

TAMPA COLLEGE

1993 - 1994 CATALOG

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2 credits*

The College does not discriminate on the basis of race, religion, age, sex, handicap, or national and ethnic origin or in the administration of its educational and admissions policies, scholarship and loan programs, or other College administered programs. Tuition and Fee Schedules and Faculty and Staff Listings are separate supplements to the College catalog.

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

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 to live in harmony with nature and with others. Faculty and administration work closely with each 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.

ACCREDITATION

The College is accredited as a Senior College of Business 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

Approvals

Bureau of Immigration and Naturalization

Florida State Approving Agency for Veterans Training

Memberships

Florida Association of Student Financial Aid Administrators
Southern Association of Student Financial Aid Administrators
National Association of Student Financial Aid Administrators
Greater Clearwater Chamber of Commerce
Lakeland Chamber of Commerce
Southeastern Association of Private Colleges and Schools
Florida Association of Postsecondary Schools and Colleges
Lakeland Better Business Council
Better Business Bureau of West Florida, Inc.
Career College Association
Winter Haven Chamber of Commerce
Bartow Chamber of Commerce
Florida Association of Collegiate Registrars & Admissions Officers

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, 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 U.S. Highway 19 North between Ulmerton Road and East Bay Drive in Clearwater, and on U.S. Highway 98 South in Lakeland. Additional campuses are located in Tampa and Brandon.

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.

ALUMNI ASSOCIATION

The Tampa College Alumni Association is open to all students, faculty, and graduates. The association was formed in 1985 to further the aims and educational philosophies of Tampa College; to promote a beneficial relationship among the alumni, the college and the community; and to assist in the development of programs and facilities of the college through the Annual Alumni Fund.

The Alumni Association sponsors many activities including a reception for the graduates, an annual homecoming event, and scholarship fund-raising activities. Annual dues are \$10.00 and lifetime dues are \$100.00. Membership in the Alumni Association will keep students and graduates involved in and informed of all college activities and programs.

STUDENT GRIEVANCE POLICY

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

1. The student must first try to resolve the issue with the college staff 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 office an appeal hearing. The Appeals Committee is selected by the College President and is comprised of five disinterested persons from the faculty and administration, plus the College President (as a non-voter). The committee shall review the complaint, interview all parties involved, and make a decision by simple majority vote that will be communicated to the College President in writing. The President will notify the student of the final decision and this decision shall be final and binding.

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 as academic policies require; and to withdraw subjects, courses, and programs if enrollment falls below the required number. Any specific course requirements in any area may be changed or waived by the Dean, upon the student's 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 Library'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 required textbooks and workbooks required for undergraduate courses are loaned through the bookstore in accordance with official school policies. At the time of issuing, textbooks become the responsibility of the student and must be returned to the bookstore upon course completion/withdrawal in order to avoid replacement costs. Books for graduate courses are available for purchase through the bookstore. **WIPK 4/10/05 (bunq?)**

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 College President/Director and Dean.
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 President/Director and Dean and action, if any, will be determined as the extent of the injury dictates.

The President 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 \$1000 or a \$500 tuition credit for one Sophomore, one Junior, and one Senior Honor Scholarship (Annual award of \$1500 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 the student's 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 \$1000 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 \$500 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 \$1000 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 \$500 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 \$1000 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 \$500 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.

UPPER DIVISION SCHOLARSHIP

In order to encourage the pursuit and completion of a baccalaureate program in business, the College has created a special Upper Division Scholarship for students who have completed two years of education which culminated in the awarding of an associate degree.

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

The scholarship program is available to students who:

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

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

Admissions/Academics

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or equivalent. All applicants in the undergraduate programs are required to satisfy a nationally recognized assessment test to determine their potential success in college level studies.

All applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications are evaluated by the Admissions Committee. 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 or its equivalent is required for entry into an undergraduate degree program (not required for applicants whose native country has English as a primary language). A TOEFL Score of 550 or its equivalent is required for entry into the graduate program. Completion of at least Level six of an ELS program or an 80% or higher score on an institutionally administered Michigan Test may be accepted as proof of English in lieu of the TOEFL score.

A Form 1-20 (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 and pay the required application fee. 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 the student is on "Provisional Status" will count toward graduation.

Student candidates for the Criminal Justice programs should be able and prepared to successfully pass background and polygraph examinations, required by many agencies as preface to internships and employment.

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 for an undergraduate student or 24.0 credit hours per academic year for a graduate student.

HOUR OF CREDIT

is this right?

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 internship experience. Certain courses are combinations of both lecture instruction and laboratory instruction and 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

Vague

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absence, 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 BACCALAUREATE 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
W	Withdrawal, Penalty	0
F	Failure	0
I	Incomplete	0
N	No Grade (Non-Penalty)	not calculated
TS	Transfer Section	not calculated
WL	Leave of Absence	not calculated
T	Transfer Credit	not calculated

DA = Drop Add
not calculate

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

U	Audit	not calculated
Z	Directed Study in Progress	not calculated

"W" or "N" 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-term. There is no penalty for dropping or changing a class the first week of a term.

"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."

"TS" grades are assigned when a student changes to another section of an already scheduled course. This grade is a non-penalty grade which is neither attempted nor earned.

"WL" grades are assigned to all ungraded courses when a student goes on leave of absence. This grade is a non-penalty grade which is neither attempted nor earned.

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 each 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 or his/her designated representative.

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 pages 33 to 35) or Veterans' benefits.

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. In order for a student to remain in good standing at Tampa College, the student must attain an overall grade point average according to the table below:

Cumulative Grade Point Average (CGPA) Requirements

96 Quarter Credit Program (Associate Degree Programs)

Total allowable attempted credits (150% of 96) is 144.

The midpoint of the maximum program length (50% of 144) is 72.

The three-quarter point of the maximum program length (75% of 144) is 108.

Total Number of Credits Attempted	Probation if CPGA is below	Suspension if CPGA is below	Suspension if % of Credits Completed of Credits Attempted is below
1 -- 16	1.50	N/A	N/A
17 -- 32	1.50	1.00	N/A
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%

192 Quarter Credit Program (Bachelor Degree Programs)

Total allowable attempted credits (150% of 192) is 288.

The midpoint of the maximum program length (50% of 288) is 144.

The three-quarter point of the maximum program length (75% of 288) is 216.

Total Number of Credits Attempted	Probation if CPGA is below	Suspension if CPGA is below	Suspension if % of Credits Completed of Credits Attempted is below
1 -- 16	1.50	N/A	N/A
17 -- 32	1.50	1.00	N/A
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%

Graduation

In order to graduate, a student must have earned a minimum of a 2.00 CGPA. The CGPA requirement and all other graduation requirements are outlined under the graduation requirements section of this catalog.

Academic Probation

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. The student will remain on ACADEMIC PROBATION as long as the CGPA remains in the probation range specified above. When the student's CGPA is above the probation range specified above, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress for academic eligibility and financial aid eligibility.

Academic Suspension

If the student's CGPA ever falls into the suspension range specified above or the student falls below the requirements for successful completion of credits attempted, the student is considered not to be making satisfactory progress, is placed on ACADEMIC SUSPENSION, and must be withdrawn from the college.

Readmittance Following Suspension

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

Academic Dismissal

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

Appeals Procedure

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating circumstances that led to the failure to maintain satisfactory 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 President or an appeal committee appointed by the College President. Should the appeal be granted, the student will receive one additional academic term in which to regain satisfactory progress. Any decision resulting from that review is final and is not appealable.

Progression Toward Completion Requirements

Percentage Successfully Completed

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

For determining progression toward completion, grades of F (failure), N (withdrawal, non-penalty) and W (withdrawal, penalty) are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade. Transfer credits and developmental credits are not considered in the calculation of satisfactory progress. A grade for a repeated class replaces the original grade.

Academic Suspension

Students whose percentage completion falls below the requirements specified above will be placed on ACADEMIC SUSPENSION. It is important to note that this alone can result in being placed on ACADEMIC SUSPENSION, even if the CGPA is above the suspension level.

Readmittance Following Suspension

As with suspension for failure to meet CGPA requirements, students suspended for failure to meet percentage completion requirements may apply for readmittance after one academic term according to the readmission policy found in the admissions information section of this catalog. Students readmitted at this point are considered to be on probation but must bring their percentage successfully completed above the suspension level by the end of the first academic term after being readmitted. If it is mathematically impossible for the student's percentage completed to improve above the suspension level by the end of the first academic term after readmittance or if, in the judgment of the readmittance committee, it is highly improbable for the student's percentage completed to improve above the suspension level, the student must not be readmitted.

Academic Dismissal

Students who have been readmitted following ACADEMIC SUSPENSION who fail to improve their percentage completed above the suspension level by the end of the first academic term after readmittance will receive an ACADEMIC DISMISSAL, and the student must be withdrawn from the college. Students who have been dismissed are not eligible for readmittance to the college.

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. This will be measured by limiting students to attempting 1.5 times the number of credits in their program of study. The maximum allowable attempted credits are in the tables on pages 13-14.

Transfer Credits

Transfer credits are not included in the calculation of the CGPA but are included in the "Total Number of Credits Attempted" (in the charts above) in order to determine the required levels for CGPA and percentage of credits completed. Transfer credits are included as credits successfully completed.

Developmental/Remedial Credits

Developmental courses are not included in calculating CGPA but are considered as hours attempted in the determination of progression toward completion. Any developmental credits will be in addition to the maximum (1.5X) allowable attempted credits. For example, the maximum allowable attempted credits for a 96 credit hour program is 144 but a student enrolled in a 96 credit program who takes 8 credits of developmental courses is allowed to attempt a maximum of 152 (144 + 8).

Repeated Courses

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the tables on pages 13-14) in order to determine the required levels for CGPA and percentage of credits completed. The original credits are considered as not successfully completed.

LEAVE OF ABSENCE

absent

Recognizing that unforeseen circumstances may make it necessary for students to interrupt their education temporarily and briefly, Tampa College permits students to request a Leave of Absence (LOA) under certain circumstances 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.

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 they will be responsible for the consequences of loan repayment if they do not return.

INCOMPLETE GRADES

Redundant TOP. 12

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

addressed to Q12

"W" or "N" 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. A "W" (punitive) grade may be awarded if a student withdraws from a class or fails to complete all course requirements. Students not attending classes according to the attendance requirements (pages 11-12) will be withdrawn with a "W" grade.

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.

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.

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 to complete all necessary paperwork with the College.

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. Students are reminded that Tampa College is a business college atmosphere where most instructors and guests are professionals and potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

TELEPHONES

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

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.

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.

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. The college, through consultation between the Registrar and/or Dean and the program coordinators, will determine approval for a maximum number of credit hours already completed that are compatible with the anticipated program of study.

Students wishing to transfer credits must have an official transcript of those credits mailed directly to the College for evaluation. It is the student's responsibility to request transcript(s) and to follow up to see that the transcript(s) has/have been received by the College. No promise or guarantee of transfer credit acceptance is made or implied. Transfer credits cannot be accepted until the official transcript(s) is/are received by the College.

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 undergraduate students may earn up to 20.0 hours of 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 or in the Dean'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 or from the Dean.

Should credit for prior training or experience be granted, 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 or his/her designated representative.

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 at the Pinellas campus. Its purpose is to provide students with practical, prearranged, and pre-approved on-the-job educational experiences which relate to each student's academic program and/or career objectives.

By combining traditional on-campus courses with off-campus Cooperative Education courses, under the joint supervision of a sponsoring company supervisor and the Academic Dean or Program Coordinator, 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 a 3.00 grade point average 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 the Dean or a Program Coordinator; (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."

