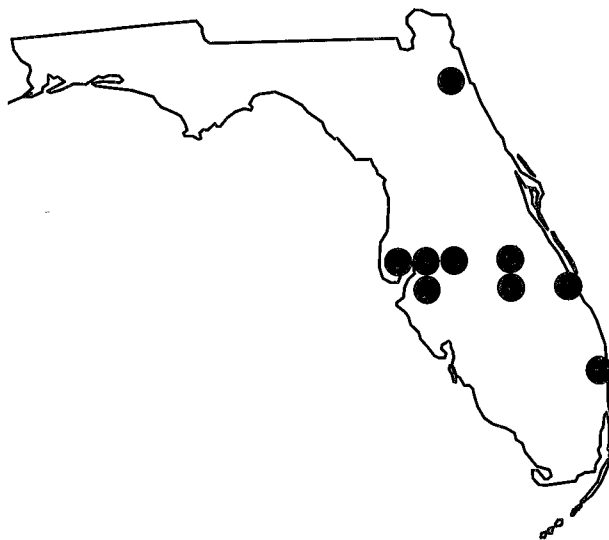


FLORIDA METROPOLITAN UNIVERSITY

2002 - 2003 CATALOG

FMU1101a

This is a multiple-institution catalog containing information about the nine locations of Florida Metropolitan University. These are identified on page I.





CAMPUS LOCATIONS

BRANDON

3924 Coconut Palm Drive - Tampa, Florida 33619
(813) 621-0041; Fax (813) 623-5769

FORT LAUDERDALE

1040 Bayview Drive - Fort Lauderdale, Florida 33304
(954) 568-1600; (800) 468-0168; Fax (954) 568-2008

FORT LAUDERDALE LEARNING SITE

1400 N. Federal Highway - Fort Lauderdale, FL 33304

JACKSONVILLE

8226 Phillips Highway, Jacksonville, FL 32256
(904) 731-4949; Fax (904) 731-0599

LAKELAND

995 East Memorial Boulevard, Suite 110 - Lakeland, Florida 33801
(863) 686-1444; Fax (863) 688-9881

MELBOURNE

2401 North Harbor City Blvd. - Melbourne, Florida 32935
(321) 253-2929; (866) 355-2929; Fax (321) 255-2017

MELBOURNE LEARNING SITE

2190 Sarno Road - Melbourne, Florida 32935
(321) 259-3211; Fax (321) 259-0797

NORTH ORLANDO

5421 Diplomat Circle - Orlando, Florida 32810
(407) 628-5870; Fax (407) 628-1344

PINELLAS

2471 McMullen Booth Road - Clearwater, Florida 33759
(727) 725-2688; (800) 353-3687; Fax (727) 796-3722

SOUTH ORLANDO

2411 Sand Lake Road - Orlando, Florida 32809
(407) 851-2525; Fax (407) 851-1477

TAMPA

3319 W. Hillsborough Avenue - Tampa, Florida 33614
(813) 879-6000; Fax (813) 871-2483

2002 – 2003 FLORIDA METROPOLITAN UNIVERSITY CATALOG

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Accredited by the Accrediting Council for Independent Colleges and Schools. For complete information concerning accreditation, please refer to the Accreditation Section of this catalog.

CHANCELLOR'S MESSAGE

I would like to welcome you to Florida Metropolitan University whose locations provide a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula from associate degree through graduate level programs, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a college education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the State of Florida as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

Building on the traditions of Tampa College (the oldest business college in Florida, founded in 1890), we have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to FMU. We invite all interested parties, therefore, to visit our campuses and review our wide variety of programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, 'If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest.'

Daniel F. Moore
Chancellor

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ABOUT FLORIDA METROPOLITAN UNIVERSITY



MISSION

The mission of Florida Metropolitan University is the education of qualified undergraduate and graduate students through the delivery of career-oriented associate's, bachelor's and master's degree programs in a personalized teaching and learning environment designed to support students' personal and professional career development.

INSTITUTIONAL GOALS

In support of its mission, the University has adopted the following goals:

Academics

To provide challenging and relevant accredited undergraduate and graduate programs in a variety of career-oriented disciplines, incorporating effective educational methodologies, modern technology, traditional and alternative instructional delivery systems, and characterized by effective teaching and a student-centered atmosphere.

Educational Support Services

To provide a variety of programs and services that support its educational goals and purpose, are consistent with student needs, encourage student success, enhance diversity and improve the quality of life for students.

Enrollment

To manage the controlled growth of a diverse student body through the use of effective and ethical recruitment and retention methods and initiatives, and to support the quality of educational opportunities for all students, while meeting the University's fiscal needs.

Business and Finance

To manage and increase the University's resources in accordance with sound business practices, regulatory standards and applicable laws.

Physical Resources

To ensure that the physical resources, including buildings and equipment, are adequate to serve the needs of the institution, support its purpose and contribute to an atmosphere for effective learning.

Continuous Improvement

To continuously improve the quality of the University's programs and services to meet the needs of its students, communities, and other key stakeholders.

HISTORY

Florida Metropolitan University, hereinafter referred to in this publication as the "University", is a private proprietary university composed of numerous campuses in Florida, which are owned and operated by Florida Metropolitan University, Inc.

