

Tampa College

Established in 1890



1993-1995 Catalog

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Special Note

This catalog pertains to the Hillsborough County Campuses only. For catalog information pertaining to the Pinellas or Lakeland Campuses, please contact those campuses directly.

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

Tuition and Fee Schedules; Faculty and Staff Listings are separate supplements to the Tampa College catalog.

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Fee Schedule and Faculty/Staff Listing are Separate Supplements to the Catalog

Tradition, the pursuit of knowledge, academic excellence, and community service are the cornerstones upon which each generation of educators have expanded the philosophy of Tampa College. As "Florida's Oldest Business College" continues to build upon its long history of success, we will maintain our commitment to higher education, by helping our students strive for success to meet the challenges of tomorrow's career demands.

General Information

STATEMENT OF MISSION

Tampa College believes that each individual student, regardless of sex, race, color, religion, ability, 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. It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge and the attainment of useful skills.

The College believes that the educational programs must promote excellence based upon the optimum fulfillment of each individual's 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 live healthfully, to achieve self-discipline and economic efficiency, to understand the obligations of democratic living and learn to live in harmony with nature and with others. The programs offered by the College manifest this philosophy. Change is always present. Faculty and administration work closely with the individual student.

In the accomplishment of its mission, the College strives for constant improvement in the educational program; helping each student develop into a well-adjusted, useful, intelligent, contributing citizen; maintaining constant involvement with all segments of the community; and providing efficient and effective management and utilization of human and financial resources. The ongoing success of our educational process, evidenced by our many graduates who are now employed in their chosen fields, assures the continued success and realization of our objectives and philosophy.

HISTORY

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

ACCREDITATION

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

MEMBERSHIPS, APPROVALS, AND AFFILIATIONS

Affiliations

American Registry of Medical Assistants
American Association of Medical Transcriptionists

Approvals

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

Memberships

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

Memberships continued

Southern Association of Student Financial Aid Administrators
National Association of Student Financial Aid Administrators
National Association for Foreign Student Advisors
Clearwater Chamber of Commerce
Brandon Chamber of Commerce
City of Tampa Private Industry Council
Lakeland Chamber of Commerce
Florida Association of Collegiate Registrars & Admissions Officers
Southern Association of Collegiate Registrars and Admissions Officers
Southeastern Association of Private Colleges and Schools
Florida Association of Accredited Private Schools
Lakeland Better Business Council
Career College Association
The Council for Adult and Experiential Learning

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

THE TAMPA BAY AREA

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

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

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

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

Culturally, the Tampa Bay area affords a varied blend of attractions, including the Performing Arts Center, the Florida Gulf Coast Symphony, Tampa Community Theater, the Museum of Science and Industry, the Dali Museum, Polk Museum of Art, and many others. The Florida State Fair is conducted each February at the Florida State Fairgrounds. The Bayfront Auditorium in St. Petersburg, Ruth Eckerd Hall in Clearwater, the Tampa Bay Convention Center, and the Lakeland Civic Center each offer the finest of concerts, plays, art shows, and ballet presentations.

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

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

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

PHYSICAL PLANT AND FACILITIES

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

The College provides campuses on Hillsborough Avenue near North Dale Mabry in Tampa, on Dr. Martin Luther King Boulevard, near 301 and the Florida State Fairgrounds in East Tampa, on U.S. Highway 19 South between Ulmerton Road and East Bay Drive in Clearwater, and on U.S. Highway 98 South in Lakeland.

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

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

STUDENT LIFE

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

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

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

HOUSING

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

STATEMENT OF NON-DISCRIMINATION

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

RESERVATIONS AS TO PROGRAMS AND CHARGES

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

TRANSFER TO OTHER COLLEGES

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

CAREER PLANNING AND PLACEMENT

Tampa College is dedicated to assisting graduates in securing employment in their chosen fields. Students must understand that securing of employment is a cooperative effort.

The College Placement Assistance/Career Planning Officer promotes, through personal contact, media advertising, announcement letters, and employment surveys, the availability of Tampa College graduates for employment. Assistance is given in the completion of employment applications, successful resume writing, and proper interviewing techniques.

Prior to graduation, students are assigned an interview with the Placement Assistance/Career Planning Officer. At that time, a series of questionnaires will be completed to determine the student's qualifications, personal characteristics, employment interests, and general location of employment desired.

After completion of this interview, the Placement Assistance/Career Planning Officer will attempt to arrange employment interviews with firms that are compatible with the student's qualifications and employment goals.

Students must aid the placement effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectation. Should a student fail to meet a scheduled employment interview without properly notifying the prospective employer and the College, the student will not be considered for subsequent employment interviews.

Tampa College will prepare the students educationally for employment and will assist the student in all employment matters but does not, in any way, guarantee employment.

LIBRARY

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

OBTAINING OFFICIAL TRANSCRIPTS

Any student or former student of Tampa College may request that an official copy of the student's college transcript be issued. There is a charge of \$3.00 for each copy of the student's transcript.

Transcripts shall be requested through the office of the Dean and in writing. No student may have an official copy of his or her transcript issued unless the student's academic file at Tampa College is complete and all financial obligations to the college have been met. Approximately seven to ten days are required in most cases for preparation of an official transcript.

TEXTBOOKS

All textbooks and workbooks required for students at Tampa College will be issued through the Bookstore in accordance with official school policies. At the time of issuing, textbooks become the responsibility of the student. The school is not responsible for replacing any lost textbooks; however, students may purchase replacements from the College bookstore.

PROCEDURES FOR MEDICAL EMERGENCIES

Standard operating procedures for medical emergencies are categorized below and shall be followed by all staff and faculty in dealing with students, faculty or staff medical emergencies:

PHYSICAL MEDICAL EMERGENCY

This situation can best be described as existing when a person appears to have one or a combination of the following symptoms: weakness, dizziness, paleness, chest pains, shortness of breath, nausea, high pulse rate, heart palpitations, and /or fainting.

Any of the above symptoms would require immediate medical attention and the following steps should be taken by staff or faculty member, unless otherwise specified by the individual:

1. Make the individual as comfortable as possible and attempt to keep him or her calm. Isolate the person from other students or employees for safety and health-related reasons.
2. Contact Emergency Medical Service immediately by dialing 911 and advise the dispatcher to come to the front or rear of the college, whichever is nearer the individual.
3. Notify the following individuals immediately: College Director, Dean, Department Chairpersons.
4. Inform the individual that Emergency Medical Service has been called and that trained technicians will determine his/her condition.
5. If upon arrival and in the opinion of the trained technicians it is determined that the individual warrants further medical attention, he or she will be transported to the nearest hospital or a hospital of the individual's choice served by Emergency Medical Service.
6. Inform the individual that the college will contact a family member on the individual's behalf. Caution should be taken in contacting the family member and reassuring them that medical procedures were taken and that the individual is in the hands of trained technicians.

SIMPLE INJURIES

This type of injury can be described as one that occurs from an accident while the individual is on campus. A First-Aid Kit is available in the office of the Dean. Notification should be made to the College Director, Dean, and Departmental Chairpersons and action, if any, will be determined as the extent of the injury dictates.

The Director is charged with the responsibility of reporting illnesses, accidents, and injuries to the Occupational Safety and Health Administration. The staff or faculty members immediately involved with such incidents will meet with the Director within 48 hours of the accident so that information required for reporting such incidents can be determined.

Tampa College shall endeavor in all cases to follow these established policies for medical emergencies; however, the institution is not liable for physical medical emergencies and /or simple injuries which may occur while a student is in attendance at Tampa College.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

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

ANNUAL SCHOLARSHIPS FOR TAMPA COLLEGE STUDENTS

Each Tampa College campus annually awards honor scholarships at the end of each Fall Term. These scholarships consist of either a \$200 or a \$100 tuition credit for one Sophomore, one Junior, and one Senior Honor Scholarship (Annual award of \$300 per class scholarship). To be eligible to apply for one of these 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 Tampa College 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 your program of study)
7. write an essay of 50 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 \$200 is awarded the full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at Tampa College.
2. A tuition credit of \$100 is awarded the full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at Tampa College.

JUNIOR HONOR SCHOLARSHIP (Must have completed 96 credit hours)

1. A tuition credit of \$200 is awarded the full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at Tampa College.
2. A tuition credit of \$100 is awarded the full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at Tampa College.

SENIOR HONOR SCHOLARSHIP (Must have completed 144 credit hours)

1. A tuition credit of \$200 is awarded the full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at Tampa College.
2. A tuition credit of \$100 is awarded the full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at Tampa College.

Admissions/Academics

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is prerequisite for admission to the College. All applicants in the undergraduate programs are required to satisfy a nationally recognized assessment test to determine their potential success in college level studies. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. Students may apply for entry at any time.

EARLY ADMISSION

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

INTERNATIONAL STUDENTS

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program, and a TOEFL Score of 450 is required for entry into an undergraduate degree or diploma program (not required for applicants whose native country has English as a primary language). A TOEFL Score of 550 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 a deposit of full-time fees and tuition toward the first academic year.

With these exceptions, the conditions for admission of foreign students are identical to those for American students.

APPLICATION PROCEDURE

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

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

ORIENTATION

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

KNOWLEDGE OF RULES AND REGULATIONS

The college reserves the right to change any provision or requirements in this catalog at any time without notice. The college further reserves the right to require a student to withdraw from the college for just cause, defined as any cause deemed detrimental to the college, as determined by the President and/or Dean.

Failure to read this catalog, or other published or posted material, does not excuse students from requirements and regulations described herein.

Admissions to, employment by, and promotion in Tampa College shall be on the basis of merit, and there shall be no discrimination on the basis of race, age, color, creed, religion, sex, or national origin.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

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

ACADEMIC LOAD

Students at Tampa College are required to be in full-time status. A full-time student at Tampa College is one who is enrolled in courses totaling at least 36.0 credit hours per academic year (9 months) for an undergraduate student or 24.0 credit hours per academic year (9 months) for a graduate student.

An undergraduate student must be enrolled in 12 credit hours per quarter and a graduate student must be enrolled in 8 credit hours per quarter to be considered full time.

HOUR OF CREDIT

A quarter credit hour is equivalent to a minimum of 10 hours of lecture or theory instruction with appropriate out-of-class study, or 20 hours of laboratory instruction, or 30 hours of externship experience. Certain courses are combinations of both lecture instruction and laboratory instruction are awarded credit at a combined rate, usually one credit for each 15 hours of classroom instruction and laboratory experience. A class hour of instruction constitutes a 50 minute instructional session.

ATTENDANCE REQUIREMENTS

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

Student attendance is recorded by class hours, separately for each class in which a student is enrolled. Absences may be classified as excused or unexcused for purposes of allowing make-up work, however, all absences - regardless of reasons - are considered in applying the attendance policy below. Students will be withdrawn from individual classes for excessive absences and will be withdrawn from the College if absences become excessive in all classes in which the student is enrolled.

STUDENTS IN PROGRAMS OF TWO YEARS OR LESS AND LOWER DIVISION BACCALAUREATE DEGREE STUDENTS

Total Hours Absent- Students will be withdrawn from any class in which their total hours of absence reach 25% of the total hours scheduled for that class during the term. The total hours for any class is determined as the total of all classroom and laboratory hours required for the class. For a four-credit class with no laboratory component, a student will be withdrawn when 12 total hours of absence is reached in that class.

Consecutive Hours Absent- Students will be withdrawn from any class in which their consecutive hours of absence reach 2/3 of the total hours of absence limit defined above. For a four-credit class with no laboratory component, a student will be withdrawn when 8 consecutive hours of absence is reached.

STUDENTS IN THE UPPER DIVISION OF BACCALAUREATE DEGREE PROGRAMS (JUNIORS AND SENIORS) AND GRADUATE STUDENTS

Total Hours Absent Upper division undergraduate students and graduate students will be withdrawn from any class in which their total hours of absence reaches 33% of the total hours scheduled for that class during the term. For a four-credit class with no laboratory component, a student will be withdrawn when 16 total hours of absence is reached in that class.

Consecutive Hours Absent- Upper division undergraduate students and graduate students are subject to the same consecutive absence policy as lower division undergraduate students and students in programs of two years or less.

GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

GRADE EVALUATION

GRADE POINTS PER CREDIT HOUR

A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
WP	Withdrawal, Passing	not calculated
WF	Withdrawal, Failing	0
F	Failure	0
I	Incomplete	0
N	No Grade (Non-Penalty)	not calculated

(An "N" grade may be awarded if a student withdraws from a class or fails to complete all course requirements under approved mitigating circumstances.)

Grading System continued . . .

WL	Withdrawal/Leave of Absence	not calculated
P	Pass	not calculated
U	Audit	not calculated
Z	Directed Study in Progress	not calculated
T	Transfer Credit	not calculated
TS	Transfer Section	not calculated

WP grades are assigned to those students who withdraw from class during week two through week eleven of a regular term or week two through week five of a mini-term and are carrying a "C" average or better in the course at the time of withdrawal. There is no penalty for a WP grade.

WF grades are assigned to those students who withdraw from class during week two through week eleven of a regular term or week two through week five of a mini-term and have below a "C" average at the time of withdrawal. Students dropped from a course due to violation of attendance policy will receive a WF grade. This is a punitive grade.

"I" grades are assigned to those students who, having made prior arrangements with the instructor, fail to take their scheduled final examinations. The student has two weeks after the end of the term to make up the final exam. If the final exam is not taken within this time period, the "I" grade reverts to a grade of "F."

CLASS SCHEDULES

Tampa College adheres to the philosophy that students who are sincerely interested in obtaining an education desire to pursue their education at the fastest possible rate; therefore, classes are held twelve months of the year.

All students will be issued class schedules at the beginning of the term indicating day and time of class meetings. Pre-scheduling times are available for students to meet with faculty advisors and academic officials each term. All changes in a student's schedule must be approved by the Dean.

SATISFACTORY PROGRESS FOR ALL STUDENTS

Students must maintain satisfactory academic progress in order to remain eligible to continue as students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving financial assistance as outlined on page 20.

Satisfactory academic progress is determined by measuring the student's grade point average and the student's rate of progression toward completion of the academic program. These are outlined below and on the following page.

SATISFACTORY PROGRESS STANDARDS			
BACHELOR'S DEGREES--QUARTER CREDITS			
TOTAL CREDITS REQUIRED-192			
TOTAL NUMBER OF CREDITS ATTEMPTED	Probation if CGPA is below	Suspension if CGPA is below	Suspension If % of credits completed of credits attempted is below
1- 16	1.50	NA	NA
17- 32	1.50	1.00	NA
33- 48	1.50	1.20	50%
49- 60	1.65	1.30	60%
61- 71	1.80	1.50	65%
72- 95	2.00	1.75	67%
96-288	-----	2.00	67%

SATISFACTORY PROGRESS STANDARDS			
ASSOCIATE DEGREES--QUARTER CREDITS			
TOTAL CREDITS REQUIRED-118			
TOTAL NUMBER OF CREDITS ATTEMPTED	Probation If CGPA is below	Suspension If CGPA is below	Suspension If % of credits completed of credits attempted is below
1- 16	1.50	NA	NA
17- 32	1.50	1.00	NA
33- 48	1.50	1.20	50%
49- 60	1.65	1.30	60%
61- 71	1.80	1.50	65%
72- 95	2.00	1.75	67%
96-177	-----	2.00	67%

SATISFACTORY PROGRESS STANDARDS			
ASSOCIATE DEGREES--QUARTER CREDITS			
TOTAL CREDITS REQUIRED-96			
TOTAL NUMBER OF CREDITS ATTEMPTED	Probation If CGPA is below	Suspension If CGPA is below	Suspension If % of credits completed of credits attempted is below
1- 16	1.50	NA	NA
17- 32	1.50	1.00	NA
33- 48	1.50	1.20	50%
49- 60	1.65	1.30	60%
61- 71	1.80	1.50	65%
72- 95	2.00	1.75	67%
96-144	-----	2.00	67%

At the end of each term, each student's cumulative grade point average (CGPA) is reviewed to determine whether the student is meeting the above requirements. If the student fails to meet the above requirements, the student will be placed on **ACADEMIC PROBATION**. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Probation will extend through the next academic term. If at the end of the probation period (the next academic term), the student's CGPA equals or exceeds the required minimum, the student is removed from probation. If the student's CGPA is still below the required minimum, the student is considered not to be making satisfactory progress and is placed on **ACADEMIC SUSPENSION** and must be withdrawn from the College. Students who have been suspended may apply for readmittance to the College after one academic term. Students readmitted at this point are considered to be on probation and must bring their CGPA up to the required minimum by the end of the first academic term after being readmitted. Failure to do so will result in **ACADEMIC DISMISSAL** and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

Students who feel that there are mitigating circumstances that led to the failure to maintain the required minimum CGPA may request consideration for an extension of academic probation for one additional term.

PROGRESSION TOWARD COMPLETION

A student must successfully complete the minimum percent of credits attempted, as shown in the table on pages 10-11, to be considered as maintaining satisfactory academic progress. Students not completing the minimum percent required will be suspended.

For determining progression toward completion, grades of F (failure), WF (withdrawal failing), WP (withdrawal passing), and WL (withdrawal leave of absence) are counted as hours attempted but 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.

Transfer credits, repeated courses, and leaves of absence are considered in the calculation of progression toward completion requirements. Transfer credits are included as credits successfully completed. While a grade for a repeated course replaces the original grade in the calculation of the cumulative GPA, the original credits are considered as not successfully completed.

MAXIMUM TIME IN WHICH TO COMPLETE

A student may not be allowed more than 1.5 times the standard length of the program or number of credits attempted in which to complete the requirements for graduation:

Standard Length	Maximum Allowable Attempted Hours
96 Credit Hours	144 Credit Hours
118 Credit Hours	177 Credit Hours
192 Credit Hours	288 Credit Hours

INCOMPLETE GRADES

An incomplete grade automatically changes to "F" if course requirements are not completed satisfactorily within two weeks after the official ending date of the term.

WITHDRAWAL

"WF," or "WP" grades are assigned to those students who withdraw from a class during week two through week eleven of a regular term or week two through week five of a mini-session. There is no penalty for dropping or changing a class the first week of a term. An "N" (non-punitive) grade may be awarded if a student withdraws from a class or fails to complete all course requirements under approved mitigating circumstances. Students not attending classes according to the attendance requirements (pages 8-9) will be withdrawn with a "WF" grade.

LEAVE OF ABSENCE

Recognizing that unforeseen circumstances may make it necessary for students to temporarily and briefly interrupt their education, Tampa College permits students to request a Leave of Absence under certain circumstances, and with appropriate documentation, limited to the following:

- Medical**-planned or emergency medical treatment for self or immediate family; including pregnancy;
- Family**-summer child-care concerns for school-age children; family tragedies;
- Employment**-employment-related training; special assignments or shifts;
- Military**- reserve/ active duty obligations

All requests for Leave of Absence must be in writing to the Academic Dean. The request must be accompanied by written documentation from an employer, physician, or military orders. All LOA's are subject to the recommendation of the Academic Dean and approval of the college president/director.