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

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.

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 baccalaureate 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 fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree or diploma is granted. Diplomas may be awarded *in absentia* only after Commencement Exercises are held.

GRADUATION WITH HONORS

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.

PRESIDENT'S HONOR ROLL AND DEAN'S LIST

To recognize and encourage outstanding scholastic performance, a President's Honor Roll is published at the end of each term. To be eligible for this honor, a student must have earned a grade point average of 4.00 and must have been enrolled as a full-time degree-seeking student. The Dean's List recognizes all full-time degree-seeking students who have achieved a 3.50 grade point average or higher during the term.

Financial Assistance Information

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 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 age, sex, 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, or be able to demonstrate the ability to benefit;
- 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;

- Every academic year (9mo)*
- Maintain satisfactory academic progress;
 - Provide required documentation for the verification process and determination of dependency status;
 - Not owe a refund on a Pell Grant, SEOG, or State Grant previously received from any college;
 - Not be in default on a Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
 - 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 Pell Grant Index (PGI) and Expected Family Contribution (EFC) which is discussed below.

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 the student to the new college. The transferring student should check with the 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. Financial need is determined by subtracting the family contribution from the cost of education. 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 provides 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 toward completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined on pages 13-17 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 when the student's appeal results in readmittance.

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 in accordance with the repayment schedule, and notify both the college and the lender of anything that affects ability to repay, or eligibility for deferment or cancellation;
- * notify the lender if he or she graduates, withdraws from college, 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 college of a change of address; and
- * attend an exit interview before leaving college.

VERIFICATION OF ELIGIBILITY FOR FINANCIAL ASSISTANCE

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 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. A 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 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 reserves the right to make exceptions to the above stated policies due to specific and extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The 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.

FINANCIAL AID TRANSCRIPTS

Federal regulation requires that Stafford and SLS funds cannot be released nor can a PLUS loan application be certified until financial aid transcripts have been received from all colleges the applicant previously attended. A financial aid transcript is necessary even if the student did not receive any aid at the prior institution(s).

TUITION CHARGES

The college quotes standard tuition prices for each regular program offered. 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).

Specific charges for each program may be reviewed in the attached addendum which is a part of this catalog.

Detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were arrived. These include personal, room and board, and transportation.

The amount of personal expenses allowed all students is \$140 per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

Room and board costs are also obtained from the Bureau of Labor and Statistics. The allowable costs for students without dependents who live with their parents is \$249 per month. The allowable costs for students without dependents who do not live with their parents and students with dependents is \$487 per month.

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

The calculation for determining transportation costs is the number of one-way trips per week times the number of miles traveled one way times 4.33 weeks per month times 0.28 cents per mile.

Information on how the average cost was derived is available in the Student Finance Office.

FINANCIAL ASSISTANCE PROGRAMS

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 below.

FEDERAL PELL GRANT

This grant program 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 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 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 applicant's PGI and Expected Family Contribution (EFC).

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The Federal Supplemental Education Opportunity Grant (SEOG) is available to students with exceptional need, with priority given to Federal Pell Grant recipients.

In determining student eligibility, the college will base the selection on procedures designed to make 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, depend 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 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.

*How our
work studies
fund "solely by
FA"*

VETERANS BENEFITS

The college is approved for Veterans training. Applications for Veterans benefits may be obtained 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.

The maximum annual loan amount limit for an eligible student who has not yet successfully completed a program of undergraduate education is \$3,000. The maximum annual loan amount limit for a graduate or professional student is \$5,000. For deferment information contact the Student Finance Office.

SUBSIDIZED 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 plus 3.1 percent with a cap of 9 percent.

An undergraduate student may borrow up to \$2,625 per academic year for the first two years of undergraduate study. For 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 limit is \$4,000. The maximum loan amount at an undergraduate level is \$17,250.

Graduate students may borrow up to \$7,500 per academic year for a total indebtedness of \$54,750 including any Stafford loans and GSLs 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 may 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 student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during the 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. 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 \$4,000 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 PLUS loan made on or after October 1, 1992 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 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 may be obtained from the college's Student Finance Office or from the lender. For deferment information contact the Student Finance Office.

Deleted

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 SLS is not based on need but when combined with other resources, cannot exceed the student's cost of education.

Students may borrow up to \$4,000 per academic year with a maximum of \$20,000 for each student. This maximum is for graduate and undergraduate level students. There is a 5% origination fee on an SLS loan made on or after October 1, 1992 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.

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 and exit interview 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, 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 via certified mail.

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

- A. Cancellation prior to class beginning - all tuition paid will be refunded in full.
- B. All tuition and fees paid will be returned if written cancellation notice is received within 3 business days after signing the enrollment agreement or making a payment.

REFUND POLICY - AFTER ENTRANCE

Students are charged tuition and fees one academic year at a time. An academic year constitutes 36 weeks beginning with the college's published start date. Percentage of completion is based on the length of time attended in the academic year and computed from the published start date to the last date of attendance. Time attended, rather than units of credit, is the criterion. The last date of attendance is considered the date of withdrawal. If a student does not complete the academic year in which enrolled, a tuition charge will be made according to the following applicable schedule. If a student's last day of class attendance within the academic year is...

	<u>% Tuition Refunded</u>	<u>% Tuition Retained</u>
During the first week of first academic year	100%	0%
During the second through the fourth week of the academic year	80%	20%
During the fifth through the ninth week of the academic year	55%	45%
During the tenth through the eighteenth week of the academic year	30%	70%
During the nineteenth through thirty-sixth week of the academic year	0%	100%

Refunds after entrance will be issued within 30 days of the determination of the last date of attendance at the College. Refunds to Veterans will be made in accordance with current Veterans Administration regulations. Refunds to students attending under government guaranteed loan plans will be in accordance with applicable state and federal regulations. The pro-rata refund described below 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 publications; however, the student's refund will be based on the refund policy which yields the larger refund.

Institutions are required to have a fair and equitable refund policy for Title IV programs refunding students, or parents for a 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 the tuition, fees, room and board, and other charges assessed the student 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 ten 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 five percent of tuition, fees, room and board, and other charges assessed the student, or \$100.

The period of enrollment is determined by 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.

The pro-rata refund policy 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 publications; however, **the refund will be based upon the refund policy which yields the larger refund to the student.**

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 Distribution Policy which is required by state regulations:

1. Federal Stafford Loan (GSL) and/or SLS or PLUS
2. Federal Perkins
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.

LEAVE OF ABSENCE

Recognizing that unforeseen circumstances may make it necessary for students to interrupt their education temporarily and briefly, Tampa College permits students to request a Leave of Absence (LOA) under certain circumstances 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 LOAs are subject to the recommendation of the Academic Dean and approval of the college President.

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, as well as the consequences of loan repayment if they do not return.

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 college 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. Certain newer programs may not yet be approved. Contact the Dean's office at your campus for further information on Veterans' Assistance Programs.

WAR ORPHAN EDUCATIONAL ASSISTANCE

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

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 are as follows:

Total Number of Credits Attempted	Probation if CPGA is below	Suspension if CPGA is below	Suspension if % of Credits Completed of Credits Attempted is below
1 -- 16	1.50	N/A	N/A
17 -- 32	1.50	1.00	N/A
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%

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 Student Finance 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 Student Finance Committee through the Director of Student Finance. 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 Student Finance 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

"W" or "N" 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. A "W" (punitive) grade may be awarded if a student withdraws from a class or fails to complete all course requirements. Students not attending classes according to the attendance requirements (page 11-12) will be withdrawn with a "W" grade.

REPETITION

If a student repeats a course, only the last completed grade will be used for calculations of grade point average. Official transcripts include all courses attempted.

PASS/FAIL

The college does not offer classes on a pass/fail basis. All course work attempted will receive a grade as defined in the grading system on page 12 of this catalog.

REMEDIAL/DEVELOPMENTAL COURSES

A student may be required to take a developmental course in order to enhance his/her reading, English, and/or math skills. These developmental classes are taken in conjunction with the student's regular curriculum and earned credits will apply toward degree requirements.

ACADEMIC PROGRAMS

	PINELLAS	LAKELAND
Master of Business Administration	X	
Bachelor of Science Degree		
Accounting Major	X	
Computer Information Science Major	X	
Criminal Justice Major	X	
Management/Marketing Major	X	
Professional Accounting Major (Fifth Year)	X	
Bachelor of Business Administration	X	X
Associate in Science Degree		
Accounting Major	X	X
Computer Information Science Major	X	X
Criminal Justice Major	X	X
Management/Marketing Major	X	X
Medical Assistant Major	X	
Legal Assistant/Paralegal Major	X	X
Medical Secretary Major		X
Computer Applications/Data Entry Major		X
Office Management Major		X
Associate in Business Degree	X	X

GRADUATE PROGRAM Requirements and Information

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 54 hours with an average grade of "B" (grade point average of 3.0) or higher for all courses taken. All course work must be in the 5000 series or higher. The final 36 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 .

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

In addition to the requirement of a baccalaureate degree, admissions requirements for the student wishing to 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, documentation of successful completion of at least level six of an ELS program, or a minimum 80% score on a Michigan test administered by the college.

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 equivalent 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 minimum 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 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.

Delete

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.

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 CGPA</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.

TUITION

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

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 3.00. 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
COP 5000 Computers and Executive Applications	4.0
PSY 5206 Organizational Behavior	4.0
MAN 5311 Management of Human Resources	4.0
QMB 5413 Quantitative Methods	4.0
MAN 5320 Business Research	4.0
ACC 5315 Accounting for Planning and 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 Business Policy and Strategy	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 and Management. Four elective courses (16 credit hours) are required for a concentration.

M.B.A. with Concentration in Accounting

Students enrolled in the M.B.A. program may elect to concentrate in Accounting by taking a minimum of 16.0 credit hours in Accounting from the following list:

	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	4.0

M.B.A. with Concentration in Management

Students enrolled in the M.B.A. program may elect to concentrate in Management by taking a minimum of 16.0 credit hours in 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	4.0

CREDITS REQUIRED FOR GRADUATION:

	CREDIT HOURS
GRADUATE CORE COMPONENT	24.0
MAJOR COMPONENT	16.0
ELECTIVES COMPONENT	16.0
TOTAL	56.0

MAN 5900 Directed Study Project 6.0 Credit Hours

In lieu of 8.0 hours of electives, the student may elect to take a Directed Study Project (6.0 credit 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)

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	32.0 (minimum)
Area II - Major Component	40.0 (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.

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

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 in the State of Florida.

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

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

Total Approved Elective Component Credit Hours **28.0**

Total additional credits needed to qualify for the second degree. **48.0**

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 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 environment or a business environment where specialization is not as appropriate an educational background as is extensive upper division coursework in three or four functional areas (management, marketing, data processing, accounting, economics).