Most FMU campuses have a long, rich history of service to residents of the State of Florida. On October 17, 1996, Florida Metropolitan University, Inc. acquired Tampa College (locations in Tampa, Brandon, Lakeland and Clearwater), Orlando College (locations in North Orlando, South Orlando and Melbourne) and Ft. Lauderdale College. Tampa College was founded in 1890, making it the oldest business college in the state. Orlando College was established in 1953 as Jones College, Orlando and in 1981, the name was changed to Orlando College. The South Orlando Campus was created in May of 1987. The Melbourne Campus was created in June of 1995. Ft. Lauderdale College can trace its roots back to 1940 with the founding of the Walsh School of Business. The College has operated under the name of Broward College, Drake College and in 1976 changed its name to Ft. Lauderdale College. The newest campus, Jacksonville, started its first class in July of 2000.

ACCREDITATION

The Accrediting Council for Independent Colleges and Schools accredits all campuses of Florida Metropolitan University as follows:

- FMU, Tampa with FMU, Brandon as a branch campus
- FMU, Pinellas with FMU, Lakeland and Jacksonville as branch campuses
- FMU, North Orlando with FMU, South Orlando and FMU, Melbourne as branch campuses
- FMU, Ft. Lauderdale

All campuses are accredited to award associate's degrees, bachelor's degrees and master's degrees.

The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally recognized accrediting agency by the United States Department of Education. ACICS and six regional accrediting agencies are members of the Council on Higher Education Accreditation (CHEA). Further information may be obtained by contacting ACICS at 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

LICENSURE, APPROVALS, AND MEMBERSHIPS

Each location of the University is listed as an institution of higher education in the Directory of Higher Education.

The University is a non-sectarian, coeducational institution with authority to confer associate's, bachelor's and master's degrees. The University holds a Certificate of Exemption from licensure by the Florida State Board of Independent Colleges and Universities. Further information may be obtained by contacting the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32399; telephone (904) 488-8695.

Undergraduate and graduate programs are approved by the Bureau of Immigration and Naturalization and by the Florida State Approving Agency for Veterans Training. All campuses are members of the Career College Association. FMU, Brandon; FMU, Lakeland; FMU, Melbourne; FMU, Pinellas; FMU South Orlando; and FMU, Tampa are accredited by the American Association of Medical Assistants. For more information, contact the specific campus.

PHYSICAL FACILITIES

The combined campus facilities of the University total over 285,000 square feet and are designed to provide an excellent learning environment, comfortable atmosphere, convenience and accessibility.

Each campus houses space for support staff, administrative and faculty offices, comfortable classrooms, libraries, and specifically equipped labs to support each location's programs of study. Since the University spans the state, it is convenient to literally every major thoroughfare and to several of the most modern airports in the nation.

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

Library

The University libraries support the curriculum and provide information for students, faculty, and staff through on-site circulation and reference materials, and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, Lexis, and WestLaw. Each location houses a collection of books and journals. In addition, students have access to Internet and other media reference sources. Professional librarians are available at all locations to help students.

STATEMENT OF NON-DISCRIMINATION

Florida Metropolitan University does not discriminate on the basis of race, religion, age, disability, sex, or national origin in the administration of its educational and admissions policies, scholarship and loan programs, or other university administered programs.



GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the University. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. All applicants are required to successfully complete an assessment examination. This standardized, nationally-normed test is administered by the University, and is designed to further ensure that the applicant has the skills necessary to successfully pursue a college level program.

Transfer students who are high school graduates or GED holders (or other equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above referenced test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the above referenced test. All students enrolling in the Network Administration program, without exception, will be required to successfully complete an assessment examination.

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. Students may apply for entry at any time.

APPLICATION PROCEDURE

Qualified applicants to the University must submit a completed Application for Admission. Applicants will also be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the University's requirements for admission.

If other documents are required for enrollment and are not available at the time of application, students may be accepted for a limited period to allow time for receipt of official transcripts from colleges attended, CLEP scores, certificates of completion from military schools, and other required documents. Course work completed satisfactorily during this period will count toward graduation.

See the appropriate section for specific information concerning graduate program admissions requirements.

Early Admission Requirements for High School Graduates

Applicants will be considered for conditional acceptance prior to secondary school graduation. High school seniors who are accepted on a conditional basis must sign an "Attestation Regarding High School Graduation or Equivalency" following graduation and prior to starting classes.

International Students

When international students apply for admission to a program approved by the Immigration and Naturalization Service, official transcripts of completed secondary education and applicable post-secondary credits are required with notarized translation and/or evaluation. 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 international students enrolling in any program. English proficiency can be established by providing **official** documentation of one of the following:

Undergraduate programs

1. TOEFL score of 450 (paper-based), or 133 (computer-based);
2. Michigan test score of 80% or higher;
3. A certificate of completion of Intensive English 4 at FMU*;
4. Graduation from high school in the United States or an official copy of a GED;
5. Graduation from an American high school abroad where curriculum is delivered in English;

Graduate programs

1. TOEFL score of 550 (paper-based) or 213 (computer-based);
2. Certificate of completion of Intensive English 5 at FMU**;
3. Earned bachelor's degree from an accredited American post-secondary institution.

*To successfully complete Intensive English 4, a student must receive a score of 450 on the Institutional TOEFL.

**To successfully complete Intensive English 5, a student must receive a score of 550 on the Institutional TOEFL.

A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of appropriate tuition deposits and/or fees.

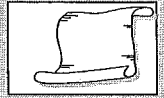
NOTE: See the "Administrative Policies" section for important information pertaining to the required immunization of International students.

