2321 Systems Analysis Methods.

CIC 4360 Data Communications 4.5 Quarter Hours
Data communications (tele-processing), batch, remote job entry, on-line realtime and interactive operation, communications resources (types and grades of transmission facilities) and terminal hardware concepts. Prerequisite: COP 2100 or COP 2120.

MAN 4810 Management Information Systems 4.5 Quarter Hours
An introduction to the financial, technical and strategic information systems planning processes. Emphasis on the relationship of the information systems planning process to the overall business goals, policies, plans, management style and industry condition. Emphasis on the means of selecting large systems projects; assessing the installation's current state; determining processing, staffing, software, hardware and financing approaches. Review of hardware, software and services information sources. Prerequisite: COC 1211.

COC 4998 Selected Topics in Data Processing 4.5 Quarter Hours
A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer programming. Such languages as Assembler, Fortran, Advanced COBOL II, Advanced RPG II/III, PASCAL, PL/I or ADA may also be taught under this title if enough students show interest and software is available. Prerequisites, if any, are determined by the course material and the instructor.

**COC 2999 or
COC 4999 Internship in Data Processing** 4.5 Quarter Hours
As part of the preparation for a career in data processing, the student is permitted to serve an internship in the data processing departments of financial, business and industrial organizations or government agencies acceptable to the College at either a Sophomore or Senior level. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer. Prerequisite: 3.0 GPA and departmental approval.

COP 5000 Computers and Executive Application 4.5 Quarter Hours
A non-technical course designed to familiarize business leaders and other executives with the types of computers and computer packages available. How to use these tools within the business and how to apply computer systems to best advantage.

HOTEL AND RESTAURANT ADMINISTRATION

HFT 1000 Hotel and Restaurant Organization and Management 4.5 Quarter Hours
An introduction to the hotel and restaurant industry with emphasis on organization and management. Analysis of typical internal organizational structures in the industry and of the various levels of management roles and function.

HFT 1300 Housekeeping, Plant Engineering and Maintenance 4.5 Quarter Hours
A study of the organization, duties and management functions associated with institutional housekeeping, maintenance and plant engineering. Layouts, work-flow, and the writing of specifications are covered.

HFT 1510 Marketing, Sales, and Public Relations 4.5 Quarter Hours
A study of sales, promotion and marketing practices of the hotel and restaurant industry.

FSS 2251 Food and Beverage Management 4.5 Quarter Hours
A study of the basic principles of food and beverage management with emphasis on purchasing, storage, production, and volume service. This course includes non-laboratory studies of food and beverage technology, menu selection, preparation and format, formal dining styles, and wine studies.

HFT 2420 Hotel and Restaurant Accounting and Control 4.5 Quarter Hours
A survey of accounting methods, controls and practices commonly found in hotels, motels, restaurants, clubs and institutions. Emphasis is placed on practical application.

HFT 2998 Selected Topics in Hotel and Restaurant Administration 4.5 Quarter Hours
A Special Study of selected topics which are of current interest and relevance to the student preparing for a career in hotel and restaurant administration. Prerequisites, if any, are determined by the course material and the instructor.

HFT 2999 Internship in Hotel and Restaurant Administration 4.5 Quarter Hours
As part of the preparation for a career in hotel and restaurant administration, the student is permitted to serve an internship in motels, hotels, restaurants, or other organization acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer.

HFT 3603 Laws of Innkeeping 4.5 Quarter Hours
An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. Prerequisite: BUL 2100.

HFT 3713 World Tourism 4.5 Quarter Hours
The historical growth of the domestic and worldwide tourist industry and its importance to related areas. Study of the development of travel for pleasure and business. The economic, psychological and social impact of the travel and tourist trade.

MANAGEMENT/MARKETING

GEB 1012 Introduction to Business Enterprise 4.5 Quarter Hours
A study of the characteristics and functions of business in the free enterprise environment, including opportunities, ownership, management, organization, marketing, physical plant, finance, ethics and law.

MAR 1023 Introduction to Marketing 4.5 Quarter Hours
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.

MAN 2000 Principles of Management 4.5 Quarter Hours
An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources and organizational structure are introduced.

MAN 2050 Business Applications on the Microcomputer 4.5 Quarter Hours
This course introduces the student to the more popular business applications for microcomputers: word processing, electronic spreadsheets, business graphics, and database file management. Through intensive hands-on application drills, the student will learn to put these powerful tools to use in typical business situations. Prerequisite: COC 1000.

BUL 2100 Business Law I 4.5 Quarter Hours
Law is studied in relation to the proper conduct of business including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations.

- BUL 2122 Business Law II** 4.5 Quarter Hours
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments and insurance.
- ADV 3000 Advertising** 4.5 Quarter Hours
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally.
- RMI 3015 Risk and Insurance** 4.5 Quarter Hours
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. Prerequisite: MAN 2000.
- MAR 3101 Salesmanship** 4.5 Quarter Hours
A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets.
- MAR 3203 Marketing Channels and Distribution** 4.5 Quarter Hours
An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers and brokers. Prerequisite: MAR 1023.
- MAN 3300 Personnel Management** 4.5 Quarter Hours
An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2000.
- MAR 3321 Public Relations** 4.5 Quarter Hours
A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed.
- MAN 3344 Principles of Supervision** 4.5 Quarter Hours
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.
- FIN 3401 Principles of Finance** 4.5 Quarter Hours
This course provides an introduction and overview of the acquisition, financing, valuation, and management of business assets. The balance sheet will serve as the foundation for the evaluation of financial decisions and their effect on the firm. Prerequisite: ACC 2021.
- MAR 3503 Consumer Behavior** 4.5 Quarter Hours
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.
- MAN 3800 Small Business Management** 4.5 Quarter Hours
This course examines the various aspects of starting, acquiring and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.

- MAN 4060 Business Policy and Administration** 4.5 Quarter Hours
 A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2000.
- MAR 4344 Promotional Strategy** 4.5 Quarter Hours
 An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisite: MAR 1023; ADV 3000.
- MAN 4410 Labor Relations and Collective Bargaining** 4.5 Quarter Hours
 A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2000.
- MAN 4600 Management of International Business** 4.5 Quarter Hours
 A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000.
- MAR 4613 Marketing Research** 4.5 Quarter Hours
 In this course, research methods are applied to the functions of marketing including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1023.
- MAR 4722 Marketing Administration** 4.5 Quarter Hours
 Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions and how this activity relates to overall organizational objectives. Prerequisite: MAR 1023
- MAN 4998 Selected Topics in Management** 4.5 Quarter Hours
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisites, if any, are determined by the course material and instructor.
- MAR 4998 Selected Topics in Marketing** 4.5 Quarter Hours
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites, if any, are determined by the course material and instructor. Prerequisite: MAR 1023
- MAN 4999 Internship in Management** 4.5 Quarter Hours
 As part of the preparation for a career in management, the student is permitted to serve an internship in management functions of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.
- MAR 4999 Internship in Marketing** 4.5 Quarter Hours
 As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, and service firms and industrial organization acceptable to the College. Arrangements for the internship training provided for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

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

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

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

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

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

MAN 5785 Marketing Management 4.0 Quarter Hours
Strategy and management of the operation of an organizations marketing activities. Prerequisite: Introduction to Marketing.

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

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

OFFICE PRACTICE

SES 1100 Keyboarding 4.5 Quarter Hours
Techniques and basic skills of typing, with emphasis upon formation of correct typewriting techniques, mastery of the keyboard, operation and care of the typewriter, and performance of basic typing operations. Credit is given when the student passes a comprehensive test and demonstrates ability to type at 35-45 wpm.

SES 2160 Word Processing Operations 4.5 Quarter Hours
A course in the basic operations of word processing equipment with emphasis on formating, editing, proofreading, printing and storing documents and simulated word processing projects. Prerequisite: Typing II and Written Communications.

ECONOMICS

- ECO 3013 Principles of Economics I (Macroeconomics)** 4.5 Quarter Hours
A basic study of economics and cultural changes with research into the economic system; its development by free competition under the capitalistic system; the nature and evolution of money; the banking system; price determination and wages; a consideration of monopoly; the laws of supply and demand; production control.
- ECO 3023 Principles of Economics II (Microeconomics)** 4.5 Quarter Hours
This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution. Prerequisite: ECO 3013.
- ECO 4998 Selected Topics in Economics** 4.5 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student in the area of economics. Prerequisites, if any, are determined by the course material and instructor.
- ECO 5705 Managerial Economics** 4.0 Quarter Hours
Business Decision making based upon the application of economic theory. Prerequisite: Economic Principles.

GENERAL EDUCATION

ENGLISH

- ENC 1312 Written Communications** 4.5 Quarter Hours
Practical application of the principles of composition to effective written communication, including basic types of correspondence and written reports. Particular attention is devoted to the development of distinctive style and vocabulary.
- ENG 1540 English Usage** 4.5 Quarter Hours
A systematic study of English fundamentals: grammar, punctuation, mechanics, sentence structure, vocabulary, rules and conventions that govern acceptable and efficient English usage, with explanations, examples, and drill in language operations.
- SPC 3010 Effective Speaking** 4.5 Quarter Hours
This course develops the ability to speak clearly and effectively before an audience; to develop the ability to think and express ideas effectively; and to plan, compose, and deliver speeches and talks of various kinds.
- SPC 3420 Conference & Discussion Techniques** 4.5 Quarter Hours
Designed to acquaint the student with principles, methods and theories of discussion and conference planning, and to assist him in developing leadership and conference skills.
- ENG 4998 Selected Topics in English** 4.5 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student preparing for a career in business. Prerequisites, if any, are determined by the course material and instructor.
- ACC 5900,
MAN 5900 Directed Study Projects** 6.0 Quarter Hours
Each student may prepare either a dissertation in the form of a thesis or an approved directed study project whose hypothesis may already have been determined. Either project selected must contain both research and writing activities. An appointed faculty member will present to the student at least three hours of formal research methodology before the student

begins the Directed Study Project and the faculty member will act as chairman of a graduate committee to keep it informed of the students progress toward the chosen goal. All such anticipated projects (Thesis or directed study) must have final approval by the Coordinator of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. (In lieu of the directed study project, the student may elect to take two additional 4 Credit Hour courses relative to the major field.)

GOVERNMENT/HISTORY

POS 2041 American National Government 4.5 Quarter Hours

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

AMH 3420 History of Florida 4.5 Quarter Hours

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

**AMH,
POS 4998 Selected Topics in American Government or American History** 4.5 Quarter Hours

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

HUMANITIES

PHI 3600 Ethics 4.5 Quarter Hours

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

PHI 4100 Logic 4.5 Quarter Hours

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

MATHEMATICS

MAC 1132 Fundamentals of College Mathematics I 4.5 Quarter Hours

This course is designed to prepare the student for MAC 1133, and to bridge the gap between arithmetic and beginning Algebra. Concepts covered include number operation, informal geometry, Algebra, modern mathematics and its notation and scientific notation.

MAC 1133 Fundamentals of College Mathematics II 4.5 Quarter Hours

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

STA 3014 Statistics 4.5 Quarter Hours

This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing and analyzing data are presented. Prerequisite: MAC 1132 or MAT 2013.

QMB 3700 Mathematics of Finance 4.5 Quarter Hours
A study of simple and compound interest, ordinary annuities, other annuities certain, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities and life insurance. Various sources of corporate funds are also studied. Prerequisite: MAC 1132.

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

PSYCHOLOGY/SOCIOLOGY

PSY 2012 General Psychology 4.5 Quarter Hours
A comprehensive survey of the diverse and rapidly 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.

SOC 3000 Principles of Sociology 4.5 Quarter Hours
Study is made of man's cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Special attention is given to current social problems in America.

MAN 3100 Human Relations 4.5 Quarter Hours
A study of the fundamentals of the processes of motivating, communicating and cooperating with management, co-workers, and the public.

SOC 3131 Crime and Delinquency 4.5 Quarter Hours
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance and poverty, with particular reference to the juvenile population.

SOP 4003 Social Psychology 4.5 Quarter Hours
Many aspects of human interaction are investigated in this course including topics such as aggression, attraction and love, conformity, sexual behavior and group dynamics. Prerequisite: PSY 2012.

PSY,
SOC 4998 Selected Topics in Psychology or Sociology 4.5 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student in the area of Psychology or Sociology. Prerequisites, if any, are determined by the course material and instructor.

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

STUDENT DEVELOPMENT

STD 1000 College Survival Seminar 4.5 Quarter Hours
Through discussion and application, this seminar is designed to promote proper study habits and skills which should enable the student to successfully compete in the higher education environment.

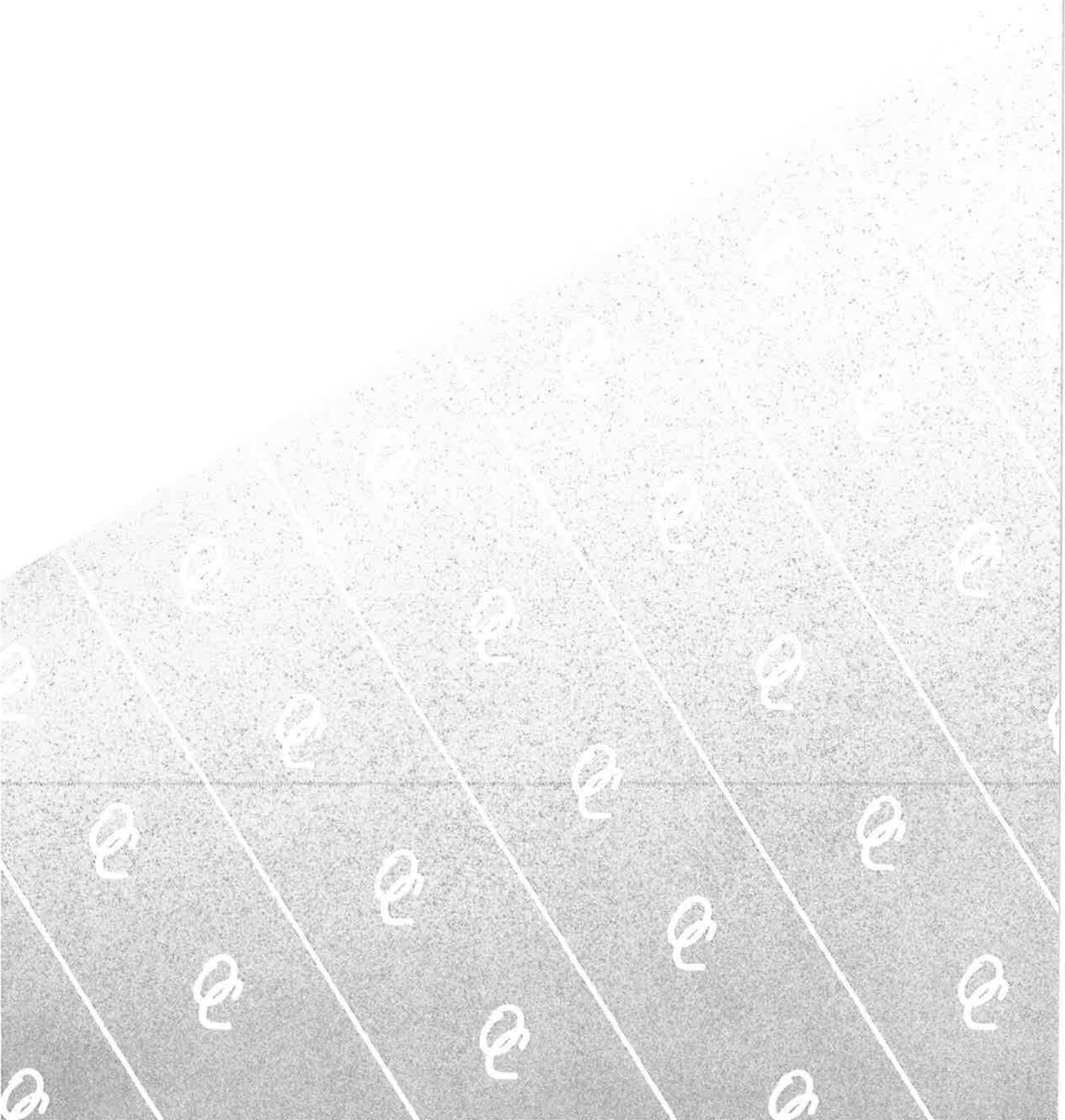
“I love the attention I get here at Orlando College. It makes me feel good about me and my future!”