	Associate Degree Credit Hours	Bachelor's Degree Credit Hours
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
GEB 1012 Introduction to Business Enterprise	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
STD 1000 College Success	4.0	4.0
STD 2081 Business Professionalism	4.0	4.0
MAN 2000 Principles of Management	4.0	4.0
Electives (3000-4000 Level)		4.0
Total Business Administration Component	32	36
Major Component	40.0	60.0
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.		
Total Major Component Credit Hours	40	60
General Education Component		
ENG 1540 English Composition I	4.0	4.0
ENG 1542 English Composition II	4.0	4.0
MAT 1132 Fundamentals of College Math <u>or</u>		
MAT 2013 College Algebra	4.0	4.0
STA 3014 Statistics		4.0
SPC 3010 Effective Speaking		4.0
Electives	12.0	36.0
Total General Education Component Credit Hours	24	56
Approved Elective Component		
To be selected in consultation with the Faculty Advisor, Registrar or Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
Total Approved Elective Component		40
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	96	192

The Bachelor of Science Degree 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 Hours	Bachelor's Degree Credit Hours
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 1000 College Success	4.0	4.0
STD 2081 Business Professionalism	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
MAN 2000 Principles of Management	4.0	4.0
Electives (3000 - 4000 level)		4.0
Total Business Administration Component Credit Hours	32	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
Electives - Business and Business-Related	16.0	20.0
Total Major Component Credit Hours	40	60
General Education Component		
ENG 1540 English Composition I	4.0	4.0
ENG 1542 English Composition II	4.0	4.0
MAT 1132 Fundamentals of College Math <u>or</u>		
MAT 2013 College Algebra	4.0	4.0
SPC 3010 Effective Speaking		4.0
Electives	12.0	40.0
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 achieve 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

The Bachelor of Science Degree 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 Hours	Bachelor's Degree Credit Hours
Business Administration Component		
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
MAN 2000 Principles of Management	4.0	4.0
STD 1000 College Success	4.0	4.0
STD 2081 Business Professionalism	4.0	4.0
COC 1000 Introduction to Computers	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
Electives (3000-4000 Level for B.S.)	4.0	8.0
Total Business Administration Component Credit Hours	32	36
Major Component		
CAP 1801 Spreadsheets	4.0	4.0
CAP 1156 Word Processing - WordPerfect	4.0	4.0
CAP 1806 Data Base - dBase III	4.0	4.0
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 3012 Disk Operating Systems (MS-DOS)	4.0	4.0
COC 2420 Computer Programming - C Language		4.0
COP 3530 Data Base Program Development		4.0
CIS 4810 Management Information Systems		4.0
Electives - Business and Business-Related	4.0	12.0
Total Major Component Credit Hours	40	60
General Education Component		
ENG 1540 English Composition I	4.0	4.0
ENG 1542 English Composition II	4.0	4.0
MAT 2013 College Algebra	4.0	4.0
SPC 3010 Effective Speaking		4.0
Electives	12.0	40.0
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 achieve 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

**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. The program includes activities involved in matching corporate resources with market opportunities in the formation of a marketing plan and prepares the graduate in the areas of recruiting, supervising and evaluation of employees.

		Associate Degree Credit Hours	Bachelor's Degree Credit Hours
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
GEB 1012	Introduction to Business Enterprise	4.0	4.0
STD 1000	College Success	4.0	4.0
STD 2081	Business Professionalism	4.0	4.0
BUL 2100	Business Law I	4.0	4.0
MAN 2000	Principles of Management Electives (3000-4000 Level)	4.0	4.0
Total Business Administration Component		32	36
Major Component			
MAR 1023	Introduction to Marketing	4.0	4.0
ADV 2331	Advertising	4.0	4.0
MAR 3503	Consumer Behavior	4.0	4.0
MAN 3344	Principles of Supervision	4.0	4.0
MAN 3800	Small Business Management	4.0	4.0
MAN 3300	Personnel Management	4.0	4.0
MAR 4613	Marketing Research	4.0	4.0
MAR 4344	Promotional Policies and Strategy	4.0	4.0
MAN 2050	Business Applications on the Microcomputer Electives - Business and Business-Related	4.0 16.0	4.0 24.0
Total Major Component Credit Hours		40	60
General Education Component			
ENG 1540	English Composition I	4.0	4.0
ENG 1542	English Composition II	4.0	4.0
MAT 1132	Fundamentals of College Math <u>or</u>		
MAT 2013	College Algebra	4.0	4.0
STA 3014	Statistics		4.0
SPC 3010	Effective Speaking		4.0
	Electives	12.0	36.0
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 achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.			
Total Approved Elective Component			40
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		96	192

The Bachelor of Science Degree and the Associate in Science Degree
CRIMINAL JUSTICE MAJOR
 Suggested Curriculum

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, immigration, 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	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
MAN 2000 Principles of Management	4.0	4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
STD 1000 College Success	4.0	4.0
STD 2081 Business Professionalism	4.0	4.0
Electives (3000 - 4000 level for B.S.)	8.0	12.0
Total Business Administration Component Credit Hours	32	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	4.0	4.0
CCJ 1010 Criminology	4.0	4.0
CCJ 1800 Criminal Investigation & Police Procedures	4.0	4.0
CCJ 2010 First Responder	4.0	4.0
CCJ 2303 Criminal Procedure	4.0	4.0
CCJ 3300 Probation and Parole	4.0	4.0
CCJ 4620 Gang Activity and Drug Operations	4.0	4.0
CCJ 4452 Criminal Justice Management	4.0	4.0
Electives - Law and Law-Related	12.0	20.0
Total Major Component Credit Hours	40	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	4.0	4.0
SOC 3131 Crime and Delinquency	4.0	4.0
SPC 3010 Effective Speaking	4.0	4.0
SOC 3000 Principles of Sociology	4.0	4.0
Electives	4.0	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 achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
Total Approved Elective Component		40
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	96	192

**The Associate in Science Degree
LEGAL ASSISTANT/PARALEGAL MAJOR
Suggested Curriculum**

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 a legal 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. The Legal Assistant/Paralegal terminal program trains individuals for Legal Assistant positions and is not a preparatory curriculum for law school.

		Credit Hours
Business Administration Component		
ACC 1350	Office Finance and Accounting	4.0
GEB 1012	Introduction to Business Enterprise, or	
MAN 2000	Principles of Management	4.0
SES 1100	Typing, or	
SES 1000	Keyboarding	4.0
CAP 1156	Word Processing - WordPerfect	4.0
STD 1000	College Success	4.0
STD 2081	Business Professionalism	4.0
	Electives	8.0
Total Business Administration Component		32
 Major Component		
PAL 1400	Legal Procedures	4.0
PAL 1450	Criminal Law	4.0
PAL 1457	Legal Research	4.0
PAL 1458	Civil Litigation	4.0
LEA 3040	Rules of Evidence	4.0
PAL 1459	Legal Document Writing I	4.0
PAL 2000	Constitutional Law	4.0
	Electives (Law and Law-Related)	12.0
Total Major Component Credit Hours		40
 General Education Component		
ENG 1540	English Composition I	4.0
ENG 1542	English Composition II	4.0
MAT 1132	Fundamentals of College Math <u>or</u>	
MAT 2013	College Algebra	4.0
PSY 2012	General Psychology	4.0
	Electives	8.0
Total General Education Component Credit Hours		24
 TYPING SPEED REQUIRED FOR GRADUATION		 60 WPM
 TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		 96

**The Associate in Science Degree
MEDICAL SECRETARY MAJOR**

(Available at Lakeland Campus Only)

Suggested Curriculum

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

		Credit Hours
Business Administration Component		
GEB 1012	Introduction to Business Enterprise	4.0
CAP 1156	Word Processing - WordPerfect	4.0
ACC 1350	Office Finance and Accounting	4.0
MAN 2000	Principles of Management	4.0
STD 1000	College Success	4.0
STD 2081	Business Professionalism	4.0
	Electives	8.0
Total Business Administration Component Credit Hours		32
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
SES 1401	Records Management	4.0
MLS 1531	Medical Terminology and Orientation	4.0
SES 1100	Typing	4.0
SES 1110	Intermediate Typing	4.0
SES 1360	Transcription I	4.0
SES 1361	Transcription II	4.0
	Electives	4.0
Total Major Component Credit Hours		40
General Education Component		
ENG 1540	English Composition I	4.0
ENG 1542	English Composition II	4.0
MAT 1132	Fundamentals of College Math <u>or</u>	
MAT 2013	College Algebra	4.0
	Electives	12.0
Total General Education Component Credit Hours		24
TYPING SPEED REQUIRED FOR GRADUATION	60 WPM	
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		96

**The Associate in Science Degree
MEDICAL ASSISTANT MAJOR**
(Available at Pinellas Campus Only)

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.

		Credit Hours
Business Administration Component		
GEB 1012	Introduction to Business Enterprise	4.0
SES 1100	Typing	4.0
ACC 1350	Office Finance and Accounting	4.0
CAP 1156	Word Processing - WordPerfect	4.0
MAN 2000	Principles of Management	4.0
STD 1000	College Success	4.0
STD 2081	Business Professionalism	4.0
	Electives	4.0
Total Business Administration Component Credit Hours		32
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 and Orientation	4.0
MEA 2930	Medical Assistant Internship	4.0
PHA 1004	OTC Drugs and Supplies	4.0
	Electives	4.0
Total Major Component Credit Hours		40
General Education Component		
ENG 1540	English Composition I	4.0
ENG 1542	English Composition II	4.0
MAT 1132	Fundamentals of College Math <u>or</u>	
MAT 2013	College Algebra	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

**The Associate in Science Degree
OFFICE MANAGEMENT MAJOR**

Suggested Curriculum

The Associate in Science in Office Management is designed to provide the graduate with typing and word processing 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 or office manager.

		Credit Hours
Business Administration Component		
ACC 1350	Office Finance and Accounting	4.0
GEB 1012	Introduction to Business Enterprise	4.0
MAN 2000	Principles of Management	4.0
MAN 2050	Business Applications on the Microcomputer	4.0
STD 1000	College Success	4.0
STD 2081	Business Professionalism	4.0
	Electives	8.0
Total Business Administration Component		32
Major Component		
CAP 1156	Word Processing - WordPerfect	4.0
SES 1100	Typing	4.0
SES 1110	Intermediate Typing	4.0
SES 1120	Advanced Typing	4.0
SES 1360	Transcription	4.0
SES 2401	Office Practices	4.0
SES 1401	Records Management	4.0
	Electives - Business and Business-Related	12.0
Total Major Component Credit Hours		40
General Education Component		
ENG 1540	English Composition I	4.0
ENG 1542	English Composition II	4.0
MAT 1132	Fundamentals of College Math or	
MAT 2013	College Algebra	4.0
	Electives	12.0
Total General Education Component Credit Hours		24
TYPING SPEED REQUIRED FOR GRADUATION	60 WPM	
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		96

**The Associate in Science Degree
COMPUTER APPLICATIONS/DATA ENTRY MAJOR**
(Available at Lakeland Campus Only)

Suggested Curriculum

The Computer Applications/Data Entry Program is designed to prepare the graduate to pursue careers in data entry, word processing, spreadsheets, and database systems utilization on microcomputers.

The graduate will also be qualified for entry-level business positions requiring typing and accounting skills.

		Credit Hours
Business Administration Component		
ACC 1350	Office Finance and Accounting	4.0
GEB 1012	Introduction to Business Enterprise	4.0
COC 1000	Introduction to Computers	4.0
BUL 2100	Business Law I	4.0
MAN 2000	Principles of Management	4.0
STD 1000	College Success	4.0
STD 2081	Business Professionalism	4.0
	Electives	4.0
Total Business Administration Component Credit Hours		32
Major Component		
SES 1000	Keyboarding	4.0
SES 2100	Advanced Keyboarding	4.0
SES 2200	Expert Keyboarding	4.0
CAP 1801	Spreadsheets	4.0
CAP 1156	Word Processing - WordPerfect	4.0
CAP 1806	Database - dBase III	4.0
	Electives - Business and Business-Related	16.0
Total Major Component Credit Hours		40
General Education Component		
ENG 1540	English Composition I	4.0
ENG 1542	English Composition II	4.0
MAT 1132	Fundamentals of College Math <u>or</u>	
MAT 2013	College Algebra	4.0
	Electives	12.0
Total General Education Component Credit Hours		24
TYPING SPEED REQUIRED FOR GRADUATION	60 WPM	
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		96

Course Descriptions

BUSINESS

ACCOUNTING

ACC 1350 Office Finance and Accounting 4.0 Hours
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.