Students on LOA may not return until the first date of the next scheduled term. Students not returning on the first day of the next scheduled term will be withdrawn from the college.

Students granted an LOA must have an exit interview with the Academic Dean and the Student Finance Director. Students on LOA are advised that completion time of their program will be lengthened, and the consequences of loan repayment if they do not return.

Procedures are available in the Dean's office and must be approved before leave is granted.

STANDARDS OF PROGRESS FOR VETERAN STUDENTS

A veteran student must maintain the Standards of Satisfactory Progress as described on page 10-11 of the College catalog in order to remain as an active student and receive veteran benefits.

A veteran student whose cumulative grade point average has fallen below the required minimum will be placed on Academic Probation for the following grading period.

Failure to achieve the required minimum cumulative grade point average during the grading period of Academic Probation will, regardless of the grades received for that grading period, result in the veteran student being placed on Final Academic Probation for the next grading period.

Should the veteran student's cumulative grade point average fail to rise to the required minimum at the end of the grading period of Final Academic Probation, the student will be suspended from veteran's benefits.

ACADEMIC SUSPENSION/DISMISSAL

A student placed on Academic Suspension may not return for re-admittance and further study for at least one full term. The student may then apply for re-admittance in a probationary status. If the required minimum cumulative grade point average, or the minimum percentage completed is not attained during this grading period, the student will be dismissed. A student dismissed from the College will not be permitted to re-enter.

GRADES/PROGRESS RECORDS

The College maintains current progress records on each student. 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.

ACADEMIC PROBATION AND APPEALS PROCESS

Any student not maintaining the required overall average is placed on Academic Probation. Academic Probation is a formal and official warning to the student to reassess his or her study habits, class loads, or program selections. If a student on Academic Probation fails to meet the grade point average required, that student may be continued on Probation or suspended, as indicated in the Standards of Progress Charts on page 10-11.

APPEALS PROCESS

Students who have been determined not to be making satisfactory academic progress may appeal by requesting in writing a review of their situation. Such review shall be conducted by the Academic Dean and/or the College Director or President. Any decision resulting from that review is final and is not appealable.

CALCULATION OF GRADE POINT AVERAGE

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

REPEATING COURSES

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

This policy may be used only three times at no charge. Any additional repeats will be charged at the current tuition rate, but the cumulative grade point average will only be recomputed for the first three attempts.

CANCELLATION OF CLASSES

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

WITHDRAWAL PROCEDURES

Students finding it necessary to withdraw from the college are requested to notify the college in writing as to why and when the withdrawal is necessary and complete out-processing.

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

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 Tampa College.

TELEPHONES

No student will be called out of class for a telephone call, except in case of an emergency. We suggest that family and friends be informed of this rule. Coin-operated telephones are located in the student lounge and are available for all outgoing student telephoning.

REFERRAL SERVICES

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

REGULATIONS GOVERNING STUDENT CONDUCT

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

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

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

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

STUDENT GRIEVANCE POLICY

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

1. The student should first try to resolve the issue with the college staff 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 President's/Director's office an appeal hearing. The Appeals committee is selected by the college President/Director and is comprised of six (6) disinterested persons from the faculty, and administration, plus the college President/Director (as a non-voter). The committee shall make a decision by simple majority vote and communicate, in writing, the decision to the college President/Director. The President/Director will notify the student of the final decision. This decision shall be final and binding.

DRUG ABUSE PREVENTION

Students must certify in writing that they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of their enrollment. Students may be referred to counseling or suspended/dismissed from the College, dependent on the circumstances surrounding violation of this policy.

ADVANCED STANDING

In-school residency may be time-shortened through transfer credit, exemption examinations, and/or experiential learning validation, provided that credit has not been previously earned for duplicate course work or accepted in transfer. A student may earn a maximum of 48 credits toward an associate degree or 144 credits toward a baccalaureate degree through these methods. Methods of achieving a time-shortened residency are described in the following four paragraphs:

TRANSFER STUDENTS

Students with earned college credit from another college or university may apply for credit transfer to the College. Approval will be given by the Registrar for the maximum number of credit hours already completed that are compatible with the College program.

Students wishing to transfer credits must have an official transcript of those credits mailed directly to the College for evaluation.

STANDARDIZED TESTING

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

IN-HOUSE CREDIT BY EXAMINATION

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

EXPERIENTIAL LEARNING EVALUATION

Enrolled students may earn college credit through the Experiential Learning Program for Advanced Placement. 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 Experiential Learning Program Coordinator's office. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. Application forms are available from the Experiential Learning Program Coordinator. A reduced credit fee is charged for experiential learning credit (see special Experiential Learning Tuition and Fee Schedule).

The student must make application for Experiential Learning credits at quarterly registration. All experiential learning portfolios must be submitted for evaluation, approved, and tuition paid for prior to the student's registration for his/her last 2 quarters at the college.

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

INDEPENDENT STUDY

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

AUDITING COURSES

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

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is an academic program for undergraduate students. Its purpose is to provide students with practical, prearranged, and preapproved on-the-job educational experiences which relate to each student's academic program and/or career objectives.

By combining traditional on-campus courses with off-campus Cooperative Education courses, under the joint supervision of a sponsoring company supervisor and the College Coordinator of Cooperative Education, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose of the program is to present students to employers in a way which will increase their post-graduation employment potential.

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

COOPERATIVE EDUCATION PLAN

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

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

COOPERATIVE EDUCATION CREDIT

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

PARALLEL WORK COURSES		Credit Hours
COE 2041	Sophomore Parallel Work I	4.0
COE 2042	Sophomore Parallel Work II	4.0
COE 3041	Junior Parallel Work I	4.0
COE 3042	Junior Parallel Work II	4.0
COE 4041	Senior Parallel Work I	4.0
COE 4042	Senior Parallel Work II	4.0

The above courses are normally taken during the sophomore, junior, and senior years. COE 2041 and 2042 are available to students pursuing an associate degree.

Since each student's Cooperative Education program is designed specifically for him or her, these courses are taken, one per term, simultaneously with other on-campus courses.

UNDERGRADUATE DEGREE PROGRAMS

TWO MAJORS

Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirements of two majors, a student will be awarded only ONE degree unless a minimum of 48 appropriate 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 degrees may be awarded simultaneously when the following conditions have been met:

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 48 appropriate 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. Scheduling of courses must be done in consultation with the Dean or Registrar.

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 required to participate in the Commencement Exercises. All graduates must complete an exit interview to fulfill all financial and academic obligations, including tuition charges, fees, and other expenses, before the degree or diploma is granted. Diplomas may be awarded *in absentia* only after Commencement Exercises are held.

GRADUATION WITH HONORS

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

DEAN'S LIST AND PRESIDENT'S HONOR ROLL

To recognize and encourage outstanding scholastic performance, a Dean's List 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 if an undergraduate student, or 8 credit hours or more if a graduate student. The President's Honor Roll lists all full-time students who have maintained a 4.00 grade point average during the term.

Financial Information

TUITION CHARGES

The college quotes standard tuition prices for each regular program offered. Tuition charges are stated in the current tuition supplement to the catalog.

STUDENT ACCOUNTS

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

REFUNDS

The college is entirely self-supporting. The registration of a student results in the assignment of a class place, the employment of instructors, and other provisions by the administration that must be contracted in advance. For these reasons there will be no refund of tuition except as outlined below:

REFUND POLICY-PRIOR TO ENTRANCE DATE

- A. Cancellation prior to class beginning-all tuition paid will be refunded in full.
- B. All tuition paid will be returned if written cancellation notice is received within 5 business days after signing the enrollment agreement.

REFUND POLICY-AFTER ENTRANCE

Percentage refund of tuition based on length of attendance, according to the following table:

For Termination During	Amount Refunded	Amount Retained
First Week of Academic Yr.	100% Tuition	0% Tuition
Next Three Weeks of Academic Yr.	80% Tuition	20% Tuition
First 25% of Academic Yr.	55% Tuition	45% Tuition
Second 25% of Academic Yr.	30% Tuition	70% Tuition
Remaining 50% of Academic Yr.	None	All

Refunds after entrance will be issued within 30 days of the determination of the last date of attendance at the College.

NOTE: Percentage of completion is based on the length of the program in time as stated in the enrollment agreement and computed from the published term start date to last date of actual attendance. Time attended, rather than units of credit earned, is the criterion.

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

FINANCIAL ASSISTANCE POLICIES

It is the goal of Tampa College to assist every eligible student in procuring financial aid that enables the student to attend college. The college 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.

The majority of financial aid available to students is provided by the Federal Government and is called Title IV student assistance. This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal college work-Study (CWS), Federal Perkins Loan, Federal Stafford Loan (formerly called the Guaranteed Student Loan), Federal Supplemental Loan for Students (SLS) and Federal Parent Loans for Undergraduate Students (PLUS).

The primary responsibility for meeting the costs of education rests with the individual student and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. 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 1986 have been satisfied within this 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;
- 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 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 Federal Pell Grant, SEOG, or State Grant previously received from any college;
- Not be in default on a Federal Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
- Have not 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 Statement of Educational Purpose.

APPLICATION

To apply for financial aid, a student must complete a standard application such as the Application for Federal Student Aid (AFSA). 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 AFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce a Federal Pell Grant Index (PGI) and Expected Family Contribution (EFC).

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 his/her aid does not automatically go with him/her. Each student should check with his/her new college to find out what steps to take.

NEED AND COST OF EDUCATION

Once the application is completed, the information will be used in formulas that calculate need and help determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of education.

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.

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 college.

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 outline on page(s) 10-13 of this 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 college 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.

FINANCIAL ASSISTANCE PROGRAMS

GENERAL

All Title IV financial aid funds received by the institution will be credited to the student's account excluding (Federal college 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 on the following pages.

FEDERAL PELL GRANT

This grant is designed to assist needy students who desire to continue their education beyond high school. 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 the grant available to the student will depend on the Federal Pell Grant Index (PGI) and cost of attendance.

The Federal Pell grant makes it possible to provide a "foundation" of financial aid to help 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 of the college or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicants PGI and expected family contribution (EFC).

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This grant is available to students with exceptional financial need, with priority given to Federal Pell grant recipients.

In determining student eligibility, the college will base the selection on procedures designed to make Federal SEOG 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, depends on the availability of funds from the U.S. Department of Education.

FEDERAL COLLEGE WORK-STUDY PROGRAM (CWS)

The Federal college 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 or private organization.

Application for the Federal CWS program may be made through the student finance office and eligibility is based on financial need and the availability of funds. The college will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

VETERANS BENEFITS

The college is approved for Veterans training. Applications for Veterans benefits may be picked up at the college or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

FEDERAL PERKINS LOAN (FORMERLY NDSL)

Federal Perkins Loans are low interest rate loans made to students who demonstrate exceptional financial need. The interest rate is 5% and repayment for full or half-time students begins nine months after the student leaves school.

For less than half-time students repayment begins on the date of the next scheduled installment payment on any outstanding loan made under the Federal Perkins Loan Program. If the borrower has no outstanding loan, the repayment period begins at the earlier of nine months from the date the loan was made, or the end of a nine-month period that includes the date the loan was made and began on the date the borrower ceased to be enrolled as at least a regular half-time student. For students who borrowed under the Direct Loan Program on or after October 1, 1980 the grace period is six months. Repayment may extend up to 10 years and the minimum monthly payment is \$30, with respect to loans for which the first disbursement is made before October 1, 1992. The minimum monthly payment, with respect to loans for which the first disbursement is made on or after October 1, 1992 is \$40.00.

The maximum annual loan amount limit for an eligible student who has not yet successfully completed a program of undergraduate education is \$3000. The maximum annual loan amount limit for a graduate or professional student is \$5000.

For deferment information contact the Student Finance Office.

FEDERAL STAFFORD LOANS (FORMERLY GSL)

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 loan must be used to pay for direct educational expenses.

For students borrowing for the first time on or after July 1, 1988 the interest rate is 8% for the first four years of repayment and 10% thereafter. For students who borrowed Stafford at an interest rate of 7% or 9% that interest rate remains applicable as long as there is an outstanding balance on these loans. There is a 5 percent origination fee and up to 3 percent insurance premium deducted from each disbursement. This must be repaid.

For students borrowing for the first time on or after October 1, 1992, the interest rate changes to a variable rate of T-Bill + 3.1 percent with a cap of 9 percent.

An undergraduate may borrow up to \$2625 per academic year for the first two years of undergraduate study. A student who has successfully completed the first and second year but has not successfully completed the remainder of a program of undergraduate education, the annual limit is \$4000. The maximum loan amount at an undergraduate level is \$17,250.

Graduate students may borrow up to \$7500 per academic year for a total indebtedness of \$54,750 including any Federal Stafford Loans and GSL's made at the undergraduate level.

The Federal Stafford Loan is deferred while the student is enrolled in college 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 in college 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 College'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. The term "unsubsidized" means that interest is not paid for the student during the enrollment period.

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

The Government does not pay interest on the students 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: make monthly or quarterly payments to the lender or; the student and the lender may agree to capitalization of the accrued interest.

The interest rate for Federal Stafford Loans disbursed after October 1, 1992 to borrowers with no outstanding balance on a loan under the Federal Family Education Loan Program will be a variable rate which may change July 1 of each year. The Federal Stafford Loan variable interest rate will not exceed nine percent (9%).

The student will be charged a 6.5% origination fee/insurance premium on each disbursement of their Unsubsidized Stafford Loan. The fee will be deducted 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. Federal 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 \$4000 per academic year with a maximum of \$20,000 for each dependent. This maximum is for graduate and undergraduate level students. There is a 5% origination fee on a Federal PLUS loan made on or after 10/1/92 and up to 3 percent insurance premium may be deducted from the loan principal. The interest rate is variable but has a maximum of 12%.

Repayment begins within 60 days of disbursement unless the parent qualifies for and is granted a deferment by the lender. 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 college's student finance office or from the lender.

For deferment information contact the Student Finance Office.

FEDERAL SUPPLEMENTAL LOANS FOR STUDENTS (SLS)

Federal SLS Loans are primarily for independent students but in certain cases may be available to dependent students. Like the Federal PLUS loan the FEDERAL SLS loan is not based on need but when combined with other resources, cannot exceed the student's cost of education.

Students may borrow up to \$4000 per academic year with a maximum of \$20,000 for each dependent. This maximum is for graduate and undergraduate level students. There is a 5% origination fee on a Federal SLS loan made on or after 10/1/92 and up to 3 percent insurance premium may be deducted from the loan principal. The interest rate is variable but has a maximum of 12%.

Repayment begins within 60 days of disbursement unless the student qualifies for and is granted a deferment by the lender. Although, the minimum payment amount is \$50 per month with at least 5 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 college's student finance office or from the lender.

For deferment information contact the Student Finance Office.

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The Florida Student Assistance Grant (FSAG) is a financial aid program available to full-time, degree-seeking Florida undergraduate students who demonstrate substantial financial need. An FSAG award can range from \$200-\$1500 per academic year or as specified by the General Appropriation Act. Your eligibility for an FSAG award is determined by the college or university you attend.

You must complete the federal need analysis form, the "Free Application for Federal Student Aid" (FAFSA) and submit it to the address indicated in the instructions. Information provided by the student on the FAFSA is evaluated using a method approved by the U.S. Congress.

Need analysis is a standardized process of evaluating financial ability to pay for a college education. The analysis results in an amount called the "Expected Family Contribution" or EFC. The EFC is used to determine whether you are eligible for an FSAG award.

Students are advised by the Financial Aid Department when applications may be submitted. It is not available to students who have received baccalaureate degrees.

INSTITUTIONAL SCHOLARSHIPS

A listing of institutional scholarships can be found beginning on page six of this catalog.

ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING

The Department of Education requires that any student receiving a Federal Perkins Loan, Federal Stafford Loan (GSL), and/or Federal SLS be notified concerning their loans. The college counsels each student regarding loan indebtedness and gives each student an entrance test 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 the total loans received while in attendance at the college and refunds that may have been 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.

STUDENT RIGHTS AND RESPONSIBILITIES

The borrower has a right to:

- written information on loan obligations, including loan consolidation and refinancing, and information on borrower rights and responsibilities;
- a copy of the promissory note, and return of the note when the loan is paid in full;
- before repayment, information on interest rates, fees, the balance owed on loans, and a loan repayment schedule;
- notification, if the loan is sold or transferred to a loan servicer;
- Federal interest benefits, if qualified;
- a grace period, if applicable, and an explanation of what that means.
- prepayment of the loan without penalty;

- deferment, if the borrower qualifies; and
- request forbearance.

The borrower has a responsibility to:

- repay the loan according to the repayment schedule, and notify both the College and lender of anything that affects ability to repay, or eligibility for deferment or cancellation;
- notify the lender if he or she graduates, withdraws from school, drops below half-time status, transfers to another college, or changes name, address, or Social Security number;
- notify the lender if he or she fails to enroll for the period covered by the loan;
- notify the school of a change of address; and
- attend an exit interview before leaving school.

FINANCIAL AID TRANSCRIPTS

Federal regulation requires that Stafford and SLS funds 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.

VERIFICATION

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. Phillips Colleges, Inc., verifies all selected applicants (with exception of the Federal PLUS and SLS programs). The selected applicant and spouse must submit, at a minimum, U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's tax return(s).

POLICIES AND PROCEDURES FOR VERIFICATION

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within thirty (30) days of notification.
3. If the student fails to provide the required documentation for verification 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 college. The student may re-enter the college only when he/she can provide the documentation.
5. The Student Finance Office does reserve the right to make exceptions to the above stated policies due to specific and extenuating circumstances, on 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 college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the student does not submit the requested documentation within the time period specified by the college.
8. Students will be informed of their responsibilities regarding the verification of application information, including the college's deadline for completion of any actions required.
9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.

10. The college 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.

TUITION CHARGES

The college quotes standard tuition prices for each regular program offered. (See current tuition supplement.) Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of class. The College charges the student's tuition account for tuition at the beginning of each academic year (normally three (3) terms).

REFUND DISTRIBUTION POLICY

Refunds are distributed according to the following refund distribution policy which will be applied to all students who received Title IV funds and withdraw with a refund due, unless the institution has a Refund Attribution Policy which is required by state regulations:

1. Federal Stafford Loan (GSL) and /or SLS or PLUS
2. Federal Perkins Loan
3. Federal Supplemental Educational Opportunity Grant (SEOG)
4. Federal Pell Grant
5. State Student Incentive Grant (SSIG)
6. Student

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

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

APPROVED 60% PRO-RATA REFUND POLICY LANGUAGE (For all first time students)

Institutions are required to have a fair and equitable refund policy for Title IV programs refunding students, or parents for a Federal PLUS loan, unearned tuition, fees, room and board, and other charges for periods of time if a student does not register, withdraws, or otherwise fails to complete the period of enrollment.