“When I decided that I wanted to go to college after high school, I knew I wanted a school where I would receive individual attention, both towards my studies and myself. I wanted teachers that cared about me and my grades.

At Orlando College I found that I am treated with individual concerns towards myself and my lessons. The teachers try their best to make sure that my every need is met. I love the attention I get here at Orlando College. It makes me feel good about me and my future!”

Maria Wilgus
Class of '87

Medical Education Programs



ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION FOR STUDENTS ENROLLED IN THE MEDICAL EDUCATION PROGRAMS

REFUND POLICY

The operating budget of the College provides for the engagement of faculty, expenses and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full academic year from all accepted students. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. Refunds are made in a fair and equitable manner in accordance with the following policies:

WITHDRAWAL AFTER COMMENCEMENT OF CLASSES BY THE STUDENT: For Medical programs listed in this section of the catalog, of more than three (3) months in length and up to one (1) year (12 calendar months), in case of withdrawal after commencement of classes by the student, the following refund policy will be applicable:

During the first day of classes, the institution may retain 0% of stated course price.

During the next two weeks of classes, the institution may retain 10% of the stated course price; thereafter,

During the next two weeks of classes, the institution may retain 20% of the stated course price; thereafter,

During the first 25% of the course, the institution may retain 45% of the stated course price; thereafter,

During the second 25% of the course, the institution may retain 70% of the stated course price; thereafter,

The institution may retain 100% of the stated course price.

A student enrolled in Medical Education Programs who has attended more than 50% of the stated course length of that program will receive no tuition adjustment if changing to a shorter course.

In transferring from a shorter course to a longer course, the difference between the stated prices for each course is charged.

Appropriate academic credit will be granted if applicable to the new course chosen.

ACADEMIC INFORMATION

CREDIT HOUR DEFINITION

One hour of credit normally requires between 12 and 14 hours of work in class.

Laboratory subjects having a disproportionate ratio of instruction to practice require additional class or laboratory hours per credit hour, depending on the particular circumstances.

A standard class hour is 50 minutes.

CLASS SCHEDULES AND CALENDAR

Medical Education Programs are offered on a continuous year-round basis. Potential students will be advised of all class schedules before enrollment and all students are expected to adhere to their schedules.

GRADING SYSTEM - PROGRESS REPORTS

Grade reports are given to the student at the end of each term. The following grading system is used:

GRADE EVALUATION		GRADE POINT
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
W	Withdrawal	0
F	Failure	0
I	Incomplete	0

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

N	No Grade	Not Calculated
X	Exemption	Not Calculated

CALCULATION OF GRADE POINT AVERAGE

The Grade Point Average of a student is determined by dividing the total number of grade points earned per term by the number of quarter hours attempted. If, for example, a student earned an A in one 4.5 quarter hour class, the student would multiply 4.5 quarter hours times 4 (the grade point total for an A). The grade points for that class would be 18. If the student earned a C for a second 4.5 quarter hour class, the student would multiply 4.5 quarter hours times the grade points for a C (2) for a total of 9 grade points. Adding the total number of grade points, 18 and 9, the student would have 27 grade points. The student attempted 9 credits. The grade points of 27, divided by 9 quarter hours attempted, would result in a Grade Point Average of 3.0.

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 Allied Health Division. A reduced credit fee is charged for all credit by examination and program tuition costs are reduced accordingly (see Tuition and Fee Schedule).

PROGRESS RECORDS

Student Permanent Records are maintained on each student enrolled in Medical Education programs. Grades are given to the student by the instructors upon completion of each term.

EXCESSIVE ABSENTEEISM

If a student accumulates more than four days of unexcused absences in any calendar month, the student may be interrupted from school.

LEAVE OF ABSENCE

A leave of absence (LOA) may be obtained by a student upon approval of the Director. A student must state in writing the reason for the LOA, the date for the LOA, and the expected date of return.

WITHDRAWAL

If a student wishes to withdraw from school, it is the student's responsibility to notify the school of such withdrawal in writing.

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

Students must satisfy all academic and skill requirements set forth by the College for the specific medical education program in which they are enrolled. Specific skill requirements will vary according to the program of study. A list of specific skill requirements will be presented at orientation.

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

GRADUATION WITH HONORS

A final cumulative grade point average above 3.76 in any medical education program will entitle the student to be recognized as an honors graduate.

PROGRAMS OF STUDY

Upon completion of a medical education program of study, graduates will be granted an appropriate diploma which recognizes the completion of the program.

To qualify for the appropriate program diploma, students are required to accomplish the following:

1. Complete the Total Quarter Hours listed for each program with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken in Allied Health Programs.
2. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the College prior to graduation.
3. Participate in the first College commencement exercises following completion of all program requirements.

The student is responsible for meeting the requirements of the 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.

Medical Education Programs

MEDICAL ASSISTANT

The Medical Assistant Program is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. Students learn both the administrative phase of managing a physician's office and the clinical phase of assisting with patients. The Medical Assistant student receives more intensive training in both the administrative and clinical phases. Physical therapy, psychology, nutrition, symptomatology and pharmacology are several of the additional subject areas taught through this intensive program.

		Day Program 32 Weeks (860 Cl Hrs)	Evening Program 33 Weeks (560 Cl Hrs)
APB 1200	Anatomy and Physiology	9	9
MLS 1000	Clinical Procedures	6	4.5
MEA 1302	Medical Office Practice	6	6
MEA 1340	Medical Office Procedures	3	
MSC 1531	Medical Terminology	6	
SES 1341	Professional Development	3	
SES 1100	Typing I	3	3
SES 1110	Typing II	3	
SES 1361	Transcription/Word Processing	4.5	
MLS 2300	Laboratory Procedures	4.5	
MEA 2820	Medical Assisting Techniques	4.5	
MEA 2930	Medical Assisting Externship	4.5	
MEA 1301	Medical Office Skills		3
MEA 1350	Medical Office Assisting Procedures		6
SES 1360	Transcription and Forms		4.5
MEA 2931	Medical Assisting Evening Externship		2
TOTAL CREDIT HOURS		57	38

MEDICAL RECEPTIONIST

The Medical Receptionist Program is designed to prepare the students to assume the responsibility of "Front Office," or administrative functions of a physician's office. Students will also be prepared to assist the physician with patient examinations, to position patients for examinations, and to take temperature, pulse, respiration, and blood pressure.

The student acquires a sound background in the subject areas of medical law and ethics, terminology and basic procedures, anatomy and physiology, and office skills which include micro-computer operation.

		Day Program 24 Weeks (600 Cl Hrs)	Evening Program 28 Weeks (400 Cl Hrs)
APB 1200	Anatomy and Physiology	9	7.5
MLS 1000	Clinical Procedures	6	6
MEA 1302	Medical Office Practice	6	6
MEA 1340	Medical Office Procedures	3	
MSC 1531	Medical Terminology	6	
SES 1341	Professional Development	3	
SES 1100	Typing I	3	3
SES 1110	Typing II	3	
SES 1361	Transcription/Word Processing	4.5	
SES 1362	Transcription II	1.5	
MEA 1301	Medical Office Skills		3
SES 1360	Transcription and Forms		4.5
TOTAL CREDIT HOURS		45	30

MEDICAL TRANSCRIPTIONIST

The Medical Transcriptionist Program is designed to prepare graduates in performance of high speed skills for medical transcription in special departments of Hospitals, Professional Corporations, Multi-Specialty Clinics, Health Maintenance Organizations, Nursing Homes and Medical Transcription Companies. Students receive an intense training program in transcribing medical dictations, medical terminology and knowledge of various report forms. The graduate will have been trained in radiology, pathology, physiotherapy and surgery report formats.

Program Length: 24 Weeks (600 Cl Hrs)		CREDIT HOURS
APB 1200	Anatomy and Physiology	9
MSC 1531	Medical Terminology	6
SES 1100	Typing I	3
SES 1111	Typing, Advanced	3
SES 1362L	Transcription	6
SES 1363L	Advanced Transcription	6
SES 1342	Career Development and Communication	6
TOTAL CREDIT HOURS		39

PHARMACY TECHNICIAN PROGRAM

The Pharmacy Technician Program is designed to prepare students in assisting the pharmacist in filling medical prescriptions. Those who choose the profession will work directly with the pharmacist and/or the drug store manager in reading and preparing prescriptions, purchasing, inventory and a variety of other clerical and routine functions. The Pharmacy Technician graduate is filling a long overdue void of being able to provide individuals to assist pharmacists who are well versed in medical terminology, pharmacology, human physiology and other vital knowledge associated with the profession.

Program Length: 28 Weeks (640 Cl Hrs)		CREDIT HOURS
APB 1200	Anatomy and Physiology	9.0
MSC 1531	Medical Terminology	3.0
MEA 1302	Office Practice	6.0
SES 1341	Professional Development	3.0
SES 1100	Typing	4.5
PHA 1100	Pharmacy Procedures	6.0
PHA 1000	Pharmacology	4.5
PHA 2930	Pharmacy Technician Externship	4.0
TOTAL CREDIT HOURS		40

COURSE DESCRIPTIONS

MEDICAL ASSISTANT PROGRAM MEDICAL RECEPTIONIST PROGRAM DAY PROGRAM

- APB 1200 Anatomy and Physiology** 9.0 Credit Hours
120 Clock Hours
Major systems of the human body including skeletal, muscular, circulatory, nervous, digestive and respiratory systems.
- MLS 1000 Clinical Procedures** 6.0 Credit Hours
80 Clock Hours
Inner office procedures; height, weight, temperature, blood pressure, cardiopulmonary resuscitation, and patient histories.
- MEA 1302 Medical Office Practice** 6.0 Credit Hours
80 Clock Hours
Office procedures including bookkeeping, insurance, filing, billing, purchasing, and office communications.
- MEA 1340 Medical Office Procedures** 3.0 Credit Hours
40 Clock Hours
Examining procedures, instruments and equipment, emergencies, first aid and nutrition.
- MSC 1531 Medical Terminology** 6.0 Credit Hours
80 Clock Hours
A study of the root words, suffixes, prefixes, word combinations and short forms unique to the medical profession.
- SES 1341 Professional Development** 3.0 Credit Hours
40 Clock Hours
Office decorum, human relations, personal appearance, telephone techniques, the maintenance of an appointment system and jurisprudence.
- SES 1100 Typing I** 3.0 Credit Hours
40 Clock Hours
An introductory course expressing keyboard knowledge, touch techniques and good typing habits.
- SES 1110 Typing II** 3.0 Credit Hours
40 Clock Hours
A combination of Typing I with an increased emphasis on speed.
- SES 1361 Transcription I** 3.0 Credit Hours
40 Clock Hours
Machine transcription with emphasis placed on methods of transcribing and production of quality work.
- SES 1362 Transcription II** 3.0 Credit Hours
40 Clock Hours
A continuation of Transcription I with emphasis placed on speed.
- MLS 2300 Laboratory Procedures** 3.0 Credit Hours
40 Clock Hours
Basic Laboratory procedures and functions.

MEA 2820 Medical Assisting Techniques 4.5 Credit Hours
60 Clock Hours
Basic clinical procedures including injections, venipunctures and EKG administration.

MEA 2930 Medical Assisting Externship 4.5 Credit Hours
160 Clock Hours
A four week, practical, in-service experience in a physician's office or hospital.

**MEDICAL ASSISTANT PROGRAM
MEDICAL RECEPTIONIST PROGRAM
EVENING PROGRAM**

APB 1200 Anatomy and Physiology 9.0 Credit Hours
120 Clock Hours
An introductory study of the main systems of the human body, including the skeletal, muscular, nervous, digestive, urinary, reproductive, circulatory and respiratory.

MLS 1001 Clinical Procedures 4.5 Credit Hours
60 Clock Hours
An introduction to basic clinical procedures including among others, the measurement of blood pressure and temperature.

MEA 1300 Medical Office Practice 6.0 Credit Hours
80 Clock Hours
An introduction to the "front-office" functions of a medical office. Students are introduced to such topics as bookkeeping, insurance, filing and billing.

MEA 1301 Medical Office Skills 3.0 Credit Hours
40 Clock Hours
A course designed to develop the basic language and office skills required of individuals employed to work in a "front-office" capacity in a medical office. Included are such topics as Medical Vocabulary and Telephone Techniques.

MEA 1350 Medical Assisting Procedures 6.0 Credit Hours
80 Clock Hours
An introductory study of the "back-office" functions of the medical office. Included are such topics as Hematology and Urinalysis.

SES 1100 Typing I 3.0 Credit Hours
40 Clock Hours
An introductory course emphasizing keyboard knowledge, touch techniques and good typing habits.

SES 1360 Transcription and Forms 4.5 Credit Hours
60 Clock Hours
An introduction to machine transcription and medical forms with emphasis placed on methods of transcribing and the production of quality work.

MEA 2931 Medical Assisting Evening Externship 2.0 Credit Hours
80 Clock Hours
An eighty hour, practical, in-service experience in a physician's office or hospital.

MEDICAL TRANSCRIPTIONIST PROGRAM

MSC 1531 Medical Terminology 6.0 Credit Hours
80 Clock Hours

A study of the root words, suffixes, prefixes, word combinations and short forms unique to the medical profession.

SES 1110 Typing 3.0 Credit Hours
40 Clock Hours

Typing with an increased emphasis on speed to a minimum of 40 words per minute.

SES 1111 Typing, Advanced 3.0 Credit Hours
40 Clock Hours

Typing with an increasing emphasis on speed to a minimum of 50 words per minute.

SES 1342 Career Development and Communication 6.0 Credit Hours
80 Clock Hours

A general course established to round out the students knowledge of office communications, human relations, patient histories, jurisprudence and personal development.

SES 1362L Transcription 6.0 Credit Hours
120 Clock Hours

Machine Transcription with emphasis placed on methods of transcribing and production of quality work.

SES 1363L Advanced Transcription 6.0 Credit Hours
120 Clock Hours

Introduction to word processing with hands-on training to an appropriate level of performance with the main emphasis on high-speed, accurate medical transcription. The student is required to transcribe 25 lines of medical material in fifteen minutes.

PHARMACY TECHNICIAN PROGRAM ADDITIONAL COURSES

PHA 1000 Pharmacology 4.5 Credit Hours
60 Clock Hours

A course that provides the basics of pharmacology with a breakdown of drug classifications and the common drugs associated with each. Includes drug identification, function, dosages, and contraindications.

PHA 1100 Pharmacy Procedures 6.0 Credit Hours
80 Clock Hours

An accurate study of prescriptions, sickroom supplies, basic math and drug calculations is covered in some detail.

PHA 2930 Pharmacy Technician Externship 4.0 Credit Hours
160 Clock Hours

A practical in-service experience in a drug store and/or pharmacy that allows the student to apply skills and knowledge in the professional environment.

“The program is very well organized, very intense, and the training I have received has brought out the best in me.”

“My experience through the past year in the Executive Secretarial Program has been extremely rewarding and of great academic enrichment. The program is very well organized, very intense, and the training I have received has brought out the best in me.