ACC 2001 Principles of Accounting I 4.0 Hours
This course defines financial accounting objectives and their relationship to business. The student is introduced to the fundamental principles of accounting and the accounting cycle as it applies to sole proprietorships.

ACC 2021 Principles of Accounting II 4.0 Hours
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 Hours
This course is an introduction to managerial and cost accounting. Concepts and principles are presented in a manner to emphasize accounting as it is applied to serving management needs. Prerequisite: ACC 2021 or consent of Faculty Advisor or Dean

ACC 2998 Topics in Accounting 4.0 Hours
This course is designed to provide the student with specific information about certain individual accounting topics. This study appropriately enhances the student's skills in the accounting capacity pertinent to the topic studied.

ACC 3101 Intermediate Accounting I 4.0 Hours
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 Hours
A continuation of the study of financial accounting theory. Primary emphasis is on accounting for long-term assets and liabilities, stockholders' equity, and investments. Prerequisite: ACC 3101 or consent of Faculty Advisor or Dean

ACC 3131 Intermediate Accounting III 4.0 Hours
A continuation of the study of financial accounting theory. Primary emphasis is on accounting for issues related to income measurement and the preparation and analysis of financial statements. Prerequisite: ACC 3121 or consent of Faculty Advisor or Dean

ACC 3411 Cost Accounting I 4.0 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hour
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 4998 Selected Topics in Accounting 4.0 Hours
A special study of selected topics which are of current interest and relevance to the student preparing for a career in accounting. Prerequisites, if any, are determined by the course material and instructor.

ACC 4999 Internship in Accounting

4.0 Hours

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

FIFTH-YEAR AND GRADUATE LEVEL**ACC 4050 or****ACC 5050 Accounting Information Systems**

4.0 Hours

This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACC 3131 or consent of Faculty Advisor or Dean

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

4.0 Hours

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 Hours

Tax law and its implications in business. A critical examination of the legal aspects of taxation and the development of federal tax law as a basis for planning business decisions. Students will complete 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 Hours

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 Hours

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 Hours

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 on previous page 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 complete additional research at the Master's level.

ACC 5900 Directed Study Project 6.0 Hours
Each student may prepare either a dissertation in the form of a thesis or an approved directed study project whose hypothesis may already have been determined. Either project selected must contain both research and writing activities. An appointed faculty member will present to the student at least three hours of formal research methodology before the student begins the 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 Hours
A special seminar in advanced study consisting of relevant and current accounting problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor

COMPUTER INFORMATION SCIENCE

COC 1000 Introduction to Computers 4.0 Hours
An overview of computer information systems. This survey course introduces computer hardware micro, mini, and mainframe; software, procedures, systems, and human resources, and explores their integration and application in business and in other segments of society.

CAP 1156 Word Processing - WordPerfect 4.0 Hours
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 multi-page document handling and mailmerge; and learn how to boilerplate forms as well as standard business word processing applications.

COC 1212 Programming Logic 4.0 Hours
This course provides the student with an introduction to the fundamentals of computer problem solving and programming in a higher level programming language. The methodologies used are varied and include flowcharting, hierarchy charts, decision tables, and numbering systems. In addition, new techniques will be discussed when they become available.
Prerequisite: MAT 2013

CAP 1801 Spreadsheets 4.0 Hours

Using a popular spreadsheet software, students will learn basic and intermediate spreadsheet 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 2801 Advanced Spreadsheets 4.0 Hours

A continuation of CAP 1801 with hands-on applications related to the students' occupational objectives. Prerequisite: CAP 1801 or consent of Faculty Advisor or Dean

CAP 1806 Database - dBase III 4.0 Hours

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 2806 Advanced Database - dBase III 4.0 Hours

A continuation of CAP 1806 with hands-on applications related to the students' occupational objectives. Prerequisite: CAP 1806 or consent of Faculty Advisor or Dean

CAP 2156 Advanced Word Processing and Graphic Applications 4.0 Hours

Graphic and desktop publishing skills are developed using WordPerfect 5.1. Prerequisite: CAP 1156 or consent of Faculty Advisor or Dean

COC 3012 Disk Operating Systems (MS-DOS) 4.0 Hours

Operating system concepts are explored using MS-DOS (current release). The course is designed to allow the student direct access to the operating system for hands-on work in the areas of memory management, disk organization, drivers and memory resident programs, hexadecimal numbers (and other number systems), and direct changes to memory from the keyboard.

COC 3125 Computer Architecture and System Software 4.0 Hours

An introduction to hardware, system software and architecture of the modern computer system. The student will be exposed to the general features of the modern computer system internal operations - both hardware and software.

COP 2420 Computer Programming - C Language 4.0 Hours

Emphasis is on structured methodology of program design, development and documentation, using Turbo-C computer language. The student is required to design, program, code and test realistic applications that illustrate arithmetic operations, program decision making, and table processing methods. Prerequisite: COP 2100

COP 2100 Computer Programming - BASIC

4.0 Hours

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 Hours

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: COP 2100 or consent of Faculty Advisor or Dean

CIS 2321 Systems Analysis Methods

4.0 Hours

Overview of the system development life cycle. Emphasis on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs, and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: COC 1212 or any Computer Language Course or consent of Faculty Advisor or Dean

COP 3121 Computer Programming-Advanced COBOL

4.0 Hours

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

COP 3220 Computer Programming - Advanced C Language

4.0 Hours

This course is a continuation of the C Programming language which covers advanced topics of file organization, multi-dimensional arrays, stack manipulation, input/output functions, certain advanced mathematical functions, and advanced string handling. Prerequisite: COP 2420

COP 3530 Data Base Program Development

4.0 Hours

Introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network, and relational. Discussion of storage devices, data administration and data analysis, design, and implementation. Prerequisite: CIS 3121 or consent of Faculty Advisor or Dean

CIS 4000 Advanced Data Base Concepts

4.0 Hours

Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems. In-depth practicum in data modeling and system development in a database environment. Overview of future trends in data management.

CIS 4160 Distributed Data Processing

4.0 Hours

The features of centralized, decentralized, and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. 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 Hours

Application of computer programming and system development concepts, principles, and practices to a comprehensive system development project. A team or individual approach is used to analyze, design, and document realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations, and group dynamics in the solution of information systems problems. Prerequisite: COC 2420 or consent of Faculty Advisor or Dean

COP 4220 Object Oriented Programming - C++

4.0 Hours

This course introduces the student to a new concept in computer programming. Objects, encapsulation, polymorphism, and inheritance are discussed using practical business problems as a basis for program development. Prerequisite: COP 3220 (C)

COP 4230 Advanced Object Oriented Programming - C++

4.0 Hours

This course is a continuation of COP 4220. Advanced C++ operations and debugging aids such as step and break point setting are also covered. Prerequisite: COP 4220 (above)

CIS 4300 Office Automation

4.0 Hours

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

CIS 4420 Data Communications (UNIX Programming)

4.0 Hours

A hands-on introduction to the UNIX operating system including file manipulation, directories, C programming, UNIX shell, file commands, file editing and advanced editing techniques. Prerequisite COP 2420 (C)

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

COC 4998 Selected Topics in Data Processing 4.0 Hours
A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer programming. This course may be taken twice with different topics for a total of 8.0 credits. Prerequisites, if any, are determined by the course material and the instructor.

**COC 2999 or
COC 4999 Internship in Data Processing** 4.0 Hours
As part of the preparation for a career in data processing, the student is permitted to serve an internship in the data processing departments of financial, business, and industrial organizations or government agencies acceptable to the College at either a Sophomore or Senior level. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisite: 3.00 grade point average and departmental approval.

GRADUATE LEVEL

COP 5000 Computers and Executive Applications 4.0 Hours
A non-technical course designed to familiarize business leaders and other executives with the types of computers and computer packages available, how to use these tools within the business, and how to apply computer systems to the best advantage.

CRIMINAL JUSTICE

CCJ 1010 Criminology 4.0 Hours
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the rationale of crime-centered treatment.

CCJ 1101 Introduction to Criminal Justice 4.0 Hours
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 4.0 Hours
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 Hours
Basic investigative techniques, taking witness statements, interviews and reports are covered. Overview of police procedures.

CCJ 2015 First Responder 4.0 Hours
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 2230 Criminal Evidence 4.0 Hours
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 Hours
This course focuses on the constitutional provisions affecting the criminal process and the Florida Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings.

CCJ 3300 Probation and Parole 4.0 Hours
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 4452 Criminal Justice Management 4.0 Hours
Elements of first-line supervision and executive development; administrative leadership, its nature, methods and traits, and recent theories and research in leadership.

CCJ 4620 Gang Activity and Drug Operations 4.0 Hours
This course focuses on the establishment of gangs, their behavior patterns, infiltration into gangs, and the drug operations of gangs to include distribution, use, etc.

CCJ 4998 Selected Topics In Criminal Justice 4.0 Hours
A special study in selected topics which are of current interest and relevance to the student preparing for a career in criminal justice. This course may be taken twice with different topics for a total of 8.0 credits. Prerequisites, if any, are determined by the course material and the instructor.

MANAGEMENT/MARKETING

GEB 1012 Introduction to Business Enterprise 4.0 Hours
A study of the characteristics and functions of business in the free enterprise environment, including opportunities, management, organization, marketing, physical plant, finance, ethics, and law.

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

MAN 1800 Topics In Management 2.0 Hours
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.

MAN 2000 Principles of Management 4.0 Hours
An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.

MAN 2050 Business Applications on the Microcomputer 4.0 Hours
This course introduces the student to the more popular business applications for microcomputers: word processing, electronic spreadsheets, business graphics, and database file management. Through intensive hands-on application drills, the student will learn to put these tools to use in typical business situations.

BUL 2100 Business Law I 4.0 Hours
Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations.

BUL 2122 Business Law II 4.0 Hours
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, and insurance.

ADV 2331 Advertising 4.0 Hours
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally.

PAD 3000 Public Administration 4.0 Hours
A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policy making in the modern governmental unit.
Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean

RMI 3015 Risk and Insurance 4.0 Hours
The basic principles of sound risk management, including risk identification and evaluation, are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean

MAR 3101 Salesmanship 4.0 Hours
A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets.

MAR 3203 Marketing Channels and Distribution 4.0 Hours
An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisite: MAR 1023 or consent of Faculty Advisor or Dean

MAN 3300 Personnel Management 4.0 Hours
An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean

MAR 3321 Public Relations 4.0 Hours
A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed.

MAN 3344 Principles of Supervision 4.0 Hours
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.

FIN 3401 Principles of Finance 4.0 Hours
This course provides an introduction and overview of the acquisition, financing, valuation, and management of business assets. The balance sheet will serve as the foundation for the evaluation of financial decisions and their effect on the firm. Prerequisite: ACC 2021 or consent of Faculty Advisor or Dean

MAR 3503 Consumer Behavior 4.0 Hours
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions .

MAN 3800 Small Business Management 4.0 Hours
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.

MAN 4060 Business Policy and Administration 4.0 Hours
A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean

MAR 4344 Promotional Policies and Strategy 4.0 Hours
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1023 or consent of Faculty Advisor or Dean

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

MAN 4600 Management of International Business 4.0 Hours
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 Hours
In this course, research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite- MAR 1023 or consent of Faculty Advisor or Dean

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

MAN 2998
MAN 4998 Selected Topics in Management 4.0 Hours
A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisites, if any, are determined by the course material and instructor.

