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# FLORIDA METROPOLITAN UNIVERSITY

## TUITION SCHEDULE

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

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

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

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

### Undergraduate tuition per credit hour per term

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

### Graduate tuition per credit hour per term

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

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

All Undergraduate Programs	per credit	\$160
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Tuition will be charged on a quarterly basis. A \$25 non-refundable Application Fee is charged to all applicants. Additional Fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the Fees and Tuition section of this catalog.

2001 CALENDAR				
EVENT		MO	DA	YR
Christmas Holidays	From:	12	18	2000
	To:	1	1	2001
Classes Resume		1	2	2001
Fall Term Ends		1	12	2001
M.L. King Jr. Birthday Holiday		1	15	2001
<b>Winter Term Starts</b>		1	16	2001
Presidents' Day		2	19	2001
<b>Mini-Term Starts</b>		2	26	2001
<b>Winter Term Ends</b>		4	6	2001
Spring Vacation*	From:	4	9	2001
	To:	4	13	2001
<b>Spring Term Starts</b>		4	16	2001
Memorial Day Holiday		5	28	2001
<b>Mini-Term Starts</b>		5	29	2001
Independence Day Holiday		7	4	2001
Spring Term Ends		7	6	2001
Summer Vacation	From:	7	9	2001
	To:	7	13	2001
<b>Summer Term Starts</b>		7	16	2001
<b>Mini-Term Starts</b>		8	27	2001
Labor Day Holiday		9	3	2001
Summer Term Ends		10	5	2001
<b>Fall Term Start</b>		10	8	2001
<b>Mini-Term Starts</b>		11	19	2001
Thanksgiving Day Holiday		11	22	2001
Christmas Holiday	From:	12	19	2001
	To:	1	1	2002
Classes Resume		1	2	2002
Fall Term Ends		1	11	2002

\*Spring vacation may vary by city and may be coordinated with public school vacations. Easter Sunday is April 15, which coincides with the Spring Break in the calendar above. Alternatively, the Spring term may start on April 9, with Spring Break taken April 16-20, if necessary to coincide with local public school break.

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

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

1999 CALENDAR				
EVENT		MO	DA	YR
Christmas Holidays	From:	12	21	98
	To:	1	10	99
Classes Resume		1	11	99
Fall Term Ends		1	16	99
M.L. King Jr. Birthday Holiday		1	18	99
Winter Term Starts		1	19	99
Presidents' Day		2	15	99
Mini-Term Starts		3	1	99
Good Friday Holiday		4	2	99
Winter Term Ends		4	10	99
Spring Vacation*	From:	4	12	99
	To:	4	17	99
Spring Term Starts		4	19	99
Memorial Day Holiday		5	31	99
Mini-Term Starts		6	1	99
Independence Day Holiday		7	5	99
Spring Term Ends		7	10	99
Summer Vacation	From:	7	12	99
	To:	7	17	99
Summer Term Starts		7	19	99
Mini-Term Starts		8	30	99
Labor Day Holiday		9	6	99
Summer Term Ends		10	9	99
Fall Term Start		10	11	99
Mini-Term Starts		11	22	99
Thanksgiving Day Holiday	From:	11	25	99
	To:	11	27	99
Christmas Holiday	From:	12	20	99
	To:	1	2	2000
Classes Resume		1	4	2000
Fall Term Ends		1	15	2000

\*Spring vacation may vary by city and may be coordinated with public school vacations. As Easter Sunday occurs on April 4, many public school vacations will be the week of March 29-April 2. The term will then end April 16.

1998 CALENDAR				
EVENT		MO	DA	YR
Christmas Holidays	From:	12	22	97
	To:	1	4	98
Classes Resume		1	5	98
Fall Term Ends		1	10	98
Winter Term Starts		1	12	98
M.L. King Jr. Birthday Holiday		1	19	98
Presidents' Day		2	16	98
Mini-Term Starts		2	23	98
Winter Term Ends		4	4	98
Spring Vacation*	From:	4	6	98
	To:	4	11	98
Spring Term Starts		4	13	98
Memorial Day Holiday		5	25	98
Mini-Term Starts		5	26	98
Spring Term Ends		7	2	98
Independence Day Holiday		7	3	98
Summer Vacation	From:	7	6	98
	To:	7	11	98
Summer Term Starts		7	13	98
Mini-Term Starts		8	24	98
Labor Day Holiday		9	7	98
Summer Term Ends		10	3	98
Fall Term Start		10	5	98
Mini-Term Starts		11	16	98
Thanksgiving Day Holiday	From:	11	26	98
	To:	11	28	98
Christmas Holiday	From:	12	21	98
	To:	1	10	99
Classes Resume		1	11	99
Fall Term Ends		1	16	99

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



# FLORIDA METROPOLITAN UNIVERSITY ACADEMIC CALENDAR

1997 CALENDAR				
EVENT		MO	DA	YR
Christmas Holidays	From:	12	23	96
	To:	1	5	97
Classes Resume		1	6	97
Fall Term Ends		1	11	97
<b>Winter Term Starts</b>		<b>1</b>	<b>13</b>	<b>97</b>
M.L. King Jr. Birthday Holiday		1	20	97
Presidents' Day		2	17	97
<b>Mini-Term Starts</b>		<b>2</b>	<b>24</b>	<b>97</b>
Good Friday Holiday		3	28	97
Winter Term Ends		4	5	97
Spring Vacation*	From:	4	7	97
	To:	4	12	97
<b>Spring Term Starts</b>		<b>4</b>	<b>14</b>	<b>97</b>
Memorial Day Holiday		5	26	97
<b>Mini-Term Starts</b>		<b>5</b>	<b>27</b>	<b>97</b>
Spring Term Ends		7	3	97
Independence Day Holiday		7	4	97
Summer Vacation	From:	7	5	97
	To:	7	12	97
<b>Summer Term Starts</b>		<b>7</b>	<b>14</b>	<b>97</b>
<b>Mini-Term Starts</b>		<b>8</b>	<b>25</b>	<b>97</b>
Labor Day Holiday		9	1	97
Summer Term Ends		10	4	97
<b>Fall Term Start</b>		<b>10</b>	<b>6</b>	<b>97</b>
<b>Mini-Term Starts</b>		<b>11</b>	<b>17</b>	<b>97</b>
Thanksgiving Day Holiday	From:	11	27	97
	To:	11	29	97
Christmas Holiday	From:	12	22	97
	To:	1	4	98
Classes Resume		1	5	98
Fall Term Ends		1	10	98

\*Spring vacation may vary by city and may be coordinated with public school vacations.

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

**TAMPA COLLEGE**

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

Sypniewski, Frank	Criminal Justice	MS	Nova University
		BA	University of Maryland
Zeno, Maritya	Medical Assistant	BS	University of New Mexico

**TAMPA COLLEGE, LAKE LAND**

<b>Name</b>	<b>Discipline</b>	<b>Degree</b>	
Bambridge, Janiene	Criminal Justice	MBA	Florida Southern College
		BS	Florida Southern College
Beaudry, Richard	English/Communications	MA	Central Michigan University
	Independent Studies	BA	Michigan State University
Gantt, Louise	Office Practices	BS	Florida Southern College
		AA	South Florida
Gilson, Bernard	Computer Science	MMS	Stevens Institute of Tech.
		BS	Fairleigh Dickinson University
Goldie, Thomas	Business	MA	St. Francis College
		BA	University of Pittsburg
Lott, Quitman	Computer Science	MBA	Golden State University
		ME	University of Oklahoma
		BS	University of Oklahoma
Martinez, Betty	Library Science	MA	University of South Florida
		BS	Florida Southern College
Owens-Gambrell, Diane	Paralegal	JD	Mississippi State
	Criminal/Justice	BA	William Carey College
Schneider, William	Business	MA	Central Michigan University
		BS	St. Peter's College
Theodore, Kate	Office Technologies	MA	University of Tampa
		BS	Florida Southern College
		AA	Polk Community College
Zaruba, Charles	Accounting	MBA	Nova University
		BS	Jacksonville University

**TAMPA COLLEGE, PINELLAS**

<b>Name</b>	<b>Discipline</b>	<b>Degree</b>	
Baskin, John, C.P.A.	Accounting	MS	University of Tennessee
		MBA	Tampa College
		BS	University of Tennessee
Carr, Kimberly	Business	MBA	Tampa College
		BS	University of South Florida
		AS	St. Petersburg Junior College
Dibernardo, Marco	Business	Ph.D., MBA	Heed University
		MS	Long Island University
		BA	C W Post College
Hall, Glenn	Library Science	MS	University of South Florida
		BS	University of Cincinnati
Kennedy, Linda	Medical Assisting	BBA	Tampa College
		Dipl	MBC Medical Ed Center
Locklear, H. Todd	Criminal Justice	MS	Georgia State University
		BS	Georgia State University
Oman, Judith	Legal Studies	MBA	Chadwick University
		BS	Chadwick University
Sy-A-Foek, Penelope	Computer Science	MBA	Tampa College
		BS	Tampa College

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**ORLANDO COLLEGE, NORTH**

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

**ORLANDO COLLEGE, SOUTH**

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

**TAMPA COLLEGE, BRANDON**

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

## FACULTY

### FORT LAUDERDALE COLLEGE

Name	Discipline	Degree	
Bateman, Sandra	Paralegal Business	BS	Ft. Lauderdale College
		AAS	Cazonovia College
		CLA	National Assoc of Legal Assist
		MBA	Nova University
Castora, Frank	Business	MBA	Nova University
		BS	Barry University
Ficociello, Tony	Library Science	MLS	Rutgers University
		MA	Rutgers University
		BA	Fairleigh Dickinson University
		MBA	Nova University
Kalicharan, Harrychand	Marketing Business	BS	Nova University
		AS	Fort Lauderdale College
		BA	Wake Forest University
Knouff, Christine	General Education	MA	Nova University
		BS	Auburn University
Kronk, Barbara, C.P.A.	Accounting	MS	Long Island University
Porta-Avalos, Jannette	General Education	BS	New York Institute of Tech
		MS	Long Island University
Porta-Merida, Sandra	General Education	BS	New York Institute of Technology
		LLB	Brooklyn Law School
		BS	Ft Lauderdale College
Sacks, Harold	Legal Studies	MBA	University of Miami
		BSBA	Pepperdine University
Schmit, Bernard	Business	DBA	Nova University
		MS	Florida International University
		BS	Helwan University
Shaaban, Hisham	Hospitality Management	MA	Michigan State University
		BA	Dartmouth College

### ORLANDO COLLEGE, MELBOURNE

Name	Discipline	Degree	
Cook, Catherine	Business Administration	MBA	Fort Lauderdale College
Garfield, Rhoda	Education	BA	Hunter College
George, Elizabeth	Library Science	ML/S	Florida State University
		BS	Florida State University
Moini, Jahangir Dr.	Medical Assisting	MD	School of Medicine (Iran)
		MPH	Tulane University
		BS	St. Joseph's College
Ryan, Joanne	Accounting Business Administration	BA	Florida State University
		MBA	Webster University
Wallen, Stephen	Film/Video	MFA	University of Southern California
		BA	California State Univ. Long Beach
Walker, Sharon	Computer Science	BS	Orlando College

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TAMPA COLLEGE, PINELLAS

Mark A. Page  
Donald G. Hamilton  
Marcia Hutchinson  
Wayne Childers  
David DeStrooper  
Audrey Henry  
Marco DiBernardo, Ph.D.  
H. Todd Locklear

President  
Academic Dean  
Director of Student Finance  
Director of Admissions  
Business Manager  
Director of Career Planning/Placement  
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## Florida Metropolitan University, Inc.

Florida Metropolitan University includes the following colleges:

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

### GOVERNANCE

Florida Metropolitan University and its colleges are owned and operated by Florida Metropolitan University, Inc., a Florida Corporation. Florida Metropolitan University, Inc. is a wholly owned subsidiary of Rhodes Colleges, Inc., a Delaware Corporation.

#### Florida Metropolitan University, Inc.

6 Hutton Centre Drive - Suite 400 - Santa Ana, California 92707

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**WRT 0010 Basic Writing Skills****0.0 Quarter Credit Hours**

A course developing basic sentence and paragraph structure skills with emphasis on grammar, punctuation, capitalization, and appropriate word choice. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class.

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

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**TRA 4010 Transportation**

The role of the different modes of transportation (rail, motor, air, water, and pipelines) are analyzed in terms of economic characteristics and services rendered in relation to the management of the business entity. Prerequisite: MAN 2021.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**TRV 1010 Introduction to Travel**

This course provides an overview of the travel and tourism industry. Areas of study include transportation and accommodations, tourism, and business travel. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**TRV 1050 Travel Geography**

This course will present the world as a wide variety of destinations. World geography as it pertains to travel and tourism is studied on the basis of the various continents and how they relate to international travel.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**TRV 1200 Tourism and the Hospitality Industry**

This course provides an understanding of the temporary mass migratory movements of people throughout the world, movements that are made in the name of leisure and tourism. How tourism works and how people who are part of tourism can utilize the knowledge to make tourism work for them and their particular business or destination are also covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**TRV 2010 Reservations, Ticketing and Tariffs I**

This course is designed to develop the student's knowledge of the planning and pricing of itineraries for international travel. This course will involve direct flight planning, tariff terminology, fares, international tariffs and other necessary items for accurate travel ticketing, and will cover the operating instructions and use of the World Editions of the Official Airline Guide. Prerequisite: TRV 1200, TRV 1010, TRV 1050, TRV 2100. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**TRV 2020 Reservations, Ticketing and Tariffs II**

This course is designed to develop the student's knowledge of the planning and pricing of itineraries for domestic travel. It will involve direct flight planning, tariff terminology, fares, domestic tariffs and other necessary items for accurate travel ticketing. This course will cover the operating instructions and use of the North American Official Airline Guide. Prerequisites: TRV 2010 and ACO 1910. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**TRV 2030 Travel Agency Management**

This course is a study of travel agency management requirements. Orientation to regulatory agencies, repeating and administrative forms, sales agreements, and agency appointment procedures, interrelationship of the travel agency with airline and steamship companies, railroads, wholesalers, tour companies and operations, methods of charter and group travel promotion are included. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**TRV 2040 Cruise and Tour Operations**

This course is an examination of pertinent information about the tour and cruise industry, including their history, operations, and housing and selling system. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**TRV 2050 Marketing, Sales, Public Relations and Salesmanship in Travel and Tourism**

This course is a study of sales, promotion, marketing, and salesmanship practices in the tourism industry including the components of sales and selling in travel from the introduction to the close of a sale.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**TRV 2101 Ecotourism**

This course will focus on exploring tourism's relationship to the natural world. It will also include an investigation into the markets for ecotourism plus the structure of the ecotourism industry and its potential for success as a local economic development tool. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**TRV 2999 Travel Externship**

As part of the preparation for a career in travel and tourism administration, the student is permitted to serve a 120 hour externship in the travel industry or other organizations acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and to the employer. Prerequisite: Approval of the Academic Advisor or Academic Dean.  
Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**4.0 Quarter Credit Hours**

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**STD 1100 Interpersonal Relations****4.0 Quarter Credit Hours**

The dynamics of interaction in various settings are explored through readings, discussion, and application exercises, to better understand how interpersonal communication shapes relationships. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.