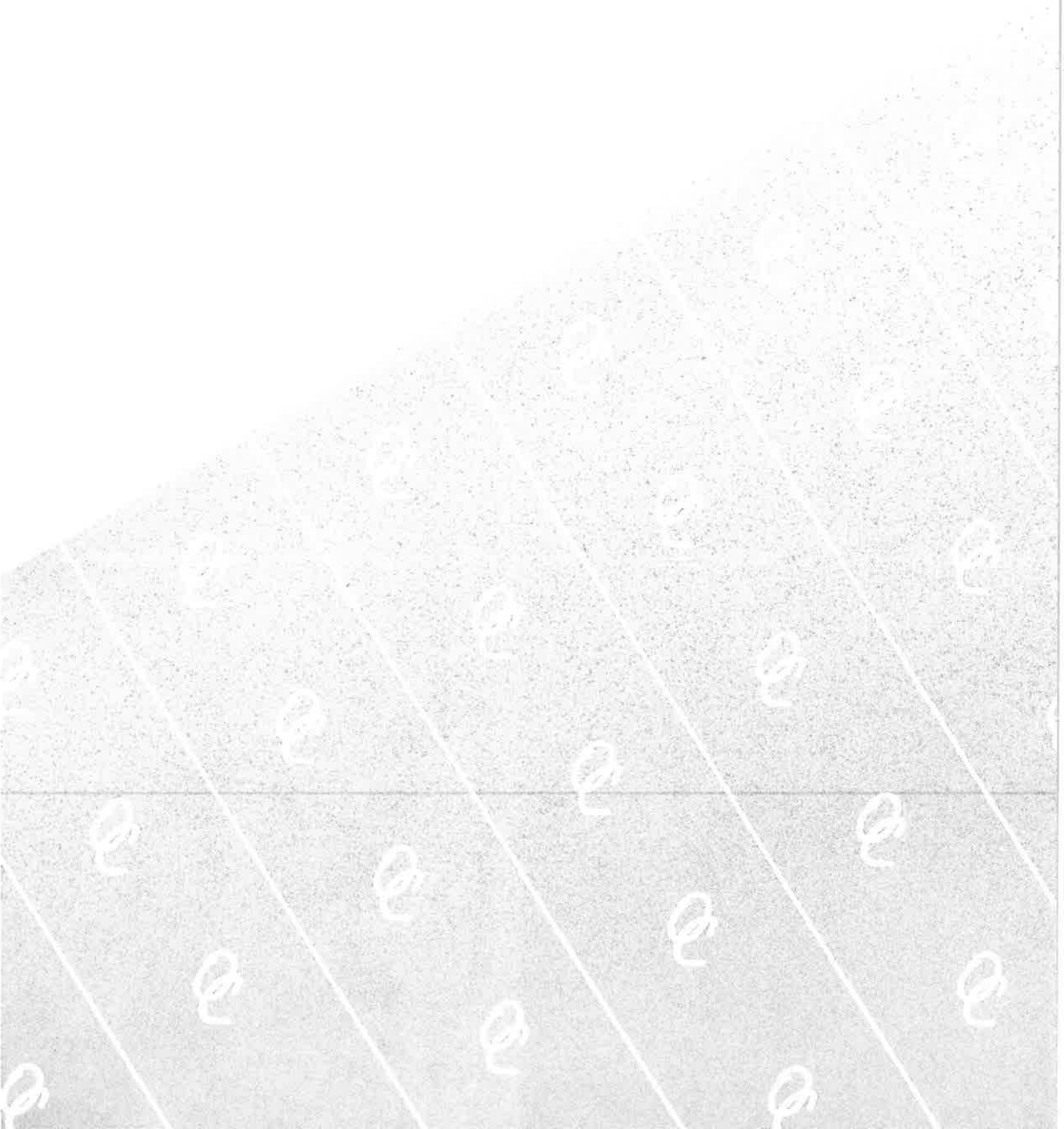
It is my personal opinion that the success of the Executive Secretarial Program is due to the people involved in it. The personal attention and consideration of the Faculty and the Program Coordinator together with the spark of enthusiasm and quality they generate to the students has made it possible for me to keep my energies and determination in the quest of my goal. I am strongly motivated to the point of continuing my studies towards a Bachelor's Degree at Orlando College.

I hope this message will, in some way, reach every student of Orlando College, and will generate the same enthusiasm I feel for this institution. At the same time, I would like to stress the importance of the personal relationship between the faculty and the students, which is the main factor for the success of this program.

I strongly recommend this program and I will faithfully enhance the name of Orlando College to the best of my abilities.”

Angela Belaval
Class of '86

Secretarial Sciences, Legal Assistant And Court Reporting Programs



**ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION FOR
STUDENTS ENROLLED IN THE SECRETARIAL AND COURT REPORTING PROGRAMS**

REFUND POLICY

The operating budget for the Secretarial Sciences and Court Reporting Programs of Orlando College provide for the engagement of faculty, expenses and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full academic year from all accepted students. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. Refunds are made in a fair and equitable manner in accordance with the following policies:

WITHDRAWAL AFTER COMMENCEMENT OF CLASSES BY THE STUDENT: For programs, listed in this section of the Catalog of more than three (3) months in length and up to one (1) year (12 calendar months), in case of withdrawal after commencement of classes by the student, the following refund policy will be applicable:

During the first day of classes, the institution may retain
0% of stated course price,
During the next two weeks of classes, the institution may
retain 10% of stated course price; thereafter,
During the next two weeks of classes, the institution may
retain 20% of stated course price; thereafter,
During the first 25% of the course, the institution may
retain 45% of stated course price; thereafter,
During the second 25% of the course, the institution may
retain 70% of stated course price; thereafter,
The institution may retain 100% of stated course price.

A student enrolled in the Secretarial Sciences, Court Reporting, or Legal Assistant Program of Orlando College, who has attended more than 50% of the stated course length of that program, will receive no tuition adjustment if changing to a shorter course.

Tuition and fees for transfers between programs are calculated based on transfer of credit and the established rates for the effected programs.

Appropriate academic credit will be granted if applicable to the new course chosen.

Whenever transfer of credit is applied to a programmatic offering, the refund policy is based on the adjusted course price after transfer of credit is applied, however it can not be less than the prevailing credit hour charge times the number of credits completed at the time of withdrawal.

ACADEMIC INFORMATION

QUARTER HOUR OF CREDIT

A quarter hour of credit is equivalent to approximately fifteen 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 quarter hour, depending on the particular circumstances.

A standard class hour is 50 minutes.

GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

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

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

N	No Grade	not calculated
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(awarded if a student withdraws from a class under approved mitigating circumstances)

X	Exemption	not calculated
V	Audit	not calculated

CALCULATION OF GRADE POINT AVERAGE

The Grade Point Average of a student is determined by dividing the total number of grade points earned per term by the number of quarter hours attempted. If, for example, a student earned an A in one 4.5 quarter hour class, the student would multiply 4.5 quarter hours times 4 (the grade point total for an A). The grade points for that class would be 18. If the student earned a C for a second 4.5 quarter hour class, the student would multiply 4.5 quarter hours times the grade points for a C (2) for a total of 9 grade points. Adding the total number of grade points, 18 and 9, the student would have 27 grade points. The student attempted 9 credits. The grade points of 27, divided by 9 quarter hours attempted, would result in a Grade Point Average of 3.0.

GRADUATION WITH HONORS

A final cumulative grade point average above 3.76 in any Secretarial, Court Reporting or Legal Assisting program will entitle the student to be recognized as an honors graduate.

PROGRAMS OF STUDY

Upon completion of a program of study offered in Secretarial Sciences, Court Reporting or Legal Assisting, graduates will be granted an appropriate diploma which recognizes the completion of the program.

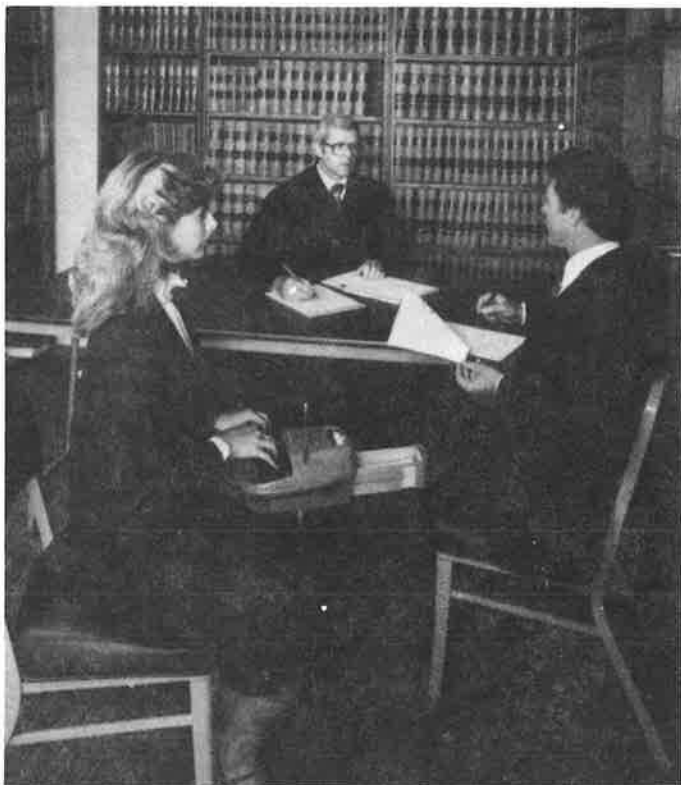
To qualify for the appropriate program diploma, students are required to accomplish the following:

1. Complete the Total Quarter Hours listed for each program with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken in Secretarial Sciences, Court Reporting or Legal Assisting Programs.

2. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the College prior to graduation.
3. Participate in the first College commencement exercises following completion of all program requirements.

The student is responsible for meeting the requirements of the 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.

Court Reporting



COURT REPORTING Diploma Program

Court Reporting is an honored profession with excellent employment opportunities. The work is interesting and the salary compares very favorably with that of other careers. The growth of our court system and governmental agencies and the expansion of business activities all contribute to the ever-increasing demand for the services of the well-trained machine shorthand reporter.

Program Length: 24 Months (2490 Cl Hrs)			CREDIT HOURS
CR-SES 1221	Machine Shorthand Theory I	8.0	
CR-SES 1222	Machine Shorthand Theory II	8.0	
CR-SES 1224	Court & Conference Dictation I	8.0	
CR-SES 2225	Court & Conference Dictation II	8.0	
CR-SES 2226	Court & Conference Dictation III	8.0	
CR-SES 2227	Court & Conference Dictation IV	8.0	
CR-SES 2228	Court & Conference Dictation V	8.0	
CR-SES 2230	Court & Conference Dictation VI	8.0	
CR-SES 2231	Computer-aided Transcription	3.0	
CR-SES 1011	Court Reporting Vocabulary	4.0	
ENC 1002	English Usage	4.0	
COM 1110	Oral Communications	4.0	
APB 2248	Anatomy & Medical Terminology	4.0	
CR-SES 1436	Law & Legal Terminology	4.0	
CR-SES 1140	Typing	4.0	
CR-SES 2256	Medical Dictation	4.0	
CR-SES 2220	Court Reporting Procedures	4.0	
CR-SES 2999	Internship	<u>3.0</u>	
TOTAL CREDIT HOURS			102.0

Speed requirements for graduation: Q & A at 225 wpm; Jury Charge at 200 wpm; Literary at 180 wpm; Typing at 60 wpm.

COURT REPORTING PROGRAM

WHY IS ORLANDO COLLEGE'S PROGRAM SPECIAL . . .

- . . . Students are taught by experienced professionals who have worked as court reporters - individuals who teach theory **and** practical knowledge.
- . . . Classes are taught using live multi-voice dictation simulating a courtroom or legal learning environment.
- . . . The program is approved by the National Shorthand Reporters Association (NSRA) and **exceeds** their minimum standards in transcription, internship & accuracy requirements.
- . . . Our curriculum was created using live dictation as opposed to taped dictation providing students with **professional** learning experiences.

The Verdict Is In . . . Court Reporters Are In Demand.

Associate in Applied Science Court Reporting

The Degree, Associate in Applied Science Court Reporting, may be awarded after completion of the above program plus the following additional courses and credits in General Education. Tuition for the courses described below is not included in the above program cost. The student will take these courses in college classes at the published collegiate fees and refund policy.

PSY 2012	General Psychology	4.5	
POS 2041	American National Government	4.5	
	Elective	<u>4.5</u>	
TOTAL CREDIT HOURS			13.5

This Degree is a terminal degree and in no way implies transfer or acceptance of credit from this program to other college or university programs of a similar nature. As presently constituted, however, after completion, 90 credits may be applied toward the Bachelor of Business Administration at either Tampa or Orlando Colleges.

Legal Assistant



LEGAL ASSISTANT PROGRAM

Legal Assistants, under the direction of a lawyer, use their knowledge of law and legal procedures to assist lawyers, clients, and courts in the areas of interviewing, gathering, reviewing and analyzing fact situations, researching the law, and preparation and interpretation of legal documents. Legal Assistants find employment opportunities in law firms, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies.

Program Length: 18 Weeks Day		CREDIT HOURS
36 Weeks Evening		
(540 Cl Hrs)		
LEA	1250	American Legal System and Constitutional Law 2.0
LEA	2431	Law Office Management 2.0
LEA	1230	Civil Litigation 2.0
LEA	1231	Criminal Litigation 2.0
LEA	1011	Legal Research & Writing I 2.0
LEA	2011	Legal Research & Writing II 2.0
LEA	2201	Real & Personal Property 2.0
LEA	2211	Probate & Taxation 2.0
LEA	1301	Bankruptcy 2.0
LEA	2112	Administrative Law 2.0
LEA	1401	Contract Law 2.0
LEA	1501	Family Law 2.0
LEA	1151	Torts 2.0
LEA	2000	Introduction to Legal Assisting 2.0
SES	1335	Business Communications 2.0
SES	1110	Typing II 2.0
SES	1120	Typing III 2.0
SES	1156	Word Processing Applications 2.0
TOTAL CREDIT HOURS		36

Speed requirements for graduation: Typing 50 wpm

OFFICE MANAGEMENT PROGRAM

The Office Management Program prepares students for a well-rounded office career with the potential for office administration. In addition to developing secretarial skills, you will learn microcomputer operation, word processing and management principles.

Diploma Program Length: 12 Months		CREDIT HOURS
(1185 Cl Hrs)		
ENC	1002 English Usage	4.0
SES	1335 Business Communications	4.0
COM	1110 Oral Communications	4.0
STD	1101 Professional Development	2.0
SES	1402 Office Procedures I	4.0
SES	1403 Office Procedures II	4.0
SES	1100 Typing I	4.0
SES	1110 Typing II	4.0
SES	1120 Typing III	4.0
SES	1210 Shorthand I	4.0
SES	1212 Shorthand II	4.0
SES	1214 Shorthand III	4.0
ACC	1001 Accounting I	4.0
SES	1156 Word Processing Applications	4.0
SES	1171 Machine Transcription	2.0
BUL	2101 Introduction to Law	4.0
MAN	2012 Administrative Office Management	4.0
COC	1050 Introduction to Microcomputers	4.0
COC	1050L Introduction to Microcomputers-Lab	1.5
PSY	2020 Organizational Behavior	4.0
MAN	2001 Principles of Management	4.0
TOTAL CREDIT HOURS		77.5

Speed requirements for graduation: Typing 60 wpm
Shorthand 80 wpm

Associate in Applied Science Office Management

The Degree, Associate in Applied Science Office Management, may be awarded after completion of the diploma program plus the following additional courses and credits in General Education. Tuition for the courses described below is not included in the above program cost. The student will take these courses in college classes at the published collegiate fees and refund policy.

PSY	2012	General Psychology	4.5
POS	2041	American National Government	4.5
		Elective	4.5
TOTAL CREDIT HOURS			13.5

This Degree is a **terminal degree** and in no way implies transfer or acceptance of credit from this program to other college or university programs of a similar nature. As presently constituted, however, after completion, 90 credits may be applied toward the Bachelor of Business Administration at either Tampa or Orlando Colleges.

Secretarial Science Programs

PROFESSIONAL LEGAL SECRETARIAL (Day Program)

The search is over. If you're interested in a secretarial career, and at the same time want to work in a legal profession, then our Professional Legal Secretarial Program is the right choice for you!

The Professional Legal Secretary Program is designed for one who wishes to qualify for a secretarial position in a law firm or an attorney's office, corporate legal departments, insurance companies, government agencies, and other businesses with legal emphasis. This program introduces students to legal and court procedures, civil and criminal litigation, real estate probate, corporate, tax and domestic matters. Legal terminology, forms, documents, correspondence, contracts, wills, deeds, and other basic legal documents are emphasized.