MAR 2998
MAR 4998 Selected Topics in Marketing 4.0 Hours
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 2999**MAN 4999 Internship in Management**

4.0 Hours

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

MAR 2999**MAR 4999 Internship in Marketing**

4.0 Hours

As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, and service firms and industrial 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 Hours

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 Hours

An investigation of the principles of ethical thinking and applications to situations and models for business decision making. The course 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.

PSY 5206 Organizational Behavior

4.0 Hours

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

MAN 5266 Management of Professionals

4.0 Hours

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

MAN 5285 Organizational Development

4.0 Hours

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

MAN 5311 Management of Human Resources

4.0 Hours

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

MAN 5355 Managerial Assessment and Development 4.0 Hours
Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance.

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

GEB 5445 Legal Environment of Business 4.0 Hours
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 5445 Quality Control 4.0 Hours
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 Hours
A review of investment philosophy and practical investment detail. The thrust of this 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 discussed. Investment goals and procedures in so far as the Tax Reform Act will also be covered.

MAN 5569 Managerial Decision Making 4.0 Hours
A comprehensive overview of decisions and the decision making process used by management in a number of situations. Financial management, personnel management, production, marketing and other aspects of a business environment will be utilized to develop sound decision making practices. The course also uses an integrated approach to study the application of the concepts of management to managerial decision making and the decision making process. Students acquire "hands-on" experience through the use of contemporary case studies.

MAN 5635 International Business Policy 4.0 Hours
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 5320 Business Research 4.0 Hours
An in-depth study of business research methods and practices vital to the business professional.

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

MAN 5721 Advanced Business Policy and Administration 4.0 Hours
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 Hours
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 Hours
Focuses on all aspects of starting, developing, and managing a new business enterprise. It is a comprehensive study of problems encountered in the formation and operation of a small business. Concentrates on how ventures are begun, how venture ideas and other key ingredients for start-ups are derived, and how to evaluate new venture proposals. Case studies are utilized as a means of replicating real world situations.

MAN 5820 Global Politics 4.0 Hours
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors.

MAN 5900 Directed Study Project 6.0 Hours
Each student may prepare either a dissertation in the form of a thesis or an approved directed study project whose hypothesis may already have been determined. Either project selected must contain both research and writing activities. An appointed faculty member will present to the student at least three hours of formal research methodology before the student begins the directed study project and the faculty member will act as chairman of a graduate committee to keep it informed of the 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 Hours
A special seminar in advanced study consisting of relevant and current management problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

OFFICE PRACTICE

SES 1000 Keyboarding 4.0 Hours

A first course designed so students attain complete mastery of the alphanumeric keyboard and the numeric keypad of a computer keyboard. Emphasis is placed on correct stroking, posture, and basic keyboarding techniques. The student is required to attain a minimum keyboarding speed of 30 words per minute with 95% accuracy for a grade of "C".

SES 1100 Typing 4.0 Hours

Techniques and basic skills of typing, with emphasis upon keyboard mastery, correct techniques, operation and care of the typewriter, the performance of basic typing operations, and typing accuracy. A minimum keyboarding speed of 30 words per minute with 95% accuracy is required for a grade of "C".

SES 1110 Intermediate Typing 4.0 Hours

A continuation of SES 1100 with emphasis placed on the development of speed and accuracy. A minimum keyboarding speed of 45 words per minute with 95% accuracy is required for a grade of "C". Prerequisite: SES 1100 or consent of Faculty Advisor or Dean.

SES 1120 Advanced Typing 4.0 Hours

A continuation of SES 1110 with emphasis placed on increasing speed and improving accuracy. This course will provide learning activities simulating the office environment. Prerequisite: SES 1110 or consent of Faculty Advisor or Dean. A minimum keyboarding speed of 60 words per minute with 95% accuracy is required for a grade of "C".

SES 1360 Transcription I 4.0 Hours

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, Medical education students have an additional prerequisite of MLS 1531

SES 1361 Transcription II 4.0 Hours

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 Hours

A study of the efficient control of business records. This course will cover the basic rules of filing and records management including the alphabetic, numeric, geographic, and subject systems.

SES 2100 Advanced Keyboarding 4.0 Hours

A continuation of SES 1000 with special emphasis placed on increasing speed and improving accuracy. A minimum keyboarding speed of 45 words per minute with 95% accuracy is required for a grade of "C". Prerequisite: SES 1000 or consent of Faculty Advisor or Dean

SES 2200 Expert Keyboarding 4.0 Hours

A continuation of SES 2100 in which the student is given various business applications and drills to further increase speed and accuracy. A minimum keyboarding speed of 60 words per minute with 95% accuracy is required for a grade of "C". Prerequisite: SES 2100 or consent of Faculty Advisor or Dean

SES 2401 Office Practices

4.0 Hours

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**FIN 3010 Investments**

4.0 Hours

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 Hours

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

ECO 3023 Microeconomics

4.0 Hours

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

ECO 4900 Microeconomic Concepts

1.0 Hour

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 2998**ECO 4998 Selected Topics in Economics**

4.0 Hours

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

GRADUATE LEVEL**ECO 5705 Managerial Economics**

4.0 Hours

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 Hours
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 Hours
A course which investigates substantive criminal law. Theories of punishment and sentencing as well as criminal procedures are discussed.
- PAL 1451 Torts** 4.0 Hours
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 Hours
An introduction to family law. Topics covered include marriage, divorce, support, and grounds for divorce.
- PAL 1454 Contracts** 4.0 Hours
A discussion of the basic principles of contracts including offer, acceptance, consideration, conditions, and damages. Students will be required to draft various types of simple contracts.
- PAL 1456 Real Property** 4.0 Hours
The elements of real estate transactions are discussed to include the contract, title abstract, closing statement, and title insurance for residential and commercial transactions. The fundamentals of real property law are explored along with the mechanics of real estate industry transactions.
- PAL 1457 Legal Research** 4.0 Hours
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 Hours
This course covers civil court procedure rules and filing requirements and instructs the student in the use of pleading (such as complaints, answers, motions, etc.), pretrial discovery devices (interrogatories, depositions, subpoenas), and post-trial documents (satisfactions, judgments).
- PAL 1459 Legal Document Writing I** 4.0 Hours
The style and format of legal documents are discussed as part of a legal writing program.
Prerequisite: PAL 1457
- PAL 1460 Law Office Management** 4.0 Hours
A discussion of the managerial structure of small and large legal offices. The role of the paralegal in the legal office is discussed.

PAL 1461 Legal Document Writing II 4.0 Hours
A continuation of PAL 1459 with increased emphasis on styles, types, and accuracy of sample writings. Prerequisite: PAL 1459

PAL 1999 Law Office Internship 4.0 Hours
Students completing a Paralegal program may work as an intern for a legal office to apply learned knowledge and skills in the work environment.

PAL 2000 Constitutional Law 4.0 Hours
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 Hours
A study of legal words, terms, and phrases normally encountered in the application of modern law in an office environment.

LEA 3403 Business Organizations/Bankruptcy 4.0 Hours
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 Hours
Instruction is given in the drafting and executing of wills. The entire probate procedure from client interview 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 3112 Administrative Law 4.0 Hours
This course covers the procedures followed and forms used by various federal and state administrative agencies.

LEA 3045 Rules of Evidence 4.0 Hours
Introduces students to the rules of evidence civil and criminal. Instructs students on procedures for gathering evidence within the realm of legally admissible evidence rules.

LEA 2998
LEA 4998 Selected Topics In Paralegal Studies 4.0 Hours
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 Hours

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 Hours

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, and CPR techniques. Prerequisite: Student must have completed a minimum of 24 credit hours of program

MEA 1460 Office Administration and Management 4.0 Hours

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 Hours

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, interview technique, and resume writing.

MLS 2300 Laboratory Procedures I 2.0 Hours

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; student must have completed a minimum of 48 credit hours in the Medical Assistant program

MLS 2301 Laboratory Procedures II 2.0 Hours

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; student must have completed a minimum of 48 credit hours in the Medical Assistant program

MEA 2930 Medical Assistant Internship 4.0 Hours

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. Prerequisite: MLS 2300 & MLS 2301

PHA 1004 OTC Drugs and Supplies

4.0 Hours

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.

MEA 2998 Selected Topics in Medical Assisting

4.0 Hours

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

BUSINESS MATH**MTB 2103 Mathematics for Business**

4.0 Hours

This course deals with the following topics: percentage in business, bank and sales records, financial charge, payroll and taxes, inventory, depreciation, business finance, and compound interest. Prerequisite: MAC 1132 or consent of Faculty Advisor or Dean

QMB 3700 Mathematics of Finance

4.0 Hours

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

GRADUATE LEVEL**QMB 5413 Quantitative Methods**

4.0 Hours

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

RESEARCH STUDIES**RES 2000 Elements of Research**

4.0 Hours

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**DRS 4900 Directed Study - Senior Research**

4.0 Hours

Open to Senior or Sophomore students with permission from the Dean's office. This research study is done under faculty supervision, must be appropriate to the student's major and is available only during the final term prior to the student's graduation with a Baccalaureate or Associate Degree. May be taken only one time.

STUDENT DEVELOPMENT

STD 1000 College Success 4.0 Hours

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. The course also includes additional orientation to personal finance and financial assistance programs as well as an introduction to job search techniques.

STD 1100 Interpersonal Relations 4.0 Hours

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.

STD 2081 Business Professionalism 4.0 Hours

A special course which will develop the student's skills in telephone etiquette, business attire, interview procedures, resume writing, and general office behavior. This course is required for all undergraduates in their next to the last or last term of enrollment.

GENERAL EDUCATION

APPLIED BIOLOGY

APB 1100 Anatomy and Physiology I 4.0 Hours

Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, and urinary systems are studied. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems.

APB 1110 Anatomy and Physiology II 4.0 Hours

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

ENGLISH

ENG 1000 Basic English Studies 4.0 Hours

A comprehensive review of grammar, spelling, and vocabulary intended to strengthen the student's English background and to prepare the student for more advanced studies.

ENG 1540 English Composition I 4.0 Hours

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 Hours
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

SPC 3010 Effective Speaking 4.0 Hours
This course develops the ability to speak clearly and effectively before an audience; to develop the ability to think and express ideas effectively; and to plan, compose, and deliver speeches and talks of various kinds.

SPC 3420 Conference & Discussion Techniques 4.0 Hours
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 2998
ENG 4998 Selected Topics in English 4.0 Hours
A special study of selected topics which are of current interest and relevance to the student preparing for a career in business. Prerequisites, if any, are determined by the course material and instructor.

ENG 2012 Journalism 4.0 Hours
An introductory course in basic journalism practices and procedures that utilizes hands-on exercises and assignments. Journalistic ethics is also explored. Prerequisite: ENG 1540

FOREIGN LANGUAGE

SPA 1000 Conversational Spanish 4.0 Hours
An introductory course in conversational Spanish with emphasis on word usage and proper pronunciation.

GOVERNMENT/HISTORY

POS 2041 American National Government 4.0 Hours
A study of the Constitutional structure and dynamics of the American federal system. Included is an examination of the current structure, organization, powers, and procedures of the American national government.

AMH 3420 History of Florida 4.0 Hours
An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development.

AMH 4998 Selected Topics in History, or
POS 4998 Selected Topics in American Government 4.0 Hours
A special study of selected topics which are of current interest and relevance to the student in the area of American Government or history. Prerequisites, if any, are determined by the course material and instructor.