The Higher Education Amendments of 1992 resulted in the establishment of an alternate refund policy to pro rate tuition refunds for all Title IV Funds recipients. For each first time student at your institution who withdraws, the college will calculate a pro-rata refund which conforms to U.S. Department of Education regulations. This pro-rata refund policy will be applied to all Title IV Funds recipients who withdraw:

Prior to completing 60% of the period of enrollment.

The term "Pro-Rata refund" is defined as a refund to a student of not less than that portion of tuition, fees, room and board, and any other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance by the student, rounded downward to the nearest 10 percent of that period, less any unpaid student charges and less a reasonable administrative fee. A reasonable administrative fee is defined as the lesser of 5 percent of the tuition, fees, room and board, and other charges assessed the student, or \$100.00.

The period of enrollment is determined by: (1) For programs measured in credit hours, dividing the total number of weeks comprising the enrollment period for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance; (2) For programs measured in clock hours, dividing the total number of clock hours comprising the enrollment period for which the student has been charged into the number of clock hours remaining to be completed by the student in that period as the last recorded day of attendance; and, (3) For a correspondence program, dividing the total number of lessons comprising the enrollment period for which the student has been charged into the total number of lessons not submitted by the student.

The pro-rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publication; however, **the refund will be based upon the refund policy which yields the larger refund to the student.**

DRUG FREE AWARENESS

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Tampa College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and /or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

VETERANS ASSISTANCE PROGRAMS

Veteran Education and Employment
Assistance Act of 1976, as Amended

Veterans eligible for training under the G.I. Bill are entitled to a monthly allowance while attending the College in certain approved programs of study. The College will assist in preparing and submitting applications. Not all of the College's programs or locations are approved for Veteran's assistance. Contact the Dean's office at your campus for further information on Veteran's assistance.

WAR ORPHAN EDUCATIONAL ASSISTANCE

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

VOCATIONAL REHABILITATION FOR VETERANS

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

NOTE: Not all financial aid programs are available at all campus locations. The checklist that follows identifies the financial aid programs available at each campus.

FINANCIAL AID CHECKLIST

	Tampa	Brandon
Federal Pell Grant	x	x
Federal Supplemental Education Opportunity Grant (SEOG)	x	x
Florida Student Assistance Grant (FSAG)	x	x
Federal Stafford Student Loan (Formerly GSL)	x	x
Federal Perkins Loan (Formerly NDSL)	x	
Federal Supplemental Loans for Students (SLS)	x	x
Federal PLUS Loan	x	x
Federal College Work Study	x	x
Institutional Scholarships		
Sophomore Honor Scholarship	x	x
Junior Honor Scholarship	x	x
Senior Honor Scholarship	x	x
Veterans Assistance Programs	x	
War Orphan Educational Assistance	x	
Vocational Rehabilitation for Veterans	x	

SATISFACTORY ACADEMIC PROGRESS

A student must maintain satisfactory academic progress to receive Title IV federal financial assistance. Satisfactory academic progress is measured in two categories: grade point average and progression toward completion of the degree or objective. These standards apply to all students.

DURATION OF ELIGIBILITY FOR FINANCIAL ASSISTANCE

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

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

1. If a student feels that there are mitigating circumstances that have impeded academic progress, the student may present these circumstances and appeal the resulting loss of financial assistance eligibility. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by the Academic Committee of the College. If the appeal is approved and all eligibility requirements are met, the student may continue for another grading period and receive financial assistance. Mitigating circumstances may include but are not limited to serious illness, death in the family, etc.

2. If a student feels that there are circumstances that have otherwise resulted in the reduction and/or loss of financial assistance eligibility, the student may present these circumstances and appeal the reduction and/or loss. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by a student finance officer of the College.

If the appeal is approved and all eligibility requirements are met, the student finance office will, in accordance with applicable regulations, determine the levels of financial assistance availability. Approval of an appeal does not infer that the experienced reduction and/or loss of financial assistance eligibility will be reinstated.

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

Grade Point Average

Credit Hours	Cumulative GPA Necessary
1-16	1.50
17-32	1.50
33-48	1.50
49-60	1.65
61-71	1.80
72-95	2.00
96 and above	2.00

A student not maintaining the minimum cumulative GPA required will be placed on financial aid probation for the next grading period. If the minimum GPA is not re-established at the end of the probationary period, the student will be ineligible to receive Title IV funding for a minimum of one grading period unless the Financial Aid Committee re-establishes the eligibility of the student based upon documentation recorded in the student's financial file which indicates hardship or acceptable academic progress to the satisfaction of the committee that these standards are achievable by the student within a reasonable period of time.

In the event of extraordinary circumstances, loss of eligibility for Title IV funding may be appealed by the student to the Financial Aid Committee through the Director of Financial Aid. In these unusual cases, the decision of the committee is final and must be fully documented in the student's financial aid file.

An ineligible student may petition the Financial Aid Committee for reinstatement of Title IV funding.

INCOMPLETE GRADES

An incomplete grade automatically changes to "F" if course requirements are not completed satisfactorily within two weeks after the official ending date of the term.

WITHDRAWAL

"WF," or "WP" grades are assigned to those students who withdraw from a class during week two through week eleven of a regular term or week two through week five of a mini-session. There is no penalty for dropping or changing a class the first week of a term. An "N" (non-punitive) grade may be awarded if a student withdraws from a class or fails to complete all course requirements under approved mitigating circumstances. Students not attending classes according to the attendance requirements (page 8-9) will be withdrawn with a "WF" grade.

REPEATING COURSES

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

This policy may be used only three times at no charge. Any additional repeats will be charged at the current tuition rate, but the cumulative grade point average will only be recomputed for the first three attempts.

Academic Programs

	TAMPA	BRANDON
Master of Business Administration	X	X
Concentration in International Business	X	
Concentration in Accounting	X	
Concentration in Human Resource Management	X	
Bachelor of Science Degree		
Accounting Major	X	X
Computer Information Science Major	X	X
Criminal Justice Major	X	X
Management/Marketing Major	X	X
Professional Accounting Major (Fifth Year)	X	
Bachelor of Business Administration	X	X
Associate in Science Degree		
Accounting Major	X	X
Commercial Art Major	X	
Computer Information Science Major	X	X
Court Reporting Major		X
Criminal Justice Major	X	X
Management/Marketing Major	X	X
Medical Assistant Major	X	X
Medical Secretary Major		X
Legal Assistant/Paralegal Major	X	X
Computerized Office Specialist		X
Associate in Business Degree	X	X

Graduate Program Requirements and Information

PHILOSOPHY

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

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

1. Complete a minimum of 56 hours with an average grade of "B" (grade point average of 3.0) or higher for all courses taken. All course work must be in the 5000 series or higher. The final 40 hours must be completed at the College.
2. Abide by all College rules and regulations including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the College prior to graduation.
3. Participate in the first College commencement exercises following completion of all program requirements.

The student is responsible for meeting the requirements of the College catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at re-entrance after not attending for a full academic 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 of Tampa College. Foreign students desiring admittance must have graduated with a baccalaureate degree from a college or university approved and recognized by the country in which they attended.

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.

Categories of Enrollment:

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

1. Regular Students

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

2. Provisional Students

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

3. Special Students

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

PREREQUISITE REQUIREMENTS

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

Previous exposure to a course(s) in Accounting, Economics and Statistics, although not a requirement, is helpful. All graduate students are urged to take an undergraduate course in these specific areas prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods or Accounting for Planning and Control.

TRANSFER OF CREDIT

Students wishing to transfer graduate level courses from other institutions must provide evidence that the courses are comparable in content to the program of study at the College. No more than 16 hours of credit may be accepted in transfer, and no courses will be accepted in transfer that show a grade below a "C."

ACADEMIC LOAD - GRADUATE STUDENT

Students at Tampa College are required to be full-time status. A full-time student is one who is enrolled in courses totaling at least 24 credit hours per academic year (9 month). A student must take a minimum of 8.0 credits per quarter to be considered full time.

STANDARDS OF PROGRESS FOR GRADUATE PROGRAMS

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

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

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

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

The undergraduate repeat policy does not apply to the graduate division.

TUITION

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

ADVANCED STANDING

A graduate student may complete a maximum of four courses through any combination of transfer credit, or experiential learning evaluation. Only two of these courses may be completed through experiential learning evaluation. For further information, the student should contact the Associate Dean of Graduate Studies.

SPECIAL CERTIFICATE OF ACHIEVEMENT

A degree-seeking student enrolled in a Graduate Program will be awarded a CERTIFICATE OF ACHIEVEMENT IN ADVANCED MANAGEMENT STUDIES upon completion of 24.0 credit hours in residence with a minimum grade point average of 3.0. This award is designed to recognize the student's achievement as he or she nears the mid-point of the graduate program.

MASTER'S DEGREES

PHILOSOPHY

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

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.

Graduate Core Component (To Be Taken By All Majors)		Credit Hours
MAN 5140	Managerial Ethics	4.0
PSY 5206	Organizational Behavior	4.0
MAN 5311	Management of Human Resources	4.0
QMB 5413	Quantitative Methods	4.0
MAN 5130	Management Communication	4.0
ACC 5315	Accounting For Planning & Control	4.0
TOTAL CORE COMPONENT		24.0

Major Component **BUSINESS ADMINISTRATION**

		Credit Hours
MAN 5428	Financial Management	4.0
ECO 5705	Managerial Economics	4.0
MAN 5785	Marketing Management	4.0
MAN 5721	Advanced Business Policy & Administration	4.0
TOTAL MAJOR COMPONENT		16.0

Electives Component

Tampa College graduate students may include an area of concentration in their overall graduate program. These concentrations are available in Accounting, Human Resource Management, International Business. Four elective courses (16 Hours) are required for a concentration.

M.B.A. with Concentration In International Business

Students enrolled in the M.B.A. program can elect to concentrate in International Business by taking a minimum of 16 hours in International Business from the following list:

		Credit Hours
MAN 5608	International Business	4.0
ECO 5709	International Economic Systems	4.0
FIN 5636	International Finance	4.0
MAR 5246	International Marketing	4.0
POS 5820	Global Politics	<u>4.0</u>
		16.0

M.B.A. with Concentration In Accounting

Students enrolled in the M.B.A. program can elect to concentrate in Accounting by taking a minimum of 16 hours in Accounting from the following list: (Students must have a bachelor's degree in accounting to qualify)

		Credit Hours
ACC 5050	Accounting Information Systems	4.0
ACC 5221	Advanced Accounting II	4.0
ACC 5531	Tax Research and Planning	4.0
ACC 5621	Auditing II	4.0
ACC 5860	Governmental Accounting	<u>4.0</u>
		16.0

M.B.A. with Concentration In Human Resource Management

Students enrolled in the M.B.A. program can elect to concentrate in Human Resource Management by taking a minimum of 16 hours in Human Resource Management from the following list:

		Credit Hours
MAN 5569	Managerial Decision Making	4.0
MAN 5355	Managerial Assessment and Development	4.0
MAN 5285	Organizational Development	4.0
MAN 5266	Management of Professionals	<u>4.0</u>
		16.0

CREDITS REQUIRED FOR GRADUATION:

	CREDIT HOURS
GRADUATE CORE COMPONENT	24.0
MAJOR COMPONENT	16.0
ELECTIVES COMPONENT	<u>16.0</u>
TOTAL	56.0

*MAN 5900 Directed Study Project 6.0

In lieu of 8 hours of electives, the student not working in a concentration may elect to take a Directed Study Project (6.0 hours). The student would then graduate with 54.0 credit hours.

Undergraduate Programs Requirements and Information

BACCALAUREATE DEGREE

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

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

Area I - Business Administration Component	36.0 (minimum)
Area II - Major Component	60.0 (minimum)
Area III - General Education Component	56.0 (minimum)
Area IV - Approved Elective Component	40.0 (minimum)

TOTAL HOURS REQUIRED	192.0 (minimum)
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ASSOCIATE DEGREE

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

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

Area I - Business Administration Component	24.0 (minimum)
Area II - Major Component	48.0 (minimum)
Area III - General Education Component	24.0 (minimum)
TOTAL HOURS REQUIRED	96.0 (minimum)

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

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

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

**Requirements for
THE BACHELOR OF SCIENCE DEGREE
Professional Accounting (Fifth Year)
Suggested Curriculum**

Tampa Campus Only

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

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

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

The program in Business Administration 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 Associate in Business program is designed to prepare graduates for employment in entry-level positions in business, industry or government.

The Bachelor of Business Administration Degree program 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 or business environment where a specialization is not as appropriate an educational background as is extensive upper-division coursework in three or four functional areas (management/marketing, data processing, accounting, economics).

			Associate Degree	Bachelor Degree
Business Administration Component			Credit Hrs.	Credit Hrs.
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2021	Principles of Accounting II	4.0	4.0
ACC	2031	Principles of Accounting III	4.0	4.0
COC	1000	Introduction to Computers	4.0	4.0
STD	1001	Business Professionalism	4.0	4.0
STD	2080	Career Development	4.0	4.0
		Electives (3000-4000 Level)		12.0
Total Business Administration Component Credit Hours			24	36
Major Component			40.0	52.0
Business Electives to be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business and Business-related courses listed in the Catalog.				
MAN	2000	Principles of Management	4.0	4.0
BUL	2100	Business Law I	4.0	4.0
		Electives	40.0	52.0
Total Major Component Credit Hours			48	60
General Education Component				
ENG	1540	English Composition I	4.0	4.0
ENG	1542	English Composition II	4.0	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
SPC	3010	Effective Speaking		4.0
PSY	2012	General Psychology	4.0	4.0
POS	2041	American National Government		4.0
		Electives	8.0	32.0
Total General Education Component Credit Hours			24	56
Approved Elective Component				
To be selected in consultation with the Faculty Advisor Registrar, or Dean to effectuate a				40.0
balanced educational program in keeping with the personal objectives and career ambitions of the student.				
Total Approved Elective Component Credit Hours				40
Total Credit Hours Required for Graduation			96	192

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

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 accounting students who are pursuing the Associate in Science Degree in Accounting.

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.

			Associate Degree Credit Hrs	Bachelor Degree Credit Hrs
Business Administration Component				
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2021	Principles of Accounting II	4.0	4.0
ACC	2031	Principles of Accounting III	4.0	4.0
COC	1000	Introduction to Computers	4.0	4.0
STD	1001	Business Professionalism	4.0	4.0
STD	2080	Career Development	4.0	4.0
		Electives (3000-4000 Level)		12.0
Total Business Administration Component Credit Hours			24	36
Major Component				
ACC	3411	Cost Accounting I	4.0	4.0
ACC	3412	Cost Accounting II	4.0	4.0
ACC	3101	Intermediate Accounting I	4.0	4.0
ACC	3121	Intermediate Accounting II	4.0	4.0
ACC	3131	Intermediate Accounting III <u>or</u>		4.0
ACC	3501	Federal Taxation I	4.0	4.0
ACC	4521	Federal Taxation II		4.0
ACC	4201	Advanced Accounting I		4.0
ACC	4601	Auditing I		4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
BUL	2100	Business Law I	4.0	4.0
MAN	2000	Principles of Management	4.0	4.0
		Electives-Business and Business Related	16.0	12.0
Total Major Component Credit Hours			48	60
General Education Component				
ENG	1540	English Composition I	4.0	4.0
ENG	1542	English Composition II	4.0	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
SPC	3010	Effective Speaking		4.0
PSY	2012	General Psychology	4.0	4.0
POS	2041	American National Government		4.0
		Electives	8.0	32.0
Total General Education Component Credit Hours			24	56
Approved Elective Component				40.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
Total Approved Elective Component Credit Hours				40
Total Credit Hours Required for Graduation			96	192

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

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

The Bachelor of Science in Computer Information Science 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 a variety of computer languages.

			Associate Degree Credit Hrs	Bachelor Degree Credit Hrs
Business Administration Component				
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2021	Principles of Accounting II	4.0	4.0
ACC	2031	Principles of Accounting III	4.0	4.0
COC	1000	Introduction to Computers	4.0	4.0
STD	1001	Business Professionalism	4.0	4.0
STD	2080	Career Development	4.0	4.0
		Electives (3000-4000 Level)		12.0
Total Business Administration Component Credit Hours			24	36
Major Component				
COC	1212	Programming Logic	4.0	4.0
COP	2100	Computer Programming-BASIC	4.0	4.0
COP	2121	Computer Programming-COBOL	4.0	4.0
COP	3121	Computer Programming-Advanced COBOL	4.0	4.0
CIS	2321	Systems Analysis Methods	4.0	4.0
COC	4998	Any Approved Programming Language		4.0
COP	3530	Data Base Program Development		4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
BUL	2100	Business Law I	4.0	4.0
MAN	2000	Principles of Management		4.0
		Electives-(Computer Related)	20.0	20.0
Total Major Component Credit Hours			48	60
General Education Component				
ENG	1540	English Composition I	4.0	4.0
ENG	1542	English Composition II	4.0	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
SPC	3010	Effective Speaking		4.0
PSY	2012	General Psychology	4.0	4.0
POS	2041	American National Government		4.0
		Electives	8.0	32.0
Total General Education Component Credit Hours			24	56
Approved Elective Component				40.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
Total Approved Elective Component Credit Hours				40
Total Credit Hours Required for Graduation			96	192

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Court Reporting
Suggested Curriculum
Brandon Campus Only**

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

			Associate Degree Credit Hrs
Major Component			
SES	1100	Typing	4.0
STD	1001	Business Professionalism	4.0
SES	1225	Machine Theory I	8.0
SES	1326	Machine Theory II	8.0
SES	2221	Computer-Aided Transcription/CR Procedures	2.0
CR-SES	2249	Medical Transcription	2.0
LES	1702	Legal Terminology	4.0
SES	2998	Internship (60 hours)	2.0
CR-SES	1327	Court & Conference Dictation I	8.0
CR-SES	2110	Court & Conference Dictation II	8.0
CR-SES	2120	Court & Conference Dictation III	8.0
CR-SES	2130	Court & Conference Dictation IV	8.0
CR-SES	2140	Court & Conference Dictation V	8.0
CR-SES	2150	Court & Conference Dictation VI	8.0
CR-SES	2160	Court & Conference Dictation VII	8.0
CR-SES	2220	Court Reporting Procedures	2.0
STD	2080	Career Development	4.0
Total Major Component Credit Hours			94
General Education Component			
APB	2248	Anatomy and Medical Terminology	4.0
ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
STD	1100	Interpersonal Relations	4.0
		Electives	8.0
Total General Education Component Credit Hours			24
Total Credit Hours Required for Graduation			118

Requirements for Graduation:

1. Typing: 60 net words per minute on two five minute timed writings on unfamiliar material and
2. Must pass two five minute tests with 97% accuracy (all the way through) at the following speeds:

225 words per minute-Q & A
200 words per minute-Jury Charge

180 words per minute-Literacy
180 words per minute-Medical Q & A

3. Complete 60 verified hours of actual writing time during internship training.

A student unable to achieve the required speed at the end of the term in each Court and Conference class will not be eligible to move up to the next Court and Conference class.