**SYG 2000 Principles of Sociology****4.0 Quarter Credit Hours**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SYG 2550 Addictions****4.0 Quarter Credit Hours**

An analysis of addictive behaviors concerning all relevant bio-psychosocial elements. This course will examine the commonalities of the abuse of alcohol, tobacco, food and drugs, and the therapeutic process instigated by community clinicians and their commitment to change. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SYO 3250 Marriage and the Family****4.0 Quarter Credit Hours**

This course provides an exploration, through reading, discussions, and presentations, of the institution of marriage and the family as a system, with individual family members as parts of the whole system; the influence of families as a dynamic social system with structural components, laws, and rules. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SYP 2200 Death and Dying****4.0 Quarter Credit Hours**

This course examines the intricacies of issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics and other individual options. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SYP 3530 Crime and Delinquency****4.0 Quarter Credit Hours**

A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAX 2215 Tax Accounting****4.0 Quarter Credit Hours**

A survey course covering the laws, procedures, returns and subsidiary schedules involved in the preparation of Federal personal tax returns. Students prepare returns ranging from simple 1040A to relatively complex business and professional returns. Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**TAX 4002 Federal Taxation I****4.0 Quarter Credit Hours**

A thorough study of federal income tax laws and their application to individual, partnerships, and corporate income. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills in the preparation of tax returns, particularly individual returns. Prerequisite: ACG 2001 is strongly recommended. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAX 4010 Federal Taxation II****4.0 Quarter Credit Hours**

An advanced study of the principles of taxation applied to corporations, estates, and trusts. Prerequisite: TAX 4002 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAX 4060 Computerized Tax Accounting****4.0 Quarter Credit Hours**

A course designed to familiarize the student with preparation of personal and corporate tax returns using a current software program. Prerequisite: TAX 4010 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**TAX 4065 Tax Research and Planning****4.0 Quarter Credit Hours**

Tax law and its implications in business. A critical examination of the legal aspects of taxation and the development of federal tax laws as a basis for planning business decisions. Students will conduct directed (independent) research of relevant tax issues and prepare well-documented reports for each of the assigned case studies. Prerequisite: TAX 4010. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAX 6065 Tax Research and Planning****4.0 Quarter Credit Hours**

Tax law and its implications in business. A critical examination of the legal aspects of taxation and the development of federal tax law as a basis for planning business decisions. Students will complete a directed (independent) research of relevant tax issues and prepare well-documented reports for each of the assigned case studies. - Prerequisite: ACG 4010. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**RTV 2774 Advanced Video Techniques****4.0 Quarter Credit Hours**

Students incorporate and demonstrate advanced skills in cameras, lighting, and sound. Various programs and projects will be produced by students. Prerequisite: RTV 1150. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**SLS 1080 Computer Literacy****4.0 Quarter Credit Hours**

This course provides a presentation of the computer as a tool for personal development. Subject matter includes a basic introduction to PC operation, using the PC for communication, personal finance, organization, and as a tool for study and entertainment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SLS 1120 Strategies for Success****4.0 Quarter Credit Hours**

Through discussion and application, this course is designed to promote proper study habits and skills which should enable the student to compete successfully in the higher education environment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SLS 1320 Career Skills****2.0 Quarter Credit Hours**

A course designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**SOP 2772 Human Sexuality****4.0 Quarter Credit Hours**

A study of human sexuality as it applies to society, health, and relationships. Studies will include the physical and psychological aspects of the awareness of human sexuality. Legal, psychological, health issues and societal responsibility will be discussed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SOP 4004 Social Psychology****4.0 Quarter Credit Hours**

Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2014. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SPC 2602 Oral Communications****4.0 Quarter Credit Hours**

This course is designed to develop the art of communicating ideas verbally. The essentials of the basic elements of the communication process are stressed in order to enhance interpersonal and professional relationships. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SPC 3601 Advanced Speech****4.0 Quarter Credit Hours**

A professional communication course emphasizing application and criticism appropriate for examining and changing communicative interaction in professional situations. Prerequisites: ENC 1105 and SPC 2602. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SPC 4400 Conference Techniques****4.0 Quarter Credit Hours**

Designed to teach the student how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership traits and group dynamic skills are analyzed and applied in simulated classroom experience. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SPN 1100 Conversational Spanish I****4.0 Quarter Credit Hours**

A basic course for students who wish to develop the ability to speak and understand the Spanish language with emphasis on phrasing, idioms, and everyday vocabulary. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SPN 1101 Conversational Spanish II****4.0 Quarter Credit Hours**

An advanced course for student who wish to develop a broad competence in Spanish. This course emphasizes the oral-aural aspects of the language and the more sophisticated use of subjective clauses and sentence structure. Prerequisite: SPN 1100. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**STA 3014 Statistics****4.0 Quarter Credit Hours**

This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing, and analyzing data are presented. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**STA 5023 Graduate Statistics Orientation****2.0 Quarter Credit Hours**

This course provides an overview of descriptive and inferential statistics as they apply to field research. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

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**QMB 5413 Quantitative Methods****4.0 Quarter Credit Hours**

An overview of statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisite: QMB 5010 or STA 5023 or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**REA 0011 Basic Reading Skills****0.0 Quarter Credit Hours**

Intended for students who must develop reading skills in order to undertake more advanced studies. Concentration is upon the mechanics of reading, vocabulary development, and comprehension. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**REA 1002 Real Estate Management****4.0 Quarter Credit Hours**

A study of the supervision and control of real property; rental of space; credit; and maintenance with reference to residential, business, industrial and investment properties. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RES 3912 Research Methods****4.0 Quarter Credit Hours**

An in-depth study of research methods designed to aid the student in performing applied research in their major field of study in preparation for a research practicum. Research methodology and application as well as utilization of library systems and media are discussed in detail. Pre-requisite or Co-requisite: STA 3014 - Statistics.  
Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**RES 5310 Writing for Research at the Graduate Level****2.0 Quarter Credit Hours**

This course is designed to prepare students to write for research at the graduate level. Utilizing a popular text on crime as a catalyst, students will be required to complete several mini-research projects and present their results both orally and in writing. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**RMI 3015 Risk and Insurance****4.0 Quarter Credit Hours**

The basic principles of sound risk management, including risk identification and evaluation, are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included. Prerequisite: MAN 2021 or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RTV 1150 Electronic Field Production****4.0 Quarter Credit Hours**

This course emphasizes the principal concepts and techniques needed in production. Students acquire the skills in camera operation, audio, lighting, and other peripheral devices. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RTV 1350 Production Techniques****4.0 Quarter Credit Hours**

This is an advanced study of production elements and the application of fundamentals. Students acquire and apply the skills of studio and remote production, post production, and control room operation. Prerequisite: RTV 1150  
Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**RTV 2001 Lighting****4.0 Quarter Credit Hours**

This course is a study of both the art and techniques of lighting. Students learn both theoretical and practical areas of lighting to develop the skills necessary to be members of a production crew. Prerequisite: RTV 1150 or Approval of Academic Advisor or Academic Dean - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RTV 2201 Sound****4.0 Quarter Credit Hours**

This course emphasizes two basic aspects of audio: studio & field recording techniques, and the post production process. Prerequisite: RTV 1150 or Approval of Academic Advisor or Academic Dean - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RTV 2260 Remote Production****4.0 Quarter Credit Hours**

This advanced production course is designed to prepare each student for the various aspects of electronic news gathering or field production. Students apply fundamental apply skills of production from concept to completion. Prerequisite: Approval of Academic Advisor or Academic Dean - Lec. Hrs. 000 Lab Hrs. 080 Other Hrs. 000

**RTV 2300 Broadcast News****4.0 Quarter Credit Hours**

Instruction in supervised exercises in the production, writing, reporting, and editing of television news. Prerequisite: RTV 1150 or Approval of Academic Advisor or Academic Dean  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**PLA 4155 Legal Research IV****2.0 Quarter Credit Hours**

This course provides a comprehensive review of the entire legal researching process. The further development of legal researching and writing skills is fostered with special emphasis on preparing appellate briefs for either the state or federal court system. Prerequisite: PLA 3158. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**PLA 4263 Rules of Evidence****4.0 Quarter Credit Hours**

Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 4423 Contract Law****4.0 Quarter Credit Hours**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 2434. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 4483 Administrative Law****4.0 Quarter Credit Hours**

Workers' Compensation and Social Security are examined in this course. The law regarding governmental agencies and their enforcement authority, with emphasis in the special problems of state administrative law, is discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**POS 2041 American National Government****4.0 Quarter Credit Hours**

A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**POT 4003 Contemporary Political Theories****4.0 Quarter Credit Hours**

An examination of the various theoretical approaches to governing a modern state. Some of the forms covered are Fascism, Nazism, Communism, Socialism and Representative Democracy. Special attention will be focused on the changes brought to the democratic process by the Cold War and by the new role of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PSY 1035 Problem Solving for Decision Making****2.0 Quarter Credit Hours**

This course presents a six-step process for labeling, analyzing and solving relationship problems through the identification of root causes and application of sound action planning. Emphasis is on applying the problem solving, decision making process to real life situations. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**PSY 1055 Time/Stress Management****2.0 Quarter Credit Hours**

Through readings, class discussions, exercised, and practical applications, this course examines the dynamics of time/stress management as it relates to effective and efficient working and living. Various techniques of time/stress management are introduced identifying the positive and negative effects for individuals in various environments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**PSY 2014 General Psychology****4.0 Quarter Credit Hours**

This course is designed to provide students with a general understanding of psychology. Additional time is allotted to psychotherapy, abnormal, and physiological psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**QMB 2603 Introduction to Quantitative Methods****4.0 Quarter Credit Hours**

This introductory and preparatory course provides a thorough review of topics from elementary algebra to derivatives. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**QMB 3314 Quantitative Methods****4.0 Quarter Credit Hours**

Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation. Prerequisites: STA 3014 or MAC 2104 or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**QMB 5010 Statistics for Managers****4.0 Quarter Credit Hours**

A comprehensive introduction to statistical and quantitative business methods in decision making. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**PLA 2350 Legal Medicine****4.0 Quarter Credit Hours**

This course is designed to introduce the student to the rules and principles of medico-legal jurisprudence as applied to the modern practice of the healing arts. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2434 Business Organizations****4.0 Quarter Credit Hours**

This course provides the student with an overview of basic contract law. Students receive instruction on the principles of contract drafting. Special emphasis is also placed on the study of various business entities, including sole proprietorships, partnerships and corporations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2504 Real Estate****4.0 Quarter Credit Hours**

In this course students are instructed in basic real estate law. Emphasis is placed on title examination and completing the documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes and closing statements. Prerequisite: Completion of any course with MAC, MAT or STA prefix with a grade of "C" or better. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2603 Probate Procedure****4.0 Quarter Credit Hours**

Various methods of estate planning are discussed in relation to the individual needs of the client. Instruction will be given in the drafting and executing of wills. The entire probate procedure from client interview to the distribution of estate assets and closing of the estate is covered. Issues of intestacy will also be addressed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2610 Sports and Entertainment Law****4.0 Quarter Credit Hours**

This course will examine many of the aspects of sports and entertainment contracts. Students will be provided with the legal aspects of production and promotion of the film, video and sports industries. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2763 Law Office Management****4.0 Quarter Credit Hours**

The organization, operation, marketing, and management of a typical law office is taught in this course. Students are further instructed in basic accounting and bookkeeping procedures utilized in both large and small law firms. Time management and malpractice avoidance are also emphasized. Prerequisite: PLA 1003. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2803 Family Law****4.0 Quarter Credit Hours**

In this course, students are instructed in Florida law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes and domestic violence. Students will review procedures and prepare various pleading or papers related to these topics. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2940 Paralegal Externship****4.0 Quarter Credit Hours**

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a law office or other suitable location for 120 hours. Prerequisites: Students must have completed forty (40) legal major component credit hours with a GPA in the major core component of 3.0 or better and OST 2712. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**PLA 2998 Current Issues in Paralegal Studies****2.0 Quarter Credit Hours**

This course focuses on current community, state, national, or global issues that are prevalent in the area of Legal Assisting. It is designed to stimulate thought, student interaction, and awareness of the impact these issues have upon the legal community and the paralegal profession. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**PLA 3157 Legal Document Writing II****4.0 Quarter Credit Hours**

A continuation of PLA 2156 with increased emphasis on styles, types, and accuracy of sample writing. Prerequisite: PLA 2156. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**PLA 3158 Legal Research III****4.0 Quarter Credit Hours**

A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memoranda and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using WESTLAW. Prerequisite: PLA 2115. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**PLA 4100 Bankruptcy****4.0 Quarter Credit Hours**

This course provides the student with an in-depth study of the Federal Bankruptcy Code and the rules which govern bankruptcy practice and procedures. Emphasis is placed on completing all the forms required to file a personal bankruptcy. Prerequisite: PLA 2434. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**PHA 2242 Pharmacology****4.0 Quarter Credit Hours**

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

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

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

**PHI 3131 Logic****4.0 Quarter Credit Hours**

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

**PHI 3600 Ethics****4.0 Quarter Credit Hours**

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

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

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

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

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

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

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

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

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

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

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

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

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

**PLA 2273 Torts****4.0 Quarter Credit Hours**

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

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

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



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**OST 2614 Medical Transcription****2.0 Quarter Credit Hours**

This course will focus on transcribing medical correspondence and medical reports. Building and reinforcing the student's knowledge of medical terminology will also be emphasized. Prerequisite: HSC 1531 and OST 2712 or OFT 1141, or by approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OST 2712 Word Processing****2.0 Quarter Credit Hours**

A study of the concept and applied use of word processing procedures and equipment in a simulated word processing office environment. Prerequisite: OFT 1000 or OFT 1141. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OST 2735 Advanced Word Processing and Graphic Applications****2.0 Quarter Credit Hours**

Graphic and desktop publishing skills are developed. Prerequisite OST 2712 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OST 2821 Introduction to Desktop Publishing****2.0 Quarter Credit Hours**

This course provides the student with a hands-on introduction to the fundamentals of desktop publishing and its use in the field of commercial art and advertising. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OST 2944 Internship****2.0 Quarter Credit Hours**

Students are required to complete an internship with a minimum of 60 hours of participation under the direction of practicing reporters, of which a minimum of 40 hours shall be spent in actual writing time verified by the practicing reporter(s) under whom the internship is being completed. Dress, attitude, and demeanor are emphasized. Prerequisite: OST 2226 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

**PAD 3003 Public Administration****4.0 Quarter Credit Hours**

A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policy making in the modern governmental unit. Prerequisite: MAN 2021 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PAD 5060 Public Administration Theory and Practice****4.0 Quarter Credit Hours**

Theory of policy making and bureaucracy problems in public administrations, decision-making in government, and the political process. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PAD 5410 Labor Relations in the Public Sector****4.0 Quarter Credit Hours**

Important aspects of recruiting, maintaining, and developing personnel in government, including civil service procedures, affirmative action and organizational development. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PAD 5604 Public Law and Regulation****4.0 Quarter Credit Hours**

An overview of the rapidly expanding and increasing important field of public law. Materials for the course will be balanced between cases in public law, illustrating principles of administrative procedures and review as well as judicial review of administrative agencies and studies of regulatory policies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PAD 5900 Graduate Research Practicum/Thesis****6.0 Quarter Credit Hours**

Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Department Chair. Participation in the research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN 5910 - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180

**PAD 5931 Public Policy and Strategy****4.0 Quarter Credit Hours**

An advanced study primarily concerned with the analysis of the decision making process and the use of managerial decision techniques as they are used in the public and non-profit sector. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PAD 6000 Seminar in Public Administration****4.0 Quarter Credit Hours**

A special seminar of advanced study consisting of relevant and current public administration problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**OST 1224 Machine Theory III****8.0 Quarter Credit Hours**

At this point students continue to work on writing stamina and speedbuilding. Additional brief forms and phrases are introduced. Speed tests are introduced to the student. Prerequisite: OST 1222 or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000

**OST 1252 Law & Legal Terminology****4.0 Quarter Credit Hours**

An introductory course in both civil and criminal law. Sources of law are examined, and the student is introduced to the legislative process and the functions and operation of administrative and regulatory agencies. The course covers all aspects of the Judiciary system, including discovery, trial, and appellate process. The student is introduced to Latin and legal terminologies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**OST 1271 Speedwriting I****3.0 Quarter Credit Hours**

Speedwriting is an abbreviated writing system based primarily on longhand and phonetics. Students will learn a number of time-saving techniques and will be able to take dictation from 40 to 60 words per minute. Students should expect to complete some lab assignments outside the normal class hours. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**OST 1272 Speedwriting II****3.0 Quarter Credit Hours**

This course is designed to develop speed and accuracy in dictation. Students will also learn better techniques for taking notes for briefing, meetings, telephone messages, and other settings. Students should expect to complete some lab assignments outside the normal class hours. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**OST 1401 General Office Procedures****3.0 Quarter Credit Hours**

This course provides exposure to such business office procedures as handling incoming and outgoing mail including the use of high priority mailing systems, using office equipment including copiers, adding machines, calculators and computer assisted delivery systems such as E-Mail. Other routine functions normally performed by office employees are discussed. Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**OST 2221 Court and Conference Dictation I****8.0 Quarter Credit Hours**

Students begin working in their Speed Building Manuals along with their correlated speed tapes. Writing techniques, principles and new briefs and multi-voice dictation are introduced. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 1224 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000

**OST 2222 Court and Conference Dictation II****8.0 Quarter Credit Hours**

A course which develops the skills learned in Court and Conference Dictation I and emphasizes the attainment of speed on more difficult materials. Testing is done at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 2221 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000

**OST 2223 Court and Conference Dictation III****8.0 Quarter Credit 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 performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 2222 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000

**OST 2224 Court and Conference Dictation IV****8.0 Quarter Credit Hours**

A continuation of speed improvement on Jury Charge, literary, Congressional Record and Q & A material. Testing is performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 2223 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000

**OST 2225 Court and Conference Dictation V****8.0 Quarter Credit Hours**

A continuation of Court and Conference Dictation IV with increased speed building in Jury Charge, Literary and Q & A categories. Multi-voice dictation is stressed at this level. Testing is performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 2224 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000

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**MLS 2300 Laboratory Procedures**

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

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

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

**4.0 Quarter Credit Hours****OFT 1000 Typing**

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

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

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

**2.0 Quarter Credit Hours****OFT 1141 Keyboarding**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**8.0 Quarter Credit Hours**

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**MAR 5505 Consumer Behavior**

An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAR 5805 Marketing Management**

A comprehensive study of the strategy and management of the operation of an organization's activities. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAR 5930 Graduate Research Practicum/Thesis**

Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. Submission and subsequent acceptance of a thesis or directed research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN5910 - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180

**6.0 Quarter Credit Hours**

**MAR 6336 Promotional Policy and Strategy**

An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing efforts. Includes a study of various promotional activities designed to influence buying decisions. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAR 6931 Seminar in Marketing**

A special seminar in advanced study consisting of relevant and current marketing problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAT 0024 Basic Studies in Mathematics**

This course is a comprehensive review of the mathematical skills and concepts required to prepare the student for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Lec. Hrs. 040, Lab Hrs. 000, Other Hrs. 000.