TRANSFER STUDENTS

Students with earned college credit from another accredited institution may apply for credit transfer to the University. Credit will be accepted into undergraduate programs only for courses that are compatible with the student's program of study at the University and for courses in which a grade of "C" or higher was earned. Students wishing to transfer credits must have an official transcript of those credits mailed directly to the Office of the Registrar.

Students receiving veterans' benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended.

Transfer of credit to the graduate programs is discussed in the "Graduate Programs Academic Information" section.



STUDENT CONDUCT

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

Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Disruptive behavior
3. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
4. Vandalism, or threats of actual damage to property or physical harm to others
5. Possession, sale, transfer, or use of illegal drugs
6. Appearance under the influence of alcohol or illegal drugs
7. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
8. Any activity that may be perceived as hazing which is defined as a situation or activity which intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of admission or initiation into any affiliation or organization associated with the University.
9. Reckless or intentional use of invasive software such as viruses and WORMS destructive to hardware, software, or data files.

The University reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

Alcohol and Substance Abuse Statement

The University does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

SEXUAL HARASSMENT POLICY

The University will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued which legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The University will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the campus president. The campus president will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

DRESS

Students are expected to dress in a manner that would not be construed as detrimental to the student body and the educational process at the University. Students are reminded that the University promotes a business atmosphere where instructors and guests are professionals and potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

TELEPHONES

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Coin-operated telephones, including telephones equipped for the hearing impaired, are available for student use.

CHILDREN ON CAMPUS

Children are always welcome at special events of the University whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the University that children shall not be brought to classrooms or labs, or left in lounges or offices.

IMMUNIZATION

It is recommended that all students under the age of 40 obtain the MMR vaccination and that all medical/allied health students show proof of a negative tuberculosis test or negative chest x-ray if the student has had a positive tuberculosis test in the past. Although not currently a requirement, students are encouraged to obtain these immunizations and/or tests prior to entering the University.

TRANSCRIPTS

Students are provided an official transcript free of charge upon graduation from the University. There is a fee of \$3 for each additional official transcript. Requests for transcripts must be made in writing to the Office of the Registrar.

Transcripts cannot be released for students with an outstanding balance on their tuition and fees accounts.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the campus president written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, academic or

research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Additional FERPA information is available from the campus president's office

STUDENT GRIEVANCE PROCEDURES

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the campus president. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the University has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780

FAMILIARITY WITH UNIVERSITY REGULATIONS

Each student is given the University catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

RESERVATIONS AS TO PROGRAMS AND CHARGES

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

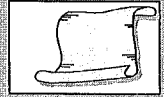
NOTE: Not all programs of study and/or courses are offered at all locations. Some programs may have limited enrollment.

INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE

Due to the rapidly changing nature of the information technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends and curriculum revisions will be made as expeditiously as possible.

Enrollment in an information technology program offers the knowledge and skills to enter the workforce in information technology or a related field. The program is an educational program, and upon successful completion, students will earn a degree. Program completion does not necessarily lead to or guarantee any form of vendor certification.

STUDENT SERVICES



STUDENT ADVISING

Advising encompasses several important areas of student life. Academic advising is coordinated by the Academic Dean and includes satisfactory academic progress, attendance, and personal matters. The Registrar and Academic Department Chairs serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

The Career Services Office provides a wide range of services to students to assist them in preparing for their career choices. Students can schedule individual appointments with the Director of Career Services and are encouraged to avail themselves of the self-assessment process and job search.

PLACEMENT ASSISTANCE

The University maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. This is accomplished not only by presentation of graduates as potential career professionals to industry, but also through aiding in the graduates' development of a positive self-image, and in assessing competencies, strengths and career expectations.

Although the University does not, in any way, guarantee employment, it is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment.

Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

ORIENTATION

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the University and introduce them to those staff and faculty members who will play an important part in the students' academic progress toward a degree goal.

HEALTH SERVICES

The University does not provide health services.

HOUSING

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



STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at the University assumes a definite financial obligation. Each student is legally responsible for his or her own education expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the University including damage to University property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the University.

PAYMENT POLICY

The University requires that arrangements for payment of tuition for all courses be completed in full at the time of registration. Students may choose to pay tuition and fees by check, cash, and, at certain locations, by credit card.

The University offers the services of several private companies that offer alternative methods of paying for educational costs. The Student Finance Officers will assist students in budgeting a monthly payment plan using a wide range of financing alternatives. The best plan suited to individual needs should be selected early in order for the Student Finance Officer to certify to the Business Office that a student's financial package has been completed and approved. Students eligible for employer-sponsored tuition reimbursement benefits may request a deferred payment plan.

Further questions regarding these payment plans should be directed to a student accounts representative in the Business Office.

Students qualifying for state or federal financial assistance programs are allowed to use certain types of loans and/or grants to satisfy their financial obligations at the time of registration, even though the aid may not have been physically disbursed to them or posted to their accounts. Students seeking to meet their financial obligations in this manner must understand that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the University. Failure to do so may result in the student having to provide immediate payment of all applicable tuition and fees.