**Requirements for
THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE
Criminal Justice Major -Suggested Curriculum
(Terminal Program Not A Preparation For Law School)**

The Criminal Justice Program provides a broad understanding of the criminal justice system and a fundamental knowledge of the social and behavioral sciences that are an intricate part of understanding the elements at play within the system. Graduates will be able to seek career opportunities in probation, corrections, law enforcement and/or security. This is not a training program for policemen or policewomen.

			Associate Degree Credit Hours	Bachelor's Degree Credit Hours
Business Administration Component				
ACC	1350	Office Finance and Accounting, <u>or</u>		
ACC	2001	Principles of Accounting I	4.0	4.0
BUL	2100	Business Law I	4.0	4.0
COC	1000	Introduction to Computers	4.0	4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
STD	1001	Business Professionalism	4.0	4.0
STD	2080	Career Development	4.0	4.0
		Electives		12.0
Total Business Administration Component Credit Hours			24	36
Major Component				
CCJ	1101	Introduction to Criminal Justice	4.0	4.0
CCJ	2230	Criminal Evidence	4.0	4.0
CCJ	1502	Constitutional Law and Legal Procedures	4.0	4.0
CCJ	2500	Juvenile Delinquency	4.0	4.0
CCJ	1010	Criminology	4.0	4.0
CCJ	1800	Criminal investigation & Police Procedures	4.0	4.0
CCJ	2010	Pharmacology/First Aid	4.0	4.0
CCJ	2303	Criminal Procedure	4.0	4.0
CCJ	3300	Probation & Parole		4.0
CCJ	4620	Gang Activity and Drug Operations		4.0
CCJ	4452	Criminal Justice Management		4.0
CCJ	4528	Computer Fraud		4.0
		Electives	16.0	12.0
Total Major Component Credit Hours			48	60
General Education Component				
ENG	1540	English Composition I	4.0	4.0
ENG	1542	English Composition II	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
MAT	1132	Fundamentals of College Math, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
SPC	3010	Effective Speaking		4.0
SOC	3000	Principles of Sociology		4.0
POS	2041	American National Government		4.0
		Electives	8.0	28.0
Total General Education Component Credit Hours			24	56
Approved Elective Component				40.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				40
Total Approved Elective Component Credit Hours				
Total Credit Hours Required for Graduation			96	192

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

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, and government.

The Bachelor of Science Degree program in Management/Marketing includes additional studies in marketing research, consumer behavior, and personnel management to prepare the graduate for middle-management positions in business and industry.

			Associate Degree Credit Hrs	Bachelor Degree Credit Hrs
Business Administration Component				
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2021	Principles of Accounting II	4.0	4.0
ACC	2031	Principles of Accounting III	4.0	4.0
COC	1000	Introduction to Computers	4.0	4.0
STD	1001	Business Professionalism	4.0	4.0
STD	2080	Career Development	4.0	4.0
		Electives (3000-4000 Level)		12.0
Total Business Administration Component Credit Hours			24	36
Major Component				
MAN	2200	Introduction to International Business	4.0	4.0
MAR	1023	Introduction to Marketing	4.0	4.0
ADV	2331	Advertising	4.0	4.0
MAR	3503	Consumer Behavior		4.0
MAN	2344	Principles of Supervision	4.0	4.0
MAN	2800	Small Business Management	4.0	4.0
MAN	3300	Personnel Management		4.0
MAR	4613	Marketing Research		4.0
MAR	4344	Promotional Policies & Strategy		4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
BUL	2100	Business Law I	4.0	4.0
MAN	2000	Principles of Management	4.0	4.0
		Electives-Business and Business Related	16.0	12.0
Total Major Component Credit Hours			48	60
General Education Component				
ENG	1540	English Composition I	4.0	4.0
ENG	1542	English Composition II	4.0	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
SPC	3010	Effective Speaking		4.0
PSY	2012	General Psychology	4.0	4.0
POS	2041	American National Government		4.0
		Electives	8.0	32.0
Total General Education Component Credit Hours			24	56
Approved Elective Component				40.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
Total Approved Elective Component Credit Hours				40
Total Credit Hours Required for Graduation			96	192

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Computerized Office Specialist Major
Suggested Curriculum**

Brandon Campus Only

This program is designed to provide the graduate with basic office computer skills along with a base in general business, accounting and English skills. The graduate of this program will be prepared to seek entry-level employment in business, industry, or government offices as an administrative assistant, secretary, office manager, or microcomputer applications specialist.

**Associate Degree
Credit Hours**

Business Administration Component

ACC	1350	Office Finance & Accounting or,	
ACC	2001	Principles of Accounting I	4.0
GEB	1012	Introduction to Business Enterprise	4.0
COC	1000	Introduction to Computers	4.0
BUL	2100	Business Law I	4.0
STD	1001	Business Professionalism	4.0
STD	2080	Career Development	4.0

Total Business Administration Component Credit Hours **24**

Major Component

MAN	2000	Principles of Management	4.0
CAP	1156	Word Processing - WordPerfect	4.0
SES	1100	Typing	4.0
SES	1000	Keyboarding	4.0
CAP	1801	Spreadsheets	4.0
CAP	1806	Database - dBase IV	4.0
SES	2401	Office Practices	4.0
SES	1401	Records Management	4.0
		Electives	16.0

Total Major Component Credit Hours **48**

General Education Component

ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
MAC	1132	Fundamentals of College Math	4.0
PSY	2012	General Psychology	4.0
		Electives	8.0

Total General Education Component Credit Hours **24**

Total Credit Hours Required for Graduation **96**

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

The Medical Assistant Program is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. Students receive equal emphasis on administrative and clinical aspects of patient care and in handling office and clinic environments.

		Associate Degree Credit Hours
Business Administration Component		
GEB	1012 Introduction to Business Enterprise	4.0
CAP	1156 Word Processing-Word Perfect	4.0
BUL	2100 Business Law I	4.0
MAN	2000 Principles of Management	4.0
STD	1001 Business Professionalism	4.0
STD	2080 Career Development	4.0
Total Business Administration Component Credit Hours		24
 Major Component		
APB	1100 Anatomy and Physiology I	4.0
APB	1110 Anatomy and Physiology II	4.0
MEA	1450 Clinical Assisting	4.0
MEA	1460 Office Administration and Management	4.0
MLS	1440 Diagnostics and Special Procedures	4.0
MLS	2300 Laboratory Procedures I	2.0
MLS	2301 Laboratory Procedures II	2.0
MLS	1531 Medical Terminology	4.0
SES	1100 Typing	4.0
MAN	2050 Business Applications on the Microcomputer	4.0
MEA	2930 Medical Assistant Externship	4.0
ACC	1350 Office Finance & Accounting	4.0
	Elective	4.0
Total Major Component Credit Hours		48
 General Education Component		
ENG	1540 English Composition I	4.0
ENG	1542 English Composition II	4.0
MAC	1132 Fundamentals of College Math, <u>or</u>	
MAT	2013 College Algebra, <u>or</u>	
STA	3014 Statistics	4.0
PSY	2012 General Psychology	4.0
	Electives	8.0
Total General Education Component Credit Hours		24
 Total Credit Hours Required for Graduation		 96

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

Brandon Campus Only

The Medical Secretary Program is designed to provide the student with a strong background in the administrative and clerical functions of a medical office. The program prepares graduates for entry-level employment in medical offices, clinics, hospitals, insurance firms, and transcription companies.

			Associate Degree Credit Hours
Business Administration Component			
GEB	1012	Introduction to Business Enterprise	4.0
CAP	1156	Word Processing-Word Perfect	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
STD	1001	Business Professionalism	4.0
STD	2080	Career Development	4.0
Total Business Administration Component Credit Hours			24
Major Component			
APB	1100	Anatomy and Physiology I	4.0
APB	1110	Anatomy and Physiology II	4.0
MEA	1460	Office Administration and Management	4.0
MLS	1440	Diagnostics and Special Procedures, <u>or</u>	
SES	1401	Records Management	4.0
MLS	1531	Medical Terminology and Orientation	4.0
SES	1100	Typing	4.0
SES	1360	Transcription	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
ACC	1350	Office Finance & Accounting	4.0
		Electives	12.0
Total Major Component Credit Hours			48
General Education Component			
ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
PSY	2012	General Psychology	4.0
		Electives	8.0
Total General Education Component Credit Hours			24
Total Credit Hours Required for Graduation			96

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Legal Assistant/Paralegal Major
Suggested Curriculum
(Terminal Program-Not A Preparation For Law School)**

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

			Associate Degree Credit Hours
Business Administration Component			
ACC	1350	Office Finance & Accounting, <u>or</u>	4.0
ACC	2001	Principles of Accounting I	
SES	1000	Keyboarding	4.0
CAP	1156	Word Processing-Word Perfect	4.0
MAN	2000	Principles of Management	4.0
STD	1001	Business Professionalism	4.0
STD	2080	Career Development	4.0
Total Business Administration Component Credit Hrs.			24
Major Component			
LES	1702	Legal Vocabulary, <u>or</u>	4.0
PAL	1400	Legal Procedures	
PAL	1450	Criminal Law	4.0
PAL	1451	Torts	4.0
PAL	1453	Domestic Relations	4.0
PAL	1456	Real Estate	4.0
PAL	1457	Legal Research I	4.0
PAL	1458	Civil Litigation, <u>or</u>	4.0
PAL	1454	Contracts	
PAL	1459	Legal Document Writing	4.0
BUL	2100	Business Law I	4.0
		Electives (Law-Related)	12.0
Total Major Component Credit Hours			48
General Education Component			
ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
PSY	2012	General Psychology	4.0
		Electives	8.0
Total General Education Component Credit Hours			24
Total Credit Hours Required for Graduation			96

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

Tampa Campus Only

The Commercial Art Program is designed to prepare students for employment in the print media as production artists, layout artists, graphic designers, and illustrators. Students will acquire proficiency in such areas as drawing, production art, typography and lettering, graphic design, and layout.

			Associate Degree Credit Hours
Business Administration Component			
STD	1001	Business Professionalism	4.0
MAR	1023	Introduction to Marketing	4.0
ADV	2331	Advertising	4.0
GRA	2520C	Introduction to Desktop Publishing	4.0
GRA	2521C	Desktop Publishing II	4.0
GRA	2522C	Advanced Desktop Publishing	2.0
STD	2080	Career Development	2.0
Total Business Administration Component Credit Hours			24
Major Component			
ART	1250C	Basic Design	4.0
ART	1300C	Illustration and Composition I	4.0
ART	1310C	Illustration and Composition II	4.0
ART	1320C	Illustration and Composition III	4.0
ART	1220C	Lettering/Typography I	4.0
GRA	1500C	Advertising Design I	4.0
GRA	1510C	Advertising Design II	4.0
GRA	2300C	Illustration and Composition IV	4.0
GRA	2500C	Advertising Design III	4.0
GRA	2510C	Advertising Design IV	4.0
GRA	2999C	Portfolio and Externship	4.0
		Elective	4.0
Total Major Component Credit Hours			48
General Education Component			
ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
PSY	2012	General Psychology	4.0
		Electives	8.0
Total General Education Component Credit Hours			24
Total Credit Hours Required for Graduation			96

Course Descriptions

BUSINESS

ACCOUNTING

ACC 1350 Office Finance and Accounting 4.0 Quarter Credits

The theory and practice of the pegboard bookkeeping system is covered in detail. The course also includes a review of basic math skills, billing, collections, payroll, and purchasing procedures as performed in the office environment. Computerization of the office is discussed.

ACC 2000 Personal Income Tax 4.0 Quarter Credits

This course will discuss the basic principles of personal income tax preparation. Time will be spent discussing the law related to determination of gross income, allowable deductions, credits, and other taxes.

ACC 2001 Principles of Accounting I 4.0 Quarter Credits

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

ACC 2021 Principles of Accounting II 4.0 Quarter Credits

This course is a continuation of ACC 2001 with application to more complex business transactions. The accounting cycle is reexamined as it applies to partnerships and corporations. Prerequisite: ACC 2001 or consent of Faculty Advisor or Dean

ACC 2031 Principles of Accounting III 4.0 Quarter Credits

This course is an introduction to managerial and cost accounting. Concepts and principles are presented in a manner to emphasize accounting as it is applied to serving management needs. Prerequisite: ACC 2021 or consent of Faculty Advisor or Dean

ACC 2998 Topics In Accounting 2.0 Quarter Credits

This course is designed to provide the student with specific information about certain individual accounting topics. This study appropriately develops the student's skills in developing his/her accounting capacity pertinent to the topic studied.

ACC 3000 Computerized Accounting 4.0 Quarter Credits

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: ACC 2031 or consent of Faculty Advisor or Dean.

ACC 3101 Intermediate Accounting I 4.0 Quarter Credits

A comprehensive study of financial accounting theory. Primary emphasis is on financial accounting functions and basic theory and on accounting for current assets and liabilities. Prerequisite: ACC 2031 or consent of Faculty Advisor or Dean

ACC 3121 Intermediate Accounting II 4.0 Quarter Credits

A continuation of the study of financial accounting theory. Primary emphasis is on accounting for long-term assets and liabilities, stockholders' equity, and investments. Prerequisite: ACC 3101 or consent of Faculty Advisor or Dean

- ACC 3131 Intermediate Accounting III** 4.0 Quarter Credits
 A continuation of the study of financial accounting theory. Primary emphasis is on accounting for issues related to income measurement and the preparation and analysis of financial statements. Prerequisite: ACC 3121 or consent of Faculty Advisor or Dean
- ACC 3411 Cost Accounting I** 4.0 Quarter Credits
 This course examines the development and operation of cost accounting systems that provide information to management and the techniques used to aid management in the use of this information for decision making. Prerequisite: ACC 2031 or consent of Faculty Advisor or Dean
- ACC 3412 Cost Accounting II** 4.0 Quarter Credits
 A continuation of the study of managerial applications of accounting information for decision making and the uses of more sophisticated quantitative modeling methods for this purpose. Prerequisite: ACC 3411 or consent of Faculty Advisor or Dean
- ACC 3501 Federal Taxation I** 4.0 Quarter Credits
 A thorough study of federal income tax laws and their application to individual, partnership, and corporate income. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills in the preparation of tax returns, particularly individual returns. Prerequisite: Principles of Accounting is strongly recommended.
- ACC 4201 Advanced Accounting I** 4.0 Quarter Credits
 A study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, and not-for-profit and fiduciary accounting. Prerequisite: ACC 3131 or consent of Faculty Advisor or Dean
- ACC 4521 Federal Taxation II** 4.0 Quarter Credits
 An advanced study of the principles of taxation applied to corporations, estates, and trusts. Prerequisite: ACC 3501 or consent of Faculty Advisor or Dean
- ACC 4601 Auditing I** 4.0 Quarter Credits
 A course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACC 3131 or consent of Faculty Advisor or Dean
- ACC 4900 Accounting Fundamentals** 1.0 Quarter Credits
 Through a series of lectures, discussions, and demonstrations of basic accounting principles and procedures, this course will provide a better appreciation of, and familiarity with, the use of accounting information by business managers.
- ACC 2997 Topics In Accounting I** 2.0 Quarter Credits
ACC 2998 Topics In Accounting II 2.0 Quarter Credits
ACC 4995 Selected Topics In Accounting I 2.0 Quarter Credits
ACC 4996 Selected Topics In Accounting I 4.0 Quarter Credits
ACC 4997 Selected Topics In Accounting II 2.0 Quarter Credits
ACC 4998 Selected Topics In Accounting II 4.0 Quarter Credits
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in accounting. Prerequisites, if any, are determined by the course material and instructor.

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

FIFTH-YEAR AND GRADUATE LEVEL

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

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

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

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

ACC 4860 or ACC 5860 Governmental Accounting 4.0 Quarter Credits
Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 2021 or consent of Faculty Advisor or Dean

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

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

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

ACC 6000 Seminar In Accounting

4.0 Quarter Credits

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

COMPUTER INFORMATION SCIENCE**COC 1000 Introduction to Computers**

4.0 Quarter Credits

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

CAP 1050 DOS2.0/4.0 Quarter
Credits

This course is designed to introduce the student to DOS, Disc Operating System. Basic computer components, DOS commands, batch files and system configuration will be discussed.