**0.0 Quarter Credit Hours**

**MEA 1451 Clinical Assisting I**

A study of basic skills and procedures used in medical emergencies including the practice of first aid techniques and CPR. The student will learn the proper use of universal precautions in the medical environment including the study of HIV/AIDS, bloodborne pathogens, the use of personal protective equipment, and infection control. An introduction to vital signs will be included. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**3.0 Quarter Credit Hours**

**MEA 1452 Clinical Assisting II**

A study of the basic skills and procedures used when assisting the physician in the examination of a patient. The student will learn physical exams and positions, minor surgery assistance, surgical instruments, examination instruments, aseptic techniques, and the procedures for performing vital signs. This course will also correlate types of procedures and exams to the medical specialty in which they are practiced. Prerequisites: MEA 1451 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**3.0 Quarter Credit Hours**

**MEA 2453 Clinical Assisting III**

A study of basic pharmacology and administration of medications to include calculations, injection techniques, and safety. Also electrocardiography and review of vital signs will be covered. Prerequisites: APB1100, APB1110, HSC1531, MAC2104, MEA1451, MEA1452 or a student must have completed a Minimum of 48 Quarter Credit Hours in the Medical Assisting program or by approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**3.0 Quarter Credit Hours**

**MEA 2714 Medical Insurance Billing**

This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisites: HSC 1531, OFT 1141, CGS2110, or approval of Program Director or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MEA 2936 Surgical Technologist I**

This course is designed to introduce the student to principles of sterilization, disinfection, wound management, placement of instrumentation, and other techniques used in preparation for surgery. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours**

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

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**MAN 6920 Graduate Research Practicum/Thesis**

**6.0 Quarter Credit Hours**

Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, profession/technical writing, and oral communication activities. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Department Chair. Participation in the research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN 5910 - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180

**MAN 6931 Seminar in Management**

**4.0 Quarter Credit Hours**

A special seminar in advanced study consisting of relevant and current management problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 1011 Introduction to Marketing**

**4.0 Quarter Credit 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. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 2141 Introduction to International Marketing**

**4.0 Quarter Credit Hours**

This course examines the basic principles of marketing as an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 2321 Advertising**

**4.0 Quarter Credit Hours**

A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 2456 Marketing on the Internet**

**4.0 Quarter Credit Hours**

This course is a study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet is discussed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 2500 Customer Relations and Servicing**

**4.0 Quarter Credit Hours**

This course explores the basic functions relating to customers on a one on one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 2935 Current Issues in Marketing**

**4.0 Quarter Credit Hours**

This course covers relevant and current marketing issues, concepts and problems particular to the time. It is designed to enhance marketing concepts using timely analysis and discussion related to current issues in the industry. Prerequisite: To be determined by material and instructor. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**MAR 2941 Externship in Marketing I**

**4.0 Quarter Credit Hours**

As part of the preparation for a career in marketing, the Sophomore student is permitted to serve an externship of 120 hours in retail, wholesale, and service firms and industrial organizations acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**MAR 3231 Retailing**

**4.0 Quarter Credit Hours**

This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure of the market. Emphasis is placed on the many functions of a retail business including employee relations and customer relations. Prerequisite: MAN 1011 or MAR 1011. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 3250 Global Marketing**

**4.0 Quarter Credit Hours**

The study of essential issues and the unique considerations confronting the marketing decision makers in a global environment. Study will include comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions. Prerequisite: MAR 1011 or MAR 2141. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

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

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

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

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

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

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

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

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

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



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**MAN 5355 Managerial Assessment and Development**

Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 5601 Management of International Business**

A study of the managerial requirements for establishing and conducting multi-national business operations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 5602 International Business**

An analysis of the managerial aspects of business administration from an international perspective, including organization, production, human resources, technology, finance, marketing, accounting, capital markets, and the latest trends and strategies in global operations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 5630 International Business Policy**

An analysis of corporate strategies in a rapidly developing and changing world environment. Emphasis is placed on forecasting, planning, and contingency strategies. The course is an intensive scrutiny of the strategy employed by successful international corporations in planning, selecting and implementing objectives. The utilization of a simulation management analysis project is the key tool used. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 5787 Logistics Management, Public and Private**

An examination of the complexities of logistics management through study of its separate operations such as purchasing and inventory management through logistics information systems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 5802 Entrepreneurship**

Focuses on all aspects of starting, developing, and managing a new business enterprise. It is a comprehensive study of problems encountered in the formation and operation of a small business. Concentrates on how ventures are begun, how venture ideas and other key ingredients for start-ups are derived, and how to evaluate new venture proposals. Case studies are utilized as a means of replicating real world situations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 5910 Business Research**

An in-depth study of business research methods and practices vital to the business professional. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 6201 Management of Systems of Technological Information**

EYE A systems approach to the study and analysis of the design and management of technological information necessary to accomplish organizational objectives. These information systems include, but are not limited to, decision support systems designed for the management of marketing, human resources and financial information. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 6202 Legal Aspects of Business Management**

MAN An examination of the legal framework of business partnerships and corporations. Emphasis is on internal partnership management, partners as agents and principals, partnership dissolution, powers of corporate stockholders, corporate torts and crimes, and powers and duties of corporate management. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 6203 Global Marketing for Managers**

MAN A study of the relevant issues and unique considerations confronting managers in making marketing decisions in the global environment. Course topics include the study of cultural, economic, social and ethical issues that impact comparative advantages, disadvantages and the interdependence of global marketing; the importance of global research in market perceptions and consumer motivation; analysis of the planning, execution, and control of marketing activities, functions and strategies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 6204 Executive Business Strategies**

EYE An analysis of the scientific methods used in the acquisition and reporting of reliable knowledge in business. Emphasis is placed upon the decision-making functions of top management, conceptual basis of research and basic methodological issues. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 6205 Organizational Design and Strategic Leadership**

EYE A comprehensive study of the decision-making functions of top management that include the use of managerial decision making techniques at the executive level to design and implement continual developmental strategies to maintain a cohesive

**4.0 Quarter Credit Hours**

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**MAN 4651 Import/Export Management**

This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports, and trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 4720 Business Policy and Strategy**

A study of long term strategy and planning management, this course is primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel.  
Prerequisite: MAN 2021. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 4742 Business Ethics**

This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 4910 Contemporary Management**

This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision making. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 4940 Externship in Management II**

As part of the preparation for a career in management, the Senior student is permitted to serve an externship of 120 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**4.0 Quarter Credit Hours**

**MAN 4960 Externship in International Management II**

As part of the preparation for a career in international management, the Senior student is permitted to serve an externship of 120 hours in international management functions of financial, business, and industrial organizations. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**4.0 Quarter Credit Hours**

**MAN 5075 Managerial Ethics**

This course is an investigation of the principles of ethical thinking and applies them to situations and models for business decision making. Explores and analyzes business ethics issues relating to the nature of the corporation, work in the corporation, the corporation and society, and the development of the corporate culture. Provides a conceptual and systematic study of ethics in an effort to develop consistent criteria as they relate to changing and emerging values. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 5129 Managerial Decision Making**

A comprehensive overview of decisions and the decision making process used by management in a number of situations. Financial management, personnel management, production, marketing and other aspects of a business environment will be utilized to develop sound decision making practices. The course also uses an integrated approach to study the application of the concepts of management to managerial decision making and the decision making process. Students acquire "hands-on" experience through the use of contemporary case studies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 5135 Management Communication**

A study of the most effective ways of transferring information within and outside an organization.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 5245 Organizational Behavior**

An analysis of human behavior in organizations with emphasis on leadership, motivation and group dynamics.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 5266 Management of Professionals**

Organizational behavior of professional employees is investigated through available theories and concepts. Concentration is placed on the manager's role, especially that of matching organizational demands with individual talents and expectations.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**MAN 5282 Organizational Development**

Theory and research relating to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

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**MAN 2305 Introduction to Human Resources****4.0 Quarter Credit Hours**

An introductory course into the workings of the human resources aspects of a business operation to include a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2800 Small Business Management****4.0 Quarter Credit Hours**

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: ACG 2001. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2940 Externship in Management I****4.0 Quarter Credit Hours**

As part of the preparation for a career in management, the Sophomore student is permitted to serve an externship of 120 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**MAN 2960 Externship in International Management I****4.0 Quarter Credit Hours**

As part of the preparation for a career in international management, the Sophomore student is permitted to serve an externship of 120 hours in international management functions of financial, business, and industrial organizations. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**MAN 2998 Current Issues in International Business****4.0 Quarter Credit Hours**

A study of the underlying causes and available solutions to current issues in international business as they relate to human resources, management, marketing, and political and social concerns. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 3101 Human Relations in Management****4.0 Quarter Credit Hours**

A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 3233 Principles of Supervision****4.0 Quarter Credit Hours**

A study of various aspects of the supervisor's job, including work-planning, organizing, leadership, decision-making, and effective communication. - Lec. Hrs. 040 Lab Hrs. 000 Other Hr. 000

**MAN 4101 Management of Human Resources****4.0 Quarter Credit Hours**

An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Credit is not allowed for both MAN4101 and MAN 6305. Prerequisite: MAN 2021. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 4102 Women Managers****4.0 Quarter Credit Hours**

This course is designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 4401 Labor Relations and Collective Bargaining****4.0 Quarter Credit Hours**

A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2021 or HFT 1050. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 4610 International and Comparative Industrial Relations****4.0 Quarter Credit Hours**

Examines the selected industrial relations systems of Europe, Asia and the Americas with special emphasis on differences among systems and the reasons such differences exist. The industrial relations significance of the multi-international enterprise and management problems associated with operations in diverse systems, are analyzed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 4650 Management of International Business****4.0 Quarter Credit Hours**

A study of the managerial requirements for establishing and conducting multinational business operations. Prerequisite: MAN 2021 or MAN 1011. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- JOU 1011 Journalism** **4.0 Quarter Credit Hours**  
 This course provides a foundation in practical news writing and journalism. Skills and techniques will be presented in a logical fashion. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- LIS 1000 Practicum in Library and Information Management** **4.0 Quarter Credit Hours**  
 This course is designed to teach students the fundamentals of library and information services. Students are required to spend 120 clock hours under the direction of the school librarian. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MAA 3233 Mathematical Analysis** **4.0 Quarter Credit Hours**  
 This course emphasizes differential and integral calculus of algebraic, exponential, and logarithmic functions with applications to business and economic decision analysis. Prerequisite: MAC 2104.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAC 2104 College Algebra** **4.0 Quarter Credit Hours**  
 The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Lec. Hrs. 040, Lab Hrs. 000, Other Hrs. 000.
- MAC 3700 Mathematics of Finance** **4.0 Quarter Credit Hours**  
 A study of simple and compound interest, ordinary annuities, other annuities, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities, and life insurance. Various sources of corporate funds are also studied. Prerequisite: MAC 2104. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 1011 Introduction to Business Enterprise** **4.0 Quarter Credit Hours**  
 A study of the characteristics and functions of business in the free enterprise environment, including opportunities, management, organization, marketing, physical plant, finance, ethics, and law.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 1780 Management Today** **4.0 Quarter Credit Hours**  
 This course involves the examination and review of classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2010 Let's Talk Business** **2.0 Quarter Credit Hours**  
 This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MAN 2015 Introduction to the Internet** **1.0 Quarter Credit Hours**  
 This course is an overview of the Internet and introduces the student to basic Internet concepts. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000
- MAN 2018 Internet** **2.0 Quarter Credit Hours**  
 This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to Internet. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- MAN 2021 Principles of Management** **4.0 Quarter Credit Hours**  
 The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2142 Introduction to International Management** **4.0 Quarter Credit Hours**  
 A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2146 International Competitiveness** **4.0 Quarter Credit Hours**  
 A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**HSC 2601 Basic Principles of X-Ray Procedures****4.0 Quarter Credit Hours**

This course assists in the preparation of the students' applications for certification required of basic X-Ray machine operators. Radiation protection, equipment operation and maintenance, radiological procedures and patient positioning are also covered. Prerequisite(s): APB 1100, APB 1110, HSC 1531. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HSC 2941 Medical Assistant Externship****5.0 Quarter Credit Hours**

A 150-hours course of unpaid, site-supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administration and clinical functions of the medical assistant. Prerequisites; All classes required for Medical Core Requirements must be completed prior to enrollment or by approval of the Academic Dean or Academic Advisor. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 150

**HSC 2946 Medical Assistant Externship Seminar****2.0 Quarter Credit Hours**

This course is designed to be taken concurrently with HSC 2941 Medical Assistant Externship. The student will meet with the externship advisor to discuss weekly developments in the externship site. Job seeking skills in the medical field will be discussed as well as professionalism in the medical office. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**HUM 1020 Introduction to Humanities****4.0 Quarter Credit Hours**

A survey course designed to increase the student's understanding and appreciation of the creative process in Western culture through the study of representative materials in art, music, literature, architecture, and philosophy. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HUM 4900 Understanding Cultural Diversity****2.0 Quarter Credit Hours**

This course will develop a basic understanding of the complex nature of cultural diversity in contemporary American society. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**HUM 4904 Cultural Diversity and Assimilation****4.0 Quarter Credit Hours**

This expanded course covers all topics discussed in HUM 4900 and goes on to explore methodology of cultural assimilation while retaining ethnic values and identity. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ISM 5021 Management Information Systems****4.0 Quarter Credit Hours**

A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ISM 5401 Financial Information Systems****4.0 Quarter Credit Hours**

An overview of financial information systems and their role in organizations in the areas of accounting, budgeting, forecasting, inventory control, and consolidated financial reporting needs including survey and applications of the basic concepts necessary for understanding financial information systems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ISM 6030 Advanced Management Information Systems****4.0 Quarter Credit Hours**

A comprehensive examination of systems and the management, integration and application of hardware, software, procedure, systems, and human resources. Emphasis on case studies and assigned reading. Prerequisite: ISM 5021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ISM 6919 Graduate Research Practicum/Thesis****6.0 Quarter Credit Hours**

Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Director or Department Chair. Participation in the research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN 5910. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180

**ISM 6935 Seminar in Computer Information Systems****4.0 Quarter Credit Hours**

A special seminar in advanced study consisting of relevant and current computer information systems problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ISS 2010 Introduction to Social Science****4.0 Quarter Credit Hours**

An introduction to contemporary problems in American society and to the social sciences that study them. Emphasis is placed on integrating the findings of the various disciplines and bringing them to bear on America's contemporary social, economic, political and international problems and issues. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**HFT 3500 Hospitality Marketing**

A study of sales, promotion and marketing practices of the hospitality industry.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**HFT 3603 Laws Related to the Hospitality Industry**

An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**HFT 3614 Food and Beverage Management**

This course is an overall view of the food service industry including purchasing, receiving, and issuing food and other supplies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**HFT 3700 Tourism and the Hospitality Industry**

This course provides an understanding of the temporary mass migratory movements of people throughout the world, movements that are done in the name of leisure and tourism. It describes how tourism works and indicate how people who are part of tourism can utilize this knowledge to make tourism work for them and their particular business destination.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**HFT 4936 Feasibility Study in the Hospitality Industry**

A study of the systematic process for evaluating the economic factors of the hospitality project and the likely results of operations before they are begun. Both marketing and financial data are collected and analyzed to determine whether or not to proceed with the hospitality project under investigation. Prerequisites: APA 2320 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**HSC 1145 Clinical Procedures**

This course correlates the clinical and diagnostic procedures available in health care. Physical therapy, pulmonary function, rehabilitation and x-ray are covered. Etiology of disease, community health, and patient teaching are emphasized.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**HSC 1444 Diseases of the Human Body**

A study of the human body's diseases and basic information about common medical conditions. Prerequisite: APB1100, APB1110, or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**HSC 1446 Special Patient Care**

This course offers comprehensive studies in treating the patient with special and specific needs. Managing cancer and terminally ill patients and various treatment protocols are covered as well as the unique needs of pediatric and geriatric patients as related to their disease process. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**HSC 1531 Medical Terminology**

Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes) and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**HSC 1561 Medical Law and Ethics**

This course covers medical jurisprudence and medical ethics. Legal aspects of office procedures are covered including a discussion of various medical/ethical issues in today's society. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**2.0 Quarter Credit Hours**

**HSC 2250 Current Medical Codes I**

The purpose of the coding course is to provide a uniform language of ICD-9 that will accurately describe medical, surgical, and diagnostic services which then provides an effective means of communication for physician, patients, insurance claimants, and other parties. Prerequisites: HSC 1531 with a grade of "C" or better.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

**HSC 2350 Current Medical Codes II**

The purpose of the coding course is to provide a uniform language of CPT that will accurately describe medical, surgical, and diagnostic services which then provides an effective means of communication for physicians, patients, insurance claimants, and other parties. Prerequisite: HSC 2250 with a grade of C or better. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