HUMANITIES

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

PHI 4100 Logic 4.0 Hours
A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity.

HUM 2900 Selected Topics in Humanities 4.0 Hours
HUM 4900
A special study of selected topics in the humanities which are of current interest and relevance to the student. Prerequisites, if any, are determined by the course material and the instructor.

MATHEMATICS

MAT 1000 Basic Mathematics Studies 4.0 Hours
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.

MAT 1132 Fundamentals of College Math 4.0 Hours
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 Hours
The algebra of sets, linear and quadratic equations, fractions, proofs, determinants and relations, and functions. Emphasis is placed on understanding the structure of mathematical systems.

STA 3014 Statistics 4.0 Hours
This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing, and analyzing data are presented.

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

PSYCHOLOGY/SOCIOLOGY

PSY 2012 General Psychology 4.0 Hours
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.

SOC 2995 Life History 4.0 Hours
A student's study of his or her personal and professional experiences. The student evaluates and analyzes these experiences and how they relate to life-long learning. A brief study of the mechanics of adult learning is also included.

PSY 2998 Topics in Psychology
SOC 2998 Topics in Sociology 4.0 Hours
A special study of selected topics which are of current interest and relevance to the student in the area of Psychology or Sociology. Prerequisites, if any, are determined by the course material and the instructor.

SOC 3000 Principles of Sociology 4.0 Hours
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 3100 Human Relations 4.0 Hours
A study of the fundamentals of the dynamics and the processes of motivating, communicating, and cooperating with others.

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

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

PSY 4998 or
SOC 4998 Selected Topics in Psychology or Sociology 4.0 Hours
A special study of selected topics which are of current interest and relevance to the student in the area of psychology or sociology. Prerequisites, if any, are determined by the course material and instructor.

READING

REA 1000 Basic Reading Skills 4.0 Hours
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.

ADMINISTRATION

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

Phillips Colleges, Inc. Officers

Gerald C. Phillips	Chairman of the Board
Gerald Riso	President
C. Ronald Kimberling	Senior Vice President
Marshall Lynch	Vice President & Chief Financial Officer
Dan L. Bruns	Chief Administrative Officer

College Management

Tampa College Pinellas

Mark A. Page	President
Donald G. Hamilton	Academic Dean
David DeStrooper	Business Manager
Marlene Dee	Director of Admissions
Dianne Hollingsworth	Director of Career Planning and Placement
Lisa St.John	Director of Student Finance
Audrey Henry	Director of Human Resources

Tampa College Lakeland

Frances J. Morris, Ph.D.	President
Patricia Gill, Ed.D.	Academic Dean
Carlos Alayon	Director of Student Finance
Terri Thomas	Director of Adult Admissions
Trisha Mixon	Director of High School Admissions
Dolly Brown	Director of Career Planning and Placement

Winter Haven Hospital Extension

Myrna Rowland, R.N.,M.Ed.	On-site Administrator
---------------------------	-----------------------

ACADEMIC CALENDAR 1993

WINTER TERM 1993

December 21, 1992 - January 10, 1993
January 11
January 15
January 18
January 19
January 25
February 15
March 1
March 22 - March 26
April 8
April 9 - April 16

Christmas Holidays
Classes Resume
Fall 92 Term Ends
Martin Luther King Jr. Birthday Holiday
Winter 93 Term Begins
End of Drop/Add Period for Winter Term
President's Day Holiday
Winter 93 Mini Term Begins
Spring Vacation Polk County
Winter 93 Term and Mini Term Ends
Spring Vacation Pinellas County

SPRING TERM 1993

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

Spring 93 Term Begins
End of Drop/Add Period for Spring Term
Memorial Day Holiday
Spring 93 Mini Term Begins
Independence Day Holiday
Spring 93 Term and Mini Term Ends
Summer Vacation

SUMMER TERM 1993

July 19
July 24
August 30
September 6
October 8

Summer 93 Term Begins
End of Drop/Add Period for Summer Term
Summer 93 Mini Term Begins
Labor Day Holiday
Summer 93 Term and Mini Term Ends

FALL TERM 1993

October 11
October 16
November 22
November 25 - 27
December 20, 1993 - January 2, 1994
January 3, 1994
January 14, 1994

Fall 93 Term Begins
End of Drop/Add Period for Fall Term
Fall 93 Mini Term Begins
Thanksgiving Holiday
Christmas Holiday
Classes Resume
Fall 93 Term and Mini Term Ends

ACADEMIC CALENDAR 1994

WINTER TERM 1994

December 20, 1993 - January 2, 1994
January 3
January 14
January 17
January 18
January 24
February 21
February 28
March 28 - April 1
April 8
April 11 - 15

Christmas Holiday
Fall 93 Classes Resume
Fall 93 Term and Mini Term Ends
Martin Luther King Jr. Birthday Holiday
Winter 94 Term Begins
End of Drop/Add Period for Winter Term
President's Day Holiday
Winter 94 Mini Term Begins
Spring Vacation Polk County
Winter 94 Term and Mini Term Ends
Spring Vacation Pinellas County

SPRING TERM 1994

April 18
April 23
May 30
May 31
July 4
July 8
July 11 - 15

Spring 94 Term Begins
End of Drop/Add Period for Spring Term
Memorial Day Holiday
Spring 94 Mini Term Begins
Independence Day Holiday
Spring 94 Term and Mini Term Ends
Summer Vacation

SUMMER TERM 1994

July 18
July 23
August 29
September 5
October 7

Summer Term Begins
End of Drop/Add Period for Summer Term
Summer 94 Mini Term Begins
Labor Day Holiday
Summer 94 Term and Mini Term Ends

FALL TERM 1994

October 10
October 15
November 21
November 24 - 26
December 19, 1994 - January 2, 1995
January 3, 1995
January 13, 1995

Fall 94 Term Begins
End of Drop/Add Period for Fall Term
Fall 94 Mini Term Begins
Thanksgiving Holiday
Christmas Holiday
Classes Resume
Fall 94 Term and Mini Term Ends

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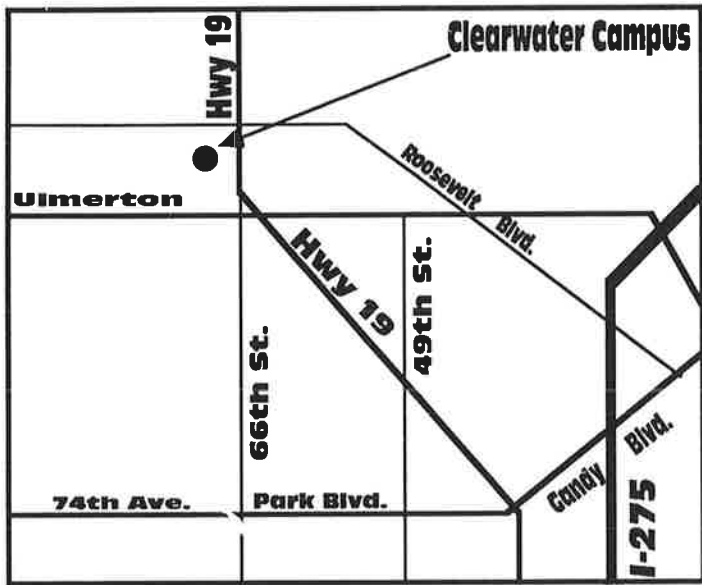
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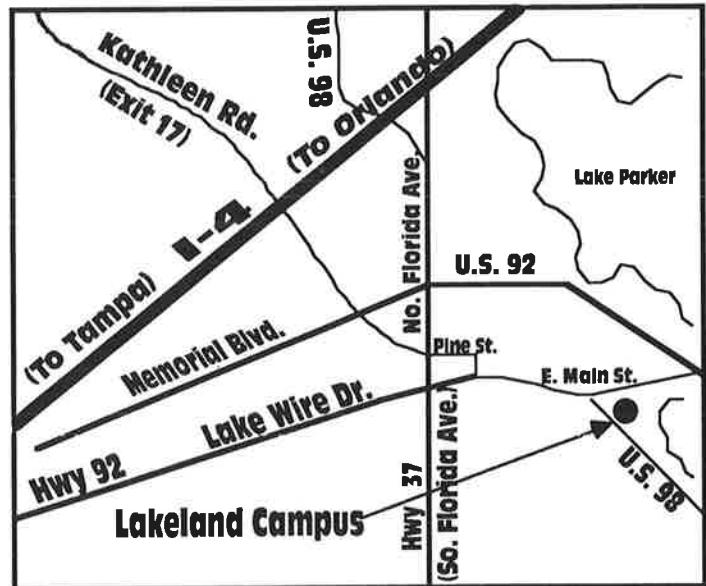
Campus Locations



Pinellas County Main Campus
 15064 U.S. Highway 19 North
 Clearwater, FL 34624
 (813) 530-9495

Clearwater Campus

Lakeland Branch Campus
 1200 U.S. Highway 98 So.
 Lakeland, FL 33801
 (813) 686-1444



Lakeland Campus

Tampa College *Pinellas*

1993 - 1994
Catalog Inserts/Addendums

Tampa College Pinellas Academic Department
 Supplement to the Tampa College Pinellas 1993-1994 Catalog

Academic Department Chairs

Dr. Richard Washabaugh
 Dr. Marco DiBernardo
 Douglas Scott
 Teresa Weigand
 David Stephen

General Education/Independent Study
 Graduate Studies
 Management/Marketing/Business
 Medical Assistant
 Computer Information Science

Independent Study Office

Dr. Richard Washabaugh
 Carlene Keene
 John Ensich

Coordinator of Independent Study
 Administrative Assistant
 Test Administrator

Experiential Learning Program

Ted Oberteuffer

Administrative Coordinator

FACULTY

<u>Name</u>	<u>Discipline</u>	<u>Degrees</u>
Amaro, Frank	Mathematics	M.B.A., Tampa College B.S., Florida A & M University
Besner, Bruce	Business	M.B.A., City University of N.Y. B.B.A., Nichols College
Bransky, Robert	Business	B.S., East Illinois University
Coupe, George	Medical	D.O., Kirksville College B.S., University of Nebraska
Courter, Jennie	English	M.A., Georgian Court College B.A., Kean College
DiBernardo, Marco	Business Humanities	D.A., Heed University M.S., Long Island University
Everett, Timothy	English Grad. Studies	M.S., Barry University B.A., Capital University
Freidinger, Ted	Accounting	M.B.A., Michigan State University B.A., Michigan State University
Henry, Audrey	Business Ed.	B.B.A., Tampa College Diploma, Bryant & Stratton
Hetzendorfer, Ruth	Gen. Ed.	M.A., University of South Florida B.A., Azusa Pacific University
Kennedy, Linda	Medical	B.B.A., Tampa College Diploma, MBC Medical Education Center

FACULTY - CONTINUED

Locklear, H. Todd	Legal Studies	M.S., Georgia State University B.S., Georgia State University
Lorrier, Byron	Legal Studies	J.D., Samford University B.A., University of South Florida
McGough, Maurice	Crim. Justice	M.B.A., FL Institute of Technology B.A., University of South Florida
McPherson, Barbara	Legal Studies	J.D., Duquesne University B.A., University of Pittsburgh
Oberteuffer, Ted	CIS Business	M.B.A., Tampa College B.A., Amherst College
Oguntade, Barbara	Business	Ph.D., Florida State University M.S., Florida International University B.S., Florida A & M University
Oman, Judith	Business	B.S., Chadwick University
Parnes, Helene	Grad. Studies	J.D., Stetson College of Law B.S., University of Florida
Perkie, Renee	Business	M.B.A., Tampa College B.A., Florida State University
Reed, Cyndy	Soc/Std.Dev.	B.A., Siena Heights College
Rose, Roy	Accounting	B.A., University of South Florida
Scott, Douglas	Management Marketing	M.B.A., Tampa College B.S., Indiana State University
Shultz, Stanton	Accounting	B.S., Tampa College B.S., Jacksonville University
Smith, Sidney	CIS	B.A., University of Connecticut
Stephen, David	CIS	M.B.A., Tampa College B.S., Tampa College
Weigand, Teresa	Medical	B.S., Columbia Union College
Wingate, James	Business	M.B.A., Tampa College B.S., University of South Florida
Zeman, Judith	Grad. Studies	M.B.A., DePaul University B.S., B.A., Marquette University

ADDENDUM TO TAMPA COLLEGE PINELLAS 1993-1994 CATALOG
PAGE ONE OF THREE

Academic Probation (page 13)

Veteran students shall be allowed no more than two consecutive terms of academic probation (i.e., Academic Probation followed by Final Academic Probation) before the Veterans' benefits are terminated. The Veteran student may remain in school so long as the CGPA remains at or above the probation range specified on pages 13 and 14 of the college catalog, but cannot be recertified for veterans' benefits until he/she attains a 2.0 cumulative grade point average.