CAP 1156 Word Processing - WordPerfect

4.0 Quarter Credits

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

CAP 1160 Word Processing Operations

4.0 Quarter Credits

A continuation of CAP 1156 with hands-on applications related to the students' occupational objectives. Prerequisite: CAP 1156 or consent of Faculty Advisor or Dean

COC 1212 Programming Logic

4.0 Quarter Credits

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

CAP 1800A**CAP 1800B Microcomputer Software Applications**

2.0 Quarter Credits

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

CAP 1801 Spreadsheets

4.0 Quarter Credits

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

CAP 1806 Database - dBase III

4.0 Quarter Credits

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

- CAP 1812 Database-dBase IV** 4.0 Quarter Credits
 This course is designed to teach the basics of programming and database functions and operations with hands-on training on the microcomputer using dBase IV software. Students will learn database and programming terminology, database programming, database functions and operations, and how to design and build databases with operations menus tailored to specific business applications such as name and address files and inventory files.
- CAP 2000 Advanced Microcomputer Applications** 4.0 Quarter Credits
 Advanced applications in report generating, word processing, data bases, graphics, and/or spreadsheeting using state-of-the-art software packages. This course may be repeated three times, for up to 6.0 credits, using different software as a basis for each separate topic. Prerequisite: Appropriate CAP 1800 topics, MAN 2050, or equivalent experience or consent of Faculty Advisor or Dean
- COP 2100 Computer Programming-BASIC** 4.0 Quarter Credits
 A continuation of COC 1212. Emphasis is on structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using BASIC. The student will be required to design, program, code, and test realistic business-type programs that illustrate arithmetic operations, basic report formatting, accumulation of intermediate and final totals, program decision-making, multiple page reports, control break logic, multi-dimension table processing methods, extract and reporting, and sequential, indexed, and direct file creation and updating. Prerequisite: COC 1212 or consent of Faculty Advisor or Dean
- COP 2121 Computer Programming-COBOL** 4.0 Quarter Credits
 Business applications using the COBOL programming language. In-depth coverage of language syntax, basic input/output operation, arithmetic operations, report formatting, accumulation of intermediate and final totals, report editing, program decision-making, multiple page reports, control break logic, table processing, file creation, access and reporting, including data editing and validation. Prerequisite: COC 1212 or consent of Faculty Advisor or Dean
- COP 2161 Computer Programming-RPG II** 4.0 Quarter Credits
 Business applications using the RPG II programming language, including problem analysis, input/output requirements design, formatting, coding, compiling, testing, debugging, and implementation of RPG II programs. Prerequisite: COC 1212
- CIS 2200 Local Area Networks** 4.0 Quarter Credits
 This course is designed to place emphasis on the comprehensive understanding of Local Area Networks. Basic concepts, terminology, and topologies that apply to Local Area Networks will be discussed. Prerequisite: COC 1000 or consent of the Faculty Advisor or Dean
- CIS 2321 Systems Analysis Methods** 4.0 Quarter Credits
 Overview of the system development life cycle. Emphasis on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs, and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: COC 1212 or any Computer Language Course or consent of Faculty Advisor or Dean
- COP 2500 System Query Language** 4.0 Quarter Credits
 This course is designed to instruct the student in the basic operations of the System Query Language. Database creation, single table queries, multi-table queries, database restrictions, and imbedding SQL in a COBOL program are discussed. Prerequisite: COC 1212 or consent of Faculty Advisor or Dean
- CIS 2700 Operating Systems** 4.0 Quarter Credits
 This course will introduce the student to the fundamentals and types of operating systems. There is an emphasis on mainframe and mid-range operating systems. Prerequisite: COC 1000 or consent of Faculty Advisor or Dean

- COC 2341 UNIX** 4.0 Quarter Credits
 This class is an introduction to the UNIX shell. Particular attention will be paid to the Kornshell. Basic UNIX commands will be taught as well as the use of SED to write programs in shell script. The ability to utilize VI to create text files will be covered.
- COP 3121 Computer Programming-Advanced COBOL** 4.0 Quarter Credits
 This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming utilizing sequential, relative, and indexed file organization; access methods; the linkage facility of the COBOL language, as well as the language's sort feature and debug aids. Prerequisite: COP 2121 or consent of Faculty Advisor or Dean
- CIS 3200 Local Area Networks II** 4.0 Quarter Credits
 This course is designed to be an extension of CIS 2200. The course will include basic network administrative tasks, virus protection techniques, and customer care in a data processing environment. Prerequisite: CIS 2200
- CIS 3321 Structured Systems Analysis and Design** 4.0 Quarter Credits
 Advanced study of structured systems development. Emphasis on strategies and techniques and structured analysis and structured design for producing logical methodologies for dealing with complexity in the development of information systems. Prerequisite: CIS 2321 or consent of Faculty Advisor or Dean
- COP 3400 Computer Programming-C** 4.0 Quarter Credits
 This course is designed to introduce the student to structured programming using the C Language. The student will be required to design, chart, code and test applications programs using ANSI Standard C. Prerequisite: COC 1212 and one other computer language, or consent of Faculty Advisor or Dean
- COP 3530 Data Base Program Development** 4.0 Quarter Credits
 Introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network, and relational. Discussion of storage devices, data administration and data analysis, design, and implementation. Prerequisite: CIS 3121; CIS 3321 is strongly recommended; or consent of Faculty Advisor or Dean
- CIS 4000 Advanced Data Base Concepts** 4.0 Quarter Credits
 Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems. In-depth practicum in data modeling and system development in a database environment. Overview of future trends in data management. Prerequisite: COP 3530 or consent of Faculty Advisor or Dean
- CIS 4160 Distributed Data Processing** 4.0 Quarter Credits
 The features of centralized, decentralized, and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. Technological implications of computer hardware, software, and communications are discussed as they relate to the design, development, and implementation of distributed data processing systems. Prerequisite: COP 3530 or consent of Faculty Advisor or Dean
- COC 4170 Applied Software Development Project** 4.0 Quarter Credits
 Application of computer programming and system development concepts, principles, and practices to a comprehensive system development project. A team or individual approach is used to analyze, design, and document realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations, and group dynamics in the solution of information systems problems. Prerequisite: CIS 2321 or consent of Faculty Advisor or Dean

CIS 4300 Office Automation 4.0 Quarter Credits
Office information and decision support systems are examined as emerging and critical elements in business data and information systems. Emphasis is given to information processing considerations at the systems level, including analysis and management of support activities such as data and records management, electronic filing and retrieving systems, wordprocessing, micro and reprographics, and (tele-) communications. Prerequisite: CIS 2321 or consent of Faculty Advisor or Dean

CIC 4360 Data Communications 4.0 Quarter Credits
Data Communication (teleprocessing), batch, remote job entry, on-line realtime and interactive operation, communications resources (types and grades of transmission facilities), and terminal hardware concepts. Prerequisite: COP 2100 or COP 2121 or consent of Faculty Advisor or Dean

COP 4400 Computer Programming-Advanced C 4.0 Quarter Credits
This course provides the student with advanced concepts of the C programming language. Documenting and debugging programs, if statements and switch loops, I/O with multiple functions, arrays and pointer, and storage are covered. Prerequisite: COP 3400 or consent of Faculty Advisor or Dean

CIS 4810 Management Information Systems 4.0 Quarter Credits
An introduction to the financial, technical, and strategic information systems planning processes. Emphasis on the relationship of the information systems planning process to the overall business goals, policies, plans, management style, and industry condition. Emphasis on the means of selecting large systems projects; financing approaches. Review of hardware, software, and services information sources. Prerequisite: COC 1000 or consent of Faculty Advisor or Dean

COC 4995 Selected Topics in Data Processing I 2.0 Quarter Credits

COC 4996 Selected Topics in Data Processing I 4.0 Quarter Credits

COC 4997 Selected Topics in Data Processing II 2.0 Quarter Credits

COC 4998 Selected Topics in Data Processing II 4.0 Quarter Credits

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

COC 2999 or COC 4999 Internship in Data Processing 4.0 Quarter Credits

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

GRADUATE LEVEL

COP 5000 Computers and Executive Applications 4.0 Quarter Credits

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

COURT REPORTING

SES 1225 Machine Theory I

8.0 Quarter Credits

An introduction to the basic principles of computer-compatible machine shorthand theory on the Digitext Accuwriter. Phonetics, symbols, finger position, brief forms, phrases, reading and writing habits will be stressed. Students begin working on terminals as an integral part of the theory process. *Students are required to spend a minimum of six hours per week in the laboratory in addition to all required classroom hours.

SES 1326 Machine Theory II

8.0 Quarter Credits

Continuation of the basic principles of machine shorthand. New brief forms and phrases are introduced. At this point students begin to work on writing stamina and speed building. Reporting techniques, including Q & A and Jury Charge, are introduced. Prerequisite: SES 1225 or consent of Faculty Advisor or Dean

*Students are required to spend a minimum of six hours per week in the laboratory in addition to all required classroom hours.

CR-SES 1327 Court and Conference Dictation I

8.0 Quarter Credits

Students begin working in their first Speed Building Manuals along with their correlated speed tapes. Writing techniques, principles and new briefs are reinforced. Multi-voice dictation is introduced. Literary speed of 60 words per minute, and Jury Charge speed of 80 words per minute, and Q & A speed of 100 words per minute are required. Prerequisite: SES 1326 or consent of Faculty Advisor or Dean

LES 1702 Legal Terminology

4.0 Quarter Credits

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 & legal terminologies.

CR-SES 2221 Court Reporting Procedures/Computer Aided Transcription

2.0 Quarter Credits

The transcription of machine shorthand notes with emphasis on, form, accuracy, and proofreading. Preparation of a complete trial transcript in deliverable form is required. Included in this course: The role of the reporter in trials, depositions and administrative hearings; instruction in the ethics of court reporting; indexing filing, and storage of notes; increasing notereading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turnaround schedules; and the NSRA Code of Professional Responsibilities and use of the library and reference materials. Included also 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: SES 1110 and CR-SES 2140 or consent of Faculty Advisor or Dean

CR-SES 2110 Court and Conference Dictation II

8.0 Quarter Credits

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 and students are expected to attain a Literary speed of 80 words per minute, a Jury Charge speed of 100 words per minute, and Q & A speed of 120 words per minute. Continue working in speed manuals. *Students are required to spend a minimum of six hours per week in the laboratory in addition to all required classroom hours. Prerequisite: CR-SES 1327 or consent of Faculty Advisor or Dean

CR-SES 2120 Court and Conference Dictation III

8.0 Quarter Credits

This course emphasizes the clarity of notes and more difficult dictating material for complete utilization of theory. Continuation of speed improvement through dictation of literary, Congressional Record, Jury Charge, and Q & A material. Testing is done at controlled speeds and students are expected to attain a Literary speed of 100 words per minute, Jury Charge speed of 120 words per minute and Q & A speed of 140 words per minute. Continue working in speed manuals. *Students are required to spend a minimum of six hours per week in the laboratory in addition to all required classroom hours. Prerequisite: CR-SES 2110 or consent of Faculty Advisor or Dean

CR-SES 2130 Court and Conference Dictation IV 8.0 Quarter Credits

A continuation of speed improvement on Jury Charge, Literary, Congressional Record, and Q & A material. Students are expected to attain a Literary speed of 120 words per minute, Jury Charge speed of 140 words per minute, and Q & A speed of 160 words per minute. Continue working in speed manuals. *Students are required to spend a minimum of six hours per week in the laboratory in addition to all required classroom hours.

Prerequisite: CR-SES 2120 or consent of Faculty Advisor or Dean

CR-SES 2140 Court and Conference Dictation V 8.0 Quarter Credits

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. Students are expected to attain a Literary speed of 140 words per minute, Jury Charge speed of 160 words per minute, and Q & A speed of 180 words per minute. Continue working in speed manuals. *Students are required to spend a minimum of six hours per week in the laboratory in addition to all required classroom hours. Prerequisite: CR-SES 2130 or consent of Faculty Advisor or Dean

CR-SES 2150 Court and Conference Dictation VI 8.0 Quarter Credits

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. Students are expected to attain a Literary speed of 160 words per minute, Jury Charge speed of 180 words per minute, Q & A speed of 200 words per minute and Medical Q & A of 160 words per minute. Continue working in speed manuals. *Students are required to spend a minimum of six hours per week in the laboratory in addition to all required classroom hours.

Prerequisite: CR-SES 2140 or consent of Faculty Advisor or Dean

CR-SES 2160 Court and Conference Dictation VII 8.0 Quarter Credits

A continuation of Court and Conference Dictation VI. Students will be expected to attain a Literary speed of 180 words per minute, Jury Charge speed of 200 words per minute, Q & A speed of 225 words per minute and Medical Q & A of 180 words per minute. Continue working in speed manuals. *Students are required to spend a minimum of six hours per week in the laboratory in addition to all required classroom hours.

Prerequisite: CR-SES 1326 or consent of Faculty Advisor or Dean

SES 2998 Internship 2.0 Quarter Credits

Students are required to complete an internship of 60 hours of courtroom and free-lance reporting under the supervision of practicing reporters, with appropriate turnaround time. Dress, attitude, and demeanor are emphasized. Prerequisite: CR-SES 2160 or consent of Faculty Advisor or Dean

APB 2248 Anatomy and Medical Terminology 4.0 Quarter Credits

A study of human anatomy including the functions of the major systems of the body. An emphasis on the correct spelling, pronunciation, and meaning of terms relating to anatomy and anatomical disorders as well as terms relating to other specialties.

CR-SES 2249 Medical Transcription 4.0 Quarter Credits

Students receive practice using medical terminology in dictated form. This course is designed to reinforce the spelling and definitions of medical terms. Prerequisite: APB 2248 or consent of Faculty Advisor or Dean.

CRIMINAL JUSTICE

CCJ 1010 Criminology 4.0 Quarter Credits

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.

CCJ 1101 Introduction to Criminal Justice 4.0 Quarter Credits

Introductory course dealing with the Criminal Justice System in the United States. Includes discussion of the court systems, correctional organizations, and law enforcement agencies.

- CCJ 1502 Constitutional Law and Legal Procedures** 4.0 Quarter Credits
Policy of the Constitution and the Supreme Court in law enforcement. The Florida Constitution is also studied in its relationship to law enforcement.
- CCJ 1800 Criminal Investigation and Police Procedures** 4.0 Quarter Credits
Basic investigative techniques, taking witness statements, interviews and reports are covered. Overview of police procedures.
- CCJ 2010 Pharmacology/First Aid** 4.0 Quarter Credits
A study of basic pharmacology, drugs and society, signs and symptoms of drug abuse, emergencies, first aid, and CPR. An introduction to vital sign techniques is covered in this course.
- CCJ 2100 Diversity Studies In Criminal Justice** 4.0 Quarter Credits
This course is designed to introduce the student into the diversities encountered in the criminal justice field. Ethnic, racial, cultural and other differences are studied.
- CCJ 2230 Criminal Evidence** 4.0 Quarter Credits
This course considers the rules of evidence and rule of exclusion. Rules of evidence as they pertain to a suspect's rights and covers the procedures for gathering evidence within the realm of legally admissible evidence rules.
- CCJ 2303 Criminal Procedure** 4.0 Quarter Credits
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.
- CCJ 2500 Juvenile Delinquency** 4.0 Quarter Credits
Examination of programs and institutions including juvenile court process, intake services, and remedial procedures and practices.
- CCJ 3300 Probation and Parole** 4.0 Quarter Credits
Overview of contemporary methods of correction and alternative methods correction in use by the judicial system. Emphasis will be placed on the role and responsibilities of the criminal justice professional.
- CCJ 3500 Interviews & Interrogations** 4.0 Quarter Credits
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 & techniques, affecting the success of the interview, types of witness, signs of deception, and the nature of admissions and confessions.
- CCJ 4452 Criminal Justice Management** 4.0 Quarter Credits
Elements of first-line supervision and executive development; administrative leadership, its nature, methods and traits, and recent theories and research in leadership.
- CCJ 4528 Computer Fraud** 4.0 Quarter Credits
This course focuses on the use of the computer in the commitment of a crime.
- CCJ 4620 Gang Activity and Drug Operations** 4.0 Quarter Credits
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.

CCJ 4995	Selected Topics In Criminal Justice I	2.0 Quarter Credits
CCJ 4996	Selected Topics In Criminal Justice I	4.0 Quarter Credits
CCJ 4997	Selected Topics In Criminal Justice II	2.0 Quarter Credits
CCJ 4998	Selected Topics In Criminal Justice II	4.0 Quarter Credits

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

MANAGEMENT/MARKETING

GEB 1012	Introduction to Business Enterprise	4.0 Quarter Credits
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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.

HFT 1000	Hotel and Restaurant Organization and Management	4.0 Quarter Credits
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An introduction to the hotel and restaurant industry with emphasis on organization and management. Analysis of typical internal organizational structures in the industry and of the various levels of management roles and function.

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

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

MAN 1050	Time/Stress Management	2.0/4.0 Quarter Credits
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Through readings, class discussion and exercises, and personal applications, this course explores the dynamics of time/stress management; its effects on an individual's physical, psychological, and emotional well-being in addition to social and work relationships; healthy and unhealthy stress; and various techniques of time/stress management.

RES 1220	Real Estate Management	4.0 Quarter Credits
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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.

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

MAR 1850	Marketing In the 90's	2.0/4.0 Quarter Credits
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This course involves the examination and review of contemporary thought and trends in the field of marketing. It includes discussion of current applications of the marketing concept and marketing strategies in areas such as retailing, consumer behavior, advertising, and distribution.

MAN 1860 Management Today

2.0/4.0 Quarter
Credits

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.

MAN 2000 Principles of Management

4.0 Quarter Credits

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

MAN 2010 Let's Talk Business

2.0/4.0 Quarter
Credits

This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiencies as communicators in business environments.

MAN 2050 Business Applications on the Microcomputer

4.0 Quarter Credits

This course introduces the student to the more popular business applications for microcomputers: word processing, electronic spreadsheets, business graphics, and database file management. Through intensive hands-on application drills, the student will learn to put these tools to use in typical business situations.

BUL 2100 Business Law I

4.0 Quarter Credits

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

BUL 2122 Business Law II

4.0 Quarter Credits

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, and insurance.

MAN 2200 Introduction to International Business

4.0 Quarter Credits

A comprehensive overview of the increasingly critical business opportunities and challenges associated with operating within the international arena. The course is designed to broaden students' perspectives and sensitize them to the similarities and differences between national and international business environments, strategies and operations.

ADV 2331 Advertising

4.0 Quarter Credits

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.

MAN 2344 Principles of Supervision

4.0 Quarter Credits

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

MAN 3000 Applied Business Communications

4.0 Quarter Credits

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

MAR 2151 Retailing

4.0 Quarter Credits

A survey of the basic principles and techniques of retailing. Emphasis is placed on the fundamentals of merchandising, sales, stock turnover, inventory and profitability. Pricing for competitive retailing and markup strategy will be included.

- PAD 3000 Public Administration** 4.0 Quarter Credits
 A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policymaking in the modern governmental unit.
 Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean
- RMI 3015 Risk and Insurance** 4.0 Quarter Credits
 The basic principles of sound risk management, including risk identification and evaluation, are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included.
 Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean
- MAR 3101 Salesmanship** 4.0 Quarter Credits
 A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets.
- MAR 3203 Marketing Channels and Distribution** 4.0 Quarter Credits
 An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisite: MAR 1023 or consent of Faculty Advisor or Dean
- MAN 3300 Personnel Management** 4.0 Quarter Credits
 An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean
- MAR 3321 Public Relations** 4.0 Quarter Credits
 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.
- FIN 3401 Principles of Finance** 4.0 Quarter Credits
 This course provides an introduction and overview of the acquisition, financing, valuation, and management of business assets. The balance sheet will serve as the foundation for the evaluation of financial decisions and their effect on the firm. Prerequisite: ACC 2021 or consent of Faculty Advisor or Dean
- MAR 3503 Consumer Behavior** 4.0 Quarter Credits
 An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.
- MAN 2800 Small Business Management** 4.0 Quarter Credits
 This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.
- MAN 4060 Business Policy and Administration** 4.0 Quarter Credits
 A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean
- MAR 4344 Promotional Policies and Strategy** 4.0 Quarter Credits
 An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1023 or consent of Faculty Advisor or Dean

MAN 4410 Labor Relations and Collective Bargaining 4.0 Quarter Credits
A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean

MAN 4600 Management of International Business 4.0 Quarter Credits
A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean

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

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

MAN 4995 Selected Topics In Management I 2.0 Quarter Credits

MAN 4996 Selected Topics In Management I 4.0 Quarter Credits

MAN 4997 Selected Topics In Management II 2.0 Quarter Credits

MAN 4998 Selected Topics In Management II 4.0 Quarter Credits

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

MAR 4995 Selected Topics In Marketing I 2.0 Quarter Credits

MAR 4996 Selected Topics In Marketing I 4.0 Quarter Credits

MAR 4997 Selected Topics In Marketing II 2.0 Quarter Credits

MAR 4998 Selected Topics In Marketing II 4.0 Quarter Credits

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

MAN 4999 Internship In Management 4.0 Quarter Credits

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

MAR 4999 Internship In Marketing 4.0 Quarter Credits

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

GRADUATE LEVEL

MAN 5130 Management Communication 4.0 Quarter Credits

Both oral and written communication techniques are studied for the most effective ways of transferring information within an organizational structure.

MAN 5140 Managerial Ethics

4.0 Quarter Credits

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.

MAN 5266 Management of Professionals

4.0 Quarter Credits

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.