TUITION AND FEES

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

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

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

Undergraduate tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR	TUITION PER CREDIT HOUR
Commercial Art	1 through 11	\$235
	12 through 15	\$224
	16 or more	\$212
Film and Video	1 through 11	\$238
	12 through 15	\$226
	16 or more	\$214
Medical Assisting and Pharmacy Technician	1 through 11	\$228
	12 through 15	\$216
	16 or more	\$205
Computer Office Technologies and Applications Microsoft Office User Specialist Surgical Technologist and Web Engineering	per credit	\$233
Network Administration	per credit	\$286
All Other Undergraduate Programs	1 through 11	\$219
	12 through 15	\$208
	16 or more	\$196

Graduate tuition per credit hour per term

Master of Science in Criminal Justice	per credit	\$331
Master of Business Administration	per credit	\$335

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

Commercial Art	per credit	\$224
Film and Video	per credit	\$226
Medical Assisting and Pharmacy Technician	per credit	\$216
Computer Office Technologies and Applications Microsoft Office User Specialist Surgical Technologist and Web Engineering	per credit	\$233
Network Administration	per credit	\$286
All Other Undergraduate Programs	per credit	\$208

Selected FMU locations offer Levels I through IV Intensive English courses with tuition of \$1,500 per level. Fort Lauderdale offers a Level V (TOEFL Prep) Intensive English course with tuition of \$1,560.

Fees and Penalties

- Registration fee \$25 Required of all students each quarter
- Reentry fee \$25 Nonrefundable fee required of all applicants for re-enrollment after withdrawal has occurred
- Late registration fee \$10 Required of any student who registers after announced registration period
- Program change fee \$25 Required for changing from one program to another
- Online Learning fee \$100 Per course
- Transcript fee \$3 Waived for transcripts requested by other Florida Metropolitan University campuses
- ID card, where applicable \$3
- Replacement of ID card \$3
- Graduation evaluation fee for undergraduate programs \$35
- Graduation evaluation fee for graduate programs \$45
- Duplicate diploma \$25
- Returned check penalty, each item \$15
- Proficiency Examination testing fee \$30 Non-refundable fee assessed for each proficiency examination
- Proficiency Examination credit fee \$100 To have academic credit for each proficiency exam posted to the transcript (cannot be paid from Title IV financial aid funds)
- Graduate culmination fee \$200 Assessed to the graduate student at time of thesis/practicum submission, comprehensive exam administration, or externship placement
- Experiential learning evaluation fee \$20 Assessed to process each course for which credit is sought under life experience, payable upon portfolio submission
- Experiential learning course charges 75% of credit hour cost for the appropriate course (cannot be paid from Title IV financial aid funds)
- Technology fee - Network Administration \$50 per quarter
- Technology fee - Film/Video \$30 per quarter
- Technology fee - all other programs \$25 per quarter
- Library fee A fee of 25 cents per day will be charged for each day an overdue library book is not returned. When a book is more than 30 days overdue, the student will be charged the replacement cost of the book.

TEXTBOOKS

Textbooks and workbooks are sold through the bookstore in accordance with official university policies. At the time of issuance, textbooks become the responsibility of the students. The University is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges.

In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students failing to return loaned equipment will be charged for its replacement. Grades and transcripts will be withheld from any student who has not returned University property or who has not made restitution.

FINANCIAL ASSISTANCE INFORMATION

It is the goal of the University to assist all eligible students in procuring financial aid that enables them to attend the University. The University participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education. Students should meet with a Student Finance Officer to discuss the specific financial assistance available.

The majority of financial aid available to students is provided by the federal government and is called Federal Student Financial Aid (SFA). This includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Family Education Loan (FFEL) program (subsidized and unsubsidized) Stafford Loans, and Federal Parent Loans for Undergraduate Students (PLUS). Alternative source loans are available to students to supplement the cost of their education.

The primary responsibility for meeting the cost of education rests with the student and their family. All financial aid is awarded on the basis of need regardless of age, sex, race, religion, national or ethnic origin, or disability. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1998 have been satisfied within the University catalog. However, student finance personnel are available to discuss consumer information in more detail with current and prospective students.

To be eligible for federal financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exceptions of Pell and FSEOG);
- Have a high school diploma or the equivalent;
- Be a U.S. citizen, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs), as determined by a needs analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Not owe a refund on a Pell Grant, FSEOG, or State Grant previously received from any college;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if a male born after December 31, 1959;
- Have a valid Social Security number.

Application

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Student Finance Department personnel are available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC), which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every academic year. If a student changes colleges their aid does not automatically go with them. Each student should check with their new institution to find out the appropriate procedures for reapplying for financial aid.

Need and Cost of Attendance

Once the application is completed, the information will be used in a formula established by the U.S. Congress that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the student's calculated need.

Borrower Rights and Responsibilities

When a student takes on a student loan he/she has certain rights and responsibilities.

The borrower has the right to receive the following information before the first loan disbursement:

- the full amount of the loan;
- the interest rate;
- when the student must start repaying the loan;
- the effect borrowing will have on the student's eligibility for other types of financial aid;
- a complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
- the yearly and total amounts the student can borrow;
- the maximum repayment periods and the minimum repayment amount;
- an explanation of default and its consequences;
- an explanation of available options for consolidating or refinancing the student loan;
- a statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:

- the amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and total interest charges on the loan(s);
- a loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- if the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- the fees that a student should expect during the repayment period, such as late charges and collection or litigation cost if delinquent or in default;
- an explanation of available options for consolidating or refinancing the student's loan;
- a statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- make payments on the student loan even if the student does not receive a bill or repayment notice;
- continue to make payments until notification that the request has been granted; if the student applies for a deferment or forbearance;
- notify the appropriate representative (Institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security number, or transfers to another institution;
- receive exit counseling before leaving school.