Transfer Students (page 19)

The College will assist the student in obtaining official transcripts from all prior postsecondary institutions attended. Upon receipt of the official documents, the College will always evaluate to determine approval of the maximum number of credit hours already completed that are compatible with the anticipated program of study, and the student's training time with the College will be shortened proportionately.

Accreditation (page 1)

The College is accredited by the Accrediting Council for Independent Colleges and Schools, which has been designated as a nationally recognized professional accrediting agency by the United States Office of Education. The College is listed as an institution of higher education in the Directory of Higher Education.

Textbooks (page 5)

All required textbooks for undergraduate courses are loaned through the bookstore in accordance with official school policies. Students must purchase any workbooks required for the course(s). At the time of issuing, textbooks become the responsibility of the student and must be returned to the bookstore upon course completion/withdrawal in order to avoid replacement costs. Books for graduate courses are available for purchase through the bookstore.

Academic Load (page 11)

The College encourages all degree-seeking students to attend full-time. A full-time student at Tampa College is one who is enrolled in courses totalling at least 36.0 credit hours per academic year (36 weeks) for an undergraduate student or 24.0 credit hours per academic year for a graduate student. Enrolled students who do not meet this criteria are designated as non-regular students and shall be responsible for the non-regular student refund policy.

ADDENDUM TO TAMPA COLLEGE PINELLAS 1993-1994 CATALOG
PAGE THREE OF THREE

Academic Load - Graduate Student (page 39)

All graduate students are encouraged to be full-time degree-seeking students at Tampa College. A full-time graduate student is one who is enrolled in courses totaling at least 24.0 credit hours per academic year (36 weeks). Student who do not meet this criteria are classified as Special Students in the graduate program and would fall under the guidelines described for non-regular students in the college catalog.

BUL 2100 Business Law I (page 63)

Redesignated as BUL 3100

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 (page 63)

Redesignated as BUL 3122 Business Law II

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

ACC 3411 Cost Accounting I (page 55)

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts, product costing techniques including job-order and process costing, and standard cost systems.

ACC 3412 Cost Accounting II (page 55)

A continuation of ACC 3411 to include in-depth studies of techniques and issues surrounding cost allocation methods, solving complex-accounting problems, variance analysis, and variable costing.

ADDENDUM TO TAMPA COLLEGE PINELLAS 1993-1994 CATALOG
PAGE TWO OF THREE

Refund Policy - After Entrance (page 31)

Title amended to read "Refund Policy - After Entrance, Regular (Degree-Seeking or Full-Time) Students"

Refund Policy - After Entrance

Non-Regular (Non Degree-Seeking or Part-Time) Students

Non-Regular students are charged tuition and fees per term based upon the course(s) into which the student is registered each term. Payment in full for each term must be made prior to the first class meeting of the term. Payment must be in the form of cash, check, or money order. Financial assistance via Title IV programs is not available to non-regular students.

In the event of withdrawal, percentage of completion is based on the time attended in the term as stated in the catalog and computed from the published start date of entrance to the last date of attendance. Time attended, rather than units of credit, is the criterion. The last date of attendance is considered the date of withdrawal. If a student does not complete the course(s) in which enrolled, a tuition charge will be made according to the following applicable schedule:

- * Students who withdraw within the first five days from the start date of the term as published in the college catalog will be charged 25% of the tuition for the term or courses contracted;
- * Students who withdraw from the sixth through the thirtieth calendar day of the term will be charged 75% of the tuition for the term or courses contracted; and
- * Students who withdraw after the thirtieth day of the term will be charged 100% of the tuition for the term or courses contracted.

Experiential Learning Evaluation (page 20)

Enrolled degree-seeking undergraduate students may earn up to 25% of the total hours of credit required for the degree through the Experiential Learning Program for Advanced Placement. This equates to no more than 24.0 hours of credit awarded through experiential learning for an associate degree and no more than 48.0 hours of credit awarded through experiential learning for a baccalaureate degree. Experiential Learning credit will be designated as such on the student's academic transcript.

ADDENDUM TO TAMPA COLLEGE PINELLAS 1993-1994 CATALOG

Refund Distribution Order

The college will credit refunds in the following order:

1. To outstanding balances on FFEL Program loans
(Stafford, SLS, PLUS)
2. To outstanding balances on Federal Direct Loans
3. To outstanding balances on Federal Perkins Loans
4. To Federal Pell Grant Awards
5. To Federal SEOG Awards
6. To awards under the FWS Program
7. To other Title IV student assistance
8. To the student

Tampa College Pinellas Staff

Supplement to the Tampa College Pinellas 1993-1994 Catalog

Administration

Mark A. Page
Audrey Henry

President
Director of Human Resources

Dean's Office

Donald G. Hamilton
Marsha Kuchelema
Janis Feaster
Kimberly Manch
Ellen Baxter

Dean
Registrar
Transcript Evaluation
Attendance Monitoring
VA Representative

Career Planning/Graduate Placement

Dianne Hollingsworth
Tia Makowski

Director of Graduate Placement
Administrative Assistant

Student Finance

Steve Fekete
James Wingate
Marcia Hutchinson
Kay Seymour
John Bates
Lynn Wong

Director of Student Finance
Student Loan Advisor
Student Finance Officer
Student Finance Officer
Student Finance Advisor
Student Loan Advisor

Student Accounts

David Destrooper
Carol Eason
Donna Wells

Business Manager
Student Accounts Officer
Student Accounts Officer

Admissions Office

Wayne Childers
Cyndy Reed
Peggy Touchton
Brenda Hillberry
Elizabeth Smith
Greg Bell
Todd Locklear
Kathy Rayl

Director of Admissions
Senior Admissions Representative
Senior Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative

Reception

Lynne Broche
Marilyn Thomas

AM Receptionist/Admissions Asst.
PM Receptionist

Bookstore

Marjorie Russell

Bookstore Manager

Maintenance

David Underwood

Maintenance Coordinator

Library

Susan Griffin

Librarian

TAMPA COLLEGE PINELLAS TUITION AND FEES SCHEDULE

Supplement to the Tampa College Pinellas 1993-1994 Catalog
Effective for Students Starting On or After February 1, 1994

<u>PROGRAM</u>	<u>CREDITS</u>	<u>COST</u>
Master's Degrees	56.0	\$ 9240 excluding books & fees
Professional Accounting	48.0	\$ 5760 includes book loaner fees
Bachelor Degrees	192.0	\$21,120 includes book loaner fees
Associate Degrees	96.0	\$10,560 includes book loaner fees

For programs using the book loaner, all books are issued 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 students' final exam for which the book was issued. The student will be charged for books lost, damaged or not returned to the College and for any required workbooks.

Additional Fees Not Included In Above Cost

- * A non-refundable \$25.00 Application Fee will be paid by all new & returning applicants to the College.
- * A Graduation Fee of \$60.00 for all undergraduates and \$80.00 for all graduate students shall be paid 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.
- * Credit for portfolios submitted for credit through Experiential Learning will be charged at one-half of the student's regular program tuition rate.
- * A fee of \$3.00 must accompany each request for official or unofficial copy of academic (grade) transcript.
- * A Reader's Fee of \$200 will be charged to each Master's student submitting a Directed Study Project (thesis) for credit. This fee must be paid at the time of thesis submission.

In lieu of 8.0 hours of electives, the Master's student may elect to take a Directed Study Project for 6.0 hours. If the student elects this option, a tuition credit based on the student's average hourly rate for the degree program will be applied to the student's account.

ADDENDUM TO TAMPA COLLEGE PINELLAS 1993-1994 CATALOG

Educational Expenses

Effective February 1, 1994

All 12 month programs (B.S.-Professional [5th Year] Accounting):

Tuition.....	\$ 5365.00
Books & Supplies.....	395.00
Registration Fee.....	25.00
Graduation Fee.....	60.00
TOTAL.....	\$ 5450.00

All 24 month (Associate Degree) programs:

Tuition.....	\$ 9770.00
Books & Supplies.....	790.00
Registration Fee.....	25.00
Graduation Fee.....	60.00
TOTAL.....	\$10645.00

All 48 month (Bachelor's Degree) programs:

Tuition.....	\$19540.00
Books & Supplies.....	1580.00
Registration Fee.....	25.00
Graduation Fee.....	60.00
TOTAL.....	\$21205.00

All 21 month (Master's Degree) programs:

Tuition.....	\$ 9240.00
Books & Supplies (estimated).....	770.00
Registration Fee.....	25.00
Graduation Fee.....	80.00
TOTAL.....	\$10115.00

TAMPA COLLEGE PINELLAS STAFF-Supplement to 1993-94 College Catalog

Administration

Mark A. Page	President
Audrey Henry	Director of Human Resources

Dean's Office

Donald G. Hamilton	Academic Dean
Marsha Kuchelema	Registrar
Janis Feaster	Records Officer
Kimberly Manch	Records Officer
Ellen Baxter	Records Officer

Career Planning/Placement Assistance

Dianne Hollingsworth	Director of Graduate Placement
Tia Makowski	Administrative Assistant

Student Finance

Steve Fekete	Director of Student Finance
James Wingate	Student Loan Advisor
Marcia Hutchinson	Senior Student Finance Officer
Kay Seymour	Student Finance Officer
John Bates	Student Finance Advisor
Lynn Wong	Student Finance Advisor

Student Accounts Office

David Destrooper	Business Manager
Donna Wells	Student Accounts Officer
Carol Eason	Student Accounts Officer

Office of Admissions

Wayne Childers	Director of Admissions
Cyndy Reed	Senior Admissions Representative
Peggy Touchton	Senior Admissions Representative
Greg Bell	Senior Admissions Representative
Elizabeth Smith	Admissions Representative
Brenda Hillberry	Admissions Representative
Kathy Rayl	Admissions Representative
Marilyn Thomas	Receptionist
Lynn Broche	Administrative Assistant

Bookstore

Marjorie Russell	Bookstore Manager
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Maintenance

David Underwood	Maintenance Coordinator
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Independent Study

Richard Washabaugh	Independent Study Coordinator
Carlene Keene	Independent Study Assistant
Johnensch	Independent Study Assistant