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- HFT 1050 Hospitality Management** **4.0 Quarter Credit Hours**  
An introduction to the hotel and restaurant industry with emphasis on organization and management. This course includes an analysis of typical internal organizational structures in the industry and the various levels of management roles and function(s). - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 1150 Principles of Food Service** **4.0 Quarter Credit Hours**  
The various types of food services, such as hotels, restaurants, health care institutions, and catering services will be discussed. General principles of food service, food production, storage, menu planning, nutrition and dining services will also be covered. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 1180 Food Production Principles** **4.0 Quarter Credit Hours**  
This course explains the techniques and procedures of quality and quantity food production, providing the principles underlying the selection, composition, and preparation of the major food products. Includes an extensive set of basic and complex recipes for practice. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 1250 Resort Management** **4.0 Quarter Credit Hours**  
This course offers a complete approach to the operation of resort properties. Beginning with historical development, details are presented in planning development, financial investment management and marketing that deal with the unique nature of the resort business. It also examines the future and the impact of the condominium concept, time sharing, technological change, and the increased cost of energy and transportation. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2100 Convention Management and Service** **4.0 Quarter Credit Hours**  
This course defines the scope and segmentation of the convention and group business markets. It describes marketing and sales strategies to attract markets with specific needs and explains techniques to meet those needs as part of meeting and convention service. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2430 Basic Sanitation** **4.0 Quarter Credit Hours**  
This course explains how to effectively manage sanitation to achieve high standards that will keep customers coming back. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2460 Hospitality Purchasing Management** **4.0 Quarter Credit Hours**  
This course describes how to develop and implement an effective purchasing program. It focuses on issues pertaining to supplier relations and selection, negotiation, and evaluation. It includes in depth material regarding major categories of purchases. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2931 Hospitality Industry Externship** **4.0 Quarter Credit Hours**  
Cooperative arrangements with local hotels and restaurants allow students to receive 120 clock hours of practical experience under the supervision of hospitality personnel. Prerequisites: All Hotel and Restaurant Management required courses and approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- HFT 2998 Current Issues in Hospitality Management** **4.0 Quarter Credit Hours**  
A special study of the underlying causes and available solutions to current issues facing the hospitality industry particularly in the area of human resources: employees turnover, training and development, diversity of work force, productivity, and downsizing. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3263 Restaurant Management** **4.0 Quarter Credit Hours**  
This course is an analysis of the principal operating problems in the restaurant field. Procedures, approaches and techniques of management are explored ranging from fast food to gourmet. Industry leaders will present successful concepts of restaurant operation. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3313 Housekeeping, Plant Engineering, Maintenance** **4.0 Quarter Credit Hours**  
A study of the organization, duties and management functions associated with institutional housekeeping, maintenance and plant engineering. Layout, work flow, and the writing of specifications are covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3344 Hotel Restaurant Information Systems** **4.0 Quarter Credit Hours**  
This course is designed to introduce the students to the operation of a hotel/restaurant computer. The student will learn the various entries and procedures necessary for keeping accurate records in a computer information system. Prerequisites: HFT 1050. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
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- GRA 1510 Advertising Design II** **4.0 Quarter Credit Hours**  
 A continuation of GRA 1500 with specific emphasis on industry standards, requirements and techniques. Prerequisites: GRA 1500 and GRA 1582. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 00
- GRA 1551 Digital Applications for Publication Design** **4.0 Quarter Credit Hours**  
 A continuation of desktop publishing, focusing on publications using graphic layout. Prerequisite: CGS 1581 or SLS 1080 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 1582 Digital Applications for Desktop Publishing** **4.0 Quarter Credit Hours**  
 This course provides the student with introduction to the fundamentals of Desktop Publishing and its use in the field of commercial art and advertising. Prerequisite: CGS 1581 or SLS 1080 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2321 Digital Applications for Graphic Illustration** **4.0 Quarter Credit Hours**  
 An introduction to techniques of drawing, illustration and layout design for advertising using digital illustrating program on the Macintosh computer. Prerequisite: CGS 1581 or SLS 1080 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2500 Graphic Design I** **4.0 Quarter Credit Hours**  
 This course acquaints the student with the basic principles of terminology, methods and systems used to solve graphic design problems. A study of production techniques, theories of color separation and printing processes as they apply to the design function of the commercial artist. Prerequisites: ART 1531 and ART 1321. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GRA 2510 Graphic Design II** **4.0 Quarter Credit Hours**  
 An advanced study of design for full color, complex print-media production. Emphasis is placed on creating accurately communicative concepts for idea-driven design solutions. Includes advanced techniques in generating comprehensives using the Macintosh computer. Prerequisites: GRA 2500 and CGS 1581 or SLS 1080 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2525 Copywriting** **4.0 Quarter Credit Hours**  
 An introduction to writing the headlines and text for advertising in print, television and radio advertising. Prerequisite: GRA1510. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2531 Production Art** **4.0 Quarter Credit Hours**  
 A study of the mechanical assembly of art work for reproduction, including preparation of art work for full-color process printing. Prerequisites: ART 1531 and ART 1316. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2791 Digital Image Manipulation** **4.0 Quarter Credit Hours**  
 An introduction to the image and color editing capabilities through applications on the Macintosh computer. Emphasis is placed on scanning photographs, artwork and text with discussion on basic photographic systems and techniques. Prerequisite: CGS 1581 or SLS 1080 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2891 Advanced Digital Applications** **2.0 Quarter Credit Hours**  
 A continuation of computer techniques to enable the student to produce self promotional pieces for resume' and portfolio. Prerequisite: CGS 1581. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- GRA 2994 Portfolio** **2.0 Quarter Credit Hours**  
 This course develops the preparation for entry into the job market including the design and mechanical preparation of a personal logo, business card, and resume. Instruction is also given in portfolio preparation and presentation as it applies to job interviewing skills. Prerequisites: GRA 2510 and student must have completed 40 quarter credit hours in the major core requirement. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- GRA 2999 Commercial Art Externship** **2.0 Quarter Credit Hours**  
 A practical experience allowing the student to apply knowledge and skills in the actual work environment. Prerequisite: Approval of Academic Advisor or Academic Dean - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060
- HFT 1001 Front Office Procedures** **4.0 Quarter Credit Hours**  
 This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with checkout and settlement. The course also examines various elements of effective front office management paying particular attention to planning and evaluating front office operations and management. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000



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**FIN 3000 Principles of Finance****4.0 Quarter Credit Hours**

This course examines the financial decision that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisite: ACG 2011.

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

**FIN 3324 Money and Banking****4.0 Quarter Credit Hours**

A study of the nature and function of money and credit instruments; the Federal Reserve System; monetary theory and fiscal policies; expansion and stabilization of the money supply. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIN 3504 Investments****4.0 Quarter Credit Hours**

This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes which affect investment policy timing, selection and investment values. Prerequisites: ACG 2011. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIN 4403 Foundations of Financial Management****4.0 Quarter Credit Hours**

This course integrates the concepts of economics, accounting, and finance to effectively maximize shareholders profits. It will also include financial forecasting, asset management, capital budgeting, investment banking and long term financing. Prerequisite: ACG 2011. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIN 4414 Financial Management****4.0 Quarter Credit Hours**

A study of sources of funds, capital budgeting, analysis of financial statements, and financial institutions, this course also involves financial forecasting and short and long-term financing of the corporate structure. Prerequisites: ACG 2001 and ACG 2011. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIN 4604 International Business and Finance****4.0 Quarter Credit Hours**

This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention the Caribbean and South America is also included.

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

**FIN 5605 International Finance****4.0 Quarter Credit Hours**

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

**FIN 6406 Financial Management****4.0 Quarter Credit Hours**

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

**FIN 6515 Investment Analysis and Portfolio Management****4.0 Quarter Credit Hours**

Designed to present investments in an institutional framework that is organized by a central core of fundamental principles without unnecessary mathematical or technical detail. Examines financial environment, optimal portfolio selection, rates of return, risk, options, and convertibles. The ethics of investment will be studied.

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

**GEB 5405 Legal Environment of Business****4.0 Quarter Credit Hours**

Exploration of the changing relationships between the management of business organizations and other participants in the business system. Identifies trends in all of the environments affecting the organization. Stresses legal and ethical issues.

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

**GEO 1200 World Geography****4.0 Quarter Credit Hours**

The study of geographical characteristics, area relationships, and major problems of the world's component regions.

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

**GRA 1500 Advertising Design I****4.0 Quarter Credit Hours**

An introduction to the fundamentals of effective retail advertising. This course develops the design principles that are necessary for the artist to produce comprehensive layouts. Prerequisites: ART 1531 and ART 1321. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**EUH 2000 World History****4.0 Quarter Credit Hours**

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

**EVS 3060 Environmental Issues****4.0 Quarter Credit Hours**

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

**FIL 1010 Film Criticism I****2.0 Quarter Credit Hours**

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

**FIL 1020 History of Motion Pictures****4.0 Quarter Credit Hours**

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

**FIL 1030 Film Criticism II****2.0 Quarter Credit Hours**

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

**FIL 1270 Film Production I****4.0 Quarter Credit Hours**

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

**FIL 1350 Special Effects and Makeup I****4.0 Quarter Credit Hours**

This course deals with the fundamentals of special effects and makeup. Topics include history and development of various procedures relating to special effects and makeup. Prerequisite: Approval of Academic Advisor or Academic Dean Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIL 1360 Special Effects and Makeup II****4.0 Quarter Credit Hours**

This course introduces participants to the step-by-step procedures used by professional makeup artists with hands-on exercises. Prerequisite: FIL 1350 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**FIL 1651 Film Production II****4.0 Quarter Credit Hours**

Students will receive training in the operation of film cameras and will learn procedures used by professional camera people in the industry. Prerequisites: FIL 1270 and RTV 1150 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIL 1800 Business Management of Film and Video****4.0 Quarter Credit Hours**

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

**FIL 2025 Multimedia and Desktop****4.0 Quarter Credit Hours**

Course is designed to demonstrate the use of computers in the desktop world of communications. Students analyze various components of desktop solutions and create interactive and multimedia presentations. Prerequisite: FIL 2310 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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**ENS 1111 Comprehension I - Level 1**

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

**2.0 Quarter Credit Hours**

**ENS 1112 Comprehension II - Level 1**

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

**2.0 Quarter Credit Hours**

**ENS 1201 Conversation I - Level 2**

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

**2.0 Quarter Credit Hours**

**ENS 1202 Conversation II - Level 2**

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

**2.0 Quarter Credit Hours**

**ENS 1211 Comprehension I - Level 2**

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

**2.0 Quarter Credit Hours**

**ENS 1212 Comprehension II - Level 2**

A continuation of ENS 1211. This course will not count toward degree completion.  
Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours**

**ENS 1301 Conversation I - Level 3**

A course designed to help the student converse in English through true life situations and consumer education. Oral and listening skills are utilized. This course will not count toward degree completion.  
Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours**

**ENS 1302 Conversation II - Level 3**

A continuation of ENS 1301. This course will not count toward degree completion.  
Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours**

**ENS 1311 Comprehension I - Level 3**

This course includes a variety of reading assignments introducing new vocabulary words and literature of popular authors. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours**

**ENS 1312 Comprehension II - Level 3**

A continuation of ENS 1311. This course will not count toward degree completion.  
Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours**

**ENS 1401 Conversation I - Level 4**

A course consisting of oral presentations and collaboration from television programs, news, and current events using idiomatic phrases to refine students' verbal communication skills. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours**

**ENS 1402 Conversation II - Level 4**

A continuation of ENS 1401. This course will not count toward degree completion.  
Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours**

**ENS 1411 Comprehension I - Level 4**

Reading assignments reflect the structures and vocabulary used in all previous courses and further emphasize vocabulary building techniques. This course will not count toward degree completion. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours**

**ENS 1412 Comprehension II - Level 4**

A continuation of ENS 1411. This course will not count toward degree completion.  
Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours**

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**ELS 0481 Structures and Writing I - Level 4****2.0 Quarter Credit Hours**

An advanced grammar and composition course that concentrates on highly sophisticated grammatical structures with applications to everyday writing, reading and conversational situations. This course will not count toward degree completion.  
Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

**ELS 0482 Structures and Writing II - Level 4****2.0 Quarter Credit Hours**

A continuation of ELS 0481. This course will not count toward degree completion.  
Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**ELS 1900 Advanced Intensive English****12.0 Quarter Credit Hours**

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

**ENC 1104 College English I****4.0 Quarter Credit Hours**

This course is designed to develop effective written communication skills which include grammar; syntax, punctuation, sentence structure, and the parts of speech, in the development of sentences and paragraphs.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ENC 1105 College English II****4.0 Quarter Credit Hours**

This course builds on the foundation of the written communication skills developed in College English I. It further develops the students' written communication skills including essay writing. Students will produce a significant quantity of written words. Prerequisite: ENC 1104. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ENC 3211 Report Writing****4.0 Quarter Credit Hours**

Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports. Prerequisite: ENC 1105.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ENC 3311 Creative Writing****4.0 Quarter Credit Hours**

The purpose of this course is to develop writing and language skills needed for individual expression in literary forms. Prerequisite: ENC 1105 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ENC 4212 Advanced Report Writing****4.0 Quarter Credit Hours**

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

**ENG 0011 Basic English Studies****0.0 Quarter Credit Hours**

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

**ENG 1132 English Usage****4.0 Quarter Credit Hours**

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

**ENS 1101 Conversation I - Level 1****2.0 Quarter Credit Hours**

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

**ENS 1102 Conversation II - Level 1****2.0 Quarter Credit Hours**

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

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

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- COP 3122 Computer Programming-Advanced COBOL** **4.0 Quarter Credit Hours**  
This course provides the student with advanced concepts of the COBOL programming language. Prerequisite: COP 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 3170 Computer Programming - Advanced Visual BASIC** **4.0 Quarter Credit Hours**  
This course provides advanced insight into the Visual Basic programming language. Windows API/Messaging system, OLE automation and Internet enabled application will be discussed. Prerequisite: COP 2172. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 3222 Computer Programming - Visual C++** **4.0 Quarter Credit Hours**  
An introduction to the Visual C++ programming language. The course will use Object Orient concepts introduced in C++ and the Microsoft MFC to develop graphical user interfaces. Prerequisite: COP 4225. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 4170 Applied Software Development Project** **4.0 Quarter Credit Hours**  
Application of computer programming and system development concepts, principles, and practices to a comprehensive system development project are studied. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites: CIS 4326 and any 2000 level programming course. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- COP 4223 Computer Programming - Advanced "C"** **4.0 Quarter Credit Hours**  
Advanced "C" programming concepts will be covered. Prerequisite: COP 2221. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 4225 Computer Programming - C++** **4.0 Quarter Credit Hours**  
An extension of the C programming language. This course is designed to introduce the student to the C++ programming language and object oriented system design. Prerequisite: COP 2000 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 4231 Computer Programming - ADA** **4.0 Quarter Credit Hours**  
This course provides an introduction to the official government programming language "ADA". Object-oriented computer programming methodology is presented, as well as the unique features of the ADA language. Prerequisite: COP 4223. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 4720 Data Base Program Development** **4.0 Quarter Credit Hours**  
This course is an introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language. Prerequisite: COP 2001. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CPO 4820 Global Politics** **4.0 Quarter Credit Hours**  
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CPO 5054 Global Politics** **4.0 Quarter Credit Hours**  
An analysis of political implications of global trends in politics as it relates to international trade, finance and investment issues in the global political economy. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- DRS 2906 Sophomore Research Practicum** **4.0 Quarter Credit Hours**  
Open to Sophomore students upon recommendation of academic advisor. Valid research appropriate to the student's major field of study is performed under faculty supervision, resulting in a final product that is acceptable for professional publication or formal presentation. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- DRS 4907 Senior Research Practicum** **4.0 Quarter Credit Hours**  
Open to Senior students upon recommendation of academic advisor. Valid research appropriate to the student's major field of study is performed under faculty supervision, resulting in a final product that is acceptable for professional publication or formal presentation. Prerequisite: RES 3912 - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
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than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. - Lec. Hrs. 000 Lab Hrs. 000  
Other Hrs. 120

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

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

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

**COP 2001 Introduction to Programming** **4.0 Quarter Credit Hours**  
This course provides an introduction to structured programming methodology utilizing either PASCAL or Quick Basic programming language. Students should expect to complete any lab assignment outside of the normal class hours. Prerequisite: COP 2000. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

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

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

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

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

**COP 2500 Structured Query Language** **4.0 Quarter Credit Hours**  
This course is designed to instruct the student in the basic operations of the Structured Query Language. Database creation, single table queries, multitable queries, database restrictions, and imbedding SQL in a COBOL program are discussed. Prerequisite: COP 2000 or approval of the Academic Advisor or Academic Dean. Students should expect to complete any lab assignments outside of the normal class hours. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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



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**CIS 4810 Management Information Systems****4.0 Quarter Credit Hours**

This course is an introduction to the financial, technical, and strategic information systems planning processes. Emphasis is on the relationship of information systems process to overall business goals, policies, plans, management style, and industry condition. Prerequisite: CGS 1561. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 4949 Externship in Data Processing II****4.0 Quarter Credit Hours**

As part of the preparation for a career in data processing, the student is permitted to serve an externship in the data processing departments of financial, business, and industrial organizations or government agencies acceptable to the University at a Senior level. Arrangements for the externship 120 hours training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisite: 3.00 grade point average and approval of the Academic Advisor or Academic Dean. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**CJT 2100 Criminal Investigation and Police Procedures****4.0 Quarter Credit Hours**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJT 2108 Private Investigation****4.0 Quarter Credit Hours**

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

**CJT 3820 Principles of Security****4.0 Quarter Credit Hours**

This course covers the inception of private security to the present day high-tech advancements. The course also focuses on the private sector, and its relation to the public sector. Prerequisite: CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJT 4528 Computer Crime****4.0 Quarter Credit Hours**

This course focuses on the use of the computer in committing crimes, within organizations, corporations, and among private entities. It will focus further on how, with this modern technology, high-profile crimes are committed. Prerequisite: SLS1080 or approval of an Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CLP 3004 Adult Psychology****4.0 Quarter Credit Hours**

This course deals with the human life span as a whole and attempts to acquaint the student with the processes of maturation, aging, and death. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CLP 3336 Adolescent Psychology****4.0 Quarter Credit Hours**

This course examines the characteristics, needs, and problems of adolescence. The course also emphasizes the principles of psychology important to those who guide adolescents, and the adjustments necessary during this life stage. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**COE 2041 Sophomore Parallel Work I****4.0 Quarter Credit Hours**