Policies and Procedures for Verification

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within 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 University. The student may re-enter the University only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The institution will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the University will take if the student does not submit the requested documentation within the time period specified.

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8. Students will be informed of their responsibilities regarding the verification of application information, including the institution's deadline for completion of any actions required.
 9. Students will be notified if the results of verification change the student's scheduled award.
 10. The institution will assist the student in correcting erroneous information.
 11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
 12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

Tuition Charges

Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for which the student is enrolled. The University charges the student's account for tuition at the beginning of each term for which the student is enrolled.

Other education expenses are also considered in determining the student's cost of attendance. These include personal expenses, room and board, and transportation. Information on how those costs are derived may be obtained from the Student Finance Office.

Entrance and Exit Interview/Loan Counseling

The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning their loans. The University counsels each student regarding loan indebtedness and gives each student an entrance test and mails an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance, refunds that may be made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed.

Financial Aid Programs

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

Selection of Eligible Applicants

In accordance with Federal Regulation 668.43(B)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

Federal Pell Grant

This grant is designed to assist students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office or from a high school counselor. The application will be transmitted electronically through a federally approved needs analysis system that will determine the applicants Expected Family Contribution (EFC).

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need, students with the lowest (EFC), and gives priority to Federal Pell Grant recipients.

In determining student eligibility, the University will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

Federal Work-Study Program (FWS)

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private or community service organization.

Application for the FWS program may be made through the Student Finance Office and eligibility is based on financial need and the availability of funds. The University will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

Federal Family Educational Loan Program (FFELP)

Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, and Federal Plus Loans comprise the Federal Family Educational Loan Program (FFELP) and are discussed thoroughly below.

Subsidized Federal Stafford Loans

Federal Stafford loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower had FFELP loans outstanding, will have a variable interest rate not to exceed 8.25 percent. This interest rate will be determined on June 1 each year.

If the student is a dependent undergraduate student he/she may borrow up to:

- \$2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year.
- \$3,500 if he/she has completed the first year of study and the remainder of their program is at least a full academic year.
- \$5,500 a year if he/she has completed two years of study and the remainder of their program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask Student Finance Office personnel for specific details. Total indebtedness for a dependent undergraduate student is \$23,000.

If the student is an independent undergraduate student or a dependent student whose parent are unable to get a PLUS loan he/she may borrow up to:

- \$6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$7,500 if he/she completed two years of study and the remainder of their program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$10,500 a year if he/she completed two years of study and remainder of their program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be in subsidized loans.)

There is a 3 percent origination fee and 1 percent insurance premium deducted from each disbursement. This must be repaid.

Graduate students may borrow up to \$18,500 per academic year (\$10,000 of this amount must be in unsubsidized loans). Total indebtedness for a graduate/professional student is \$138,000 (no more than \$65,500 of this amount may be subsidized loans).

The Federal Stafford Loan is deferred while the student is enrolled and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains enrolled on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning their loan. Applications can be obtained from the institution's Student Finance Office or from the lender.

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student. The student would not be charged interest from the time the loan is paid in full.

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

The Government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: (1) make monthly or quarterly payments to the lender, or; (2) the student and the lender may agree to capitalization of the accrued interest.

The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4 percent. The fee will be deducted proportionately from each disbursement and paid to the Federal Government.

Federal PLUS Loans

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to cost of attendance minus other aid per eligible dependent student. There is a 3 percent origination fee on a PLUS loan made on or after July 1, 1994 and up to 1 percent insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1 of each year, but has a maximum of 9 percent.

Repayment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years, but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the institution's Student Finance Office or from the lender.

For deferment information, contact the Student Finance Office.

Florida Student Assistance Grant (FSAG)

The Florida Student Assistance Grant (FSAG) is available only to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily available to all. Students are advised when applications may be submitted. It is not available to any student who has received a bachelor's degree.

Alternative Financing Program

The University offers an alternative financing program as a supplement to Title IV Federal Family Education Loans. These loans are funded by the University and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for the alternative financing program on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The alternative financing program payments range from \$50 to \$200 per month. Monthly payments normally begin the first night of class and may continue beyond graduation until the loan is fully repaid. Students interested in the alternative financing program should see the Student Finance Office for a complete information package (including current interest rates and loan servicer).

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program establishes a lottery-funded scholarship to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private postsecondary educational institution within three years of high school graduation. The new program affects 1997 high school graduates, as well as, current award recipients who are now attending a postsecondary institution in Florida.

The Bright Futures Scholarship Program is the umbrella program for all state-funded scholarships based on academic achievement in high school. This program restructures the two existing programs - the Florida Undergraduate Scholars' Program (now the Florida Academic Scholars award) and the Gold Seal Vocational Endorsement Scholarship Program (now the Florida Gold Seal Vocational Scholars award), and adds a third award - the Florida Merit Scholars award. For 1997 graduates, the new law does not change eligibility criteria currently in place for the Undergraduate Scholars' Program or the Gold Seal Vocational Endorsement Scholarship Program.

Eligibility criteria for the scholarship awards varies based on cumulative high school grade point average and SAT or ACT scores, and is available at all local high schools or through the University Student Finance Office. Applications are distributed to potential applicants by High School Guidance Counselors or by contacting the Technical Assistance Unit of the Florida Department of Education at 1-888-827-2004.