Diploma Program Length: 12 Months (1200 Cl Hrs)			CREDIT HOURS
ENC	1002	English Usage	4.0
SES	1335	Business Communications	4.0
COM	1110	Oral Communications	4.0
STD	1101	Professional Development	2.0
SES	1402	Office Procedures I	4.0
SES	1403	Office Procedures II	4.0
SES	1100	Typing I	4.0
SES	1110	Typing II	4.0
SES	1120	Typing III	4.0
SES	1130	Typing IV	4.0
SES	1210	Shorthand I	4.0
SES	1212	Shorthand II	4.0
SES	1214	Shorthand III	4.0
ACC	1001	Accounting I	4.0
SES	1156	Word Processing Applications	4.0
SES	1171	Machine Transcription	2.0
BUL	2101	Introduction to Law	4.0
SES	1404	Legal Office Procedures	4.0
MAN	2012	Administrative Office Management	4.0
CR-SES	1436	Law & Legal Terminology	4.0
SES	2250	Legal Dictation/Transcription	<u>4.0</u>
TOTAL CREDIT HOURS			80.0

Speed Requirements for Graduation: Typing 60 wpm
Shorthand 100 wpm

Associate in Applied Science Professional Legal Secretarial

The Degree, Associate in Applied Science Professional Legal Secretarial, may be awarded after completion of the above program plus the following additional courses and credits in General Education. Tuition for the courses described below is not included in the above program cost. The student will take these courses in college classes at the published collegiate fees and refund policy.

PSY	2012	General Psychology	4.5
POS	2041	American National Government	4.5
		Elective	<u>4.5</u>
TOTAL CREDIT HOURS			13.5

This Degree is a **terminal degree** and in no way implies transfer or acceptance of credit from this program to other college or university programs of a similar nature. As presently constituted, however, after completion, 90 credits may be applied toward the Bachelor of Business Administration at either Tampa or Orlando Colleges.

LEGAL SECRETARY PROGRAM (Evening Program)

Program Length: 12 Months (720 Cl Hrs)			CREDIT HOURS
SES	1100	Typing I	4.0
SES	1110	Typing II	4.0
SES	1120	Typing III	4.0
SES	1130	Typing IV	4.0
SES	1210	Shorthand I	4.0
SES	1211	Shorthand II	4.0
SES	1212	Shorthand III	4.0
SES	2250	Legal Dictation/Transcription	4.0
ENC	1002	English Usage	4.0
ACC	1001	Accounting I	4.0
SES	1156	Word Processing Applications	4.0
CR-SES	1436	Law & Legal Terminology	<u>4.0</u>
TOTAL CREDIT HOURS			48.0

Speed requirements for graduation: Typing 60 wpm
Shorthand 100 wpm

EXECUTIVE SECRETARIAL WORD PROCESSING SPECIALIST (Day Program)

The Executive Secretarial/Word Processing Specialist program is designed to prepare students to enter the job market with the skills and knowledge of business necessary to qualify them for responsible and well-paying positions as secretaries and word processing specialists.

Program Length: 9 Months (840 Cl Hrs)			CREDIT HOURS
ENC	1002	English Usage	4.0
SES	1335	Business Communications	4.0
COM	1110	Oral Communications	4.0
STD	1101	Professional Development	2.0
SES	1402	Office Procedures I	4.0
SES	1403	Office Procedures II	4.0
SES	1100	Typing I	4.0
SES	1110	Typing II	4.0
SES	1120	Typing III	4.0
SES	1210	Shorthand I	4.0
SES	1212	Shorthand II	4.0
SES	1214	Shorthand III	4.0
ACC	1001	Accounting I	4.0
SES	1156	Word Processing Applications	4.0
SES	1171	Machine Transcription	<u>2.0</u>
TOTAL CREDIT HOURS			56.0

Speed requirements for graduation: Typing 60 wpm
Shorthand 80 wpm

SECRETARIAL/WORD PROCESSING SPECIALIST (Evening Program)

Program Length: 9 Months (540 Cl Hrs)			CREDIT HOURS
SES	1100	Typing I	4.0
SES	1110	Typing II	4.0
SES	1120	Typing III	4.0
SES	1271	Shorthand I/Speedwriting	4.0
SES	1211	Shorthand II, Dictation/ Transcription	4.0
SES	1212	Shorthand III, Dictation/ Transcription	4.0
ENC	1313	English Communications	4.0
SES	2150	Office Information Systems	4.0
SES	2160	Word Processing Operations	<u>4.0</u>
TOTAL CREDIT HOURS			36.0

Speed requirements for graduation: Typing 60 wpm
Shorthand 80 wpm

COURSE DESCRIPTIONS

SECRETARIAL SCIENCES

ACC 1001 Accounting I

4 Credit Hours

60 Clock Hours

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.

ACC 1021 Accounting II

4 Credit Hours

60 Clock Hours

This course is a continuation of ACC 1001 with application to more advanced transactions. Emphasis is placed on the opening of the 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 1001.

BUL 2101 Introduction to Law

4 Credit Hours

60 Clock Hours

An introduction to the areas of law applicable to modern business. Topics included are: terminology, structure of court system, legal forms of business, contracts, and negotiable instruments.

CAP 1060 Microcomputer Augmented Accounting

2 Credit Hours

30 Clock Hours

Hands-on experience with a microcomputer to acquaint the student with microcomputer augmented accounting. Designed to make the user an intelligent user of the computer. Prerequisite: ACC 1001.

COC 1050 Introduction to Microcomputers

4 Credit Hours

60 Clock Hours

This course is a basic introduction to microcomputers and their role in the modern office now and in the future.

COC 1050L Introduction to Microcomputers Laboratory

1.5 Credit Hours

45 Clock Hours

Through laboratory experience, the student gains insight into the growing trend in the use of microcomputers with emphasis on advanced word processing and report writing.

COM 1110 Oral Communications

4 Credit Hours

60 Clock Hours

Skill in participating in meetings, discussions, and conferences will be developed. Individualized drills and exercises will be given to improve speech patterns.

ENC 1002 English Usage

4 Credit Hours

60 Clock Hours

This course is designed as a review of the parts of speech, sentence structure, and punctuation. Its objective is to enable the student to communicate clearly and effectively through emphasis on grammar, punctuation skills and vocabulary.

ENC 1313 English Communications

4 Credit Hours

60 Clock Hours

The course emphasises clear, simple and precise English. Writing of business letters, office memos and reports. A review of grammar, punctuation, and vocabulary is presented as is practice in collecting and organizing data and formatting reports.

- MAN 2001 Principles of Management** 4 Credit Hours
60 Clock Hours
The purpose and organization of business and the role of management. The principles and current techniques of management; planning and decision making; organizing and staffing; directing, controlling and coordinating personnel.
- MAN 2012 Administrative Office Management** 4 Credit Hours
60 Clock Hours
This course is designed to introduce the student to the functions of selection, training and supervision of office personnel. Attention will be given to the managing of the modern office, office services and workflow and controlling office work.
- MAN 2012L Administrative Office Management Laboratory** 2 Credit Hours
60 Clock Hours
Technical and administrative experience designed to expose the student to interaction between administrative and managerial personnel and will include as many aspects of the business world as possible within the academic setting.
- MTB 1103 Business Math** 4 Credit Hours
60 Clock Hours
This course is designed to develop the mathematical skills required by business and industry. Through the touch system of operating an electronic calculator, students will gain speed in making basic calculations by applying the correct mathematical principle.
- MTB 1123 Payroll Procedures** 4 Credit Hours
60 Clock Hours
This course is designed to teach the student methods of computing wages and salaries, methods of keeping records, and preparation of government reports.
- PSY 2020 Organizational Behavior** 4 Credit Hours
60 Clock Hours
Studies human behavior within the context of organizations. The course is designed to increase the student's awareness of, and skill in acting on the many complex situations that arise in organizations as a result of the relationships people develop with one another.
- SES 1100 Typing I** 4 Credit Hours
60 Clock Hours
This introductory course in typing is designed to teach the student the keyboard and typing techniques. Simple letter forms, tabulation, and centering skills are introduced.
- SES 1110 Typing II** 4 Credit Hours
60 Clock Hours
Emphasis is on the development of typing speed and accuracy. Production typing of letter forms, manuscripts, documents, and a variety of business forms is introduced. Prerequisite: Typing I.
- SES 1120 Typing III** 4 Credit Hours
60 Clock Hours
Basic typing techniques are perfected. Controlled typing speed is emphasized. Advanced business letters, legal and medical documents, and statistical reports are taught in production typing. Prerequisite: Typing II.
- SES 1130 Typing IV** 4 Credit Hours
60 Clock Hours
This course includes building of speed and accuracy on a variety of legal and straight copy material. Emphasis will be given to the preparation of all types of legal documents, correspondence and forms. Prerequisite: Typing III.

- SES 1150 Word Processing Concepts** 2 Credit Hours
30 Clock Hours
This course explores various office systems, including word processing, information processing, tele-communications, and the ways they are integrated in the business office.
- SES 1156 Word Processing Applications** 4 Credit Hours
60 Clock Hours
This course provides hands-on experience in formatting, editing, proofreading, printing, storage and retrieval of documents using information processing equipment. Prerequisite: Typing II.
- SES 1171 Machine Transcription** 2 Credit Hours
30 Clock Hours
This course is designed to develop transcription skills utilizing a transcription machine. Production of office correspondence is emphasized. Prerequisite: Typing II.
- SES 1210 Shorthand I** 4 Credit Hours
60 Clock Hours
This introductory course in shorthand is designed to enable the student to learn the principles of shorthand easily and quickly. Pretranscription techniques stress accuracy and speed development.
- SES 1211 Shorthand II, Dictation/Transcription** 4 Credit Hours
60 Clock Hours
Shorthand theory is continued with emphasis on accurate reading and writing of notes. Transcription techniques are introduced. Prerequisite: Shorthand I.
- SES 1212 Shorthand III, Dictation/Transcription** 4 Credit Hours
60 Clock Hours
Emphasis is placed on dictation speed and accuracy of transcription. Sustained dictation is introduced. Correct language skills and styles are stressed. Prerequisite: Shorthand II.
- SES 1271 Shorthand I, Speedwriting** 4 Credit Hours
60 Clock Hours
This is a course in an alphabetic rather than a symbol system of shorthand and is especially popular with those persons interested in obtaining maximum dictation speed in a minimum period of time. Transcription is required. Qualified students may progress into appropriate dictation classes.
- SES 1300 Introduction to Records Management** 2 Credit Hours
30 Clock Hours
This course provides a general overview of records management from the entry level position, enabling the student to develop skills in manual filing systems and procedures, the creation and organization of files, as well as scheduling, maintaining, storing and retrieving records.
- SES 1335 Business Communications** 4 Credit Hours
60 Clock Hours
Effective communication is essential in business today. Students develop and refine their communication skills through practice in composing correspondence and reports.
- SES 1402 Office Procedures I** 4 Credit Hours
60 Clock Hours
This course will stress development of skills in filing, business records, telephone techniques and mail handling. Establishment of priorities, meeting deadlines and organization of materials will be discussed.

SES 1403 Office Procedures II 4 Credit Hours
60 Clock Hours

Students will develop the ability to make travel arrangements, use calculators, and perform math problems related to business. Establishment of priorities and the meeting of deadlines will be stressed.

SES 1404 Legal Office Procedures 4 Credit Hours
60 Clock Hours

Typing of legal documents, use of the electronic equipment to format legal documents, filing of documents, keeping of the suspense file, attorney's calendar and billing of clients will be covered in this course.

SES 2150 Office Information Systems 4 Credit Hours
60 Clock Hours

This course explores various office systems including word processing, data processing, telecommunications, and the way they are integrated in the business office. Word processing is covered in detail and the students have the opportunity to become familiar with word processing and data processing equipment and its capabilities.

SES 2160 Word Processing Operations 4 Credit Hours
60 Clock Hours

A course in the operations of word processing equipment with emphasis on formatting, editing, proofreading, printing and storing documents, and simulated word processing projects. Prerequisite: Typing II and English Communications.

SES 2250 Legal Dictation/Transcription 4 Credit Hours
60 Clock Hours

This course enables the student to develop the specialized skills necessary for transcribing complex legal correspondence and documents with a high degree of accuracy. Emphasis will be on using judgement and discretion in transcribing material within given time limits. Prerequisite: Shorthand III

SES 2250L Legal Dictation/Transcription Laboratory 2 Credit Hours
60 Clock Hours

Legal transcription with emphasis placed on speed building and production of professional documents.

SES 2431 Law Office Management 4 Credit Hours
60 Clock Hours

The student will obtain a working knowledge of legal documents and their use in commercial practice; organize and maintain client files; monitor law office calendars; prepare documents for litigation and learn the accounting system for a law office.

STD 1101 Professional Development 2 Credit Hours
30 Clock Hours

Human relations, office protocol, ethics, dress and grooming are stressed as a part of career development. Resume writing and interviewing techniques are stressed.

LEGAL ASSISTANT

LEA 1011 Legal Research & Writing I 2 Credit Hours
30 Clock Hours

This course focuses on teaching the student how to use legal research techniques.

- LEA 1151 Torts** 2 Credit Hours
30 Clock Hours
Student are given a general overview of tort law including intentional torts, negligence torts, strict liability and product liability. Further instruction is given on how to prepare a process a negligence suit.
- LEA 1230 Civil Litigation** 2 Credit Hours
30 Clock Hours
This course covers civil court procedure rules and filing requirements and instrctes the student in the preparation of pleading (such as complaints, answers, motions, etc.), pre-trial discovery devices (interrogatories, depositions, subpoenas), and post-trial documents (satisfactions, judgements).
- LEA 1231 Criminal Litigation** 2 Credit Hours
30 Clock Hours
This course introduces the student to the law library. Students are instructed on how to find and use federal and state reporters, statutes, citators, digests, West's Key Number System and other related finding tools. Reading and briefing of court opinions, identifying issues, and organizing the legal authorities are stressed.
- LEA 1250 American Legal System & Constitutional Law** 2 Credit Hours
30 Clock Hours
This course introduces the student to the federal legal system and how it interacts with the state legal system. Also covered are fundamental issues surrounding constitutional law and procedures.
- LEA 1301 Bankruptcy** 2 Credit Hours
30 Clock Hours
This course studies the Federal Bankruptcy Law and rules and instructs students on how to complete all the forms for petition.
- LEA 1401 Contract Law** 2 Credit Hours
30 Clock Hours
Emphasis in this course is placed on basic contract drafting techniques, Uniform Commercial Code Requirements, consumer law and general provisions normally contained in various types of contracts.
- LEA 1501 Family Law** 2 Credit Hours
30 Clock Hours
Students are instructed on Florida's laws concerning marriage annulment, dissolution, alimony, property settlement, legitimacy of children, custody, adoption, and the drafting of pleadings and motions related to the same.
- LEA 2000 Introduction to Legal Assisting** 2 Credit Hours
30 Clock Hours
This course introduces the student to the professional ethics of a legal assistant, the job qualifications of a legal assistant, and the employment opportunities that are available in this field.
- LEA 2011 Legal Research & Writing II** 2 Credit Hours
30 Clock Hours
This course focuses on teaching the student how to use the legal research techniques acquired in Legal Research & Writing I to write a Memorandum of Law and/or Brief.

LEA 2112 Administrative Law 2 Credit Hours
30 Clock Hours

This course covers the procedures and forms used by various federal and state administrative agencies and the duties of a legal assistant within public law and government agencies.

LEA 2201 Real & Personal Property 2 Credit Hours
30 Clock Hours

This course explains the types and ways of owning real and personal property and how various interests in property are created. (Including deeds, mortgages, liens, recording acts, etc.). Students also acquire drafting skills of the above listed documents.

LEA 2211 Probate & Taxation 2 Credit Hours
30 Clock Hours

This course covers the entire probate procedures from client interview to the distribution and closing of the estate as well as all the necessary tax returns that accompany this procedure. Emphasis is placed on how to complete these forms according to Florida and Federal probate and tax laws.

LEA 2431 Law Office Management 2 Credit Hours
30 Clock Hours

This course covers the structure, policies, and procedures that are unique to a legal office. It also explains the accounting procedures vis-a-vis attorney billing and client record keeping.

SES 1110 Typing II 2 Credit Hours
30 Clock Hours

Emphasis in this course is on the development of typing speed and accuracy. Production typing of letter forms, manuscripts, documents, and a variety of business forms are introduced. Special attention will be given to the development of superior proofreading skills. Prerequisite: Typing speed of 35 wpm.

SES 1120 Typing III 2 Credit Hours
30 Clock Hours

Basic typing techniques are perfected in this course. Controlled typing speed is emphasized. Advanced business letters, legal and medical documents and statistical reports are taught in production typing. Prerequisite: Typing II.