This course requires the student to develop personal responsibility and display initiative beyond what is required in an on-campus classroom setting under the supervision of an instructor. The student, in cooperation with a co-op site supervisor and academic advisor, will develop specific on-the-job objectives to be accomplished at an approved work site. The objectives will relate the student's activities on the job to learning activities of the student's major field of study in such a way that specific skills and objectives may be defined and measured. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**COE 2042 Sophomore Parallel Work II****4.0 Quarter Credit Hours**

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

**COE 3041 Junior Parallel Work I****4.0 Quarter Credit Hours**

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

**COE 3042 Junior Parallel Work II****4.0 Quarter Credit Hours**

A continuation of COE 3041. The student may complete two cooperative education (parallel work) courses at the junior level, which may be applied to the student's bachelor's degree objectives as major or approved elective requirements. No more

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**CGS 4932 Selected Software Topics****4.0 Quarter Credit Hours**

A special study in selected software topics of current interest and relevance to the student preparing for a career in computer programming. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites: if any, are determined by the course material and instructor. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CIS 2101 Introduction to UNIX****4.0 Quarter Credit Hours**

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

**CIS 2321 System Analysis Methods****4.0 Quarter Credit Hours**

Overview of the system development life cycle. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: CGS 1561. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 2949 Externship in Data Processing I****4.0 Quarter Credit Hours**

As part of the preparation for a career in data processing, the student is permitted to serve an externship in the data processing departments of financial, business, and industrial organizations or government agencies acceptable to the University at a Sophomore level. Arrangements for the externship 120 hours training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisite: 3.00 grade point average and approval of the Academic Advisor or Academic Dean.  
Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**CIS 3101 Object Oriented Methodology****4.0 Quarter Credit Hours**

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

**CIS 3600 Computer Architecture and System Software****4.0 Quarter Credit Hours**

An introduction to hardware, system software and architecture of the modern computer system. The student will be exposed to the general features of the modern computer system internal operations - both hardware and software. Prerequisite: CGS 1561. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 3820 Internet for Business****4.0 Quarter Credit Hours**

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

**CIS 4000 Advanced Data Base Concepts****4.0 Quarter Credit Hours**

Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems are presented. Prerequisite: COP 4720.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 4200 Comparative Operating Systems****4.0 Quarter Credit Hours**

A study of operating systems fundamentals: memory management, processor management, disk management, scheduling, resource retention, from the viewpoint of microcomputer, minicomputer and mainframe computer operating systems. Prerequisite: CGS 1561. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 4326 Structured Systems Design****4.0 Quarter Credit Hours**

This course is an advanced study of structured systems development. Emphasis on strategies and techniques of structured design to produce logical methodologies for dealing with complexity in the development of information systems. Prerequisite: COP 4720. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 4342 Data Communications (UNIX Programming)****4.0 Quarter Credit Hours**

This course is a hands-on introduction to the UNIX operating system including file manipulation, directories, C programming, UNIX shell, file commands, file editing and advanced editing techniques. Prerequisite: COP 2221.  
Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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a quarter to discuss their progress. The final product will be a graduate level research paper. Prerequisite: CCJ 5775 - Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180

**CCJ 5995 Research Practicum**

**6.0 Quarter Credit Hours**

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

**CCJ 5996 Thesis**

**6.0 Quarter Credit Hours**

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

**CGS 1539 Database**

**4.0 Quarter Credit Hours**

A course designed to teach through lecture and demonstration the basics of programming and database functions and operations with hands-on training on the microcomputer using database software. Students learn database terminology, database functions and operations, and how to design and build databases with operations menus tailored to specific business applications such as name and address files and inventory files. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CGS 1561 Microcomputer Operating Systems**

**4.0 Quarter Credit Hours**

An in-depth analysis of microcomputer operating systems, disk management and operating system commands is presented. Students should expect to complete any lab assignments outside of the normal class hours. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CGS 1581 Introduction to Macintosh**

**4.0 Quarter Credit Hours**

An introduction to Macintosh computers using a graphics users environment. Prerequisite: SLS 1080. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CGS 2071 Spreadsheets**

**4.0 Quarter Credit Hours**

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

**CGS 2110 Computer Applications**

**4.0 Quarter Credit Hours**

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

**CGS 2511 Advanced Spreadsheets**

**4.0 Quarter Credit Hours**

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

**CGS 2542 Advanced Database**

**4.0 Quarter Credit Hours**

This course involves advanced applications related to the students' occupational objectives. Prerequisite: CGS 1539 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CGS 2545 Business Information Systems**

**4.0 Quarter Credit Hours**

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

**CGS 2549 Office Automation**

**4.0 Quarter Credit Hours**

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

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- CCJ 5440 Overview of Criminal Justice** **4.0 Quarter Credit Hours**  
This course is designed to provide students with a broad overview of Criminal Justice, and to orient them to the field and its foundations. Focusing on the underpinnings of the administration of justice as well as contemporary issues, students will examine the Criminal Justice system as a whole as well as its component parts. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5445 Ethics in Criminal Justice** **4.0 Quarter Credit Hours**  
An overview of ethical theory, doctrines and controversies in the field of criminal justice. The student will be exposed to ways and means to make moral judgments as practitioners working in the criminal justice system. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5450 Critical Issues in Criminal Justice** **4.0 Quarter Credit Hours**  
A course designed to provide students with an opportunity to explore a variety of topics related to the field of Criminal Justice. During the term, the course will contain an overview of the problems associated with business, industry and government crime. The history and antecedent conditions related to white collar crime will be reviewed and specific behaviors will be analyzed in detail. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5480 Interpersonal Management Skills** **4.0 Quarter Credit Hours**  
This course is designed to increase knowledge and competence for managing interpersonal conflicts in a variety of settings. Strategies and styles of conflict resolutions are examined. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5485 Criminal Justice Management** **4.0 Quarter Credit Hours**  
Various ideas and methods of criminal justice management are explored in detail. Using police agencies as a point of reference, the course will view the behavioral and functional aspects of modern supervision and examine contemporary management styles. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5615 Substance Use and Abuse I** **4.0 Quarter Credit Hours**  
This course will give the student a broad perspective of substance abuse as it effects the individual, the family, and society. A systems approach is utilized in describing the complex dynamics of chemical dependency. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5617 Substance Use and Abuse II** **4.0 Quarter Credit Hours**  
This course is a continuation of CCJ 5615, Substance Use and Abuse I, with a focus on the systems approach utilized in the dynamics of chemical dependency and the effects of substance abuse on the individual family and society. Prerequisite CCJ5615 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5640 Juvenile Justice System** **4.0 Quarter Credit Hours**  
This course is designed to provide the student with a foundation of information with regard to the historical, cultural and legal perspectives of juvenile delinquency. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5650 Juvenile Correctional Alternative** **4.0 Quarter Credit Hours**  
The student will be provided with an overview of a broad range of options available for the management of delinquent youths in contemporary society. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5660 Crime and Criminology** **4.0 Quarter Credit Hours**  
A course designed to expose the student to key criminological issues in the field of Criminal Justice. Major emphasis will be placed on the theoretical implications of crime causation and the impact of criminology on the system of justice. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5775 Applied Research Methods** **4.0 Quarter Credit Hours**  
An in-depth study of research methods designed to aid the student in performing applied research in their major field of study in preparation for a research practicum, externship and thesis. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5994 Externship** **6.0 Quarter Credit Hours**  
This course is designed to provide students who are not currently working in the field with an opportunity to apply fundamental research methods to actual agency problems. Under the supervision of a faculty advisor as well as an agency supervisor, students will work in an agency and conduct research there. They will construct a research design and apply it to a specific problem at the agency. Students will meet with their advisor on a regular basis and will meet together several times

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**CCJ 4130 Criminal Justice in the Community****4.0 Quarter Credit Hours**

This course explores the interrelationships and role expectations among the various administration of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Prerequisite: CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 4620 Gang Activity and Drug Operations****4.0 Quarter Credit Hours**

This course focuses on the establishment of gangs, their behavior patterns, infiltration into gangs, and the drug operations of gangs to include distribution, use, etc. Prerequisite: CCJ 1020. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 4661 Basics of Cultural Diversity****2.0 Quarter Credit Hours**

This basic course focuses on the importance of understanding cultural diversity with regards to the effective operations of the criminal justice system. Prerequisite: CCJ 1020 - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**CCJ 4662 Cultural Diversity for Law Enforcement****4.0 Quarter Credit Hours**

This expanded course focuses on understanding various cultural perspectives and proper policy actions and reactions to diverse cultural expectations. Additionally, tactical plans for effective police procedures will be explored. Prerequisite: CCJ1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 4738 Criminal Justice Ethics & Liability****4.0 Quarter Credit Hours**

The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence which lead to liability will be explored. Prerequisite: CCJ 1020  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 4949 Criminal Justice Externship****4.0 Quarter Credit Hours**

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: 56 earned credits in major, 3.0 GPA, and academic approval. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**CCJ 5110 Law Enforcement Administration****4.0 Quarter Credit Hours**

An in depth view of contemporary police administration that explores the historical evolution, contemporary problems and organizational structure of American policing. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 5115 Community Oriented Policing****4.0 Quarter Credit Hours**

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

**CCJ 5220 Law and the Legal System****4.0 Quarter Credit Hours**

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

**CCJ 5225 Modern Constitutional Theory****4.0 Quarter Credit Hours**

This course provides a synopsis of major constitutional thought and review of primary constitutional principles. Particular emphasis is placed on the role of the constitution in the administration of criminal justice. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 5330 Correctional Systems & Institutions****4.0 Quarter Credit Hours**

This course is designed to explore contemporary correctional management and the evolution of management theory in the field. Additionally, the impact of law, the media and society on correctional administration will be examined.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 5340 Counseling the Offender****4.0 Quarter Credit Hours**

A course designed to provide a foundation for correctional intervention, assessment and classification. Additionally, an overview of major systems of therapeutic intervention will be explored. - Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**CCJ 2230 Criminal Evidence****4.0 Quarter Credit Hours**

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

**CCJ 2250 Constitutional Law and Legal Procedures****4.0 Quarter Credit Hours**

The policy of the Constitution and the Supreme Court in law enforcement is studied. The Florida Constitution is also studied in its relationship to law enforcement. Prerequisite: CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2335 Criminal Justice Report Writing****4.0 Quarter Credit Hours**

This course prepares the student through instruction and practice to properly prepare written reports common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to proper report format and presentation. Prerequisites: ENC 1104 and CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2440 Introduction to Corrections****4.0 Quarter Credit Hours**

This course focuses on historical and contemporary views of offender management and treatment. Corrections system operation, the effects of institutionalized and alternatives to incarceration will be explored. Prerequisite: CCJ 1020  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2540 Juvenile Delinquency****4.0 Quarter Credit Hours**

Examination of programs and institutions including juvenile court process, intake services, and remedial procedures and practices are included in this course. Prerequisites: CCJ 1020 and CCJ1010. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2641 Policing in America****4.0 Quarter Credit Hours**

This course covers the inception of policing from a historical perspective to present day policing in American society. Prerequisite: CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2936 Current Issues in Criminal Justice****4.0 Quarter Credit Hours**

This course presents issues and answers facing the modern day criminal justice practitioner. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1020  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2949 Criminal Justice Externship****4.0 Quarter Credit Hours**

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: Students must have completed forty-four (44) criminal justice major component credit hours with a GPA in the major core component of 3.0, a good attendance record, and approval of the Academic Advisor. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**CCJ 3341 Probation and Parole****4.0 Quarter Credit Hours**

This course is an overview of contemporary methods of correction and alternative methods of correction in use by the U.S. judicial system. Emphasis will be placed on the role and responsibilities of the criminal justice professional. Prerequisite: CCJ1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 3452 Criminal Justice Management****4.0 Quarter Credit Hours**

Elements of first-line supervision and executive development, administrative leadership, its nature, methods and traits, and recent theories and research in leadership are covered in this course. Prerequisite: CCJ 1020 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 3500 Interviews and Interrogations****4.0 Quarter Credit Hours**

This course is designed to teach the student common interview and interrogation terms and techniques. The interview and its overall process will be explored ie: factors and techniques affecting the success of the interview, types of witness, signs of deception, and the nature of admissions and confessions. Prerequisite: CCJ 2210 or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 3721 Concepts of Criminal Law****4.0 Quarter Credit Hours**

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

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**ART 1321 Illustration Design****4.0 Quarter Credit Hours**

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

**ART 1531 Typography****4.0 Quarter Credit Hours**

An introduction to letter forms and typefaces with instruction in the rendering of lettering, both freehand and with tools. Course work also includes the study of the history, terminology and applications of typography in the contemporary graphic arts industry. Prerequisite: ART 1316 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**ART 2000 Anatomy and Figure Drawing****4.0 Quarter Credit Hours**

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

**ART 2301 Advanced Media Techniques****4.0 Quarter Credit Hours**

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

**BUL 2100 Applied Business Law****4.0 Quarter Credit Hours**

This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. Emphasis is placed on the study of criminal law, torts, contracts, Uniform Commercial Code, and their relevance in commercial transactions. An overview of legal characteristics of a sole proprietorship, partnerships, and corporations are discussed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**BUL 2110 International Business Law****4.0 Quarter Credit Hours**

This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**BUL 3112 Business Law I****4.0 Quarter Credit Hours**

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

**BUL 3121 Business Law II****4.0 Quarter Credit Hours**

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, insurance, and Uniform Commercial Code. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**BUL 5132 Advanced Business Law****4.0 Quarter Credit Hours**

Substantive examination and analysis of contract and tort law and relevant provisions of the Uniform Commercial Code. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**BUL 6631 International Commercial Law****4.0 Quarter Credit Hours**

Analysis of legal problems facing the United States, international and multi-national businesses.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 1010 Criminology****4.0 Quarter Credit Hours**

A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the rationale of crime-centered treatment. Prerequisite: CCJ 1020 and PSY 2014. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 1020 Introduction to Criminal Justice****4.0 Quarter Credit Hours**

This is an introductory course dealing with the Criminal Justice System in the United States which includes discussion of the court systems, correctional organizations, and law enforcement agencies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2210 Criminal Procedure****4.0 Quarter Credit Hours**

This course focuses on the constitutional provisions affecting the criminal process and the Florida Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ2250. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- ACO 1910 Office Accounting** **4.0 Quarter Credit Hours**  
 This course is designed to introduce the student to basic accounting procedures. An emphasis is placed on the payroll phase of accounting. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- AFL 2010 Introduction to American Literature** **4.0 Quarter Credit Hours**  
 This course concentrates on the major writers of Modern American literature. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- AMH 1998 Current Issues** **2.0 Quarter Credit Hours**  
 This course focuses on current community, state, national, and global issues that influence environmental, societal and individual life. It is designed to stimulate thought, student interaction, and awareness of the impact these issues have upon personal and business pursuits. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- AMH 2270 20th Century American History** **4.0 Quarter Credit Hours**  
 A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- AMH 2420 History of Florida** **4.0 Quarter Credit Hours**  
 An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- AMH 2998 Current Issues** **4.0 Quarter Credit Hours**  
 This course focuses on current community, state, national, and global issues that influence environmental, societal and individual life. It is designed to stimulate thought, student interaction, and awareness of the impact these issues have upon personal and business pursuits. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APA 3320 Accounting & Control for Hospitality** **4.0 Quarter Credit Hours**  
 This course serves as a survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions. Prerequisite: ACG 2001 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APB 1100 Anatomy and Physiology I** **4.0 Quarter Credit Hours**  
 Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, and urinary systems are studied. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APB 1110 Anatomy and Physiology II** **4.0 Quarter Credit Hours**  
 A study of the various aspects of the human endocrine, integumentary, nervous, sensory, and reproductive systems. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems. The normal growth and development of the fetus, labor and delivery, and various disorders of pregnancy are also covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ARH 1500 History of Graphic Communications** **4.0 Quarter Credit Hours**  
 This course surveys the history of graphic communication as it applies to human history. The coursework moves from cave pictographs and the invention of writing through breakthrough technologies and the evolution of graphic design. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ART 1303 Principles of Drawing I** **4.0 Quarter Credit Hours**  
 An introduction to the basic principles, material and techniques necessary to develop skills in drawing. Emphasis is placed on basic shapes, perspective and composition. Descriptive and proportional accuracy as well as development of observational utility is discussed. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- ART 1316 Principles of Drawing II** **4.0 Quarter Credit Hours**  
 An amplification of the theories introduced in Principles of Drawing I with the addition of color theory and color techniques, which are explored in practical application. Emphasis is placed on increasing the students' knowledge of the visual relationship between object and image. Prerequisite: ART 1303 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000