The award levels for the three types of scholarships are as follows:

- Florida Academic Scholars Award - an award equal to the amount required to pay tuition, fees, and \$600 annually (prorated if part time) for college-related expenses. A student who is enrolled in a nonpublic postsecondary institution is eligible for an award equal to the amount that would be required to pay for the average tuition and fees of a public postsecondary education institution at the comparable level, plus the annual \$600. In either case, the award may cover up to 45 semester or 67 quarter credit hours per academic year. A 3.0 cumulative GPA is required for renewal of the award each year. If a student receiving the award fails to achieve a 3.0 GPA in college, but makes a 2.75 or higher, he or she will automatically be transferred to the Florida Merit Scholars award level for the remainder of the college career.
- Florida Merit Scholars Award - an award equal to the amount required to pay 75 percent of tuition and fees for up to 45 semester or 67 quarter credit hours per year. A student enrolled in a nonpublic postsecondary education institution is eligible for an award equal to the amount that would be required to pay 75 percent of the average tuition and fees of a public postsecondary education institution at the comparable level. A 2.75 cumulative GPA is required for renewal of the award each year.
- Florida Gold Seal Vocational Scholars Award - an award equal to the amount required to pay 75 percent of tuition and fees. A student who is enrolled in a nonpublic postsecondary institution is eligible for an award equal to the amount that would be required to pay 75 percent of the average tuition and fees of a public postsecondary education institution at the comparable level. Awards are for up to 45 semester or 67 quarter credit hours per academic year. This is a two-year scholarship. A student may use the scholarship for up to 90 semester or 135 quarter credit hours. However, a recipient may become eligible to continue to a four-year degree by transferring to a Merit Scholars award upon being accepted into an upper division program, and having maintained a 2.75 or higher GPA. A Gold Seal Vocational Scholar may not transfer to an Academic Scholars award. A 2.75 cumulative GPA is also required for renewal of the Gold Seal award each year.

High School Scholarships

FMU will make a total of 216 high school scholarships available to graduating seniors. Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Awards are determined by an independent panel. The application deadline for High School Scholarships is March 15th. Please review the current FMU Scholarship Guidelines for further details (including application and testing deadlines) and conditions of this program. Scholarships will be awarded in the following circumstances:

Florida High School Principal Scholarships

FMU recognizes that high school principals are better qualified to recommend those seniors whose aspirations and abilities qualify them for scholarship funds.

Each of the nine campus locations of FMU will award three High School Principal Scholarships of \$2000 each.

The principals of participating Florida high schools are invited to recommend a senior whose academic achievements and personal career goals have been recognized and would be enhanced by scholarship assistance.

Recommended seniors must complete application procedures, provide letters of recommendation, and take the CPAt, which measures competency in reading, language and mathematics. Those who receive the top scores at each FMU campus will be invited to submit an essay.

Other High School Scholarships

Each of the nine campus locations of FMU will award 24 High School Scholarships to graduating seniors, as follows:

- Eight Scholarships valued at \$2000 each, and
- Sixteen Scholarships valued at \$500 each.

High school seniors may obtain scholarship applications and guidelines from a participating high school guidance department or they may call FMU for an application. Students must fill out the application completely and provide acceptable letters of recommendation. All applicants must take the CPAt, which measures competency in reading, language and mathematics. Those who receive the top scores will be invited to submit an essay.

If a recipient chooses not to accept the award, the next qualified, as determined by the independent panel, will receive the scholarship.

Florida Metropolitan University Annual Scholarships

Each University campus annually awards honor scholarships at the end of each Fall term. These Honor Scholarships consist of a \$750 and a \$500 tuition credit for two Sophomores, two Juniors, and two Seniors (annual scholarship awards total \$1,250 per category). To be eligible for one of the scholarships, the student must:

1. Be a full-time student (minimum 36.0 credit hours per academic year),
2. Have earned a cumulative grade point average of 3.75 or better at the end of the Fall term,
3. Have completed an application for scholarship,
4. Have been in attendance at the awarding campus for a minimum of two successive terms,
5. Provide two letters of recommendation from faculty (one of the letters must be from a faculty member within the program of study), and
6. Write an essay of 100 words minimum on why the applicant is deserving of the scholarship.
7. Applicants must be enrolled in the subsequent winter quarter to qualify for the scholarship to be awarded.

Applications are available in the Dean's Office. Application deadline is December 15. Scholarships will be awarded at the end of the Fall term.

Sophomore Honor Scholarship (Must have completed 48 credit hours)

1. A tuition credit of \$750 is awarded to the highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.
2. A tuition credit of \$500 is awarded to the second highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.

Junior Honor Scholarship
(Must have completed 96 credit hours)

1. A tuition credit of \$750 is awarded to the highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.
2. A tuition credit of \$500 is awarded to the second highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.

Senior Honor Scholarship
(Must have completed 144 credit hours)

1. A tuition credit of \$750 is awarded to the highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.
2. A tuition credit of \$500 is awarded to the second highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.

Two Plus Two Scholarship (Jacksonville Campus Only)

Award: Recipients may receive up to \$600.00 per academic award year (3 quarters) up to a maximum of \$1200.00 for two years.

Eligibility: Applicants must be graduates of a Florida community college with an Associate in Science in a program that articulates with FMU-Jacksonville baccalaureate degrees: Business, Computer Information Science Accounting, and Criminal Justice. Applicants must have a cumulative grade point average of 2.5 or higher and must be recommended by their department chair or faculty of their degree program.