SES 1156 Word Processing Applications 2 Credit Hours
30 Clock Hours

This course provides hands-on experience in formatting, editing, proofreading, printing, storage and retrieval of documents using information processing equipment. Prerequisite: Typing II.

SES 1335 Business Communications 2 Credit Hours
30 Clock Hours

Instruction and practice in written and oral communications are covered through the use of grammar drills and exercises. Grammar, punctuation, sentence structure, spelling, and vocabulary are emphasized along with the principles of business writing.

COURT REPORTING

CR-SES 1221 Machine Shorthand Theory I 8 Credit Hours
240 Clock Hours

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

- CR-SES 1222 Machine Shorthand Theory II** 8 Credit Hours
240 Clock Hours
A completion and review of the basic principles of machine shorthand. New brief forms and phrases are introduced, as well as the beginning of court reporting techniques on the machine, and instruction in Q & A and Jury Charge. Students will be expected to attain a Jury Charge speed of 50 words per minute, Literary speed of 40 words per minute, and Q & A speed of 75 words per minute. Prerequisite: Machine Shorthand Theory I.
- CR-SES 1224 Court & Conference Dictation I** 8 Credit Hours
240 Clock Hours
A course which develops the skills learned in Machine Shorthand Theory I and II, and emphasizes the attainment of speed on more difficult materials. Testing is done at controlled speeds and students are expected to attain a Jury Charge speed of 75 words per minute, Literary speed of 60 words per minute, and Q & A speed of 100 words per minute. Prerequisite: Machine Shorthand Theory II.
- CR-SES 1436 Law and Legal Terminology** 4 Credit Hours
60 Clock Hours
An introductory course in both civil and criminal law. Sources of law are examined, and the student is introduced to the legislative process and the functions and operation of administrative and regulatory agencies. The course covers all aspects of the judiciary system, including discovery, trial, and appellate process.
- CR-SES 2225 Court & Conference Dictation II** 8 Credit Hours
240 Clock Hours
This course emphasizes the clarity of notes and more difficult dictating material for complete utilization of theory. Continuation of speed improvement through dictation of literary, Congressional Record, Jury Charge and Q & A material. Testing is done at controlled speeds and students are expected to attain a Jury Charge speed of 100 words per minute, Literary speed of 100 words per minute, and Q & A speed of 125 words per minute. Prerequisite: Court & Conference Dictation I.
- CR-SES 2226 Court & Conference Dictation III** 8 Credit Hours
240 Clock Hours
A continuation of speed improvement on Jury Charge, Literary, Congressional Record, and Q & A material. Students will be expected to attain a Jury Charge speed of 125 words per minute, Literary speed of 120 words per minute, and Q & A speed of 150 words per minute. Prerequisite: Court & Conference Dictation II.
- CR-SES 2227 Court & Conference Dictation IV** 8 Credit Hours
240 Clock Hours
A continuation of Court & Conference Dictation III with increased speed building in Jury Charge, Literary and Q & A categories. Multi-voice dictation is stressed at this level. Students are expected to attain a Jury Charge speed of 150 words per minute, Literary speed of 140 words per minute, and Q & A speed of 175 words per minute. Prerequisite: Court & Conference Dictation III.
- CR-SES 2228 Court & Conference Dictation V** 8 Credit Hours
240 Clock Hours
A continuation of Court & Conference Dictation IV with increased emphasis on Multi-Voice dictation and speed building in Literary, Jury Charge, and Q & A material. Students are expected to attain a Jury Charge speed of 175 words per minute, Literary speed of 160 words per minute, and Q & A speed of 200 words per minute. Prerequisite: Court & Conference Dictation IV.

- CR-SES 2230 Court & Conference Dictation VI** 8 Credit Hours
240 Clock Hours
A continuation of Court & Conference Dictation V. Students will be expected to attain the following speeds: 180 Literary, 200 Jury Charge, 225 Q & A. Prerequisite: Court & Conference Dictation V.
- CR-SES 2231 Computer-Aided Transcription** 3 Credit Hours
45 Clock Hours
An introductory course in the use of the computer to transcribe stenograph notes. The student will develop hands-on skills for use in transcription by computer.
- CR-SES 2990 Speed Development I *** 8 Credit Hours
240 Clock Hours
A course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.
- CR-SES 2991 Speed Development II *** 8 Credit Hours
240 Clock Hours
A second level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.
- * Special Note:
The student may repeat Speed Development classes, due to the special nature of Court Reporting Graduation Requirements, as long as the student remains within the satisfactory standards of progress as outlined for all students in the College Catalog. Upon achieving the minimal speed for enrollment in the Court and Conference Dictation class, the student will be transferred immediately to the next appropriate Court and Conference class. A successful completion of the entry speed in a Speed Development Class will allow the student to apply the college forgiveness policy as stated in the College Catalog.
- ENC 1002 English Usage** 4 Credit Hours
60 Clock Hours
This course is designed as a review of the parts of speech, sentence structure, and punctuation. Its objective is to enable the student to communicate clearly and effectively through emphasis on grammar, punctuation skills and vocabulary.
- CR-SES 1011 Court Reporting Vocabulary** 4 Credit Hours
60 Clock Hours
Vocabulary development (non-legal or medical), spelling and proofreading of transcripts are stressed. Word division, roots, prefixes, suffixes, and word origins are studied. The fundamental rules of punctuating acceptable syntax and modifications of the rules for verbatim English as found in courtroom transcripts are stressed.
- COM 1110 Oral Communications** 4 Credit Hours
60 Clock Hours
Skill in participating in meetings, discussions, and conferences will be developed. Parliamentary procedures will be introduced as they relate to meetings and conferences.
- APB 2248 Anatomy & Medical Terminology** 4 Credit Hours
60 Clock Hours
A study of human anatomy including the functions of the major systems of the body. An emphasis on the correct spelling, pronunciation, and meaning of terms relating to anatomy and anatomical disorders as well as terms relating to other medical specialties.

CR-SES 1436 Law & Legal Terminology

4 Credit Hours

60 Clock Hours

An introductory course in both civil and criminal law. Sources of law are examined, and the student is introduced to the legislative process and the functions and operation of administrative and regulatory agencies. The course covers all aspects of the judicial system, including discovery, trial, and appellate process.

CR-SES 1130 Typing

4 Credit Hours

60 Clock Hours

This course is designed to teach the students the keyboard and typing techniques. Simple letter forms, tabulation, and centering skills are introduced. The student attains a proficiency of 60 words per minute.

CR-SES 2256 Medical Dictation

4 Credit Hours

60 Clock Hours

A course designed to familiarize the student with dictation and transcription of material containing medical terminology such as case histories, medical articles, autopsy reports, and medical Q & A. Prerequisite: Court & Conference Dictation IV.

CR-SES 2220 Court Reporting Procedures

4 Credit Hours

60 Clock Hours

The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trial transcript in deliverable form is required.

Included in this course: the role of the reporter in trials, depositions and administrative hearings; instruction in the ethics of court reporting; indexing, filing, and storage of notes; increasing notereading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turnaround schedules, and the NSRA Code of Professional Responsibilities.

Included also is an overview in reporter-related technology, concepts and vocabulary, which cover computer-aided transcription systems, word processing systems and video application for the court reporter. Prerequisite: Typing and Court & Conference Dictation IV.

CR-SES 2999 Internship

3 Credit Hours

45 Clock Hours

Students are required to complete an internship of 45 hours of courtroom and free-lance reporting under the supervision of practicing students, with appropriate turnaround time. Dress, attitude and demeanor are emphasized. Prerequisite: Court & Conference VI.

“I am a mother of seven; my life has been such a source of inspiration for two of my daughters; each have enrolled in college, one at the Career Development Center and one at Orlando College’s Main Campus.”

“In the Fall of 1985, a group of educators came to Winter Park Housing Authority, which is where I live, to conduct a Motivational Seminar. The thrust of that seminar was for people like me to realize my self-worth and to move forward with my life. After that seminar, I applied at the Career Development Center for admission.

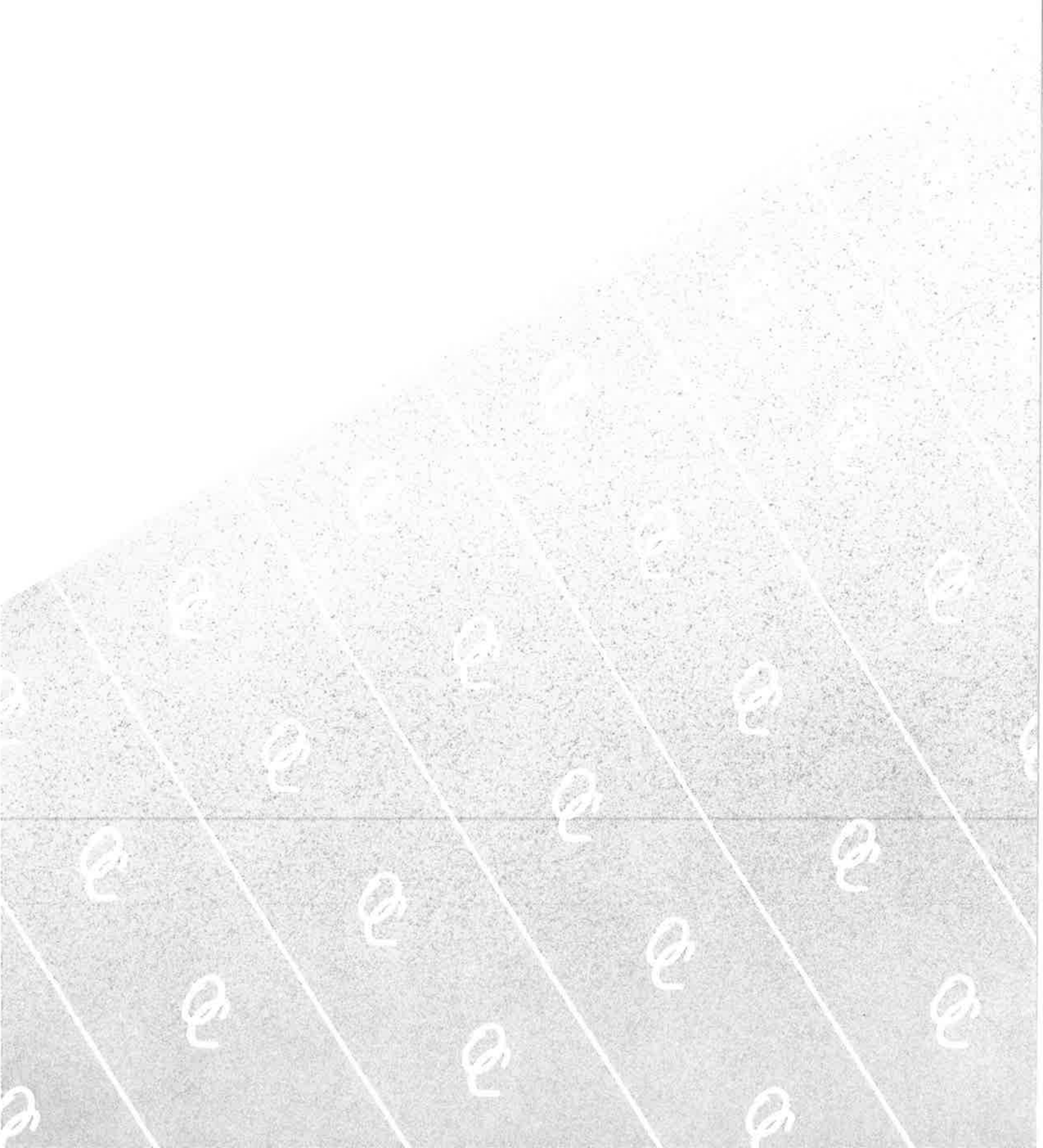
Upon being received as a student, I received encouragement and love from all of the teachers and staff. They instilled in me the idea that I could succeed and become a productive citizen in this world.

. . . I am a mother of seven; my life has been such a source of inspiration for two of my daughters; each have enrolled in college, one at the Career Development Center and one at Orlando College’s Main Campus.

. . . When I am ready to graduate, I know that I will be able to face the real world with my academic credentials and my experience. I feel that I am special and can prove to be a very worthwhile employee anywhere I may go . . .”

Judy Biggers
Class of '87

Career Development Programs



**ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION FOR
STUDENTS ENROLLED IN THE CAREER DEVELOPMENT PROGRAMS**

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

An enrollment interview with an Admissions Representative is required of all applicants for admission into Career Development Programs. This assures each applicant the opportunity to ask questions relating to the curriculum and the potential success in their field of study. Parent(s) and/or spouse of the applicant are also encouraged to attend the interview.

Career Development Programs operate continuously, 12 months per year, with starting dates approximately every six weeks for new students.

In order to be admitted to any program, an applicant must:

1. Have earned a high school diploma or equivalent and successfully complete an entrance examination with a passing score.

or

2. If not a high school graduate, an applicant may demonstrate the ability to benefit from the program by successfully completing an entrance examination with a passing score and the applicant may be accepted as an "adult student".

Requests for transcripts of all previous education or GED Documents must be made at the time of application for admission.

The following items are required for a complete enrollment file:

- Application for Admission (must be signed by parent or guardian if applicant is under 18 years of age)
- Enrollment Agreement (must be signed by parent or guardian if applicant is under 18 years of age)
- Request for high school or college transcript or GED Certificate
- Valid Test answer sheet

REFUND POLICY

The operating budget of the Career Development Programs provides for the engagement of faculty, expenses and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full year from all accepted students. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. Refunds are made in a fair and equitable manner in accordance with the following policies:

The last date of attendance is considered the date of withdrawal. The amount of tuition charged to students who withdraw from school is shown below.

After the third day of the first phase week:

Weeks 1 and 2	10% of total course price
Weeks 3 and 4	20% of total course price
Weeks 5 through 8	45% of total course price
Weeks 9 through 15	70% of total course price
Weeks 16 through 30	100% of total course price

Students who withdraw and later restart their program in a later phase shall be charged based upon their original Last Date of Attendance (LDA) until they pass the same point in the program after restarting. For example, if a student attends two weeks in Phase I, drops out of school, restarts and attends three weeks, and drops again, that student is charged based upon three weeks of attendance.

As long as a student remains in the same program, he/she should be charged only the total course price even if longer than thirty weeks is required for that student to complete the program and/or if the student withdraws and later restarts.

GRADING SYSTEM AND PROGRESS REPORTS

Grades are reported at the completion of each Five Week Phase and are provided each student. If mailed, they are sent to the student's home address.

The following grading system is used:

GRADE EVALUATION

GRADE POINTS PER QUARTER HOUR

A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
W	Withdrawal	0
F	Failure	0
I	Incomplete	0

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

X	Exemption	not calculated
N	No Grade	not calculated

(awarded if a student withdraws from a class under approved mitigating circumstances)

CALCULATION OF GRADE POINT AVERAGE

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

ATTENDANCE POLICY

When you are working, your employer needs you on the job. Promotion and salary increases do not go to those with records of excessive absences. That is why the College maintains an attendance policy parallel to that of the business community. Therefore:

1. Students are expected to attend all scheduled classes in order to achieve the learning goals of their program.
2. Mandatory attendance shall be stressed as part of their preparation for employment.
3. Attendance and tardiness will be recorded for each class meeting. Three tardies shall be considered equal to one class absence.
4. Students who accumulate more than three (3) days of absence in any phase must see the Academic Coordinator for counseling before being readmitted to their classes.
5. Students who accumulate more than six (6) days or 30 classroom hours of absence in any phase may be suspended from school and given a grade of "N" or "W" in each class. (See Rule 7 below)
6. Every class hour of absence is counted toward the limit.
7. A student, who is suspended for non-attendance, may restart one (1) time without a grade point average penalty for the courses from which he was withdrawn. (N grades will be issued.) Any additional entry beyond the one time may be made only after mitigating circumstances were approved by the Director after counseling with the Director has taken place. Any further withdrawals by the student beyond the one (1) time limit will require that "W" grades be issued for all courses from which the student was withdrawn.
8. Students may be permitted to make up class hours on the same day the class was missed if another section of the same course is available.