- ACG 4671 Internal Auditing** **4.0 Quarter Credit Hours**  
 The standards, principles, practices and procedures followed in the internal audit function are covered. Prerequisite: ACG 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4931 Seminar in Accounting** **4.0 Quarter Credit Hours**  
 A special seminar in advanced study consisting of relevant and current accounting problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4941 Externship in Accounting** **4.0 Quarter Credit Hours**  
 As part of the career in accounting, the student is permitted to serve an externship in public accounting firms; accounting departments of financial, business, and industrial organizations; or government agencies acceptable to the College. Arrangements for this 120 hours of externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Students must have completed ACG 3120 before being considered for externship. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- ACG 5027 Financial Accounting** **4.0 Quarter Credit Hours**  
 A foundation in financial accounting that includes a comprehensive examination of financial statement preparation and the use of such statements in management decision analysis. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 5216 Advanced Accounting Topics** **4.0 Quarter Credit Hours**  
 A continuation of the study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Prerequisite: ACG 3120 or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 5251 International Accounting** **4.0 Quarter Credit Hours**  
 Examination of the environmental factors affecting international accounting concepts and standards. Global differences in accounting treatment are compared. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 5401 Accounting Information Systems** **4.0 Quarter Credit Hours**  
 This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACG3120 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 5642 Auditing II** **4.0 Quarter Credit Hours**  
 A continuation of ACG 4632. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them. Prerequisite: ACG4632 or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 6315 Accounting for Planning and Control** **4.0 Quarter Credit Hours**  
 Decision-making and financial planning through the use of accounting systems by the interpretation, use, and analysis of accounting data. Prerequisite: ACG5027 or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 6515 Governmental Accounting** **4.0 Quarter Credit Hours**  
 Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACG3120 or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 6919 Graduate Research Practicum/Thesis** **6.0 Quarter Credit Hours**  
 Participants prepare a dissertation in the form of thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Department Chair. Participation in the research is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN 5910 - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180
- ACO 1806 Payroll Accounting** **4.0 Quarter Credit Hours**  
 This course covers methods of computing wages and salaries, keeping pay records, and preparing related government reports. Requires the student to record all payroll information for a specified period of time and prepare related tax reports. Prerequisite: ACG 2001 or ACO 1910. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- ACG 3100 Intermediate Accounting I** **4.0 Quarter Credit Hours**  
 A comprehensive study of financial accounting theory. Primary emphasis is on financial accounting functions, basic theory and accounting for current assets and liabilities. Prerequisite: ACG 2011. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3110 Intermediate Accounting II** **4.0 Quarter Credit Hours**  
 A continuation of the study of financial accounting theory. Primary emphasis is on accounting for long-term assets and liabilities, stockholders' equity, and investments. Prerequisite: ACG 3100. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3120 Intermediate Accounting III** **4.0 Quarter Credit Hours**  
 A continuation of the study of financial accounting theory. Primary emphasis is on accounting for issues related to income measurement and the preparation and analysis of financial statements. Prerequisite: ACG 3110.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3341 Cost Accounting I** **4.0 Quarter Credit Hours**  
 This course examines the development and operation of cost accounting systems. Topics include basic cost concepts, product costing techniques including job-order and process costing, and standard cost systems. Prerequisite: ACG 2013.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3350 Cost Accounting II** **4.0 Quarter Credit Hours**  
 A continuation of ACG 3341 to include in-depth studies of techniques and issues surrounding cost allocation methods, solving complex accounting problems, variance analysis, and variable costing. Prerequisite: ACG 3341.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3450 Computerized Financial Accounting** **4.0 Quarter Credit Hours**  
 A course designed to familiarize the student with financial accounting computer applications using current accounting software. Prerequisite: ACG 3120 - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- ACG 4202 Consolidation Accounting** **4.0 Quarter Credit Hours**  
 A study of advanced accounting subjects including accounting for combined economic entities, consolidations and currency conversions for foreign operations.. Prerequisite: ACG 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4216 Advanced Accounting Topics** **4.0 Quarter Credit Hours**  
 A study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting.. Prerequisite: ACG 3120.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4251 International Accounting** **4.0 Quarter Credit Hours**  
 Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4401 Accounting Information Systems** **4.0 Quarter Credit Hours**  
 This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACG 3120.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4500 Governmental Accounting** **4.0 Quarter Credit Hours**  
 A study of budgetary and fund accounting systems as applied in various types of government agencies and educational institutions. Prerequisite: ACG 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4632 Auditing I** **4.0 Quarter Credit Hours**  
 A course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACG 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.
- ACG 4642 Auditing II** **4.0 Quarter Credit Hours**  
 A continuation of ACG 4632. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them. Prerequisite: ACG 4632. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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## COURSE OFFERINGS

### COURSE NUMBERING SYSTEM

Florida Metropolitan University uses the following course numbering system:

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

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

### COURSE DESCRIPTIONS

#### NOT ALL COURSES LISTED ARE AVAILABLE AT ALL LOCATIONS

##### **ACG 2001 Principles of Accounting I**

**4.0 Quarter Credit Hours**

This course defines financial accounting objectives and their relationship to business. The student is introduced to the fundamental principles of accounting and the accounting cycle as it applies to sole proprietorships.

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

##### **ACG 2011 Principles of Accounting II**

**4.0 Quarter Credit Hours**

This course is a continuation of ACG 2001 with application to more complex business transactions. The accounting cycle is reexamined as it applies to partnerships and corporations. Prerequisite: ACG 2001.

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

##### **ACG 2013 Principles of Accounting III**

**4.0 Quarter Credit Hours**

This course is an introduction to managerial and cost accounting. Concepts and principles are presented in a manner to emphasize accounting as it is applied to serving management needs. Prerequisite: ACG 2001.

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

##### **ACG 2221 Cost Accounting for Business**

**4.0 Quarter Credit Hours**

This course introduces the student to the accounting techniques for business entities. Topics include cost terminology, job cost procedures, budgeting, departmentalization, and relevant managerial decision making.

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

##### **ACG 2242 Financial Statement Analysis**

**4.0 Quarter Credit Hours**

This course is designed to provide students with the tools and techniques necessary for the evaluation of financial condition and operating performance of a modern business enterprise. Emphasis will be placed on the analytical approach used to interpret the end results of financial reporting, which are the financial statements. Prerequisite: ACG 2001 or ACO 1910.

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

##### **ACG 2245 Externship in Accounting**

**2.0 Quarter Credit Hours**

As part of the preparation for a career in accounting, the student is permitted to serve an externship in an accounting field acceptable to the University. Prerequisite: ACG 2013, 3.0 or higher in core requirements or recommendation of Academic Advisor. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

##### **ACG 2246 Externship in Accounting**

**4.0 Quarter Credit Hours**

As part of the preparation for a career in accounting, the student is permitted to serve an externship in an accounting field acceptable to the University. Prerequisite: ACG 2013, 3.0 or higher in core requirements or recommendation of Academic Advisor. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

##### **ACG 2451 Computerized Accounting**

**4.0 Quarter Credit Hours**

This course is designed to familiarize the student with an integrated, computerized accounting information system that can be used by small to medium sized businesses. Prerequisite: ACG 2011. - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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## ASSOCIATE IN SCIENCE

### Travel and Tourism Major

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

#### Suggested Curriculum

COLLEGE CORE REQUIREMENTS			Associate Degree Quarter Credit Hrs
ACO	1910	Office Accounting	4.0
SLS	1120	Strategies for Success	4.0
SLS	1320	Career Skills	2.0
MAN	2010	Let's Talk Business	2.0
CGS	2110	Computer Applications	4.0
MAN	1011	Introduction to Business Enterprise	4.0
MAN	2305	Introduction to Human Resources	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>24</b>
<b>MAJOR CORE REQUIREMENTS</b>			
TRV	1010	Introduction to Travel	4.0
TRV	1050	Travel Geography	4.0
TRV	2010	Reservations, Ticketing and Tariffs I	4.0
TRV	2020	Reservations, Ticketing and Tariffs II	4.0
TRV	2030	Travel Agency Management	4.0
TRV	2040	Cruise and Tour Operations	4.0
TRV	2050	Marketing, Sales, Public Relations, and Salesmanship in Travel & Tourism	4.0
TRV	2101	Ecotourism	4.0
HFT	2100	Convention Management and Service	4.0
HFT	1050	Hospitality Management	4.0
TRV	1200	Tourism and the Hospitality Industry	4.0
TRV	2999	Travel Externship	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>48</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
ENC	1104	College English I	4.0
ENC	1105	College English II	4.0
SPC	2602	Oral Communications	4.0
SLS	1080	Computer Literacy	4.0
MAC	2104	College Algebra	4.0
PSY	2014	General Psychology	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>24</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96</b>

**BACHELOR OF SCIENCE PROFESSIONAL ACCOUNTING MAJOR  
(FIFTH YEAR - SECOND BACHELOR'S DEGREE)**

**Professional Accounting Major**

**Suggested Curriculum**

This is a special post-baccalaureate (fifth-year) second major program for accounting majors that allows the graduate of the program to meet the eligibility requirements to sit for the Certified Public Accountant (CPA) Examination in the State of Florida.

**MAJOR CORE REQUIREMENT:**

**Quarter Credit Hours**

ACG	4401	Accounting Information Systems	4.0
ACG	4500	Governmental Accounting	4.0
ACG	4216	Advanced Accounting Topics	4.0
ACG	4642	Auditing II	4.0
TAX	4065	Tax Research and Planning	4.0

**TOTAL QUARTER CREDIT HOURS** **20**

**APPROVED ELECTIVE REQUIREMENT**

BUL	3112	Business Law I (required if not taken previously)	4.0
BUL	3121	Business Law II (required if not taken previously)	4.0
		Business Electives: Student may select five courses totaling 20.0 credits (seven courses totaling 28.0 credits if Business Law I and II are not required) from the following list:	
FIN	3000	Principles of Finance	4.0
FIN	3504	Investments	4.0
MAN	4742	Business Ethics	4.0
MAN	4101	Management of Human Resources	4.0
MAN	4720	Business Policy and Strategy	4.0
ACG	4941	Externship in Accounting	4.0
PAD	3003	Public Administration	4.0
MAN	3233	Principles of Supervision	4.0
ACG	3100	Intermediate Accounting I	4.0
ACG	3110	Intermediate Accounting II	4.0
ACG	3120	Intermediate Accounting III	4.0
ACG	3450	Computerized Financial Accounting	4.0
ACG	4202	Consolidation Accounting	4.0
ACG	4632	Auditing I	4.0
ACG	4931	Seminar in Accounting	4.0
TAX	4002	Federal Taxation I	4.0
TAX	4010	Federal Taxation II	4.0
TAX	4060	Computerized Tax Accounting	4.0
ACG	3341	Cost Accounting I	4.0
ACG	3350	Cost Accounting II	4.0

**TOTAL QUARTER CREDIT HOURS** **28**

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION** **48**

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## ASSOCIATE IN SCIENCE

### Office Technologies Major

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

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

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

#### Suggested Curriculum

COLLEGE CORE REQUIREMENTS			Associate Degree Quarter Credit Hrs
ACO	1910	Office Accounting	4.0
SLS	1120	Strategies for Success	4.0
SLS	1320	Career Skills	2.0
MAN	2010	Let's Talk Business	2.0
CGS	2110	Computer Applications	4.0
BUL	2100	Applied Business Law	4.0
MAN	2021	Principles of Management	4.0
FIN	1100	Introduction to Finance	4.0
MAN	2305	Introduction to Human Resources	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>
<b>MAJOR CORE REQUIREMENTS</b>			
<u>Courses Common to Both Concentrations:</u>			
OFT	1000	Typing	2.0
OFT	1110	Intermediate Typing	2.0
OFT	2120	Advanced Typing	2.0
OST	2712	Word Processing	2.0
OST	2735	Advanced Word Processing & Graphics Apps	2.0
OST	2321	Business Office Machines	2.0
OST	2355	Records Management	4.0
OST	2401	Office Practices	4.0
<u>Administrative Office Management Concentration:</u>			
OST	1401	General Office Procedures	4.0
OST	2335	Business Communications	4.0
MAN	1011	Introduction to Business Enterprise	4.0
<u>Medical Executive Assistant Concentration:</u>			
OST	2601	Machine Transcription I	2.0
OST	2614	Medical Transcription	2.0
HSC	1531	Medical Terminology	4.0
MEA	2714	Medical Insurance and Billing	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
ENC	1104	College English I	4.0
ENC	1105	College English II	4.0
SPC	2602	Oral Communications	4.0
SLS	1080	Computer Literacy	4.0
SYG	2000	Principles of Sociology	4.0
MAC	2104	College Algebra	4.0
PSY	2014	General Psychology	4.0
POS	2041	American National Government	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96</b>

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**ASSOCIATE IN SCIENCE****Medical Assisting Major**

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

**Suggested Curriculum****COLLEGE CORE REQUIREMENTS**

			Associate Degree Quarter Credit Hrs
SLS	1120	Strategies for Success	4.0
OST	2712	Word Processing	2.0
SLS	1320	Career Skills	2.0
OFT	1141	Keyboarding	2.0
CGS	2110	Computer Applications	4.0
MAN	1011	Introduction to Business Enterprise	4.0

**TOTAL QUARTER CREDIT HOURS****18****MAJOR CORE REQUIREMENTS**

APB	1100	Anatomy and Physiology I	4.0
APB	1110	Anatomy and Physiology II	4.0
HSC	1561	Medical Law & Ethics	2.0
HSC	1531	Medical Terminology	4.0
MEA	1451	Clinical Assisting I	3.0
MEA	1452	Clinical Assisting II	3.0
MEA	2453	Clinical Assisting III	3.0
MLS	2300	Laboratory Procedures	2.0
PHA	2242	Pharmacology	4.0
HSC	2941	Medical Assistant Externship (150 hours)	5.0
HSC	2946	Medical Assistant Externship Seminar	2.0
MEA	2714	Medical Insurance Billing	4.0
OST	2461	Business Management for the Med. Asst.	4.0
OST	2614	Medical Transcription	2.0
		Students will take two additional courses from the following 4.0 credit courses:	8.0
HSC	1145	Clinical Procedures	
HSC	1444	Diseases of the Human Body	
HSC	1446	Special Patient Care	
HSC	2250	Current Medical Codes I	
HSC	2350	Current Medical Codes II	
HSC	2601	Basic Principles of X-Ray Procedures	

**TOTAL QUARTER CREDIT HOURS****54****GENERAL EDUCATION CORE REQUIREMENTS**

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

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

**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**Marketing Major**

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

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

**Suggested Curriculum**

<b>COLLEGE CORE REQUIREMENTS</b>			<b>Associate Degree Quarter Credit Hrs</b>	<b>Bachelor's Degree Quarter Credit Hrs</b>
ACG	2001	Principles of Accounting I	4.0	4.0
ACG	2011	Principles of Accounting II	4.0	4.0
ACG	2013	Principles of Accounting III	4.0	4.0
SLS	1120	Strategies for Success	4.0	4.0
SLS	1320	Career Skills	2.0	2.0
MAN	2010	Let's Talk Business	2.0	2.0
CGS	2110	Computer Applications	4.0	4.0
BUL	2100	Applied Business Law	4.0	4.0
MAN	2305	Introduction to Human Resources	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>	<b>32</b>
<b>MAJOR CORE REQUIREMENTS</b>				
MAR	1011	Introduction to Marketing	4.0	4.0
MAR	2321	Advertising	4.0	4.0
MAR	2500	Customer Relations and Servicing	4.0	4.0
MAR	2456	Marketing on the Internet	4.0	4.0
MAN	1011	Introduction to Business Enterprise	4.0	4.0
MAR	2141	Introduction to International Marketing	4.0	4.0
BUL	3112	Business Law I	4.0	4.0
MAR	2935	Current Issues in Marketing	4.0	4.0
MAR	3231	Retailing	4.0	4.0
MAR	3400	Salesmanship	4.0	4.0
MAR	3503	Consumer Behavior	4.0	4.0
MAR	4630	Marketing Research	4.0	4.0
MAR	3250	Global Marketing	4.0	4.0
MAR	4804	Marketing Administration	4.0	4.0
MAR	3330	Public Relations	4.0	4.0
MAR	4333	Promotional Policies and Strategy	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>	<b>64</b>
<b>APPROVED ELECTIVE REQUIREMENT</b>				
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>0</b>	<b>40</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENC	1104	College English I	4.0	4.0
ENC	1105	College English II	4.0	4.0
SPC	2602	Oral Communications	4.0	4.0
SLS	1080	Computer Literacy	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MAC	2104	College Algebra	4.0	4.0
PSY	2014	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECO	3013	Macroeconomics	4.0	4.0
ECO	3023	Microeconomics	4.0	4.0
STA	3014	Statistics	4.0	4.0
SOP	4004	Social Psychology	4.0	4.0
CPO	4820	Global Politics	4.0	4.0
ENC	3211	Report Writing	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>	<b>56</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96</b>	<b>192</b>



## ASSOCIATE IN SCIENCE AND BACHELOR OF SCIENCE

### Management/Marketing Major

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

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

#### Suggested Curriculum

#### COLLEGE CORE REQUIREMENTS

			Associate Quarter Credit Hrs	Degree Credit Hrs	Bachelor's Quarter Credit Hrs	Degree Credit Hrs
ACG	2001	Principles of Accounting I	4.0		4.0	
ACG	2011	Principles of Accounting II	4.0		4.0	
ACG	2013	Principles of Accounting III	4.0		4.0	
SLS	1120	Strategies for Success	4.0		4.0	
SLS	1320	Career Skills	2.0		2.0	
MAN	2010	Let's Talk Business	2.0		2.0	
CGS	2110	Computer Applications	4.0		4.0	
BUL	2100	Applied Business Law	4.0		4.0	
MAR	2456	Marketing on the Internet	4.0		4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>32</b>		<b>32</b>

#### MAJOR CORE REQUIREMENTS

MAN	1011	Introduction to Business Enterprise	4.0		4.0	
MAR	1011	Introduction to Marketing	4.0		4.0	
MAR	2321	Advertising	4.0		4.0	
MAN	2021	Principles of Management	4.0		4.0	
MAN	2305	Introduction to Human Resources	4.0		4.0	
MAN	2142	Introduction to International Management	4.0		4.0	
MAR	2141	Introduction to International Marketing	4.0		4.0	
MAN	2800	Small Business Management	4.0		4.0	
MAR	3503	Consumer Behavior			4.0	
MAR	4630	Marketing Research			4.0	
MAR	3400	Salesmanship			4.0	
MAR	4333	Promotional Policies and Strategy			4.0	
MAN	4101	Management of Human Resources			4.0	
MAN	4401	Labor Relations and Collective Bargaining			4.0	
MAN	4650	Management of International Business			4.0	
MAN	4720	Business Policy and Strategy			4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>32</b>		<b>64</b>