Applicants must be citizens of the United States of America and must complete an application, which includes an essay on why they deserve this scholarship. The application must be received by FMU-Jacksonville no later than 30 days prior to the start of any term. Official transcripts must be received no less than 20 days prior to start of any term.

Applicants must agree to enroll for no less than 12 credit hours during a 12-week term and no less than 6 credit hours during a 6-week term. Recipients must maintain a 2.5 grade point average while enrolled at FMU-Jacksonville.

A committee composed of representative of FMU-Jacksonville and Florida Community College at Jacksonville will review applications. For more information, contact Ms. Donna Wilhelm, Director of Admissions, FMU-Jacksonville.

Veteran's Assistance Programs

Veteran Education and Employment Assistance Act of 1976 as Amended

Veterans eligible for training under the Montgomery G.I. Bill are entitled to a monthly allowance while attending the University in certain approved programs of study. Veterans with over three years of active duty or two years of active duty and four years in the selected reserve are entitled to a maximum of 36 month of training. The University will assist in preparing and submitting applications.

War Orphan Educational Assistance

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

Vocational Rehabilitation for Veterans

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

CANCELLATION AND REFUND POLICY

The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the University to any substantial extent. The refund policy has been

established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

The University employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the University retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

Cancellations

The applicant's signature on the Enrollment Agreement does not constitute admission into the institution until the student has been accepted for admission by an official of the institution. If the applicant is not accepted by the University, all monies paid will be refunded. The applicant may also request cancellation in writing within three days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date of the University becomes aware of the withdrawal.

Refunds

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

When a student withdraws, the institution must complete two separate calculations. First, the institution must determine how much federal grant and loan assistance the student has earned under the Return of Title IV Funds Policy, if the student is a Title IV recipient. Then, the institution must determine how much of the tuition and fees it is eligible to retain using either the state or institution refund policy.

If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

Any unpaid balance of tuition and fees that remains after calculating the state or the institutional refund policy and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to the institution.

Withdrawal Process

Any monies due an applicant or student shall be refunded within 30 days of cancellation, the date of determination, or termination. A withdrawal is considered to have occurred on the earlier of a) the date that the student provides to the school official notification of his or her intent to withdraw or b) the data that the student begins the withdrawal process. Students who must withdraw from the University are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official data of withdrawal and the reason for withdrawal. At the time of official notification when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

If the student ceases attendance without providing official notification, the withdrawal date is the mid-point of the quarter. If the student officially rescinds his or her official notification of withdrawal and then withdraws, the withdrawal date is the earlier of the date of the original notification of his or her intent to withdraw or the date the student began the withdrawal process. The institution may always use the last date of attendance at an academically related activity as the withdrawal date.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the institution will make a settlement that is reasonable and fair to both parties.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student had earned up to the date of withdrawal.

If a recipient of the SFA Program assistance withdraws from the institution during a payment period in which the recipient began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period, a pro-rata schedule is used to determine how much SFA Program funds the student has earned up to the date of withdrawal. After the 60% point in the payment period, a student has earned 100% of the SFA funds.

The percentage of the payment period completed is the total number of calendar days* in the payment period for which the SFA assistance is awarded divided into the number of calendar days* completed in that period as of the date of withdrawal.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (denominator) and the number of calendar days completed in that payment period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The school must return the lesser of -

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period multiplied by the percentage of SFA funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The student will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Return of SFA Funds

If it is determined that SFA program funds must be returned, based on the student's financial aid award, the return of SFA funds will be made in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Program;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program and;
10. Other grant or loan assistance authorized by Title IV of the HEA.

Institutional Refund Policy (For All Students)

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

For Withdrawal During	Refunded	Amount Retained
First 7 calendar days of the Quarter	100% Tuition and Fees	0
After first 7 calendar days through 25% of the Quarter	25% Tuition and Fees	75% Tuition
Remaining 75% of the Quarter	0	100% Tuition

Refunds Under Exceptional Circumstances

Tuition and fees will be refunded in full, for the current term, under the following circumstances:

1. Courses cancelled by the University;
2. Involuntary call to active military duty;
3. Documented death of student or member of his or her immediate family (parent, spouse, child, sibling);
4. Illness of the student of such severity of duration, as approved by the University and confirmed in writing by a physician, that completion of the period of enrollment for which the student has been charged is precluded;
5. Exceptional circumstances, with approval of the President of the University (or designee).



DEFINITION OF CREDIT

The University awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 class hours of theory or lecture instruction, a minimum of 20 hours of supervised laboratory instruction, or a minimum of 30 hours of externship practice. For online learning purposes, one quarter credit is equivalent to a minimum of ten hours of online learning.

STUDENT CLASSIFICATIONS

Students will be classified on the basis of quarter credit hours satisfactorily earned, and by the degree level of enrollment:

- **Freshman** - A student who has earned 0 through 48 quarter hours.
- **Sophomore** - A student who has earned 49-96 quarter hours.
- **Junior** - A student who has earned 97-144 quarter hours.
- **Senior** - A student who has earned 145-192 quarter hours.
- **Undergraduate** - Any student enrolled in an associate or bachelor's degree program.
- **Graduate** - Any student enrolled in graduate courses who has been admitted to the graduate program.
- **Provisional Student** - A student enrolled in the graduate program who has not met the Regular Student enrollment requirements of the Graduate program. During provisional status, the student must complete 16 credits of graduate work at the minimum standards of progress of the graduate program. There is no provisional admission status at the undergraduate level.
- ~~**Regular Status Student** - A degree-seeking undergraduate or graduate student who is determined to be making satisfactory academic progress toward his/her degree objective.~~
- **Non-Regular Status Student** - A student who is continued for a period of time not greater than 25 percent of his/her normal program length after s/he has been determined not to be making satisfactory academic progress. During this period, the student is not eligible for Federal financial aid and will be charged tuition and fees. Students who have entered non-regular status are not eligible for graduation (cannot receive a degree) for their programs, but can receive a certificate of completion for the courses they have satisfactorily completed.
- **Single Subject Student** - A student who has not enrolled into a specific degree program of study but who is taking courses at the University on a course-by-course basis. These students are not eligible to participate in Federal Title IV financial assistance programs.
- **Audit Student** - A student who is enrolled in courses for which s/he will earn no credit.