GRADUATION

Graduation exercises are held once every six months for graduates. Courses of study are graded on the basis of achievement of job-related standards of progress within each grading period. The minimum cumulative grade point average for graduation is 2.0. Students are presented their certificates at the time all the course work for their program is completed and those students are included in the graduating class of that period. All graduates must fulfill their financial obligations to the College before their certificate is released, however.

Career Development Programs



DATA ENTRY

The Data Entry Program is designed to prepare the graduate to be a data entry operator. Training is on keyboard-to-diskette equipment. The program includes training in supportive skills which allows graduates flexibility in seeking a variety of entry level jobs.

The curriculum is comprised of forty-two (42) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.

Program Length: 30 Weeks		CREDIT HOURS
SES 020	Office Systems and Practical Application	4
SES 010	Basic Filing	2
DAE 020	Introduction to Keyboarding	3
DAE 021	Keyboard Data Entry I	3
DAE 022	Keyboard Data Entry II	3
DAE 023	Keyboard Data Entry III	3
DAE 024	Keyboard Data Entry IV	3
DAE 025	Keyboard Data Entry V/Word Processing	3
MAT 020	Recordkeeping	4
ENG 080	Language Skills	2
ENG 081	Semantics	2
MAT 080	Principles of Arithmetic	4
MAN 145	Professional Development	<u>4</u>
TOTAL CREDIT HOURS		42

OFFICE SPECIALIST/WORD PROCESSING

The Office Specialist is prepared for entry-level employment in a variety of clerical and secretarial tasks common to most business office operations.

This curriculum is comprised of forty-two (42) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.

Program Length: 30 Weeks		CREDIT HOURS
ENG 080	Language Skills	2
ENG 081	Semantics	2
ENC 082	Writing Skills	2
MAT 080	Principles of Arithmetic	4
MAN 145	Professional Development	4
MAT 020	Recordkeeping	4
SES 010	Basic Filing	2
SES 020	Office Systems and Practical Application	4
TYP 011	Typing I	3
TYP 012	Typing II	3
TYP 013	Typing III	3
TYP 014	Typing IV	3
TYP 015	Typing V	3
TYP 016	Typing VI/Word Processing	<u>3</u>
TOTAL CREDIT HOURS		42

NURSING ASSISTANT

The Nursing Assistant Program is designed to prepare graduates as allied members of the health care team in (non-critical) patient care in hospitals, nursing homes, and health care agencies, under the direction of the nursing and medical staff. Upon completion the student is awarded a certificate.

This curriculum is comprised of forty-eight (48) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.

Program Length: 30 Weeks		CREDIT HOURS
ENG 080	Language Skills	2
ENG 081	Semantics	2
MAN 145	Professional Development	4
MAT 079	Arithmetic for the Nursing Assistant	2
NUA 011	Nursing Module A	6
NUA 012	Nursing Module B	6
NUA 013	Nursing Module C	6
NUA 014	Nursing Module D	6
NUA 015	Nursing Module E	6
NUA 016	Nursing Module F	<u>8</u>
TOTAL CREDIT HOURS		48

COURSE DESCRIPTIONS

DATA ENTRY

DAE 020 Introduction to Keyboarding 3 Credit Hours
50 Clock Hours

This course is designed to introduce the student to basic skills of typewriting. Keyboard learning and basic skills are the areas covered.

DAE 021 Keyboard Data Entry I 3 Credit Hours
50 Clock Hours

This course is designed to introduce the principles and techniques of keyboard data entry from key-to-diskette video display units. Emphasis is on building keystroke rate and accuracy through varied job applications. Prerequisite: DAE 020.

DAE 022 Keyboard Data Entry II 3 Credit Hours
50 Clock Hours

This course is a continuation of DAE 021. Prerequisite: DAE 021.

DAE 023 Keyboard Data Entry III 3 Credit Hours
50 Clock Hours

This course is designed to further advance the student's understanding of the key-to-diskette video display units. Emphasis is placed on speed and accuracy through various job applications. Prerequisite: DAE 022.

DAE 024 Keyboard Data Entry IV 3 Credit Hours
50 Clock Hours

This course is designed to further advance and complete the student's training on key-to-diskette video display units. Emphasis is on speed and accuracy through various business job applications. Prerequisite: DAE 023.

DAE 025 Keyboard Data Entry V/Word Processing 3 Credit Hours
50 Clock Hours

This course is designed to summarize all previous training on data entry devices. Speed and accuracy are maximized and emphasis is placed upon the measurement of both speed and accuracy. Prerequisite: DAE 024.

MAT 020 Recordkeeping 4 Credit Hours
50 Clock Hours

This course reviews basic mathematics and introduces the student to personal recordkeeping and business recordkeeping.

NURSING ASSISTANT

NUA 011 Nursing Module A 6 Credit Hours
75 Clock Hours

This module is designed to introduce the principles and techniques the nursing assistant will use for the care of the patient. The mastery of the skills for personal care, range of motion, body alignment, ambulation, body mechanics, communication, and observation are emphasized.

NUA 012 Nursing Module B 6 Credit Hours
75 Clock Hours

This module is designed to introduce the principles and techniques the nursing assistant will use for the care of the patient. The master of the skills for measuring and recording vital signs, intake and output, height and weight, proper use of the enema, collection of specimens, use of restraints, and the testing of specimens will be emphasized.

NUA 013 Nursing Module C 6 Credit Hours
75 Clock Hours

This module is designed to introduce the nursing assistant to maternal and child health, labor and delivery, the newborn, child development, child abuse, and care of the pediatric patient. It will emphasize mastery of skills of child care, isolation techniques, and the feeding of the patient.

NUA 014 Nursing Module D 6 Credit Hours
75 Clock Hours

The module is designed to introduce the nursing assistant to first aid techniques and emergency care as well as techniques for care of patients with special needs. Topics covered include body structure and functions, pre- and post-operative care, CPR and first aid, perineal care, oxygen therapy, wounds, and infections of wounds.

NUA 015 Nursing Module E 6 Credit Hours
75 Clock Hours

This module is designed to introduce the nursing assistant to the process of aging, the needs of the aging, death and dying, cancer, and changes of body image. It will emphasize the mastery of skills of post mortem care, ostomy care, admitting, discharge and transfer of the patient, diabetes, medical records, and the patient in pain.

NUA 106 Nursing Module F 8 Credit Hours
100 Clock Hours

During this phase the student will participate in a simulated work environment or an externship program at a health care facility. The student will be observed and evaluated by staff members of the health care facility as well as by faculty members. Seminars will be held to discuss the professional work experience. Prerequisite: NUA 011, NUA 012, NUA 013, NUA 014, NUA 015.

LIBERAL ARTS

ENC 082 Writing Skills 2 Credit Hours
25 Clock Hours

Writing Skills is an intensive, activity oriented course designed to teach basic principles of writing and approaches for writing various types of communications. The course presents simplified guides and depends heavily upon illustrations and exercises to teach basic writing principles.

ENG 080 Language Skills 2 Credit Hours
25 Clock Hours

Language Skills is a basic English course that concentrates on foundations of grammar and punctuation.

ENG 081 Semantics 2 Credit Hours
25 Clock Hours

The purpose of this course is to build student's vocabulary in an organized and effective way. Larger vocabularies and a greater familiarity with words and word functions make possible more satisfying progress in the other liberal arts courses that a student might attempt.

MAN 145 Professional Development 4 Credit Hours
50 Clock Hours

This course is designed to develop the confidence needed to function in a business career. Aims, objectives, techniques of leadership, creativity, social communications, and appearance are also discussed. This course also presents a study of all skills associated with joining the work force and growing with a job. Topics included are: vita preparation, interview behavior, attire, and job responsibilities and benefits.

MAT 079 Arithmetic for the Nursing Assistant 2 Credit Hours
25 Clock Hours
A short review of basic arithmetic functions and their application to a Nursing Assistant's Career.

MAT 080 Principles of Arithmetic 4 Credit Hours
50 Clock Hours
This course covers basic arithmetic functions and their applications in problem solving.

OFFICE SPECIALIST

SES 010 Basic Filing 2 Credit Hours
25 Clock Hours
The student is taught the classification, retention, protection, and disposal of records. Emphasis is placed on the proper controlling of records.

SES 020 Office Systems and Practical Applications 4 Credit Hours
50 Clock Hours
This is a practical course which integrates the basic office skills of using a typewriter and ten-key adding machines plus telephone communication, mailing, office technologies, reprographics, planning, filing methods and general office procedures.

TYP 011 Typing I 3 Credit Hours
50 Clock Hours
This course is designed to introduce the basic skill of typewriting.

TYP 012 Typing II 3 Credit Hours
50 Clock Hours
This course is a continuation of the student's typing training. Topics covered are centering, tabulation, and letter forms. Prerequisite: TYP 011.

TYP 013 Typing III 3 Credit Hours
50 Clock Hours
This course is a continuation of the student's typing training. Topics covered are business letters, envelopes, and reports. Prerequisite: TYP 012.

TYP 014 Typing IV 3 Credit Hours
50 Clock Hours
This course is a continuation of the student's typing training. The emphasis in this course is on tabulation and on-the-job related activities. A great deal of emphasis is on skill building through the use of timed writings. Prerequisite: TYP 013.

TYP 015 Typing V 3 Credit Hours
50 Clock Hours
This course is designed to develop speed building and typing productivity of executive materials. Prerequisite: TYP 014.

TYP 016 Typing VI/Word Processing 3 Credit Hours
50 Clock Hours
This course is designed to develop accuracy and speed in production work. Prerequisite: TYP 015.

THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS

CORPORATE OFFICE

2857 Executive Drive
Suite 100
Clearwater, FL 33520
Phone (813) 578-1187

TAMPA COLLEGE

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

Pinellas Center Campus
15000 U.S. Hwy 19 South
Clearwater, FL 33546
Phone (813) 530-9495

Pinellas Park Campus
4045 Park Boulevard
Pinellas Park, FL 33565
Phone (813) 541-5502

Kennedy Campus
3630 West Kennedy Boulevard
Tampa, FL 33609
Phone (813) 875-6314

St. Petersburg Campus
1011 1st Avenue North
St. Petersburg, FL 33705
Phone (813) 894-2439

ORLANDO COLLEGE

5500 Diplomat Circle
Orlando, FL 32810
(305) 628-5870

750 South Orange Blossom Trail
Orlando, FL 32805
(305) 841-1410

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THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS

APPLICATION FOR ADMISSION

(Application Fee of \$15 must accompany application)

ORLANDO COLLEGE

TAMPA COLLEGE

Paid \$ _____

Date _____

Receipt # _____

PERSONAL INFORMATION (Please Print)

Last or Married Name		First Name		Middle Name		Maiden Name	
Mailing Address: Street				City	State	County	Zip Code
Residence Phone ()		Business Phone ()		RACE (required by U.S. Office of Education Title VI Civil Rights Act, 1964) Check only one: <input type="checkbox"/> Alaskan Native or American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> White Non-Hispanic (Note: Resident-Aliens, check one of the above categories and note Alien number from I-551/155: _____) <input type="checkbox"/> Non-Resident Alien (indicate that notarized Affidavit of Support has been provided the College: <input type="checkbox"/> Yes <input type="checkbox"/> No.) Verified by Admissions _____			
Social Security Number		<input type="checkbox"/> Male <input type="checkbox"/> Female					
Have you been a resident of Florida for at least two years? <input type="checkbox"/> Yes <input type="checkbox"/> No				office use only Code: _____			
Birth Date		Birth Place					
Applicant's Employer							
Full Name of Parent, Legal Guardian, or Next of Kin other than spouse (For Emergency Contact)				Relationship		Telephone Number	
Legal Address of Above Person: Street				City	State	County	Zip Code

PREVIOUS EDUCATION

Are you a graduate of a Florida High School? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Last High School Attended		City	State	County	Zip Code	Year Graduated
Equivalency Diploma or G.E.D. Date of Issue _____				Where Issued _____				
Have you received a baccalaureate degree from another institution? <input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> No Prior College								
List all Colleges attended (You must request official transcripts from each)								
Name	City & State			From (Mo. & Yr.)		To (Mo. & Yr.)		Degree Earned

ENROLLMENT DATA

How did you find out about the college? <input type="checkbox"/> Newspaper <input type="checkbox"/> Direct Mail <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Billboard <input type="checkbox"/> Friend: _____ <input type="checkbox"/> Other	
Educational Program in which I wish to enroll: _____	
I plan to attend Quarter: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring Year 19 _____	
Other: _____, 19 _____	
Credit Hours: _____ I will attend. <input type="checkbox"/> Day Classes <input type="checkbox"/> Night Classes <input type="checkbox"/> Alternate	
I will need financial assistance <input type="checkbox"/> Eligible for Veteran's Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, VA Claim No.: _____	
I have been provided the Catalog and appropriate Supplements for the Division of the College to which I am applying for admission and I understand I am responsible for reading these documents and understanding the provisions concerning my enrollment. The information I have submitted in this application is true and I agree any inaccuracy or false statement will entitle the College to deny admission to me. If accepted, I agree to abide by the policies of the College.	
FOR OFFICE USE ONLY ENROLLMENT STATUS (Refer to Catalog Enrollment Agreement) <input type="checkbox"/> Clear <input type="checkbox"/> Conditional (Academic Probation) <input type="checkbox"/> Provisional	
Recommended by _____	
Admissions Representative _____ Date _____	
Approved by Admissions Committee _____	
Chairman _____ Date _____	
Signature of Applicant _____ Date _____	
This Application for Admission of the above applicant to the college is submitted with my consent and approval. (Required if applicant is under 18 years of age.)	
Signature of Parent or Guardian _____ Date _____	



The College does not discriminate on the basis of age, race, color, national and ethnic origin, sex, or handicap in the administration of educational policies, admission policies, financial aid, employment, or any other College program or activity.



CUT ON LINE AND MAIL OR BRING APPLICATION TO THE COLLEGE

Orlando College Supplement To 1987-1988 Catalog

Calendar

HOLIDAYS

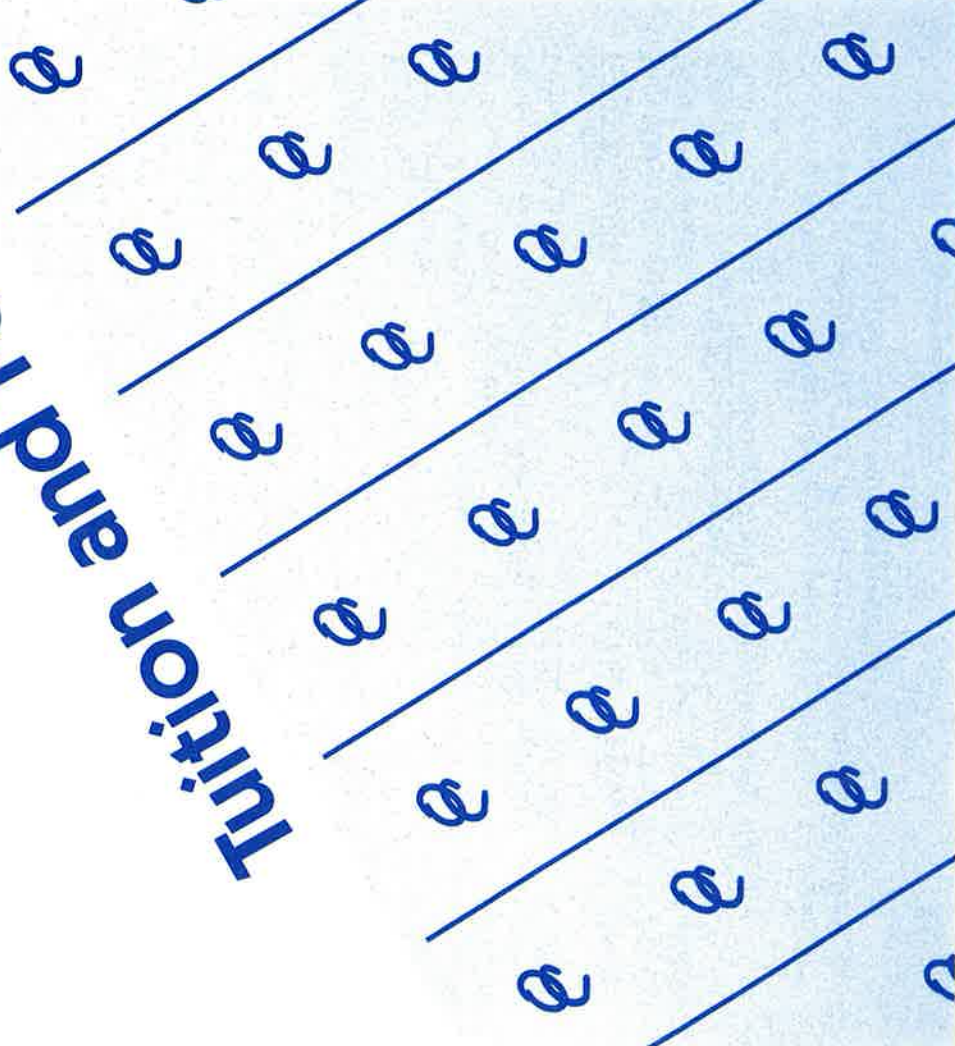
Martin Luther King, Jr. Birthday Observed	January 18, 1988
Gasparilla Day (Tampa Only)	February 8
Faculty In-Service Medical	March 24 - 25
Good Friday	April 1
Faculty In-Service Career Development	April 15
Memorial Day Observed	May 30
Faculty In-Service Medical	June 23 - 24
Independence Day Holiday	July 4
Faculty In-Service Medical	August 22
Faculty In-Service Career Development	August 25
Labor Day	September 5
Faculty In-Service Medical	October 7
Veteran's Day Observed	November 11
Thanksgiving Holiday	November 24 - 27
Faculty In-Service Medical	December 9
Christmas and New Years Holiday	December 21, 1988 - January 2, 1989