MAN 5285 Organizational Development

4.0 Quarter Credits

Theory and research relating to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations.

MAN 5311 Management of Human Resources

4.0 Quarter Credits

This course covers recruitment, planning, supervision, training, promotion, management, and control of personnel in organizational settings.

MAN 5355 Managerial Assessment and Development

4.0 Quarter Credits

Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance.

MAN 5428 Financial Management

4.0 Quarter Credits

A study of the capital structure, its cost, availability, and selection. Emphasis is placed on all aspects of cash flows, particularly cash management and distribution.

GEB 5445 Legal Environment of Business

4.0 Quarter Credits

An intensive study of environmental law in the land, air and water area with special emphasis on Florida environmental law. Strategies and tactics of major environmental protection groups and business will be explored utilizing case law from related reports.

MAN 5455 Quality Control

4.0 Quarter Credits

A discussion of the concepts, techniques, and importance of quality control in all aspects of business operations. Examines the development process from conception of ideas to introduction, and the marketing life cycle from introduction to deletion of products.

FIN 5528 Investments

4.0 Quarter Credits

A review of investment philosophy and practical investment detail. The thrust of the course will be on personal, as opposed to institutional investment. A discussion of securities and the securities markets, analysis of different types of securities and other investments, types of risks, tax consequences, timing on selection, purchase and sale will be used to illustrate the dynamics of the process. Other investment vehicles will also be covered. Investment goals and procedures insofar as the Tax Reform Act will also be covered.

MAN 5569 Managerial Decision Making

4.0 Quarter Credits

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.

MAN 5635 International Business Policy 4.0 Quarter Credits
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.

MAN 5715 Energy, Economy, and the Environment 4.0 Quarter Credits
Explores the changing relationships between the management of business organizations and other participants in the business system. Identifies trends in all the environments affecting the organization. Stresses legal and ethical issues.

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

MAN 5785 Marketing Management 4.0 Quarter Credits
Strategy and management of the operation of an organization's marketing activities.
Prerequisite: MAR 1023 or consent of Faculty Advisor or Dean

MAN 5805 Entrepreneurship 4.0 Quarter Credits
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.

MAN 5820 Global Politics 4.0 Quarter Credits
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.

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

MAN 6000 Seminar In Management 4.0 Quarter Credits
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.

INTERNATIONAL BUSINESS

MAN 5608 International Business 4.0 Quarter Credits
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.

ECO 5709 International Economic Systems 4.0 Quarter Credits
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 consent of Faculty Advisor or Dean

FIN 5636 International Finance 4.0 Quarter Credits
A study of the international dimensions of finance in both the developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital and financial structure, and capital budgeting for foreign projects.

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

MAR 5246 International Marketing 4.0 Quarter Credits
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.

OFFICE PRACTICE

SES 1000 Keyboarding 4.0 Quarter Credits
A first course designed so students attain complete mastery of the alphanumeric keyboard and the numeric keypad of a computer keyboard. Emphasis is placed on correct stroking, posture, and basic keyboarding techniques.

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

SES 1110 Intermediate Typing 4.0 Quarter Credits
A continuation of SES 1100 with emphasis placed on the development of speed and accuracy.
Prerequisite: SES 1100 or consent of Faculty Advisor or Dean

SES 1120 Advanced Typing 4.0 Quarter Credits
A continuation of SES 1110 with emphasis placed on increasing speed and accuracy. This course will provide learning activities simulating the office environment. Prerequisite: SES 1110 or consent of Faculty Advisor or Dean

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

SES 1361 Transcription II 4.0 Quarter Credits
A continuation of SES 1360. Emphasis is placed on the production of typed mailable copy from machine dictation. Prerequisite: SES 1360 or consent of Faculty Advisor or Dean

SES 1401 Records Management 4.0 Quarter Credits
A study of the efficient control of business records. This course will cover the basic rules of filing and records management including the alphabetic, numeric, geographic, and subject systems.

SES 2100 Advanced Keyboarding 4.0 Quarter Credits
A continuation of SES 1000 with special emphasis placed on increasing speed and accuracy.
Prerequisite: SES 1000 or consent of Faculty Advisor or Dean

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

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

ECONOMICS

ECO 3001 Current Issues in Economics 4.0 Quarter Credits
A study of the underlying causes and available solutions to unemployment, inflation, monopolies, poverty, and income distribution. Government economic policies as related to these and other problems are examined.
Prerequisite: ECO 3013

ECO 3003 Comparative Economic Systems 4.0 Quarter Credits
A description, analysis and appraisal of the economic theories of Capitalism, Socialism, and Communism.
Prerequisite: ECO 3013

ECO 3223 Money & Banking 4.0 Quarter Credits
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.

ECO 3410 Industry & Trade of Latin America 4.0 Quarter Credits
A study of the industrial significance of several Latin American countries; the development of their industry; the volume and types of exports and imports as related to the American economy.

ECO 4504 Public Finance 4.0 Quarter Credits
A study of the principles of public finance; consideration of classical and modern attitudes toward government revenues and expenditures; problems related to public debt and budget making; and the evaluation of fiscal policy as an instrument of control. Prerequisite: ECO 3013

ECO 4702 Principles of International Economics 4.0 Quarter Credits
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

FIN 3010 Investments 4.0 Quarter Credits
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.

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

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

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

ECO 4995 Selected Topics in Economics I 2.0 Quarter Credits

ECO 4996 Selected Topics in Economics I 4.0 Quarter Credits

ECO 4997 Selected Topics in Economics II 2.0 Quarter Credits

ECO 4998 Selected Topics in Economics II 4.0 Quarter Credits

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

GRADUATE LEVEL

ECO 5705 Managerial Economics 4.0 Quarter Credits
Business decision-making based upon the application of economic theory. Prerequisite: ECO 3013 or consent of Faculty Advisor or Dean

LEGAL STUDIES

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

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

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

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

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

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

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

PAL 1458 Civil Litigation 4.0 Quarter Credits

This course covers civil court procedure rules and filing requirements and instructs the student in the preparation of pleadings (such as complaints, answers, motions, etc.), pretrial discovery devices (interrogatories, depositions, subpoenas), and post-trial documents (satisfactions, judgments).

PAL 1459 Legal Document Writing 4.0 Quarter Credits

The style and format of legal documents are discussed including bankruptcies, wills, contracts, and real estate closing documents. Sample documents are provided as a guide for exercises.

PAL 1460 Law Office Management 4.0 Quarter Credits

A discussion of the managerial structure of small and large legal offices. The role of the paralegal in the legal office is discussed.

PAL 1999 Law Office Externship 4.0 Quarter Credits

Students completing a Paralegal program may work as an extern for a legal office to apply learned knowledge and skills in the work environment.

PAL 2000 Constitutional Law 4.0 Quarter Credits

This course begins with a general discussion of the constitutional form of government and proceeds through an analysis of the different major sections of the constitution with special emphasis on their impact in the day-to-day legal practice. The student will gain a fundamental understanding of the constitutional constraints on civil and criminal legal administration and litigation.

LES 1702 Legal Vocabulary 4.0 Quarter Credits

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

PAL 2102 Legal Ethics 4.0 Quarter Credits

This course is designed to introduce the student to the professional ethics of a legal assistant. The course also includes job qualifications of a legal assistant, and employment opportunities.

PAL 2350 Legal Medicine 4.0 Quarter Credits

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.

LEA 3403 Business Organizations/Bankruptcy 4.0 Quarter Credits

This course provides the student with an overview of contract law. Students are instructed in basic contract provisions and drafting techniques. The organization and operation of various business entities, including partnerships and corporations, is also addressed. Additionally, students receive instruction in federal bankruptcy procedures regarding Chapter 7 and Chapter 13 filings.

LEA 3222 Probate Procedure 4.0 Quarter Credits

Instruction is 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. Primary emphasis is on the completion of the probate forms according to Florida Probate Code.

LEA 3015 Legal Research II 4.0 Quarter Credits

This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Prerequisite: LEA 1015 or consent of Faculty Advisor or Dean

LEA 3112 Administrative Law 4.0 Quarter Credits

This course covers the procedures followed and forms used by various federal and state administrative agencies.

- LEA 3130 Introduction to Case Law** 4.0 Quarter Credits
 A study of the history of case law development in the United States. Students receive instruction on how to brief cases in various areas of law specialties.
- LEA 3250 Constitutional Law** 4.0 Quarter Credits
 A study of the fundamental issues surrounding constitutional law and procedures.
- LEA 3040 Legal Aspects of Evidence** 4.0 Quarter Credits
 Introduces students to the rules of evidence as they pertain to a suspect's rights. Instructs students on procedures for gathering evidence within the realm of legally admissible evidence rules.
- LEA 4995 Selected Topics In Paralegal Studies I** 2.0 Quarter Credits
LEA 4996 Selected Topics In Paralegal Studies I 4.0 Quarter Credits
LEA 4997 Selected Topics In Paralegal Studies II 2.0 Quarter Credits
LEA 4998 Selected Topics In Paralegal Studies II 4.0 Quarter Credits
 A special study of selected topics which are of current interest and relevance to the student preparing for a career as a paralegal.

MEDICAL EDUCATION

- MLS 1440 Diagnostics and Special Procedures** 4.0 Quarter Credits
 A study of the diagnostic aids available in medical care. The course correlates disease symptoms, clinical laboratory tests, radiology procedures, and physical and respiratory therapy procedures to the diagnosis and treatment of disease.
- MEA 1450 Clinical Assisting** 4.0 Quarter Credits
 A study of the basic skills and procedures used when assisting the physician. The student will learn physical exams and positions, minor surgery assistance, surgical instruments, examination instruments, and aseptic technique. The course will also correlate types of procedures and exams to the medical specialty in which they are practiced and will introduce emergencies, first aid, vital signs, CPR techniques, and HIV/AIDS.
- MEA 1460 Office Administration and Management** 4.0 Quarter Credits
 A course that introduces the student to the basic operations of the administrative or "front office" of the physician's office or clinic. The course includes a discussion of appointment scheduling, telephone technique, records management, obtaining patient history, handling mail, and providing service to the handicapped or pediatric patient in the office.
- MLS 1531 Medical Terminology and Orientation** 4.0 Quarter Credits
 Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes) and then combining word elements to create numerous terms common to the study of the medical professions. The course also includes an orientation to allied health fields, licensure and registration of health care personnel. This course also includes the application of medical terminology in simulated health care activities.
- MLS 2300 Laboratory Procedures I** 2.0 Quarter Credits
 A study of laboratory and clinical procedures performed in the medical office to include venipuncture, urinalysis, hematology, and clinical chemistry testing. Prerequisite: APB 1100, APB 1110, MEA 1450, MLS 1440 or consent of Faculty Advisor or Dean
- MLS 2301 Laboratory Procedures II** 2.0 Quarter Credits
 A study of basic pharmacology, dosage calculations, injection technique, electrocardiography, and review of vital signs. Prerequisite: APB 1100, APB 1110, MEA 1450, MLS 1440 or consent of Faculty Advisor or Dean

MEA 2930 Medical Assistant Externship 4.0 Quarter Credits
A practical in-service experience in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant.

MEA 2998 Selected Topics In Medical Assisting 2.0/4.0 Quarter Credits
A special study of selected topics which are of current interest and relevance to the student preparing for a career as a medical assistant.

PHARMACY

PHA 1000 Pharmacology I 4.0 Quarter Credits
The basics of pharmacology to include classifications of drugs, routes of drug administration, and regulatory control of pharmaceuticals is introduced. A study of vitamins, minerals, skin medications, anti-infective drugs, eye medications, and common drugs of the urinary system to include classification, uses, side effects, contraindications, and interactions is also covered.

PHA 1001 Pharmacology II 4.0 Quarter Credits
Gastrointestinal drugs, antineoplastic drugs, autonomic nervous system drugs, analgesics, sedatives, hypnotics, psychotropic medications, musculoskeletal drugs, and anticonvulsants are studied. Each major class of drugs is discussed as to its usage, side effects, contraindications, and interactions.

PHA 1004 OTC Drugs and Supplies 4.0 Quarter Credits
A study of common over-the-counter medications and supplies available to the consumer. The student will learn basic patient assessment techniques as well as classification, contraindications, dosage, and interactions of OTC products.

PHA 1100 Prescriptions and Procedures 4.0 Quarter Credits
A basic pharmacy course that includes a study of pharmaceutical reference sources, interpretation and evaluation of prescriptions, prescription pricing, third party billing, law and ethics, aseptic techniques, preparation and usage of IV admixtures, and quality assurance in pharmacy practice.

PHA 1110 Math and Drug Calculations 4.0 Quarter Credits
A pharmacy mathematics course that provides a review of basic math, systems of measurement, and mathematical computations for oral, parenteral, and intravenous medication dosing.

PHA 1120 Pharmacy Management 4.0 Quarter Credits
A study of basic administrative functions performed in a pharmacy. Includes purchasing, inventory, and bookkeeping procedures as well as a study of over-the-counter merchandising with respect to pricing, display, and sales techniques.

PHA 2300 Pharmacy Laboratory Procedures 4.0 Quarter Credits
A course that provides practical application of skills for the Pharmacy Technician student. The student will practice reading and filling prescriptions, patient assessment of OTC products, preparation of IV admixtures, and routine recordkeeping procedures. Prerequisite: PHA 1000,1001,1004,1100 or consent of Faculty Advisor or Dean

PHA 2930 Pharmacy Technician Externship 4.0 Quarter Credits
A practical in-service experience in a hospital and/or retail pharmacy that allows the student to apply learned skills in the work environment. Prerequisite: all courses with PHA prefix.

COMMERCIAL ART

- ART 1250 Basic Design I** 4.0 Quarter Credits
An introduction to the basic knowledge of the elements and principles of good design and its use in visual communications.
- ART 1300 Illustration and Composition I** 4.0 Quarter Credits
An introduction to the basic principles of good illustration and composition skills developed by a knowledge of basic shapes, light and shade, perspective, and composition.
- ART 1310 Illustration and Composition II** 4.0 Quarter Credits
A further study of illustration and composition as applied to portraiture, color theory and the effective use of color in three dimensional drawings.
- ART 1320 Illustration and Composition III** 4.0 Quarter Credits
A continuation of drawing and composition techniques with direct application to marker rendering and airbrush.
- TYP 1200 Lettering and Typography** 4.0 Quarter Credits
An introduction to letterforms and typefaces includes instruction in the rendering of lettering both free-hand and with tools mechanically in pen and ink and airbrush.
- GRA 1500 Advertising Design I** 4.0 Quarter Credits
An introduction to the principles and concepts of graphic communication necessary for creative comprehensive designs and instruction in basic production techniques in preparing artwork for reproduction.
- GRA 1510 Advertising Design II** 4.0 Quarter Credits
A further study of illustration and composition and an introduction to copywriting composition and techniques.
- ART 2300 Illustration & Composition IV** 4.0 Quarter Credits
An advanced study of drawing and composition techniques with direct application in airbrush rendering.
- ART 2330 Selected Topics I** 2.0 Quarter Credits
- ART 2331 Selected Topics I** 4.0 Quarter Credits
- ART 2332 Selected Topics II** 2.0 Quarter Credits
- ART 2333 Selected Topics II** 4.0 Quarter Credits
A special study of selected topics of current interest and relevance to the student preparing for a career in commercial art. Prerequisites, if any, are determined by the course material and the instructor.
- GRA 2500 Advertising Design III** 4.0 Quarter Credits
Continued study of graphic design principles and production techniques-includes color separation, letterpress, gravure and silk screen printing processes.
- GRA 2510 Advertising Design IV** 4.0 Quarter Credits
An advanced study of mechanical preparation of full color design for reproduction.
- GRA 2520 Introduction to Desktop Publishing** 4.0 Quarter Credits
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.

GRA 2550 Desktop Publishing II 4.0 Quarter Credits
This course will further the study of the desktop computer and its application to the field of commercial art and advertising.

GRA 2560 Advanced Desktop Publishing 2.0 Quarter Credits
This course provides advance study in the use of computer graphics and their application in the advertising media.

GRA 2999 Portfolio & Externship, Evening Freelance, or Adv Project 4.0 Quarter Credits
This course includes development of personal logo design, resume, and portfolio. Job interview skills are also developed. Student Externship is a practical in-service experience that allows the student to apply and increase knowledge and skills in the actual work environment. Evening students have the option of completing a freelance or advertising project in place of Externship.

ART 3000 Anatomy and Figure Drawing 4.0 Quarter Credits
A study of the skeletal and muscular structure of the human body essential in the drawing of the human figure.

ART 3050 Advanced Illustration 4.0 Quarter Credits
This course provides advanced instruction in airbrush, marker rendering, and painting and its application to product illustration.

PROFESSIONAL DEVELOPMENT

STD 1001 Business Professionalism 4.0 Quarter Credits
Through discussion and application, this seminar is designed to promote proper study habits and skills which should enable the student to compete successfully in the higher education environment.

STD 2080 Career Development 2.0/4.0 Quarter Credits
A special course which will develop the students' skills in telephone etiquette, business attire, interview procedures, resume writing, and general office behavior.

GENERAL EDUCATION

APPLIED BIOLOGY

APB 1100 Anatomy and Physiology I 4.0 Quarter Credits
Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, and urinary systems are studied. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems.

APB 1110 Anatomy and Physiology II 4.0 Quarter Credits
A study of the various aspects of the human endocrine, integumentary, nervous, sensory, and reproductive systems. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems. The normal growth and development of the fetus, labor and delivery, and various disorders of pregnancy are also covered.

ENGLISH

- ENG 1540 English Composition I** 4.0 Quarter Credits
This course is designed to improve writing skills. A study of construction and composition, including word study, sentence analysis, and punctuation.
- ENG 1542 English Composition II** 4.0 Quarter Credits
A study of paragraphs and short essay construction to further improve writing skills. Critical analysis of selected readings is included. Prerequisite: ENG 1540 or consent of Faculty Advisor or Dean
- ENG 2350 Introduction to Literature** 4.0 Quarter Credits
This course is designed to introduce the student to the four basic literary forms of the play, the novel, the short story, and the poem. Emphasis may be placed on a structural analysis of one or more of the forms. Selected works will be based around a central theme.
- SPC 3010 Effective Speaking** 4.0 Quarter Credits
This course develops the ability to speak clearly and effectively before an audience; to develop the ability to think and express ideas effectively; and to plan, compose, and deliver speeches and talks of various kinds.
- ENG 3330 Journalism** 4.0 Quarter Credits
This course is designed to introduce the student to reporting, newswriting, copywriting, and other activities related to journalistic practices with emphasis on accuracy and direct expression. Prerequisite: ENG 1542 or consent of the Faculty Advisor or Dean
- SPC 3420 Conference & Discussion Techniques** 4.0 Quarter Credits
Designed to acquaint students with principles, methods, and theories of discussion and conference planning and to assist them in developing leadership and conference skills.
- ENG 4995 Selected Topics in English I** 2.0 Quarter Credits
ENG 4996 Selected Topics in English I 4.0 Quarter Credits
ENG 4997 Selected Topics in English II 2.0 Quarter Credits
ENG 4998 Selected Topics in English II 4.0 Quarter Credits
A special study of selected topics which are of current interest and relevance to the student. Prerequisites, if any, are determined by the course material and instructor.
- SPC 4998 Selected Topics in Communications** 4.0 Quarter Credits
A special study of selected topics of current interest and relevance to the student in the area of communications. Prerequisite, if any, are determined by the course material and instructor.