Library

Susan Griffin	Librarian
---------------	-----------

Tampa College Pinellas Staff

Supplement to the Tampa College Pinellas 1993-1994 Catalog

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Audrey Henry

President
Director of Human Resources

Dean's Office

Donald G. Hamilton
Marsha Kuchelema
Janis Feaster
Kimberly Manch
Ellen Baxter

Dean
Registrar
Transcript Evaluation
Attendance Monitoring
VA Representative

Career Planning/Graduate Placement

Dianne Hollingsworth
Tia Makowski

Director of Graduate Placement
Administrative Assistant

Student Finance

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Student Loan Advisor
Student Finance Officer
Student Finance Officer
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David Destrooper
Carol Eason
Donna Wells

Business Manager
Student Accounts Officer
Student Accounts Officer

Admissions Office

Wayne Childers
Cyndy Reed
Peggy Touchton
Brenda Hillberry
Elizabeth Smith
Greg Bell
Todd Locklear
Kathy Rayl

Director of Admissions
Senior Admissions Representative
Senior Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative

Reception

Lynne Broche
Marilyn Thomas

AM Receptionist/Admissions Asst.
PM Receptionist

Bookstore

Marjorie Russell

Bookstore Manager

Maintenance

David Underwood

Maintenance Coordinator

Library

Susan Griffin

Librarian

Tampa College *Pinellas*

1993 - 1994
Catalog Inserts/Addendums

Tampa College Pinellas Academic Department
 Supplement to the Tampa College Pinellas 1993-1994 Catalog

Academic Department Chairs

Dr. Richard Washabaugh
 Dr. Marco DiBernardo
 Douglas Scott
 Teresa Weigand
 David Stephen

General Education/Independent Study
 Graduate Studies
 Management/Marketing/Business
 Medical Assistant
 Computer Information Science

Independent Study Office

Dr. Richard Washabaugh
 Carlene Keene
 John Ensich

Coordinator of Independent Study
 Administrative Assistant
 Test Administrator

Experiential Learning Program

Ted Oberteuffer

Administrative Coordinator

FACULTY

<u>Name</u>	<u>Discipline</u>	<u>Degrees</u>
Amaro, Frank	Mathematics	M.B.A., Tampa College B.S., Florida A & M University
Besner, Bruce	Business	M.B.A., City University of N.Y. B.B.A., Nichols College
Bransky, Robert	Business	B.S., East Illinois University
Coupe, George	Medical	D.O., Kirksville College B.S., University of Nebraska
Courter, Jennie	English	M.A., Georgian Court College B.A., Kean College
DiBernardo, Marco	Business Humanities	D.A., Heed University M.S., Long Island University
Everett, Timothy	English Grad. Studies	M.S., Barry University B.A., Capital University
Freidinger, Ted	Accounting	M.B.A., Michigan State University B.A., Michigan State University
Henry, Audrey	Business Ed.	B.B.A., Tampa College Diploma, Bryant & Stratton
Hetzendorfer, Ruth	Gen. Ed.	M.A., University of South Florida B.A., Azusa Pacific University
Kennedy, Linda	Medical	B.B.A., Tampa College Diploma, MBC Medical Education Center

FACULTY - CONTINUED

Locklear, H. Todd	Legal Studies	M.S., Georgia State University B.S., Georgia State University
Lorrier, Byron	Legal Studies	J.D., Samford University B.A., University of South Florida
McGough, Maurice	Crim. Justice	M.B.A., FL Institute of Technology B.A., University of South Florida
McPherson, Barbara	Legal Studies	J.D., Duquesne University B.A., University of Pittsburgh
Oberteuffer, Ted	CIS Business	M.B.A., Tampa College B.A., Amherst College
Oguntade, Barbara	Business	Ph.D., Florida State University M.S., Florida International University B.S., Florida A & M University
Oman, Judith	Business	B.S., Chadwick University
Parnes, Helene	Grad. Studies	J.D., Stetson College of Law B.S., University of Florida
Perkie, Renee	Business	M.B.A., Tampa College B.A., Florida State University
Reed, Cyndy	Soc/Std.Dev.	B.A., Siena Heights College
Rose, Roy	Accounting	B.A., University of South Florida
Scott, Douglas	Management Marketing	M.B.A., Tampa College B.S., Indiana State University
Shultz, Stanton	Accounting	B.S., Tampa College B.S., Jacksonville University
Smith, Sidney	CIS	B.A., University of Connecticut
Stephen, David	CIS	M.B.A., Tampa College B.S., Tampa College
Weigand, Teresa	Medical	B.S., Columbia Union College
Wingate, James	Business	M.B.A., Tampa College B.S., University of South Florida
Zeman, Judith	Grad. Studies	M.B.A., DePaul University B.S., B.A., Marquette University

ADDENDUM TO TAMPA COLLEGE PINELLAS 1993-1994 CATALOG
PAGE ONE OF THREE

Academic Probation (page 13)

Veteran students shall be allowed no more than two consecutive terms of academic probation (i.e., Academic Probation followed by Final Academic Probation) before the Veterans' benefits are terminated. The Veteran student may remain in school so long as the CGPA remains at or above the probation range specified on pages 13 and 14 of the college catalog, but cannot be recertified for veterans' benefits until he/she attains a 2.0 cumulative grade point average.

Transfer Students (page 19)

The College will assist the student in obtaining official transcripts from all prior postsecondary institutions attended. Upon receipt of the official documents, the College will always evaluate to determine approval of the maximum number of credit hours already completed that are compatible with the anticipated program of study, and the student's training time with the College will be shortened proportionately.

Accreditation (page 1)

The College is accredited by the Accrediting Council for Independent Colleges and Schools, which has been designated as a nationally recognized professional accrediting agency by the United States Office of Education. The College is listed as an institution of higher education in the Directory of Higher Education.

Textbooks (page 5)

All required textbooks for undergraduate courses are loaned through the bookstore in accordance with official school policies. Students must purchase any workbooks required for the course(s). At the time of issuing, textbooks become the responsibility of the student and must be returned to the bookstore upon course completion/withdrawal in order to avoid replacement costs. Books for graduate courses are available for purchase through the bookstore.

Academic Load (page 11)

The College encourages all degree-seeking students to attend full-time. A full-time student at Tampa College is one who is enrolled in courses totalling at least 36.0 credit hours per academic year (36 weeks) for an undergraduate student or 24.0 credit hours per academic year for a graduate student. Enrolled students who do not meet this criteria are designated as non-regular students and shall be responsible for the non-regular student refund policy.

ADDENDUM TO TAMPA COLLEGE PINELLAS 1993-1994 CATALOG
PAGE TWO OF THREE

Refund Policy - After Entrance (page 31)

Title amended to read "Refund Policy - After Entrance, Regular (Degree-Seeking or Full-Time) Students"

Refund Policy - After Entrance
Non-Regular (Non Degree-Seeking or Part-Time) Students

Non-Regular students are charged tuition and fees per term based upon the course(s) into which the student is registered each term. Payment in full for each term must be made prior to the first class meeting of the term. Payment must be in the form of cash, check, or money order. Financial assistance via Title IV programs is not available to non-regular students.

In the event of withdrawal, percentage of completion is based on the time attended in the term as stated in the catalog and computed from the published start date of entrance to the last date of attendance. Time attended, rather than units of credit, is the criterion. The last date of attendance is considered the date of withdrawal. If a student does not complete the course(s) in which enrolled, a tuition charge will be made according to the following applicable schedule:

- * Students who withdraw within the first five days from the start date of the term as published in the college catalog will be charged 25% of the tuition for the term or courses contracted;
- * Students who withdraw from the sixth through the thirtieth calendar day of the term will be charged 75% of the tuition for the term or courses contracted; and
- * Students who withdraw after the thirtieth day of the term will be charged 100% of the tuition for the term or courses contracted.

Experiential Learning Evaluation (page 20)

Enrolled degree-seeking undergraduate students may earn up to 25% of the total hours of credit required for the degree through the Experiential Learning Program for Advanced Placement. This equates to no more than 24.0 hours of credit awarded through experiential learning for an associate degree and no more than 48.0 hours of credit awarded through experiential learning for a baccalaureate degree. Experiential Learning credit will be designated as such on the student's academic transcript.

ADDENDUM TO TAMPA COLLEGE PINELLAS 1993-1994 CATALOG
PAGE THREE OF THREE

Academic Load - Graduate Student (page 39)

All graduate students are encouraged to be full-time degree-seeking students at Tampa College. A full-time graduate student is one who is enrolled in courses totaling at least 24.0 credit hours per academic year (36 weeks). Student who do not meet this criteria are classified as Special Students in the graduate program and would fall under the guidelines described for non-regular students in the college catalog.

BUL 2100 Business Law I (page 63)

Redesignated as BUL 3100

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 (page 63)

Redesignated as BUL 3122 Business Law II

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

ACC 3411 Cost Accounting I (page 55)

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts, product costing techniques including job-order and process costing, and standard cost systems.

ACC 3412 Cost Accounting II (page 55)

A continuation of ACC 3411 to include in-depth studies of techniques and issues surrounding cost allocation methods, solving complex-accounting problems, variance analysis, and variable costing.

ADDENDUM TO TAMPA COLLEGE PINELLAS 1993-1994 CATALOG

Refund Distribution Order

The college will credit refunds in the following order:

1. To outstanding balances on FFEL Program loans
(Stafford, SLS, PLUS)
2. To outstanding balances on Federal Direct Loans
3. To outstanding balances on Federal Perkins Loans
4. To Federal Pell Grant Awards
5. To Federal SEOG Awards
6. To awards under the FWS Program
7. To other Title IV student assistance
8. To the student

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Carlene Keene	Independent Study Assistant
John Enschede	Independent Study Assistant

Library

Susan Griffin	Librarian
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TAMPA COLLEGE PINELLAS TUITION AND FEES SCHEDULE

Supplement to the Tampa College 1991-1993 Catalog
Effective for Students Starting on or after February 1, 1994

PROGRAM	CREDITS	COST
Master's Degrees	56 credits	\$9240 excluding books and fees*
Prof. Accounting	48 credits	\$5760 includes book loaner/lab fees
Bachelor Degrees	192 credits	\$21,120 includes book loaner/lab fees
Associate Degrees	96 credits	\$10,560 includes Book loaner/lab fees

Note: For programs using the book loaner, all 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 was issued. The student will be charged for books lost, damaged or not returned to the College and for workbooks that the student must write in that cannot be returned.

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 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 portion of the fee will be paid directly to Jostens for regalia.)
- * 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.
- * Credit for portfolios submitted for credit through Experiential Learning will be charged at one-half of the student's regular program tuition rate.
- * 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.
- * A Reader's Fee of \$200.00 will be charged to each Master's student submitting a Directed Study Project (thesis) for credit. This fee must be paid at the time of thesis submission.

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 programs of the college are terminal in nature and are designed for the graduate's employment upon graduation.

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

ADDENDUM TO TAMPA COLLEGE PINELLAS 1993-1994 CATALOG

Educational Expenses

Effective February 1, 1994

All 12 month programs (B.S.-Professional [5th Year] Accounting):

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Registration Fee.....	25.00
Graduation Fee.....	60.00
TOTAL.....	\$ 5450.00

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Books & Supplies.....	790.00
Registration Fee.....	25.00
Graduation Fee.....	60.00
TOTAL.....	\$10645.00

All 48 month (Bachelor's Degree) programs:

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Books & Supplies.....	1580.00
Registration Fee.....	25.00
Graduation Fee.....	60.00
TOTAL.....	\$21205.00

All 21 month (Master's Degree) programs:

Tuition.....	\$ 9240.00
Books & Supplies (estimated).....	770.00
Registration Fee.....	25.00
Graduation Fee.....	80.00
TOTAL.....	\$10115.00