ORLANDO COLLEGE
CALENDAR AT A GLANCE - 1988

PROGRAM	January	February	March	April	May	June	July	August	September	October	November	December
Registration and Orientation Business Programs Quarter Start Last Day to Enter Classes Business Programs Quarter End	4 12		23 28			15 20 28			21 26			20
Business Mini Term Start Business Mini Term End	4	10	28		4	20	27		3		7	20
Registration and Orientation Master's Program Start Last Day to Enter Classes Master's Program End	4 12		23 28			15 20 28			21 26			20
Court Reporting Secretarial/Word Processing Legal Secretarial Phase Starts Phase Endings		1		25	2		26	8		31	7	
Legal Assistant Professional Legal Secretary Executive Secretarial/WP Office Management Phase Starts Phase Endings		1	14	25	2	14	26	8	19	31	7	21
Registration and Orientation Career Development Start Career Development End	4	10 11	18 21	28 29		7 8	15 18	25 26	30	4 5	14 15	21
Medical Programs Start Day	26	23	28	25	23	27	26	24	22	24	22	
Medical Programs Start Evening	4	15	21	27		6	18	24	28		2	7
Pharmacy Technician Start	26	23	28	25	23	27	26	24	22	24	22	
Media Arts Start Last Day to Enter Classes Media Arts End	4 11		25	4 11		24	5 11		23	3 10		23

**Orlando College
Supplement To 1987-1988 Catalog**

Tuition and Fees



**ORLANDO COLLEGE
Current Tuition and Lab Fees**

Effective for applications taken after February 25, 1987 and
for classes starting after March 25, 1987

I. BUSINESS AND INFORMATION SCIENCE PROGRAMS

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
Master of Business Administration	54 cr	1+ yr	\$100.00 cr
Bachelor's Degrees	180 cr	4 yrs	70.00 cr
Associate Degrees	90 cr	2 yrs	70.00 cr
Diploma or Selected Subjects			70.00 cr

II. ALLIED HEALTH PROGRAMS

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Diploma Programs</u>			
Medical Assistant (Day)	57 cr	32 wks	3,420.00
Lab Fee \$100			
Medical Assistant (Eve)	38 cr	33 wks	2,660.00
Lab Fee \$100			
Medical Receptionist (Day)	45 cr	24 wks	2,700.00
Medical Receptionist (Eve)	30 cr	28 wks	2,100.00
Medical Transcriptionist (Day)	39 cr	24 wks	2,340.00
Pharmacy Technician	40 cr	28 wks	2,400.00

III. SECRETARIAL SCIENCES, COURT REPORTING AND LEGAL ASSISTING PROGRAMS

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Diplomas - Day</u>			
Court Reporting	102 cr	24 mos	9,180.00
Office Management	77.5 cr	12 mos	4,650.00
Professional Legal Secretarial	80 cr	12 mos	4,800.00
Executive Secretarial/Word Processing	56 cr	9 mos	3,360.00
Legal Assistant	36 cr	18 wks	3,240.00
<u>Diplomas - Eve</u>			
Legal Secretary	48 cr	12 mos	3,360.00
Secretarial/Word Processing	36 cr	9 mos	2,520.00
Legal Assistant	36 cr	18 wks	3,600.00

Associate in Applied Science Degree
Court Reporting, Office Management and Professional Legal Secretarial Majors -

(Completion of Diploma Program plus an additional 13.5 credit hours of general education at the existing credit hour charge for Business and Information Science credits.)

IV. CAREER DEVELOPMENT PROGRAMS

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Certificate Programs</u>			
Data Entry	42 cr	7 mos	\$3,395.00
Nursing Assistant	48 cr	7 mos	3,395.00
Office Specialist	42 cr	7 mos	3,395.00

V. MEDIA ARTS PROGRAM

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Diploma</u>			
Commercial Art (Day)	36 cr	9 mos	\$3,995.00
Commercial Art (Eve)	36 cr	18 mos	3,995.00

*** ALL TUITION IS SUBJECT TO CHANGE ***

FEES SCHEDULE

LABORATORY FEES - Any course that requires the use of the computer lab or word processing lab will require a \$30 laboratory fee in addition to the tuition.

ADDITIONAL FEES -

An Application Fee of \$15 (nonrefundable) must accompany an Application for Admission. A Re-entry fee of \$10 (nonrefundable) must accompany a Re-entry Application.

A Graduation Fee of \$35 shall be paid by graduating students prior to commencement.

The College charges no fee for scheduled final examinations. If a student is excused from taking a final examination when scheduled, that student must contact the Dean's office for makeup. A fee of \$20 will be paid for each final exam taken at a later date. All examination makeups must be completed within 10 days after the official ending date of the quarter.

A fee of \$35 will be paid for each examination taken to establish credit by examination, and an Academic Credit Fee of \$30 per credit hour will be paid for each course for which academic credit is established by special proficiency examination.

Arrangement for such examinations must be made in advance to insure timeliness for scheduled test dates.

For Life Experience Evaluation Information & Fees, see separate Supplement available in the Life Experience office.

ORLANDO COLLEGE

(Est. 1953)

1987 - 1988 CATALOG

5500 Diplomat Circle
Orlando, Florida 32810
(305) 628-5870

750 South Orange Blossom Trail
Orlando, Florida 32805
(305) 841-1410

A member of the Summit System of Colleges and Schools



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

ERRATA

ORLANDO COLLEGE CATALOG - 1987 - 1988

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Additional Information

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COURSE DESCRIPTIONS OR LISTINGS

- Page 28 Under Course number ACC 3121 - A Continuation of ACC 2101 - should be ACC 3101
Under Course number ACC 3401 - Prerequisite: ACC 2041 - should be ACC 2021
Under Course number ACC 4201 - Prerequisite: ACC 2121 - should be ACC 3121
- Page 29 Under Course number ACC 4601 - Prerequisite: ACC 2121 - should be ACC 3121
Under Course number ACC 4050 - Prerequisite: ACC 2121 - should be ACC 3121
Under Course number ACC 4860 - Prerequisite: ACC 2041 - should be ACC 2021
- Page 31 Under Course number CIS 3321 - Prerequisite: COP 2120 - should be COP 2121
- Page 32 Under Course number CIC 4360 - Prerequisite: COP 2120 - should be COP 2121
Course number COP 5000 - 4.5 Quarter Hours - should be 4.0 Quarter Hours
- Page 36 MAN 5721 Business Policy and Administration - should be Business Policy and Strategy
- Page 44 Under Medical Assistant Program Listing and Medical Receptionist Listing - Evening School - APB 1200 - should be 7.5 credits
MLS 1000 - should be - MLS 1001 - 6.0 credits - MEA 1302 should be MEA 1300
Under Medical Transcriptionist Program Listing SES 1100 - Typing I should be SES 1110 Typing - Prerequisite: net typing skill of 20 wpm - 3 minute timed writing

Page 45 SES 1361 Transcription I - 3.0 credit hours - should be Transcription/Word Processing
60 clock hours 4.5 credit hours

SES 1362 - Transcription II - 3.0 credit hours - should be 20 clock hours - 1.5 credit
hours

MLS 2300 - 3.0 credit hours - should be 4.5 credit hours - 60 clock hours

Page 46 APB 1200 - 9.0 credit hours - should be 7.5 credit hours - 100 clock hours

MLS 1001 - 4.5 credit hours - should be 6.0 credit hours - 80 clock hours

MEA 1350 - Correct Title - Medical Office Assisting Procedures

Page 47 **PHARMACY TECHNICIAN**

Additional Course Listings

SES 1100 - Typing I - 4.5 credit hours - 60 clock hours

MSC 1531 - Medical Terminology - 3.0 credit hours - 40 clock hours

APB 1200 - Anatomy and Physiology - 9.0 credit hours - 120 clock hours

MEA 1302 - Medical Office Practice - 6.0 credit hours - 80 clock hours

SES 1341 - Professional Development - 3.0 credit hours - 40 clock hours

53 - 54 References to SES 1212 Shorthand II should be SES 1211 Shorthand II,
Dictation/Transcription

Reference to SES 1214 Shorthand III should be SES 1212 Shorthand III,
Dictation/Transcription

Page 63 CR - SES 1130 Typing - should be CR - SES 1140

All Credit Hours Values in the catalog are expressed in Quarter Hours.

Page 7 and 8 - Reference made to Financial Assistance and the types of loan programs has been
changed to the following: (Veterans Assistance Programs remains the same)

STUDENT FINANCIAL ASSISTANCE

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

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.

3. A student who the College determines has successfully completed the first and second year of an undergraduate program, but who has not yet completed the undergraduate program, may borrow up to \$4,000 per academic year.
4. Graduate students may borrow up to \$7,500 per academic year.

PERKINS LOAN (Formerly the National Direct Student Loan)

The Perkins Loan is another low-interest loan to help pay for the cost of education after high school. Maximum aggregate amounts an eligible student may borrow are:

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

Repayment of the NDSL begins six or nine months after a student has left school, depending on when the student first received the loan.

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 GSL or SLS programs. Repayment usually begins within 60 days after the loan is disbursed.

SUPPLEMENTAL LOANS FOR STUDENTS (SLS)

A new program of Supplemental Loans for Students (SLS) was recently enacted. Under this program, graduate students and independent undergraduate students are eligible to borrow up to \$4,000 per academic year, with an aggregate loan maximum of \$20,000. These loan limits do not include amounts borrowed under the GSL or PLUS programs.

COLLEGE WORK STUDY PROGRAM (CWS)

This is a program for eligible students who require employment in order to meet their education related expenses. Students work an average of 15 hours per week in departments on the College campus in conjunction with their class schedules.

FINANCIAL ACCOMMODATION SERVICES (FAS)

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

INSTITUTIONAL SCHOLARSHIPS

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

2. Based upon the information provided, each student's application for financial assistance will be evaluated by a College Financial Assistance Officer. If eligible, an appropriate award package will be developed and will normally include a combination of the various types of financial assistance available. Prior to the actual disbursement of any financial assistance, each student must complete a verification process which will document certain information provided. During the student's financial assistance interview, a College Financial Assistance Officer will provide information on the types of documentation required.
3. Students eligible for financial assistance are cautioned that all awards are made based on the availability of program funds to the College. Reductions in funding programs, over which the College has no control, may amend initial awards. Additionally, students must maintain good standing and satisfactory progress toward completion of their respective academic programs in order to continue eligibility for financial assistance. (See "Standards of Progress for Undergraduate Students" guidance listed herein.)

FINANCIAL ASSISTANCE PROGRAMS

PELL GRANT

The Pell Grant is designed to assist needy students to continue their education beyond high school and it also attempts to provide students with a "floor" of financial aid to help defray the cost of post-secondary education. The amount of the grant, which need not be repaid, is determined by the student's need and the cost of attendance at the College.

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

The Supplemental Educational Opportunity Grant (SEOG) is available to students with exceptional need who, without the grant, would be unable to continue their education. The student must show evidence of academic or creative promise and the capability of maintaining good standing. The amount of the grant, and the number of students who may receive the grant, depends on the availability of funds from the U.S. Department of Education. In no instance may a student receive more than \$4,000 during an academic year under this program.

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The Florida Student Assistance Grant (FSAG) is available to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily available to all. Students are advised via College media facilities when applications may be submitted.

GUARANTEED STUDENT LOAN (GSL)

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

Effective for periods of enrollment beginning on or after January 1, 1987, a student who is enrolled on at least a half-time basis is eligible for the following GSL loan amounts:

1. Students enrolled in programs which are normally completed in two academic years or less are eligible for a GSL up to \$2,625 per academic year regardless of the actual length of time it takes them to complete the program.
2. A student who the College determines has not yet completed the first or second year of an undergraduate program may borrow up to \$2,625 per academic year.

COURSE DESCRIPTIONS

BUSINESS

ACCOUNTING

ACC 2001 Principles of Accounting I

4.5 Quarter Hours

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.

ACC 2021 Principles of Accounting II

4.5 Quarter Hours

This course is a continuation of ACC 2001 with application to more advanced transactions. Emphasis is placed on the opening of the 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 2001.

ACC 3101 Intermediate Accounting I

4.5 Quarter Hours

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 or ACC 3300.

ACC 3121 Intermediate Accounting II

4.5 Quarter Hours

A continuation of ACC 2101. Primary emphasis is on accounting for ownership; liabilities, capital and corporate net worth.

ACC 3300 Managerial Accounting

4.5 Quarter Hours

This course stresses the use of accounting for managerial planning and control and emphasizes the role of accounting in decision-making. It covers retailing, wholesaling, manufacturing and administrative operations. Prerequisite: ACC 2021.

ACC 3401 Cost Accounting

4.5 Quarter Hours

An introductory course which includes job order and process cost accounting systems, elements of cost, direct and indirect costs, stores ledger and control, work in process and finished goods inventories, valuation of materials, accounting for labor, monthly closing entries, analytical statements and comparative statements. Prerequisite: ACC 2041.

ACC 3501 Federal Taxation I

4.5 Quarter Hours

A thorough study of federal income tax laws and their application to individual, partnership, and corporate 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.

ACC 4201 Advanced Accounting I

4.5 Quarter Hours

Property acquisition, revaluation and retirement, and depreciation principles and practice 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 a thorough treatment. Frequent reference is made to pronouncements by the Securities Exchange Commission and the American Institute of Certified Public Accountants. Prerequisite: ACC 2121.

ACC 4521 Federal Taxation II

4.5 Quarter Hours

An advanced study of the principles of taxation applied to corporations, estates and trusts. Prerequisite: ACC 3501.

ACC 4601 Auditing I

4.5 Quarter Hours

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 2121.

ACC 4998 Selected Topics in Accounting

4.5 Quarter Hours

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

ACC 4999 Internship in Accounting

4.5 Quarter Hours

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

POST-BACCALAUREATE AND GRADUATE CLASSES *

ACC 4050 or

ACC 5050 Accounting Information Systems

4.5 Quarter Hours

This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACC 2121; ACC 3401

ACC 4221 or

ACC 5221 Advanced Accounting II

4.5 Quarter Hours

Accounting theory and current practices are studied in depth with emphasis on the concepts and standards prevailing in the accounting profession. Coverage is afforded such topics as partnership formation, dissolution and liquidation, installment and consignment sales, home office and branch accounting and consolidations. Prerequisite: ACC 4201.

ACC 4621 or

ACC 5621 Auditing II

4.5 Quarter Hours

A continuation of ACC 4601, which is prerequisite. Stress is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, the responsibility for them, and the duty in testifying in connection with them in court. Prerequisite: ACC 4601.

ACC 4860 or

ACC 5860 Governmental Accounting

4.5 Quarter Hours

Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 2041.