GOVERNMENT/HISTORY

- POS 2041 American National Government** 4.0 Quarter Credits
A study of the Constitutional structure and dynamics of the American federal system. Included is an examination of the current structure, organization, powers, and procedures of the American national government.
- AMH 2840 History of Tampa** 4.0 Quarter Credits
This course is an examination of the history of the City of Tampa and the surrounding areas. The course is begins with the origins of Tampa and extends into present day. Such factors as historical tradition, climate, population, and locations as they relate to Tampa's development are studied.
- AMH 3420 History of Florida** 4.0 Quarter Credits
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.

POS 4995 Selected Topics In American Government I	2.0 Quarter Credits
POS 4996 Selected Topics In American Government I	4.0 Quarter Credits
POS 4997 Selected Topics In American Government II	2.0 Quarter Credits
POS 4998 Selected Topics In American Government II	4.0 Quarter Credits

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

HIS 4995 Selected Topics In History I	2.0 Quarter Credits
HIS 4996 Selected Topics In History I	4.0 Quarter Credits
HIS 4997 Selected Topics In History II	2.0 Quarter Credits
HIS 4998 Selected Topics In History II	4.0 Quarter Credits

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

HUMANITIES

ART 2050 History of Art	4.0 Quarter Credits
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A comprehensive study of painting, sculpture and architecture from the Prehistoric Period to the Twentieth Century.

PHI 3600 Ethics	4.0 Quarter Credits
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Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality. Investigation is made of the bearing of ethical theory upon problems connected with industry, civil society, and the typical American community.

PHI 4100 Logic	4.0 Quarter Credits
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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.

HUM 2998 Selected Topics In Humanities	2.0/4.0 Quarter
HUM 4998 Selected Topics In Humanities	Credits

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

SPN 1100 Conversational Spanish I	4.0 Quarter Credits
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A basic course for students who wish to develop the ability to speak and understand the Spanish language; emphasis is placed on phrasing, idioms, and everyday vocabulary.

SPN 1101 Conversational Spanish II	4.0 Quarter Credits
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An advanced course for students who wish to develop a broad competence in Spanish; emphasis is placed on the oral-aural aspects of the language, and more sophisticated use of subjective clauses and sentence structure.

MATHEMATICS

MAC 1132 Fundamentals of College Mathematics	4.0 Quarter Credits
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This course is designed to bridge the gap between arithmetic and beginning algebra. Concepts covered include number operation, informal geometry, algebra, modern mathematics and its notation, and scientific notation.

MAT 2013 College Algebra	4.0 Quarter Credits
---------------------------------	---------------------

The algebra of sets, linear and quadratic equations, fractioning, proofs, determinants and relations, and functions. Emphasis is placed on understanding the structure of mathematical systems.

STA 3014 Statistics 4.0 Quarter Credits
This course introduces the student to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAC 1132 or consent of Faculty Advisor or Dean

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

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

MAC 2998 Selected Topics In Mathematics 2.0/4.0 Quarter Credits
A special study of selected topics which are of current interest and relevance to the student in the area of math.

GRADUATE LEVEL

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

PSYCHOLOGY/SOCIOLOGY

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

PSY 2100 Personal Communications 2.0/4.0 Quarter Credits
This course emphasizes the communications skills used on a personal basis. The course covers the use of social styles of behavior and how to get along better with difficult people, choosing the right words, and enhancing relationships.

PSY 2200 Effective Listening 2.0/4.0 Quarter Credits
This course will provide the student with an in-depth analysis of the important role of listening. Students will assess listening skills, verbal and non-verbal skills and learn how to give appropriate feedback.

PSY 2880 Marriage and Family 4.0 Quarter Credits
This course is an examination and evaluation of the variables present in marriage and family relationships. The course also covers the basic principles of interpersonal and family communications as well as the societal and cultural conditions which affect marriages and families. Parenting and step-parenting is also discussed.

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

PSY 2997 Topics In Psychology I	4.0 Quarter Credits
PSY 2998 Topics In Psychology II	4.0 Quarter Credits
SOC 2997 Topics In Sociology I	4.0 Quarter Credits
SOC 2998 Topics In Sociology II	4.0 Quarter Credits

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

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

PSY 3030 Abnormal Psychology	4.0 Quarter Credits
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This course focuses on the abnormal and how it is defined by time and society. Through lectures, readings, films, and group efforts, students will explore the etiology and treatment of various clinical problems.

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

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

PSY 3336 Adolescent Psychology	4.0 Quarter Credits
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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.

MAF 3501 Marriage and the Family	4.0 Quarter Credits
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This course provides an exploration, through readings, 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.

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

PSY 4995 Selected Topics In Psychology I	2.0 Quarter Credits
PSY 4996 Selected Topics In Psychology I	4.0 Quarter Credits
PSY 4997 Selected Topics In Psychology II	2.0 Quarter Credits
PSY 4997 Selected Topics In Psychology II	4.0 Quarter Credits

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

SOC 4995 Selected Topics In Sociology I	2.0 Quarter Credits
SOC 4996 Selected Topics In Sociology I	4.0 Quarter Credits
SOC 4997 Selected Topics In Sociology II	2.0 Quarter Credits
SOC 4998 Selected Topics In Sociology II	4.0 Quarter Credits

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

GRADUATE LEVEL

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

RESEARCH STUDIES

RES 2000 Elements of Research I 1.0 Quarter Credits
RES 2001 Elements of Research II 1.0 Quarter Credits
A directed study of research methods designed to aid students in obtaining information applicable to their major field of study. This research project includes an indoctrination in the use of library systems.

DRS 2900 Directed Study - Sophomore Research I 2.0 Quarter Credits
DRS 2901 Directed Study - Sophomore Research I 2.0 Quarter Credits
DRS 4900 Directed Study - Senior Research I 2.0 Quarter Credits
DRS 4900 Directed Study - Senior Research I 2.0 Quarter Credits
Open to Senior or Sophomore students with permission from the Dean's office. This research study is done under faculty supervision and must be appropriate to the student's major. This research is available only during the final term prior to the student's graduation with a Baccalaureate or Associate Degree and may be taken only one time.

STUDENT DEVELOPMENT

STD 1100 Interpersonal Relations 2.0/4.0 Quarter Credits
Credits
The aspects of human interaction are set up and studied by the students with reference to their positions in society as they perceive them. General activities would encompass the students choosing the area for discussion with the instructor directing and moderating the topics chosen.

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

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

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

Administration

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

Corporate Officers:

Gerald C. Phillips	Chairman of the Board
Gerald R. Riso	President
C. Ronald Kimberling	Senior Vice President for Student Finance

Hillsborough: Main Campus

David C. Zorn	President
Daniel Palladino	Dean
Kristine Rogers	Director of Student Finance
Nancy Palko	Director of Admissions
Christina Tedesco	Director of Career Planning/Placement

Brandon Branch

Stan Banks II	Director
Vicki Hawhee	Dean
Robin Hall	Director of Student Finance
Jim Elswick	Director of Admissions
Kayzie Weaver	Director of Career Planning/Placement

Academic Calendar 1993

WINTER TERM 1993

December	21, '92-Jan. 10, '93
January	11
January	15
January	18
Birthday	
January	19
January	23
February	15
March	1
March	6
April	9
April	9
April	12-April 16*

Christmas Holidays
 Classes Resume
 Fall Term Ends
 Holiday-Martin Luther King Jr.'s

 Winter Term Classes Begin
 Last Day to Enter Classes
 Holiday-President's Day
 Winter Mini Term Classes Begin
 Last Day to Enter Classes
 Winter Term/Mini Term Classes End
 Holiday-Good Friday
 Spring Vacation

SPRING TERM 1993

April	19
April	24
May	31
June	1
June	5
July	5
July	9
July	12-July 16

Spring Term Classes Begin
 Last Day to Enter Classes
 Holiday-Memorial Day
 Spring Mini Term Classes Begin
 Last Day to Enter Classes
 Holiday-Independence Day
 Spring Term/Mini Term Classes End
 Summer Vacation

SUMMER TERM 1993

July	19
July	24
August	30
September	4
September	6
October	8
End	

Summer Term Classes Begin
 Last Day to Enter Classes
 Summer Mini Term Classes Begin
 Last Day to Enter Classes
 Holiday-Labor Day
 Summer Term/Mini Term Classes

FALL TERM 1993

October	11
October	16
November	11
November	22
November	24
November	25-November 28
December	20-January 2, 1994
January	3, 1994
January	14, 1994

Fall Term Classes Begin
 Last Day to Enter Classes
 Holiday-Veterans Day
 Fall Mini Term Classes Begin
 Last Day to Enter Classes
 Holiday-Thanksgiving
 Christmas Vacation
 Classes Resume
 Fall Term/Mini Term Classes End

*Spring Vacation Dates Subject to Change

Academic Calendar 1994

WINTER TERM 1994

December	20, '93-Jan. 2, '94
January	3
January	14
January	17
January	18
January	21
February	21
February	28
March	4
April	15
March	28-April 1*
March	29

Christmas Holidays
Classes Resume
Fall Term Ends
Holiday-Martin Luther King Jr.'s Birthday
Winter Term Classes Begin
Last Day to Enter Classes
Holiday-President's Day
Winter Mini Term Classes Begin
Last Day to Enter Classes
Winter Term/Mini Term Classes End
Spring Vacation
Holiday-Good Friday

SPRING TERM 1994

April	18
April	22
May	30
May	31
June	3
July	4
July	8

Spring Term Classes Begin
Last Day to Enter Classes
Holiday-Memorial Day
Spring Mini Term Classes Begin
Last Day to Enter Classes
Holiday-Independence Day
Spring Term/Mini Term Classes End

SUMMER TERM 1994

July	11
July	15
August	1-5
August	29
September	2
September	5
October	7

Summer Term Classes Begin
Last Day to Enter Classes
Summer Vacation
Summer Mini Term Classes Begin
Last Day to Enter Classes
Holiday-Labor Day
Summer Term/Mini Term Classes End

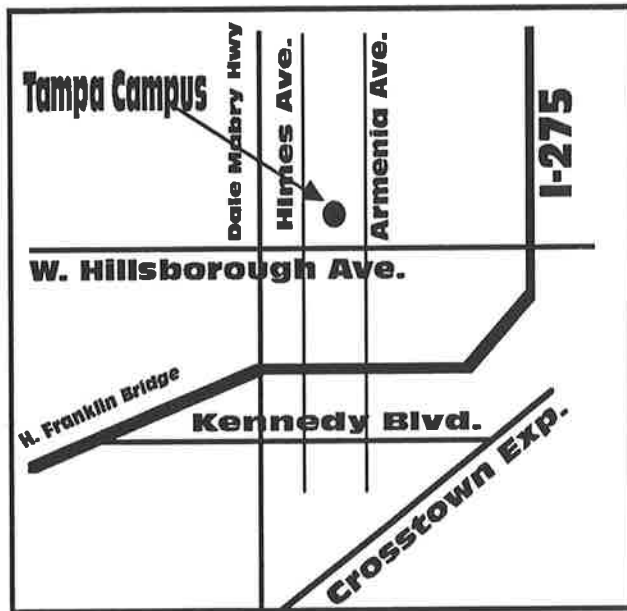
FALL TERM 1994

October	10
October	14
November	11
November	21
November	28
November	24
December	19-January 2, 1995
January	3, 1995
January	13, 1995

Fall Term Classes Begin
Last Day to Enter Classes
Holiday-Veterans Day
Fall Mini Term Classes Begin
Last Day to Enter Classes
Holiday-Thanksgiving
Christmas Vacation
Classes Resume
Fall Term/Mini Term Classes End

*Spring Vacation Dates Subject to Change

Campus Locations



Main Campus
Hillsborough County
3319 W. Hillsborough Ave.
Tampa, FL 33614
(813) 879-6000

Tampa Campus

Brandon Branch Campus
Sabal Business Center
3924 Coconut Palm Dr.
Tampa, FL 33619
(813) 621-0041



Brandon Campus

Notes

Notes

Notes

TAMPA COLLEGE

Main & Brandon Campuses

Supplement to the Tampa College 1993-1995 Catalog

ACADEMIC CALENDAR - 1994

WINTER TERM 1994

Dec 20, '93 - Jan 2, '94
 January 3
 January 14
 January 17
 January 18
 January 21
 February 21
 February 28
 March 4
 April 1
 April 8
 April 11 - April 15

Christmas Break
 Classes Resume
 Fall Term Ends
 Holiday - M.L. King Jr. Birthday
 Winter Term Starts
 Last Day to Enter Classes
 Holiday - President's Day
 Winter Mini Term Classes Begin
 Last Day to Enter Classes
 Holiday - Good Friday
 Winter Term/Mini Term Classes End
 Spring Break

SPRING TERM 1994

April 18
 April 22
 May 30
 May 31
 June 3
 July 4
 July 8

Spring Term Classes Begin
 Last Day to Enter Classes
 Holiday - Memorial Day
 Spring Mini Term Classes Begin
 Last Day to Enter Classes
 Holiday - Independence Day
 Spring Term/Mini Term Classes End

SUMMER TERM 1994

July 11- July 15
 July 18
 July 22
 August 29
 September 2
 September 5
 October 7

Summer Break
 Summer Term Classes Begin
 Last Day to Enter Classes
 Summer Mini Term Classes Begin
 Last day to Enter Classes
 Holiday - Labor Day
 Summer Term/Mini Term Classes End

FALL TERM 1994

October 10
 October 14
 November 11
 November 21
 November 28
 November 24
 Dec 19, '94 - Jan 2, '95
 January 3, 1995
 January 13, 1995

Fall Term Classes Begin
 Last Day to Enter Classes
 Holiday - Veterans Day
 Fall Mini Term Classes Begin
 Last Day to Enter Classes
 Holiday - Thanksgiving
 Christmas Break
 Classes Resume
 Fall Term/Mini Term Classes End

ACADEMIC CALENDAR - 1995

WINTER TERM 1995

Dec 19, '94 - Jan 2, '95
 January 3
 January 13
 January 16
 January 17
 January 21
 February 20
 February 27
 March 4
 April 7
 April 14
 April 10 - April 14

Christmas Break
 Classes Resume
 Fall Term Ends
 Holiday - M.L. King Jr. Birthday
 Winter Term Starts
 Last Day to Enter Classes
 Holiday - President's Day
 Winter Mini Term Classes Begin
 Last Day to Enter Classes
 Winter Term/Mini Term Classes End
 Holiday - Good Friday
 Spring Break

SPRING TERM 1995

April 17
 April 22
 May 29
 May 30
 June 3
 July 4
 July 7
 July 10 - July 14

Spring Term Classes Begin
 Last Day to Enter Classes
 Holiday - Memorial Day
 Spring Mini Term Classes Begin
 Last Day to Enter Classes
 Holiday - Independence Day
 Spring Term/Mini Term Classes End
 Summer Break

SUMMER TERM 1995

July 17
 July 22
 August 28
 September 2
 September 4
 October 6

Summer Term Classes Begin
 Last Day to Enter Classes
 Summer Mini Term Classes Begin
 Last Day to Enter Classes
 Holiday - Labor Day
 Summer Term/Mini Term Classes End

FALL TERM 1995

October 9
 October 14
 November 11
 November 20
 November 27
 November 23
 Dec 25, '95 - Jan 7, '96
 January 8, 1996
 January 12, 1996

Fall Term Classes Begin
 Last Day to Enter Classes
 Holiday - Veterans Day
 Fall Mini Term Classes Begin
 Last Day to Enter Classes
 Holiday - Thanksgiving
 Christmas Break
 Classes Resume
 Fall Term/Mini Term Classes End

Addendum to the 1993 - 1995 Catalog Court Reporting Requirements

"Court Reporting students must advance out of each speed class in no more than three quarters in order to continue in the court reporting program. Those who fail to advance out of a speed class within the three quarters will be withdrawn from the reporting program and will be eligible to transfer into another academic program offered by the college with all applicable credits to the alternative program.

This policy is necessary to assure that students are progressing at a rate consistent with Tampa College's requirements for satisfactory academic progress. Students who consistently have to repeat classes multiple times inevitably run into problems meeting the progressions toward completion requirements and maximum time frame limitations of the satisfactory progress policy, a policy required by both the college's accrediting agency and the U.S. Department of Education."