#### APPROVED ELECTIVE REQUIREMENT

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

<b>TOTAL QUARTER CREDIT HOURS</b>		<b>0</b>	<b>40</b>
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#### GENERAL EDUCATION CORE REQUIREMENTS

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

<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96</b>	<b>192</b>
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## BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

### Management Major

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

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

#### Suggested Curriculum

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

## BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

### Legal Assistant/Paralegal Major

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

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

#### Suggested Curriculum

#### COLLEGE CORE REQUIREMENTS

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
SLS	1120	Strategies for Success	4.0	4.0
SLS	1320	Career Skills	2.0	2.0
MAN	2010	Let's Talk Business	2.0	2.0
CGS	2110	Computer Applications	4.0	4.0
OFT	1141	Keyboarding	2.0	2.0
OFT	1143	Intermediate Keyboarding	2.0	2.0
BUL	3112	Business Law I	4.0	4.0
BUL	3121	Business Law II	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>16</b>	<b>24</b>

#### MAJOR CORE REQUIREMENTS

PLA	1003	Introduction to Legal Assisting	4.0	4.0
PLA	1023	Legal Ethics and Social Responsibility	4.0	4.0
PLA	1105	Legal Research I	4.0	4.0
PLA	2115	Legal Research II	4.0	4.0
PLA	2156	Legal Document Writing I	4.0	4.0
PLA	2223	Civil Litigation	4.0	4.0
PLA	2303	Criminal Procedure	4.0	4.0
PLA	2273	Torts	4.0	4.0
PLA	2434	Business Organizations	4.0	4.0
PLA	2504	Real Estate	4.0	4.0
PLA	2803	Family Law	4.0	4.0
PLA	2603	Probate Procedure	4.0	4.0
PLA	3158	Legal Research III	4.0	4.0
PLA	4100	Bankruptcy	4.0	4.0
PLA	4263	Rules of Evidence	4.0	4.0
PLA	4483	Administrative Law	4.0	4.0
PLA	3157	Legal Document Writing II	4.0	4.0
PLA	4423	Contract Law	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>48</b>	<b>72</b>

#### APPROVED ELECTIVE REQUIREMENT

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

<b>TOTAL QUARTER CREDIT HOURS</b>	<b>0</b>	<b>40</b>
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#### GENERAL EDUCATION CORE REQUIREMENTS

ENC	1104	College English I	4.0	4.0
ENC	1105	College English II	4.0	4.0
SPC	2602	Oral Communications	4.0	4.0
SLS	1080	Computer Literacy	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MAC	2104	College Algebra	4.0	4.0
PSY	2014	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECO	3013	Macroeconomics	4.0	4.0
ECO	3023	Microeconomics	4.0	4.0
STA	3014	Statistics	4.0	4.0
SOP	4004	Social Psychology	4.0	4.0
EVS	3060	Environmental Issues	4.0	4.0
ENC	3211	Report Writing	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>	<b>56</b>

<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>96</b>	<b>192</b>
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## BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

### International Business Major

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

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

#### Suggested Curriculum

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

## BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

### Hospitality Management Major

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

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

#### Suggested Curriculum

#### COLLEGE CORE REQUIREMENTS

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACG	2001	Principles of Accounting I	4.0	4.0
ACG	2011	Principles of Accounting II	4.0	4.0
ACG	2013	Principles of Accounting III	4.0	4.0
SLS	1120	Strategies for Success	4.0	4.0
SLS	1320	Career Skills	2.0	2.0
MAN	2010	Let's Talk Business	2.0	2.0
CGS	2110	Computer Applications	4.0	4.0
BUL	2100	Applied Business Law	4.0	4.0
MAN	1011	Introduction to Business Enterprise	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>	<b>32</b>

#### MAJOR CORE REQUIREMENTS

HFT	2998	Current Issues in Hospitality	4.0	4.0
HFT	1001	Front Office Procedures	4.0	4.0
HFT	1050	Hospitality Management	4.0	4.0
HFT	2100	Convention Management and Service	4.0	4.0
MAR	1011	Introduction to Marketing	4.0	4.0
HFT	1250	Resort Management	4.0	4.0
HFT	2460	Hospitality Purchasing Management	4.0	4.0
HFT	2931	Hospitality Industry Externship	4.0	4.0
APA	3320	Accounting and Control for Hospitality	4.0	4.0
HFT	3263	Restaurant Management	4.0	4.0
HFT	3500	Hospitality Marketing	4.0	4.0
HFT	3603	Laws Related to the Hospitality Industry	4.0	4.0
HFT	3614	Food and Beverage Management	4.0	4.0
FIN	3000	Principles of Finance	4.0	4.0
MAN	4101	Management of Human Resources	4.0	4.0
HFT	4935	Feasibility Study in the Hospitality Industry	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>	<b>64</b>

#### APPROVED ELECTIVE REQUIREMENTS

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

<b>TOTAL QUARTER CREDIT HOURS</b>			<b>0</b>	<b>40</b>
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#### GENERAL EDUCATION CORE REQUIREMENTS

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

<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96</b>	<b>192</b>
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**ASSOCIATE IN SCIENCE**

**Film and Video Major**

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

Suggested Curriculum

<b>COLLEGE CORE REQUIREMENTS</b>			Associate Degree Quarter Credit Hrs
SLS	1120	Strategies for Success	4.0
SLS	1320	Career Skills	2.0
MAN	2010	Let's Talk Business	2.0
CGS	2110	Computer Applications	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>12</b>

**MAJOR CORE REQUIREMENTS**

Common courses to both Orlando College North and Orlando College Melbourne:			
RTV	1150	Electronic Field Production	4.0
FIL	1020	History of Motion Pictures	4.0
FIL	2205	Computer Graphics I	4.0
FIL	1270	Film Production I	4.0
FIL	2274	Post Production I	4.0
FIL	1010	Film Criticism I	2.0
FIL	1030	Film Criticism II	2.0
RTV	2774	Advanced Video Techniques	4.0
FIL	2276	Post Production II	4.0
FIL	1651	Film Production II	4.0
FIL	2100	Script Development I	4.0
FIL	1800	Business Management for Film and Video	4.0
In addition to common courses, Orlando College Melbourne students will take the following:			
FIL	1350	Special Effects and Makeup I	4.0
FIL	2999	Externship	4.0
In addition to common courses, Orlando College North students will take the following:			
FIL	2208	Directing and Acting	4.0
RTV	1350	Production Techniques	4.0
All students will take two additional courses from the following 4.0 credit courses:			8.0
FIL	2208	Directing and Acting	
FIL	2300	Documentary Production	
FIL	2310	Computer Graphics II	
FIL	2420	Script Development II	
RTV	2201	Sound (Orlando North only)	
FIL	2025	Multimedia and Desktop (Orlando North only)	
FIL	2999	Externship (option for Orlando North only)	
FIL	2278	Film/Video Production Workshop	
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>60</b>

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1104	College English I	4.0
ENC	1105	College English II	4.0
SPC	2602	Oral Communications	4.0
SLS	1080	Computer Literacy	4.0
MAC	2104	College Algebra	4.0
PSY	2014	General Psychology	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>24</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96</b>

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Criminal Justice Major (continued)

GENERAL EDUCATION CORE REQUIREMENTS

ENC	1104	College English I	4.0	4.0
ENC	1105	College English II	4.0	4.0
SPC	2602	Oral Communications	4.0	4.0
SLS	1080	Computer Literacy	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MAC	2104	College Algebra	4.0	4.0
PSY	2014	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECO	3013	Macroeconomics		4.0
ECO	3023	Microeconomics		4.0
STA	3014	Statistics		4.0
SOP	4004	Social Psychology		4.0
CPO	4820	Global Politics		4.0
ENC	3211	Report Writing		4.0
TOTAL QUARTER CREDIT HOURS			32	56
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96	192

## BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

### Criminal Justice Major

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

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

#### Suggested Curriculum

##### COLLEGE CORE REQUIREMENTS

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

##### MAJOR CORE REQUIREMENTS

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

##### APPROVED ELECTIVE REQUIREMENTS

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

<b>TOTAL QUARTER CREDIT HOURS</b>	<b>0</b>	<b>40</b>
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## ASSOCIATE IN SCIENCE

### Court Reporting Major

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

#### Suggested Curriculum

##### COLLEGE CORE REQUIREMENTS

			Associate Degree Quarter Credit Hrs
SLS	1120	Strategies for Success	4.0
SLS	1320	Career Skills	2.0
MAN	2010	Let's Talk Business	2.0

##### TOTAL QUARTER CREDIT HOURS

8.0

##### MAJOR CORE REQUIREMENTS

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

##### TOTAL QUARTER CREDIT HOURS

94

##### GENERAL EDUCATION CORE REQUIREMENTS

ENG	1132	English Usage	4.0
SPC	2602	Oral Communications	4.0
SLS	1080	Computer Literacy	4.0
AMH	2998	Current Issues	4.0
MAC	2104	College Algebra	4.0
PSY	2014	General Psychology	4.0

##### TOTAL QUARTER CREDIT HOURS

24

##### TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

126

#### REQUIREMENTS FOR GRADUATION:

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

## BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

### Computer Information Science Major

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

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

#### Suggested Curriculum

COLLEGE CORE REQUIREMENTS			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACG	2001	Principles of Accounting I	4.0	4.0
ACG	2011	Principles of Accounting II	4.0	4.0
ACG	2013	Principles of Accounting III	4.0	4.0
SLS	1120	Strategies for Success	4.0	4.0
SLS	1320	Career Skills	2.0	2.0
MAN	2010	Let's Talk Business	2.0	2.0
CGS	2110	Computer Applications	4.0	4.0
BUL	2100	Applied Business Law	4.0	4.0
MAN	2305	Introduction to Human Resources	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>	<b>32</b>
MAJOR CORE REQUIREMENTS				
CGS	1561	Microcomputer Operating Systems	4.0	4.0
COP	2000	Programming Logic	4.0	4.0
COP	2001	Introduction to Programming	4.0	4.0
COP	2121	Computer Programming: COBOL	4.0	4.0
COP	2172	Computer Programming - Visual Basic	4.0	4.0
CIS	2321	System Analysis Methods	4.0	4.0
COP	2221	Computer Programming - "C"	4.0	4.0
COP	2721	Basic Data Communications	4.0	4.0
COP	4225	Computer Programming - C++	4.0	4.0
CIS	4326	Structured Systems Design	4.0	4.0
COP	3222	Computer Programming - Visual C++	4.0	4.0
COP	4720	Data Base Program Development	4.0	4.0
CIS	3820	Internet for Business	4.0	4.0
CIS	3600	Computer Architecture and System Software	4.0	4.0
COP	4223	Computer Programming: Advanced "C"	4.0	4.0
COP	3170	Computer Programming: Advanced Visual Basic	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>	<b>64</b>
APPROVED ELECTIVE REQUIREMENT				
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>0</b>	<b>40</b>
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1104	College English I	4.0	4.0
ENC	1105	College English II	4.0	4.0
SPC	2602	Oral Communications	4.0	4.0
SLS	1080	Computer Literacy	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MAC	2104	College Algebra	4.0	4.0
PSY	2014	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECO	3013	Macroeconomics	4.0	4.0
ECO	3023	Microeconomics	4.0	4.0
STA	3014	Statistics	4.0	4.0
SOP	4004	Social Psychology	4.0	4.0
CPO	4820	Global Politics	4.0	4.0
ENC	3211	Report Writing	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>	<b>56</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96</b>	<b>192</b>

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ASSOCIATE IN SCIENCE

**Computer Applications/Data Entry Major**

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

Suggested Curriculum

**COLLEGE CORE REQUIREMENTS**

			Associate Degree Quarter Credit Hrs
ACG	2001	Principles of Accounting I	4.0
SLS	1120	Strategies for Success	4.0
SLS	1320	Career Skills	2.0
MAN	2010	Let's Talk Business	2.0
CGS	2110	Computer Applications	4.0
MAN	1011	Introduction to Business Enterprise	4.0
MAN	2305	Introduction to Human Resources	4.0

**TOTAL QUARTER CREDIT HOURS** 24

**MAJOR CORE REQUIREMENTS**

OST	2712	Word Processing	2.0
CGS	2071	Spreadsheets	4.0
CGS	1539	Data Base	4.0
OFT	1141	Keyboarding	2.0
OFT	1143	Intermediate Keyboarding	2.0
OFT	1144	Advanced Keyboarding	2.0
OFT	1146	Expert Keyboarding	2.0
OST	2735	Advanced Word Processing	2.0
CGS	2542	Advanced Database	4.0
CGS	2511	Advanced Spreadsheets	4.0
CGS	2549	Office Automation	4.0
CGS	1561	Microcomputer Operating Systems	4.0
COP	2721	Basic Data Communications	4.0

**TOTAL QUARTER CREDIT HOURS** 40

**GENERAL EDUCATION CORE REQUIREMENTS**

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

**TOTAL QUARTER CREDIT HOURS** 32

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

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**ASSOCIATE IN SCIENCE****Commercial Art Major**

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

## Suggested Curriculum

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

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

**TOTAL QUARTER CREDIT HOURS**

20

**MAJOR CORE REQUIREMENTS**Courses Common to Tampa & Orlando College:

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

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

ART	2000	Anatomy and Figure Drawing	14.0
ART	2301	Advanced Media Techniques (Orlando only)	
GRA	2525	Copywriting (Tampa only)	
GRA	2891	Advanced Digital Applications	
GRA	2999	Commercial Art Externship	
GRA	1582	Digital Applications for Desktop Publishing	
GRA	2321	Digital Applications for Graphic Illustration	
GRA	2791	Digital Image Manipulation	

**TOTAL QUARTER CREDIT HOURS**

52

**GENERAL EDUCATION CORE REQUIREMENTS**

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

**TOTAL QUARTER CREDIT HOURS**

24

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

96

## ASSOCIATE IN BUSINESS AND BACHELOR OF BUSINESS ADMINISTRATION

### Business and Business Administration Major

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

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

#### Suggested Curriculum

##### COLLEGE CORE REQUIREMENTS

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACG	2001	Principles of Accounting I	4.0	4.0
ACG	2011	Principles of Accounting II	4.0	4.0
ACG	2013	Principles of Accounting III	4.0	4.0
SLS	1120	Strategies for Success	4.0	4.0
SLS	1320	Career Skills	2.0	2.0
MAN	2010	Let's Talk Business	2.0	2.0
CGS	2110	Computer Applications	4.0	4.0
BUL	2100	Applied Business Law	4.0	4.0
MAR	2456	Marketing on the Internet	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>	<b>32</b>

##### MAJOR CORE REQUIREMENTS

MAN	1011	Introduction to Business Enterprise	4.0	4.0
MAR	1011	Introduction to Marketing	4.0	4.0
FIN	1100	Introduction to Finance	4.0	4.0
MAN	2021	Principles of Management	4.0	4.0
MAN	2305	Introduction to Human Resources	4.0	4.0
MAR	2321	Advertising	4.0	4.0
MAR	2500	Customer Relations and Servicing	4.0	4.0
MAN	2800	Small Business Management	4.0	4.0
FIN	3000	Principles of Finance	4.0	4.0
MAN	3101	Human Relations in Management	4.0	4.0
MAN	3233	Principles of Supervision	4.0	4.0
MAR	3330	Public Relations	4.0	4.0
BUL	3112	Business Law I	4.0	4.0
BUL	3121	Business Law II	4.0	4.0
MAN	4650	Management of International Business	4.0	4.0
MAN	4720	Business Policy and Strategy	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32</b>	<b>64</b>

##### APPROVED ELECTIVE REQUIREMENT

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

<b>TOTAL QUARTER CREDIT HOURS</b>	<b>0</b>	<b>40</b>
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##### GENERAL EDUCATION CORE REQUIREMENTS

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

<b>TOTAL QUARTER CREDIT HOURS</b>	<b>32</b>	<b>56</b>
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<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>96</b>	<b>192</b>
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# UNDERGRADUATE PROGRAMS

## BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

### Accounting Major

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

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

#### Suggested Curriculum

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

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MASTER OF SCIENCE IN CRIMINAL JUSTICE (continued)

**CONCENTRATION REQUIREMENT:**

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

Law Enforcement:

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

Corrections:

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

Juvenile Justice:

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

Drug Abuse Counseling:

CCJ	5615	Substance Use and Abuse I	4.0
CCJ	5617	Substance Use and Abuse II	4.0

**TOTAL QUARTER CREDIT HOURS**

**8**

**THESIS, RESEARCH PRACTICUM OR EXTERNSHIP REQUIREMENT**

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

CCJ	5994	Externship <b>or</b>	6.0
CCJ	5995	Research Practicum <b>or</b>	6.0
CCJ	5996	Thesis	6.0

**TOTAL QUARTER CREDIT HOURS**

**6**

**FOUNDATION COMPONENT REQUIREMENT**

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

RES	5310	Writing for Research at the Graduate Level	2.0
STA	5023	Graduate Statistics Orientation	2.0

**TOTAL QUARTER CREDIT HOURS**

**4**

**TOTAL QUARTER CREDIT HOURS REQUIRED**

**54-58**

## MASTER OF SCIENCE IN CRIMINAL JUSTICE

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

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

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

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

\* Optional at evaluation and discretion of MSCJ Program Director

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

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



## MASTER OF PUBLIC ADMINISTRATION (MPA)

The Master of Public Administration was designed to enhance the individual's effectiveness in the public sector, in the areas of Governmental Accounting, Public Law and Management. To qualify for the Master of Public Administration Degree students are required to accomplish the following:

- I. Complete a minimum of fifty-six (56) quarter credit hours with an average grade of "B" (Grade Point Average of 3.0) or higher for all work taken at the University. All course work must be in the 5000 series or higher. The final thirty (30) hours must be completed at the University.
- II. Meet the specified graduation requirements, including the following area hour requirements:

	Quarter Credit Hours
College of Graduate Studies Core Requirement	24
Major Core Requirement	24
Research Practicum (Thesis)	6
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b>	<b>54</b>

- III. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credits are recorded; settle all financial obligations to the University.
- IV. All requirements for the MPA program, including course work and completion of the Thesis must be completed within five (5) calendar years from the initial term of enrollment.