ACC 5315 Accounting for Planning and Control

4.0 Quarter Hours

Decision-making and financial planning through the use of accounting systems, by the interpretation, use and analysis of accounting data. Prerequisite: Accounting Principles.

* NOTE Courses designated by the dual numbers ACC 4000 or ACC 5000 prefix above, may be scheduled by either upper division undergraduate students, post baccalaureate students or graduate students. Only two such courses may be applied as electives for the Master of Business Administration Degree. Students taking a dual numbered accounting course as a 5000 level course must do additional research at the MBA level.

ACC 5900 Directed Study Project

6.0 Quarter Hours

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

ACC 6000 Seminar in Accounting

4.0 Quarter Hours

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

COMPUTER INFORMATION SCIENCE

*Class time will not be used for lab time.

COC 1000 Introduction to Computers

4.5 Quarter Hours

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

COC 1211 Computer Concepts

4.5 Quarter Hours

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

COP 2100 Computer Programming - BASIC

4.5 Quarter Hours

A continuation of COC 1211. Emphasis on structured methodology of program design, development, testing, implementation and documentation of common business oriented applications using BASIC. The student will be required to design, program, code and test realistic business type programs that illustrate arithmetic operations, basic report formatting, accumulation of intermediate and final totals, program decision making, multiple-page reports, control break logic, multi-dimension table processing methods, extract and reporting, and sequential, indexed, and direct file creation and updating. Prerequisite: COC 1211.

COP 2121 Computer Programming - COBOL

4.5 Quarter Hours

Business applications using the COBOL programming language. Indepth coverage of language syntax, basic input/output operation, arithmetic operations, report formatting, accumulation of intermediate and final totals, report editing, program decision-making, multiple page reports, control break logic, table processing, file creation, access and reporting, including data editing and validation. Prerequisite: COC 1211.

COP 2161 Computer Programming - RPG II

4.5 Quarter Hours

Business applications using the RPG II programming language including problem analysis, input/output requirements design, formatting, coding, compiling, testing, debugging, and implementation of RPG II programs. Prerequisite: COC 1211.

- CIS 2321 Systems Analysis Methods** 4.5 Quarter Hours
 Overview of the system development life cycle. Emphasis on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: COC 1211, or any Computer Language Course.
- COP 3121 Computer Programming - Advanced COBOL** 4.5 Quarter Hours
 This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming utilizing sequential, relative and indexed sequential file organization, access methods, the linkage facility of the COBOL language, as well as the language's sort feature and debug aids. Prerequisite: COP 2121.
- CIS 3321 Structured Systems Analysis and Design** 4.5 Quarter Hours
 Advanced study of structured systems development. Emphasis on strategies and techniques and structured analysis and structured design for producing logical methodologies for dealing with complexity in the development of information systems. Prerequisite: CIS 2321 and COP 2120.
- COP 3530 Data Base Program Development** 4.5 Quarter Hours
 Introduction to application program development in a database environment with an emphasis on loading, modifying and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network and relational. Discussion of storage devices, data administration and data analysis, design and implementation. Prerequisite: CIS 3321.
- CIS 4000 Advanced Data Base Concepts** 4.5 Quarter Hours
 Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems. In-depth practicum in data modeling and system development in a database environment. Overview of future trends in data management. Prerequisite: COP 3530.
- CIS 4160 Distributed Data Processing** 4.5 Quarter Hours
 The features of centralized, decentralized and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. Technology implications of computer hardware, software and communications are discussed as they relate to the design, development and implementation of distributed data processing systems. Prerequisite: COP 3530.
- COC 4170 Applied Software Development Project** 4.5 Quarter Hours
 Application of computer programming and system development concepts, principles and practices to a comprehensive system development project. A team or individual approach is used to analyze, design and document realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations and group dynamics in the solution of information systems problems. Prerequisite: CIC 3321.
- CIS 4300 Office Automation** 4.5 Quarter Hours
 Office information and decision support systems are examined as emerging and critical elements in business data and information systems. Emphasis is given to information processing considerations at the systems level, including analysis and management of support activities such as data and records management, electronic filing and retrieving systems, word processing, micro and reprographics, and (tele-) communications. The course includes discussion of person/machine interfaces and appraisals of current and future technological trends and their impacts on data processing and on the office environment. Prerequisite: CIS 2321 Systems Analysis Methods.

CIC 4360 Data Communications 4.5 Quarter Hours
Data communications (tele-processing), batch, remote job entry, on-line realtime and interactive operation, communications resources (types and grades of transmission facilities) and terminal hardware concepts. Prerequisite: COP 2100 or COP 2120.

MAN 4810 Management Information Systems 4.5 Quarter Hours
An introduction to the financial, technical and strategic information systems planning processes. Emphasis on the relationship of the information systems planning process to the overall business goals, policies, plans, management style and industry condition. Emphasis on the means of selecting large systems projects; assessing the installation's current state; determining processing, staffing, software, hardware and financing approaches. Review of hardware, software and services information sources. Prerequisite: COC 1211.

COC 4998 Selected Topics in Data Processing 4.5 Quarter Hours
A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer programming. Such languages as Assembler, Fortran, Advanced COBOL II, Advanced RPG II/III, PASCAL, PL/I or ADA may also be taught under this title if enough students show interest and software is available. Prerequisites, if any, are determined by the course material and the instructor.

**COC 2999 or
COC 4999 Internship in Data Processing** 4.5 Quarter Hours
As part of the preparation for a career in data processing, the student is permitted to serve an internship in the data processing departments of financial, business and industrial organizations or government agencies acceptable to the College at either a Sophomore or Senior level. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer. Prerequisite: 3.0 GPA and departmental approval.

COP 5000 Computers and Executive Application 4.5 Quarter Hours
A non-technical course designed to familiarize business leaders and other executives with the types of computers and computer packages available. How to use these tools within the business and how to apply computer systems to best advantage.

HOTEL AND RESTAURANT ADMINISTRATION

HFT 1000 Hotel and Restaurant Organization and Management 4.5 Quarter Hours
An introduction to the hotel and restaurant industry with emphasis on organization and management. Analysis of typical internal organizational structures in the industry and of the various levels of management roles and function.

HFT 1300 Housekeeping, Plant Engineering and Maintenance 4.5 Quarter Hours
A study of the organization, duties and management functions associated with institutional housekeeping, maintenance and plant engineering. Layouts, work-flow, and the writing of specifications are covered.

HFT 1510 Marketing, Sales, and Public Relations 4.5 Quarter Hours
A study of sales, promotion and marketing practices of the hotel and restaurant industry.

FSS 2251 Food and Beverage Management 4.5 Quarter Hours
A study of the basic principles of food and beverage management with emphasis on purchasing, storage, production, and volume service. This course includes non-laboratory studies of food and beverage technology, menu selection, preparation and format, formal dining styles, and wine studies.

HFT 2420 Hotel and Restaurant Accounting and Control 4.5 Quarter Hours
A survey of accounting methods, controls and practices commonly found in hotels, motels, restaurants, clubs and institutions. Emphasis is placed on practical application.

HFT 2998 Selected Topics in Hotel and Restaurant Administration 4.5 Quarter Hours
A Special Study of selected topics which are of current interest and relevance to the student preparing for a career in hotel and restaurant administration. Prerequisites, if any, are determined by the course material and the instructor.

HFT 2999 Internship in Hotel and Restaurant Administration 4.5 Quarter Hours
As part of the preparation for a career in hotel and restaurant administration, the student is permitted to serve an internship in motels, hotels, restaurants, or other organization acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer.

HFT 3603 Laws of Innkeeping 4.5 Quarter Hours
An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. Prerequisite: BUL 2100.

HFT 3713 World Tourism 4.5 Quarter Hours
The historical growth of the domestic and worldwide tourist industry and its importance to related areas. Study of the development of travel for pleasure and business. The economic, psychological and social impact of the travel and tourist trade.

MANAGEMENT/MARKETING

GEB 1012 Introduction to Business Enterprise 4.5 Quarter Hours
A study of the characteristics and functions of business in the free enterprise environment, including opportunities, ownership, management, organization, marketing, physical plant, finance, ethics and law.

MAR 1023 Introduction to Marketing 4.5 Quarter Hours
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.

MAN 2000 Principles of Management 4.5 Quarter Hours
An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources and organizational structure are introduced.

MAN 2050 Business Applications on the Microcomputer 4.5 Quarter Hours
This course introduces the student to the more popular business applications for microcomputers: word processing, electronic spreadsheets, business graphics, and database file management. Through intensive hands-on application drills, the student will learn to put these powerful tools to use in typical business situations. Prerequisite: COC 1000.

BUL 2100 Business Law I 4.5 Quarter Hours
Law is studied in relation to the proper conduct of business including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations.

- BUL 2122 Business Law II** 4.5 Quarter Hours
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments and insurance.
- ADV 3000 Advertising** 4.5 Quarter Hours
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally.
- RMI 3015 Risk and Insurance** 4.5 Quarter Hours
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. Prerequisite: MAN 2000.
- MAR 3101 Salesmanship** 4.5 Quarter Hours
A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets.
- MAR 3203 Marketing Channels and Distribution** 4.5 Quarter Hours
An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers and brokers. Prerequisite: MAR 1023.
- MAN 3300 Personnel Management** 4.5 Quarter Hours
An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2000.
- MAR 3321 Public Relations** 4.5 Quarter Hours
A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed.
- MAN 3344 Principles of Supervision** 4.5 Quarter Hours
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.
- FIN 3401 Principles of Finance** 4.5 Quarter Hours
This course provides an introduction and overview of the acquisition, financing, valuation, and management of business assets. The balance sheet will serve as the foundation for the evaluation of financial decisions and their effect on the firm. Prerequisite: ACC 2021.
- MAR 3503 Consumer Behavior** 4.5 Quarter Hours
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.
- MAN 3800 Small Business Management** 4.5 Quarter Hours
This course examines the various aspects of starting, acquiring and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.

- MAN 4060 Business Policy and Administration** 4.5 Quarter Hours
 A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2000.
- MAR 4344 Promotional Strategy** 4.5 Quarter Hours
 An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisite: MAR 1023; ADV 3000.
- MAN 4410 Labor Relations and Collective Bargaining** 4.5 Quarter Hours
 A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2000.
- MAN 4600 Management of International Business** 4.5 Quarter Hours
 A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000.
- MAR 4613 Marketing Research** 4.5 Quarter Hours
 In this course, research methods are applied to the functions of marketing including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1023.
- MAR 4722 Marketing Administration** 4.5 Quarter Hours
 Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions and how this activity relates to overall organizational objectives. Prerequisite: MAR 1023
- MAN 4998 Selected Topics in Management** 4.5 Quarter Hours
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisites, if any, are determined by the course material and instructor.
- MAR 4998 Selected Topics in Marketing** 4.5 Quarter Hours
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites, if any, are determined by the course material and instructor. Prerequisite: MAR 1023
- MAN 4999 Internship in Management** 4.5 Quarter Hours
 As part of the preparation for a career in management, the student is permitted to serve an internship in management functions of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.
- MAR 4999 Internship in Marketing** 4.5 Quarter Hours
 As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, and service firms and industrial organization acceptable to the College. Arrangements for the internship training provided for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

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

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

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

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

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

MAN 5785 Marketing Management 4.0 Quarter Hours
Strategy and management of the operation of an organizations marketing activities. Prerequisite: Introduction to Marketing.

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

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

OFFICE PRACTICE

SES 1100 Keyboarding 4.5 Quarter Hours
Techniques and basic skills of typing, with emphasis upon formation of correct typewriting techniques, mastery of the keyboard, operation and care of the typewriter, and performance of basic typing operations. Credit is given when the student passes a comprehensive test and demonstrates ability to type at 35-45 wpm.

SES 2160 Word Processing Operations 4.5 Quarter Hours
A course in the basic operations of word processing equipment with emphasis on formating, editing, proofreading, printing and storing documents and simulated word processing projects. Prerequisite: Typing II and Written Communications.

ECONOMICS

ECO 3013 Principles of Economics I (Macroeconomics)

4.5 Quarter Hours

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

ECO 3023 Principles of Economics II (Microeconomics)

4.5 Quarter Hours

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

ECO 4998 Selected Topics in Economics

4.5 Quarter Hours

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

ECO 5705 Managerial Economics

4.0 Quarter Hours

Business Decision making based upon the application of economic theory. Prerequisite: Economic Principles.

GENERAL EDUCATION

ENGLISH

ENC 1312 Written Communications

4.5 Quarter Hours

Practical application of the principles of composition to effective written communication, including basic types of correspondence and written reports. Particular attention is devoted to the development of distinctive style and vocabulary.

ENG 1540 English Usage

4.5 Quarter Hours

A systematic study of English fundamentals: grammar, punctuation, mechanics, sentence structure, vocabulary, rules and conventions that govern acceptable and efficient English usage, with explanations, examples, and drill in language operations.

SPC 3010 Effective Speaking

4.5 Quarter Hours

This course develops the ability to speak clearly and effectively before an audience; to develop the ability to think and express ideas effectively; and to plan, compose, and deliver speeches and talks of various kinds.

SPC 3420 Conference & Discussion Techniques

4.5 Quarter Hours

Designed to acquaint the student with principles, methods and theories of discussion and conference planning, and to assist him in developing leadership and conference skills.

ENG 4998 Selected Topics in English

4.5 Quarter Hours

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

ACC 5900,

MAN 5900 Directed Study Projects

6.0 Quarter Hours

Each student may prepare either a dissertation in the form of a thesis or an approved directed study project whose hypothesis may already have been determined. Either project selected must contain both research and writing activities. An appointed faculty member will present to the student at least three hours of formal research methodology before the student

begins the Directed Study Project and the faculty member will act as chairman of a graduate committee to keep it informed of the students progress toward the chosen goal. All such anticipated projects (Thesis or directed study) must have final approval by the Coordinator of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. (In lieu of the directed study project, the student may elect to take two additional 4 Credit Hour courses relative to the major field.)

GOVERNMENT/HISTORY

POS 2041 American National Government

4.5 Quarter Hours

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

AMH 3420 History of Florida

4.5 Quarter Hours

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

AMH,

POS 4998 Selected Topics in American Government or American History

4.5 Quarter Hours

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

HUMANITIES

PHI 3600 Ethics

4.5 Quarter Hours

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

PHI 4100 Logic

4.5 Quarter Hours

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

MATHEMATICS

MAC 1132 Fundamentals of College Mathematics I

4.5 Quarter Hours

This course is designed to prepare the student for MAC 1133, and to bridge the gap between arithmetic and beginning Algebra. Concepts covered include number operation, informal geometry, Algebra, modern mathematics and its notation and scientific notation.

MAC 1133 Fundamentals of College Mathematics II

4.5 Quarter Hours

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

STA 3014 Statistics

4.5 Quarter Hours

This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing and analyzing data are presented. Prerequisite: MAC 1132 or MAT 2013.

QMB 3700 Mathematics of Finance

A study of simple and compound interest, ordinary annuities, other annuities certain, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities and life insurance. Various sources of corporate funds are also studied. Prerequisite: MAC 1132.

4.5 Quarter Hours

QMB 5413 Quantitative Methods

Statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisite: Statistics.

4.0 Quarter Hours

PSYCHOLOGY/SOCIOLOGY

PSY 2012 General Psychology

A comprehensive survey of the diverse and rapidly 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.

4.5 Quarter Hours

SOC 3000 Principles of Sociology

Study is made of man's cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Special attention is given to current social problems in America.

4.5 Quarter Hours

MAN 3100 Human Relations

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

4.5 Quarter Hours

SOC 3131 Crime and Delinquency

A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance and poverty, with particular reference to the juvenile population.

4.5 Quarter Hours

SOP 4003 Social Psychology

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

4.5 Quarter Hours

**PSY,
SOC 4998 Selected Topics in Psychology or Sociology**

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

4.5 Quarter Hours

PSY 5206 Organizational Behavior

An analysis of human behavior in organizations with emphasis on leadership, motivation and group dynamics.

4.0 Quarter Hours

STUDENT DEVELOPMENT

STD 1000 College Survival Seminar

Through discussion and application, this seminar is designed to promote proper study habits and skills which should enable the student to successfully compete in the higher education environment.

4.5 Quarter Hours