TAMPA COLLEGE

Hillsborough County Campuses



*Supplement to the Tampa College 1993-1995 Catalog
EFFECTIVE JULY 1994*

COMMERCIAL ART COURSE DESCRIPTIONS-PAGES 71-72

ART	1250	Basic Design I An introduction to the basic knowledge of the elements and principles of good design and its use in visual communications.	4.0 Quarter Credits
ART	1300	Illustration and Composition I An introduction to the basic principles of good illustration and composition skills developed by a knowledge of basic shapes, light and shade, perspective, and composition.	4.0 Quarter Credits
ART	1310	Illustration and Composition II A further study of illustration and composition as applied to portraiture, color theory and the effective use of color in three dimensional drawings. Prerequisite: ART 1300	4.0 Quarter Credits
ART	1320	Illustration and Composition III A continuation of drawing and composition techniques with direct application to marker rendering. Prerequisite: ART 1310	4.0 Quarter Credits
TYP	1200	Lettering and Typography An introduction to letterforms and typefaces includes instruction in the rendering of lettering both free-hand and with tools mechanically in pen and ink. Prerequisite: ART 1320	4.0 Quarter Credits
GRA	1500	Advertising Design I An introduction to the principles and concepts of graphic communication necessary for creative comprehensive designs and instruction in basic production techniques in preparing artwork for reproduction. Prerequisite: TYP 1200	4.0 Quarter Credits
GRA	1510	Advertising Design II A further study of illustration and composition and an introduction to copywriting composition and techniques. Prerequisite: GRA 1500	4.0 Quarter Credits
ART	2300	Illustration & Composition IV An advanced study of drawing and composition techniques with direct application in airbrush rendering. Prerequisite: ART 1320	4.0 Quarter Credits
ART	2330	Selected Topics I	2.0 Quarter Credits
ART	2331	Selected Topics I	4.0 Quarter Credits
ART	2332	Selected Topics II	2.0 Quarter Credits
ART	2333	Selected Topics II A special study of selected topics of current interest and relevance to the student preparing for a career in commercial art. Prerequisites, if any, are determined by the course material and the instructor.	4.0 Quarter Credits
GRA	2500	Advertising Design III Continued study of graphic design principles and production techniques-includes color separation, letterpress, gravure and silk screen printing processes. Prerequisite: GRA 1510	4.0 Quarter Credits
GRA	2510	Advertising Design IV An advanced study of mechanical preparation of full color design for reproduction. Prerequisite: GRA 2500	4.0 Quarter Credits
GRA	2520	Introduction to Desktop Publishing 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.	4.0 Quarter Credits
GRA	2550	Desktop Publishing II This course will further the study of the desktop computer and its application to the field of commercial art and advertising. Prerequisite: GRA 2520	4.0 Quarter Credits
GRA	2560	Advanced Desktop Publishing This course provides advance study in the use of computer graphics and their application in the advertising media. Prerequisite: GRA 2550	2.0 Quarter Credits
GRA	2999	Portfolio & Externship, Evening Freelance, or Adv Project This course includes development of personal logo design, resume, and portfolio. Job interview skills are also developed. Student Externship is a practical in-service experience that allows the student to apply and increase knowledge and skills in the actual work environment. Evening students have the option of completing a freelance or advertising project in place of Externship.	4.0 Quarter Credits
ART	2900	Anatomy and Figure Drawing A study of the skeletal and muscular structure of the human body essential in the drawing of the human figure.	4.0 Quarter Credits
ART	2950	Advanced Illustration This course provides advanced instruction in airbrush, marker rendering, and painting and its application to product illustration. Prerequisite: ART 2300	4.0 Quarter Credits

TAMPA COLLEGE - HILLSBOROUGH - ADMINISTRATION & STAFF
Supplement to the Tampa College 1993-1995 Catalog

ADMINISTRATION

David C. Zorn	President
MaryAnn Pellegrino-Craparo	Dean
Dawn Gunn	Director of Student Finance
Jim Elswick	Director of Admissions
Christina Tedesco	Director Career Planning/Placement

STAFF

PRESIDENTS OFFICE

Lisa Risch	Assistant to the President
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DEAN'S OFFICE

Stella Dimos	Student Services Advisor
Bruce McCain	Assistant Dean Evening
Sherry Keding	Registrar
Patrick Burch	Secretary to the Dean
Aileen Jones	Records Officer
Sherri Friduss	Records Officer

COMPUTER DEPARTMENT

Penelope Sy A Foek	Computer Services Coordinator
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BUSINESS OFFICE

Lisa Jeffrey	Business Office Clerk
Karen Brown	Business Office Clerk
Eydie Betz	Business Officer Clerk

FINANCIAL AID

Andrea Miller	Senior Financial Aid Officer
Maria Cabrera	Financial Aid Officer
Barbara Tirone	Financial Aid Officer
James Friend	Financial Aid Officer
Silvina Lamoureux	Student Loan Advisor
Dianne Werther	Financial Aid Packager
Maria Dimitroff	Financial Aid Packager
Lorraine Harrigan	Financial Aid Packager

ADMISSIONS OFFICE

Terri Thomas	Admissions Advisor
Dee Pearson	Admissions Advisor
Foster Thomas	Associate Director of Admissions
Cal Worthington	Admissions Advisor
Loren Frances	Admissions Advisor
Tanya Werbney	Admissions Advisor
Carrie Perez	Admissions Secretary

STAFF - CONTINUED

RECEPTION

Kim Atkinson	Day Receptionist
Carrie Perez	Evening Receptionist

BOOKSTORE

Christopher Newton	Bookstore Coordinator
--------------------	-----------------------

MAINTENANCE

Daniel Diaz	Maintenance Coordinator
-------------	-------------------------

STRUCTURED SELF STUDY

Joyce Stovall	Independent Study Coordinator
Carla Jones	Assistant to Coordinator/Test Monitor
Lara Ayers	Test Monitor

LIBRARY

Anne Watkins	Librarian
--------------	-----------

MBA PROGRAM/EXPERIENTIAL LEARNING

Daniel Palladino	Coordinator
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SPECIAL PROJECTS

Linda Wilcox	Assistant
Mary Williams	Assistant

TAMPA COLLEGE MAIN - HILLSBOROUGH - FACULTY
Supplement to the Tampa College 1993-1995 Catalog

ACADEMIC PROGRAM COORDINATORS

Bruce McCain	Computer Information Science
Sharon Occhipiniti	General Education
Virginia Robinson	Commercial Art
Joyce Stovall	Medical Education
Daniel Palladino	Graduate Program - MBA
Claude Whittle	Criminal Justice - Paralegal/Legal Asst.
David Pressner	Management/Marketing - Business Admin.
William Freund	Accounting

FACULTY

Atkins, Michael Accounting, Business Admin.	MBA, University of New Orleans BBA, Loyla University
Baldwin, Dennis Accounting, Business Admin.	MBA, Nova University BA, University of South Florida
Barriball, Janet General Education	J.D., University of Florida BA, Florida State University
Bonti, Raymond Criminal Justice/Paralegal	MEd, University of South Florida BS, University of South Florida
Bussiere, Jeanne General Education	MBA, University of New Haven BS, Mary Washington College
Butler, Leslie Computer Information	BS, Eastern Kentucky University AS, Hillsborough Community College
Campbell, Bill General Education	MS, Nova University BS, Florida State University
Deinard, Nadine Medical Assisting	MHS, Johns Hopkins University BA, Stetson University
Duruh, Anthony Business Administration	DBA, Nova University MA, University of Detroit BA, Detroit Institute of Technology
Elliott, Charles General Education	PhD, Cornell University MA, Cornell University BS, Cornell University
Fontanella, Anthony General Education	MBA, University of Tampa BS, St. Bonaventure University
Frederick, Mishelle General Education	MA, University of Pittsburgh MEd, University of Pittsburgh BA, Geneva College
Freund, William Accounting	MPA, University of Texas BA, Miami University of Ohio
Gager, Sandra Management	MBA, Tampa College BS, Mary Washington College

Geraci, John
Management/Marketing

MSBA, Boston University
BBA, St. Johns University

Gordon, Ron
Management/Marketing

MBA, Tampa College
BBA, Tampa College

Hatfield, Gordon
Computer Information

PhD, UCLA
MS, UCLA

Hawkins, Carl
Management

PhD, Nova University
MS, Nova University
BS, University of South Florida

Hoffer, Ron
Criminal Justice/Paralegal

J.D., Stetson Law School
BSME, Indiana Institute of Technology

Johnson, Gerard
Computer Information Science

BS/CIS, Tampa College

Leduc, Nelson
Accounting

MSM, Rollins College
BBA, University of Miami

Lippman, Milton
General Education

MA, Columbia University
BS, Columbia University

Matassa, Peter
Business/General Education

MBA, University of South Florida
BA, University of South Florida

McCain, Bruce
Computer Information Science
Business Administration

MBA, Tampa College
BS, Fairleigh Dickinson University

Miehl, Paul
Commercial Art

BA, St. University of New York at Freedonia

Milam, Michael
General Education

PhD, Indiana University
MA, Indiana University
BA, Western Washington University

Nazaretian, Peter
Criminal Justice
Legal Assistant/Paralegal

J.D., Nova Law School
BA, University of South Florida

O'Bryant, Michael
Commercial Art

Certificate, Ringling School of Art

Occhipinti, Sharon
General Education

MA, University of South Florida
BA, University of South Florida

Palladino, Daniel
General Education

MA, University of Florida
BA, University of Tampa

Panepinto, Gabriel
Accounting

MBA, Fairleigh Dickinson University
BS, St. Peter's College

Pauley, Cassandra
General Education

MA, Murray State University
BA, University of Louisville

Pressner, David
Management/Marketing

MS, Virginia Commonwealth University
BS, University of Pennsylvania

Robinson, Virginia
Commercial Art

Certificate, Traphagen School

Smoak, J.D.
Management/Marketing

MBA, Nova University
BBA, Orlando College

Spinka, Ron
General Education

MA, University of South Florida
BA, University of South Florida

Stovall, Joyce
Medical Education

MBA, Tampa College
BS, George Mason University
AS, University of New York

Szczesniakowski, Aleksander
General Education
Management

MS, Troy State University
BA, University of Maryland

Theodore, John
Management/Marketing

DBA, University of South Africa
PhD, University of Thessalonica
PhD, University of Kansas
MA, Western Kentucky University
BS, Vanderbilt University

Wagner-Johnson, Jo Anne
Medical

DVM, Louisiana State University
BSN, Louisiana State University

Washington, Patricia
Computer Information Science

BA, University of South Florida

Whittle, Claude
Criminal Justice/Paralegal

J.D., South Texas College of Law
BA, University of South Florida

Windsor, George
Accounting

MACC, University of South Florida
BA, University of South Florida
BS, Sophia University

Zeglarski, Edward
Marketing/Management

PhD, LaSalle University
MBA, Columbia Pacific University
BS, Northern Arizona University

Revised October 10, 1994

TAMPA COLLEGE

HILLSBOROUGH MAIN CAMPUS • TUITION AND FEE SCHEDULE

*Supplement to the Tampa College 1993-1995 Catalog
(Effective for classes starting on or after March 1, 1994)*

PROGRAM	CREDITS	COST
●Master's Degrees	56 cr	\$9352 Excluding books & fees*
●Professional Accounting	48 cr	\$6000 Excludes certain books & lab fees
●Bachelor Degrees	192 cr	\$21,888 Excludes certain books & lab fees
●Associate Degrees- All Majors except Commercial Art	96 cr	\$10,944 Excludes certain books & lab fees
●Associate Degree-Commercial Art	96 cr	\$13,344 Excludes certain books. Includes basic art kits- additional art supplies must be purchased in various phases of the program

Note: For programs using majority of book loaner-most books are issued to students at the time they begin a particular course, not necessarily at the beginning of their program, and are issued on a loaner concept to be retrieved by the instructor on the day of the student's final exam for which the book is issued. The student will be charged for books lost, damaged, or not returned to the College.

ADDITIONAL FEES NOT INCLUDED IN ABOVE COST:

- A non-refundable \$25.00 Application fee will be paid by all new and returning applicants to the College.
- A non-refundable \$100 Administration fee will be paid by withdrawing students.
- A Graduation Fee of \$60.00 shall be paid by all undergraduate students prior to commencement. A Graduation Fee of \$80.00 shall be paid by all Master's students prior to commencement. Students who graduate in absentia are not exempt from the Graduation Fee.
- A non-refundable fee of \$35.00 will be paid for each special proficiency examination taken to establish credit and is applied to the Academic Credit Fee for each course for which academic credit is established. The Academic Credit Fee will be one-half of the current published tuition rate. Arrangement for such examinations must be made in advance to ensure timeliness for scheduled test dates.
- After one course change has been made after classes begin, a fee of \$10.00 will be charged for each subsequent course change.
- A fee of \$3.00 must accompany each request for copy of a student's grade transcript. This fee will apply to both official and unofficial transcript requests.
- For Portfolio Developments Credit Information and Fees, see separate supplement available in the Experiential Learning Office.

SUCCESS OF STUDENT • ACCREDITING AGENCIES • TRANSFER OF CREDITS

- The student's individual success or satisfaction is not guaranteed, and is dependent upon the student's individual efforts, abilities and application of himself/herself to the requirements of the College.
- The College does not imply, promise or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.
- Acceptance of credits from another institution is at the sole discretion of each receiving institution. The College does not imply, promise or guarantee transferability of credits earned to any other institution. The degree programs of the college are terminal in nature and are designed for the graduate's employment upon graduation.

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*In lieu of 8 hours of electives, the student may elect to take a Directed Study project. If the student elects this option, a tuition credit based on the current average hourly rates for the degree program will be applied to the student's account.

STANDARDS OF PROGRESS FOR THE BACHELOR OF SCIENCE IN PROFESSIONAL ACCOUNTING-PAGE 37

Students working on a Bachelor of Science in Professional Accounting (Fifth Year) degree must maintain a 2.0 cumulative GPA and a 67% course completion rate. Failure to meet either of these requirements will place the student on Academic Suspension for one quarter. Students allowed to re-enter after the period of suspension must satisfy the minimum requirements above by the end of the first academic term after being re-admitted. Failure to do so will result in permanent dismissal from the College.

CHANGES IN PROGRAM OBJECTIVES-PAGE 47

Requirements for THE ASSOCIATE IN SCIENCE DEGREE-Legal Assistant/Paralegal Major

The Legal Assistant-Paralegal Program instructs students in clerical and legal procedures to assist lawyers, clients, and courts in the area of office practice; to interview, gather, review, and analyze factual situations; to research the law, prepare and interpret legal documents, and to understand day-to-day operations of the office.

The Legal Assistant-Paralegal Program is also designed to find employment opportunities in law firms, in state and federal government agencies, in corporate legal departments, with consumer groups, and also real estate companies.

BUSINESS COURSE DESCRIPTIONS-PAGES 52, 53, 54, 58, 60, 61, 67

ACC	2001	Principles of Accounting I	Prerequisite: MAC 1132 or MAT 2013, or consent of Faculty Advisor or Dean
CAP	1812	Database-dBaseIV	Prerequisite: COC 1000 or consent of Faculty Advisor or Dean
COC	2341	UNIX	Prerequisite: COC 1000 or consent of Faculty Advisor or Dean
CAP	1050	DOS	Prerequisite: COC 1000 or consent of Faculty Advisor or Dean
CAP	1161	Advanced WordPerfect-Desktop Publishing	Prerequisite: CAP 1156 or consent of Faculty Advisor or Dean
COC	1212	Programming Logic	Prerequisite: COC 1000 or consent of Faculty Advisor or Dean
CAP	1801	Spreadsheets	Prerequisite: COC 1000 or consent of Faculty Advisor or Dean
CAP	1806	Database-dBase III	Prerequisite: COC 1000 or consent of Faculty Advisor or Dean
CCJ	3500	Interviews & Interrogations	Prerequisite: CCJ 2800 or consent of Faculty Advisor or Dean
CCJ	4620	Gang Activity and Drug Operations	Prerequisite: CCJ 2010 or consent of Faculty Advisor or Dean
BUL	2122	Business Law II has been changed to BUL 3122	
BUL	3122	Business Law II	4.0 Quarter Credits
A study of the laws concerning Bailments, Sales, Credit Instruments, Negotiable Instruments, Insurance, Employment, and Property. The course also presents a more advanced analysis of Contracts, Agencies, Partnerships, and Corporations. Prerequisite: BUL 2100 or consent of Faculty Advisor or Dean			
ADV	2331	Advertising	Prerequisite: MAR 1023 or consent of Faculty Advisor or Dean
MAR	3503	Consumer Behavior	Prerequisite: MAR 1023 or consent of Faculty Advisor or Dean
MAN	2800	Small Business Management has been changed to MAN 3800	
MAN	3800	Small Business Management	Prerequisite: ACC 2001 and MAR 1023 or consent of Faculty Advisor or Dean

MEDICAL COURSE DESCRIPTIONS-PAGES 69

MEA 1451 Clinical Assisting I 2.0 Quarter Credits
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, and the use of personal protective equipment.

MEA 1452 Clinical Assisting II 2.0 Quarter Credits
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, and aseptic techniques. The course will also correlate types of procedures and exams to the medical specialty in which they are practiced. Prerequisite: MEA 1451 or consent of Faculty Advisor or Dean

GRADUATE PROGRAM REQUIREMENTS AND INFORMATION

Financial Information-PAGES 18-29

A. All Title IV Financial Aid Funds (with the exception of Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)) are available to graduate students.

Refund Policy-PAGES 19

B. The College's refund policy at the graduate level is the same as the refund policy at the undergraduate level.

Under each section outlined, the following information will be inserted to reflect the changes made through the Higher Education Amendments of 1992.

All loans will be replaced with the corresponding new name:

- Federal Perkins Loan
- Federal Stafford Loan
- Federal Unsubsidized Stafford Loan

FEDERAL PERKINS LOAN (FORMERLY NDSL) - PAGE 22

Total indebtedness at the undergraduate level is \$15,000.
Total indebtedness at the graduate level inclusive of Federal Perkins borrowed at the undergraduate level is \$30,000.

FEDERAL STAFFORD LOAN (FORMERLY GSL) - PAGE 22

As of July 1, 1993 an undergraduate student may borrow per academic year the following:

- \$2625 for level 1 (0 - 48 credit hours)
- \$3500 for level 2 (49 - 96 credit hours)
- \$5500 for level 3-5 (97 - 192 credit hours)

As of July 1, 1993 the maximum loan amount at the undergraduate level is \$23,000.

As of July 1, 1993 the total indebtedness for graduate students is \$65,000 including any Federal Stafford Loans made at the undergraduate level.

As of October 1, 1993 graduate students may borrow up to \$8500 per academic year.

The Technical Amendments of 1993 have changed the law to enable borrowers with fixed rates on earlier Stafford Loans to obtain the variable interest rates previously available only to new borrowers. For loans disbursed on or after July 1, 1994, a Stafford Loan made to any borrower will have a variable interest rate, determined on June 1 of each year. The interest rate on these loans may not exceed 8.25%.

FEDERAL PLUS LOANS - PAGE 23

As of July 1, 1993 parents may borrow under the Federal Plus Loan Program the cost of a dependent student's education minus other aid expected. Plus borrowers will be subject to a credit check.

Federal Plus borrowers with no loans outstanding as of July 1, 1993 will no longer be eligible for in-school deferments.

For Federal Plus loans disbursed on or after July 1, 1994 the variable interest rate will not exceed 9% and will be determined on June 1 of each year and be effective for the following July 1 through June 30.

FEDERAL SUPPLEMENTAL LOANS FOR STUDENTS (SLS) - PAGE 23 TO 24

Effective for periods of enrollment beginning on or after July 1, 1994, the SLS program has been merged into the unsubsidized Stafford Loan program.

A student may borrow per academic year under the unsubsidized Stafford Loan program the following:

- \$4000 for level 1 to 2 (0-96 credit hours)
- \$5000 for level 3 to 5 (97-192 credit hours)
- \$10,000 for graduate or professional students

The aggregate limit for subsidized and unsubsidized Stafford Loan is \$23,000 for a dependent undergraduate student, \$46,000 for an independent student and \$138,500 (\$65,000 subsidized and \$73,000 unsubsidized) for a graduate or professional student (including loans for undergraduate study).

For loans disbursed on or after July 1, 1994 (Subsidized and Unsubsidized Stafford and Plus Program), for period of enrollment that begins on or after that date, the maximum Insurance Premium has been reduced to 1% and the maximum Origination Fee has been reduced to 3%.

REFUND DISTRIBUTION POLICY - PAGE 26

As of July 1, 1994 refunds are distributed according to the following refund distribution policy which will be applied to all students who received Title IV funds and withdraw with a refund due:

1. FFEL Program Loans (SLS, Unsubsidized Stafford, Subsidized Stafford, PLUS);
2. Federal Direct Loans (Stafford, PLUS);
3. Federal Perkins Loans;
4. Federal Pell Grant Program;
5. Federal SEOG Program;
6. Other Title IV, HEA Programs;
7. Other Federal, State, private, or institutional aid;
8. The student