<b>GRADUATE CORE REQUIREMENT FOR MPA:</b>	Quarter Credit Hours
ISM 5021 Management Information Systems	4.0
ECP 5704 Managerial Economics	4.0
MAN 5245 Organizational Behavior	4.0
MAN 6305 Management of Human Resources	4.0
QMB 5413 Quantitative Methods	4.0
MAN 5910 Business Research	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>	<b>24</b>

<b>MAJOR CORE REQUIREMENTS:</b>	Quarter Credit Hours
ACG 6515 Governmental Accounting	4.0
PAD 5060 Public Administration - Theory and Practice	4.0
PAD 5604 Public Law and Regulation	4.0
PAD 5931 Public Policy and Strategy	4.0
PAD 5410 Labor Relations in the Public Sector	4.0
Elective	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>	<b>24</b>

<b>RESEARCH PRACTICUM REQUIREMENT</b>	Quarter Credit Hours
PAD 5900 Graduate Research Practicum	6.0
<b>TOTAL QUARTER CREDIT HOURS</b>	<b>6</b>
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b>	<b>54</b>

## EXECUTIVE MBA PROGRAM

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

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

### ADDITIONAL ADMISSIONS REQUIREMENTS

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

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

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

### TRANSFER CREDIT

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

### COURSE SEQUENCE AND STRUCTURE

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

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### International Business

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

			Quarter Credit Hours
MAN	5602	International Business	4.0
ECO	5709	International Economic Systems	4.0
FIN	5605	International Finance	4.0
MAR	5158	International Marketing	4.0
CPO	5054	Global Politics	4.0

### Marketing Analysis

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

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

### Human Resources Management

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

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

### Information Systems

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

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

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

**GRADUATE CORE REQUIREMENT (To be taken by all majors)**

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

**MAJOR CORE REQUIREMENTS FOR MBA**

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

**CONCENTRATIONS**

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

**Accounting**

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

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

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

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## GRADUATE CURRICULAR OFFERINGS

### GRADUATE STUDIES MISSION

The graduate programs continue to expand the basic mission of the University, that is, acquisition of knowledge and the ever-continuing attainment and refinement of useful skills so necessary in the changing and constantly evolving world of business, and the evolution of the student as a valuable and contributing member of society. The graduate programs further manifest this mission by emphasizing greater initiative, independence, critical thinking, and responsibility on the part of the students such that they may possess the heightened self-discipline, skill, and reasoning necessary to become valued leaders of the community.

### MASTER OF BUSINESS ADMINISTRATION

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

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

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

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

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

- III. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credits are recorded; settle all financial obligations to the University.
- IV. Completion of Comprehensive Examination or Thesis:

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

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

**ACADEMIC PROGRAM LOCATIONS (CONTINUED)**

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

## ACADEMIC PROGRAM LOCATIONS

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

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

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

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

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

#### **Standards Of Satisfactory Academic Progress For Graduate Students Receiving VA Benefits**

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

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

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

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

#### **TRANSFER OF CREDIT**

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

#### **ACADEMIC LOAD - GRADUATE STUDENT**

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

#### **REFUND POLICY**

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



## 1. Regular Students

A degree-seeking applicant certifies his or her intention of applying for admission to a degree program at the time of making his or her initial application or upon acceptance. To qualify upon admission as a Regular Student seeking a graduate degree, the applicant must have achieved a cumulative grade point average of not less than 3.00 for all undergraduate upper level division work; or must score not less than 470 on the Graduate Management Admission Test (GMAT); or achieve a comparable score on the Graduate Record Examination (GRE) in order to become a candidate for a master's degree.

## 2. Provisional Students

Any student wishing to become a candidate for a master's degree who does not meet the requirements to be classified as a Regular Student may enroll and matriculate as a Provisional Student by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has either earned a score of not less than 470 on the GMAT or a comparable score on the GRE or has satisfactorily completed 16 credits of graduate course work at the University with a grade point average that meets the minimum standards of progress for the graduate program. Students admitted on a provisional basis will be admitted as Regular Student status only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

### PREREQUISITE REQUIREMENTS

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

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

### STANDARDS OF PROGRESS FOR GRADUATE PROGRAMS

A student pursuing a master's degree must maintain a minimum cumulative grade point average of 3.0. Graduate students who fail to meet the minimum grade point requirement will be placed on Academic Probation for the subsequent quarter of enrollment. If otherwise eligible, a student may receive financial assistance during the Academic Probation grading period. Failure to raise the grade point average above the minimum specified within the subsequent quarter will result in Academic Dismissal. Regardless of the grade point average minimum, two or more grades of "F" will also result in the Academic Dismissal of the student.

A student will be permitted to attempt 16 quarter hours of graduate work before the application of the standards outlined below.

#### GRADUATE DEGREES - QUARTER CREDITS

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
0 - 15	3.00	N/A	66%	N/A
16 - 27	3.00	2.75	66%	50%
28 - 39	3.00	2.90	66%	60%
40 - 81	3.00	3.00	66%	65%

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

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

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## GRADUATE PROGRAM ACADEMIC INFORMATION

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

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

### DEGREES OFFERED

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

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

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

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

### GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

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

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

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

Categories of Enrollment:

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

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## TWO MAJORS

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

## TWO DEGREES

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

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

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

## **BACCALAUREATE DEGREES**

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

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

## **ASSOCIATE DEGREES**

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

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

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

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## Cooperative Education Plan

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

## Cooperative Education Credit

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

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

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

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

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

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

## TRANSCRIPTS

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

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

## UNDERGRADUATE DEGREE PROGRAMS

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

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

### **Satisfactory Progress And Financial Aid**

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

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

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

### **Satisfactory Progress Requirements**

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

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

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

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

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

## **COOPERATIVE EDUCATION PROGRAM**

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

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

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

### **Appeals Procedures**

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

### **Application Of Grades And Credits**

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

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

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

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

### **Continuation As A Non-Regular Student**

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

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

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

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

192 QUARTER CREDIT PROGRAM

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

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

**Graduation**

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

**Academic Probation**

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

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

**Academic Suspension**

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

**Readmittance Following Suspension**

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

**Academic Dismissal**

Students who have been readmitted following ACADEMIC SUSPENSION who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an ACADEMIC

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

### Maximum Time In Which To Complete

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

### Satisfactory Academic Progress Tables

#### 48 QUARTER CREDIT PROGRAM

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

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

#### 96 QUARTER CREDIT PROGRAM

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

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

#### 126 QUARTER CREDIT PROGRAM

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

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



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

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

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

### **WITHDRAWAL PROCEDURES**

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

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

#### **Readmission Of Withdrawn Students**

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

### **ACADEMIC DEFICIENCIES**

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

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS**

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

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

#### **Cumulative Grade Point Average (CGPA) Requirements**

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

#### **Rate Of Progress Toward Completion Requirements**

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage

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## ATTENDANCE POLICY

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

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

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

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

## PRESIDENT'S HONOR ROLL AND DEAN'S LIST

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

## UNDERGRADUATE ACADEMIC INFORMATION

### ACADEMIC LOAD

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

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

### REPEATING COURSES

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

### LEAVE OF ABSENCE

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

### ACADEMIC HONESTY

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

The following grading system is used:

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

### GPA and CGPA Calculations

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

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

### Grade Appeals

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

**STATE REFUND POLICY (For All Students)**

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

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

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

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

**REFUNDS UNDER EXCEPTIONAL CIRCUMSTANCES**

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

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

**ACADEMIC INFORMATION**

**CANCELLATION OF CLASSES**

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

**DEFINITION OF CREDIT**

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

**GRADING SYSTEM AND PROGRESS REPORTS**

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

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## DEFINITIONS

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

## CANCELLATIONS

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

## REFUND POLICIES

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

## REFUNDS

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

## FEDERAL PRO RATA CALCULATION (For All First Time Students)

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

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

### REFUND DISTRIBUTION POLICY

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

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

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

### REPAYMENT DISTRIBUTION

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

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

### VETERAN'S ASSISTANCE PROGRAMS

#### Veteran Education and Employment Assistance Act of 1976 as Amended

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

#### War Orphan Educational Assistance

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

#### Vocational Rehabilitation for Veterans

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

### REFUNDS

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

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

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

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

### **Federal PLUS Loans**

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

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

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

For deferment information, contact the Student Finance Office.

### **Institutional Loan Program**

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

## **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

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

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

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## Subsidized Federal Stafford Loans

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

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

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

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

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

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

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

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

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

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

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

For additional deferment information contact the Student Finance Office.

## Unsubsidized Federal Stafford Loans

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



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## Florida Bright Futures Scholarship Program

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

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

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

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

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

## Florida Student Assistance Grant (FSAG)

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

## Federal Family Educational Loan Program (FFELP)

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

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

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

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

## **FINANCIAL AID PROGRAMS**

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

### **Selection Of Eligible Applicants**

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

#### **Federal Pell Grant**

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

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

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

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

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

#### **Federal Work-Study Program (FWS)**

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

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

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

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The borrower has a responsibility to:

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

### **POLICIES AND PROCEDURES FOR VERIFICATION**

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within twenty-eight (28) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the University. The student may re-enter the University only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The institution will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the University will take if the student does not submit the requested documentation within the time period specified.
8. Students will be informed of their responsibilities regarding the verification of application information, including the institution's deadline for completion of any actions required.
9. Students will be notified if the results of verification change the student's scheduled award.
10. The institution will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

### **FINANCIAL AID TRANSCRIPTS**

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

### **TUITION CHARGES**

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

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

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

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

### **Need And Cost Of Attendance**

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

## **SATISFACTORY ACADEMIC PROGRESS**

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

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

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

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

## **BORROWER RIGHTS AND BORROWER RESPONSIBILITIES**

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

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

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

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

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

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

### **FINANCIAL ASSISTANCE INFORMATION**

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

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

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

### **CONSUMER INFORMATION**

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

To be eligible for financial aid, a student must:

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

### **APPLICATION**

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

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

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### In-House Credit By Examination

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

### Experiential Learning Evaluation

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

### Directed Study

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

## **AUDITING COURSES**

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

## **TEXTBOOKS**

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

## **FINANCIAL INFORMATION**

### **STATEMENT OF FINANCIAL OBLIGATION**

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

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## EARLY ADMISSION REQUIREMENTS FOR HIGH SCHOOL GRADUATES

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.

## INTERNATIONAL STUDENTS

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

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

## ORIENTATION

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

## RESIDENCY REQUIREMENT

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

### Transfer Students

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

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

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

### Standardized Testing

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

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

### **CHILDREN ON CAMPUS**

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

### **STUDENT ADVISING**

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

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

### **ADMISSIONS**

#### **GENERAL ADMISSIONS REQUIREMENTS - UNDERGRADUATE PROGRAMS**

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

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

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

#### **APPLICATION PROCEDURE FOR UNDERGRADUATE STUDENTS**

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

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

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



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2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. - Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
  3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. - One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

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

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

### **SEXUAL HARASSMENT POLICY**

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

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

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

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

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

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

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

## WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

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

## STUDENT CLASSIFICATIONS

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

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

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

## FLORIDA METROPOLITAN UNIVERSITY ANNUAL SCHOLARSHIPS

Each University campus annually awards honor scholarships at the end of each Fall term. These Honor Scholarships consist of a \$750 and a \$500 tuition credit for two Sophomores, two Juniors, and two Seniors (annual scholarship awards total \$1250 per category). To be eligible for one of the scholarships, the student must:

1. Be a full-time student (minimum 36.0 credit hours per academic year),
2. Have earned a cumulative grade point average of 3.95 or better at the end of the Fall term,
3. Have completed an application for scholarship,
4. Have demonstrated a satisfactory attendance record,
5. Have been in attendance at the awarding campus for a minimum of two successive terms,
6. Provide two letters of recommendation from faculty (one of the letters must be from a faculty member within the program of study), and
7. Write an essay of 100 words minimum on why the applicant is deserving of the scholarship.

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

### Sophomore Honor Scholarship (Must have completed 48 credit hours)

1. A tuition credit of \$750 is awarded the highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.
2. A tuition credit of \$500 is awarded the second highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.

### Junior Honor Scholarship (Must have completed 96 credit hours)

1. A tuition credit of \$750 is awarded the highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.
2. A tuition credit of \$500 is awarded the second highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.

### Senior Honor Scholarship (Must have completed 144 credit hours)

1. A tuition credit of \$750 is awarded the highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.
2. A tuition credit of \$500 is awarded the second highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.

### UPPER DIVISION SCHOLARSHIPS (Awarded only at Tampa College, Lakeland)

In order to encourage the pursuit and completion of a baccalaureate program in business, the College has created a special Upper Division Scholarship for students who have completed two years of education which culminated in the awarding of an associate degree.

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

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

## GRIEVANCE POLICY

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

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

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

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

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

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

### PAYMENT POLICY

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

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

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

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

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

### FEES AND TUITION

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

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

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

#### Fees and Penalties

- |                             |      |  |
|-----------------------------|------|--|
| • Application fee.          | \$25 | Required of all applicants for admission to the University and is non-refundable.  |
| • Reentry fee.              | \$25 | Nonrefundable fee required of all applicants for re-enrollment after withdrawal has occurred.                                  |
| • Late Registration fee.    | \$10 | Required of any student who registers after announced registration period.   |
| • Schedule changes.         | \$5  | During drop/add week, students are allowed one course schedule change; additional schedule changes may be charged at \$5 each. |
| • Program change.           | \$25 | Required for changing from one program to another.   |
| • Transcript fee.           | \$3  | Waived for transcripts requested by other Florida Metropolitan University campuses.  |
| • ID card, where applicable | \$3  |  |
| • Replacement of ID card.   | \$3  |  |

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

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

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

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

## **GRADUATION**

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

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

### **Graduation With Honors**

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

### **Transfer To Other Colleges**

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

## **DRESS**

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

## **TELEPHONES**

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

## **STATEMENT OF FINANCIAL OBLIGATION**

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

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

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

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

The University reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

#### **Alcohol And Substance Abuse Statement**

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

Possession of these substances on campus is cause for dismissal.

#### **LIBRARY**

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

#### **HEALTH AND IMMUNIZATION POLICY**

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

It is required that all international students enrolled at the University obtain and provide evidence of measles, mumps, and rubella (MMR) vaccinations by completion of their first academic term of attendance at the University. In addition, an international student must show proof, before completion of the first term of attendance, of a negative tuberculosis test or negative chest x-ray if the student has had a positive tuberculosis test in the past. Although not a requirement, all international students are encouraged to obtain a tetanus vaccination as well.

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

#### **PLACEMENT ASSISTANCE**

The University maintains an active placement service to assist graduates in locating entry-level educationally related career opportunities. The Career Planning and Placement Office works directly with business, industry, and advisory board members to assist in each student's access to the marketplace and, as a by-product of this endeavor, assists employers in meeting their employment needs. This is accomplished not only by presentation of

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

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

### **PHYSICAL FACILITIES**

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

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

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

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

#### **Housing**

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

### **STATEMENT OF NON-DISCRIMINATION**

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

### **FAMILIARITY WITH UNIVERSITY REGULATIONS**

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

### **RESERVATIONS AS TO PROGRAMS AND CHARGES**

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

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

### **STUDENT CONDUCT**

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



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

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

### **The University Spans The State**

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

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

### **ACCREDITATION**

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

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

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

### **LICENSURE, APPROVALS, AND MEMBERSHIPS**

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

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

Undergraduate and graduate programs are approved by the Bureau of Immigration and Naturalization and by the Florida State Approving Agency for Veterans Training. Specific program approvals at individual campuses

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## GENERAL INFORMATION

### STATEMENT OF PURPOSE

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

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

### HISTORY

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

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

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

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

### UNIVERSITY MISSION

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

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

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

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# FLORIDA METROPOLITAN UNIVERSITY

## CAMPUS LOCATIONS

### FORT LAUDERDALE COLLEGE

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

### ORLANDO COLLEGE, MELBOURNE

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

### ORLANDO COLLEGE, NORTH

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

### ORLANDO COLLEGE, SOUTH

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

### TAMPA COLLEGE

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

### TAMPA COLLEGE, BRANDON

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

### TAMPA COLLEGE, LAKELAND

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

### TAMPA COLLEGE, PINELLAS

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

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



**FLORIDA  
METROPOLITAN  
UNIVERSITY**

**1997-98 CATALOG  
TAMPA COLLEGE**

FMU0398

3319 W. Hillsborough Avenue  
Tampa, Florida 33614  
(813) 879-6000