STANDARDIZED TESTING

The University accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain professional certification examinations recognized by the American Council on 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 or higher, proficiency examinations given by the University (see Tuition and Fees Schedules). Credit by examination may not be attempted for courses in which the student has previously enrolled. Only one attempt for credit by examination is allowed per course. Permission to take an examination is approved by the chair of the department and the academic dean.

Experiential Learning Evaluation

Enrolled students may earn credit for life experience through the College Experiential Learning Program for advanced placement. Experiential learning is limited to twenty-four (24) credit hours toward an associate's degree or forty-eight (48) credit hours toward a bachelor's degree. The maximum allowable credits will be

reduced by the number of credits (if any) earned through proficiency exam and directed study. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Dean's office. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. (A reduced credit fee is charged for life experience credit. See Tuition and Fees Schedule).

Directed Study

There may be times during the student's course of study that the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Department Chair and Academic Dean to complete a course through directed study. If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with syllabus, assignments and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus. Students will be permitted to earn no more than 25 percent of the total program credits using combined credits earned through directed study, proficiency examination and experiential learning. No more than eight (8) quarter credit hours earned through Directed Study may be applied to the major core of any associate's degree, no more than sixteen (16) quarter credit hours may be applied to the major core of any bachelor's degree program, and no more than one (1) Directed Study course may be applied toward a master's degree. In addition, students may not take more than one Directed Study course in a single academic term.

ATTENDANCE POLICY

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

- An examination/quiz
- Computer assisted instruction
- Completing a course assignment, including research, projects and journalizing
- Participating in a field trip
- Simulations
- Viewing instructional media
- A survey evaluating the course material, text and instructor performance
- Presenting material (oral or written)
- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Participating in role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student progress

Your success relies heavily on consistent and meaningful participation in the above defined class related/academic activities. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

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	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average (Not applicable at graduate level)	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
IP	Incomplete Passing (Used only for students in the Master of Science in Criminal Justice Program who continue their thesis into a second quarter)	Not Calculated
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP)	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA.	Not Calculated
CR	Credit Earned - CR/NC Class (Criminal Justice Master's thesis courses only)	Not Calculated
NC	No Credit Earned - CR/NC Class (Criminal Justice Master's thesis courses only)	Not Calculated
T	Transfer Credit	Not Calculated
EL	Experiential Learning Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
Course Repeat Codes		
1	Student must repeat this class	
R	Student in the process of repeating this class	
2	Course Repeated - original grade no longer calculated in CGPA	0
DE	Online Learning	

GPA and CGPA Calculations

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on courses taken in residence at the University. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4

(credits) X 4.0 (quality points) for a total of 16.0 quality points and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

Grade Appeals

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be made through the University Student Grievance Procedures. All appeals are to be submitted within 60 days of the end of the quarter for which the grade is being awarded.

Incomplete Grades

A student who receives an "I" (Incomplete) grade has 14 calendar days following the end of the academic term to complete the course work, at which point the final grade will be determined and will replace the incomplete grade. If the coursework is not completed within 14 calendar days, the final grade will be changed to an "F".

ONLINE LEARNING

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty occur using a "virtual classroom." Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Have Internet access and an established email account.
- Have a 2.0 GPA to enroll in future online courses.
- Commence online contact with the course site within the first three days of the term.
- Understand that student participation and class activities occur weekly throughout the course.
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

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, payment of normal course tuition, fees, and purchases of textbooks is required. Procedures for auditing courses are available in the Academic Dean's office.

PRESIDENT'S AND ACADEMIC DEAN'S LIST

To recognize and encourage outstanding scholastic performance, an Academic Dean's List is published at the end of each term. To be eligible for this honor, an undergraduate student must have earned a grade point average of at least 3.50 and must have been a full-time student during the term. The President's List recognizes all full-time undergraduate students who have maintained a 4.0 grade point average during the term.

"WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES"

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

GRADUATION

Commencement exercises are held once a year. All students completing their course work are included in the graduating class of that year. All students upon whom degrees are to be conferred are encouraged to participate in the commencement exercises.

Graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses before the degree is granted. Degrees may be awarded in absentia only after Commencement Exercises are held.

All requirements for undergraduate degrees must be completed within five (5) calendar years from the start of the initial term of enrollment. All requirements for graduate degrees must be completed within five (5) calendar years from the start of the initial term of enrollment.

Residency Requirement

In order to be granted an undergraduate degree from the University, the student must complete a minimum of 48 quarter credit hours through the University. Experiential learning, proficiency examination, transfer credit, directed study, and other forms of advanced standing do not count toward satisfying the residency requirement. Online courses are considered to be taken in residence.

Graduation with Honors

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

TRANSFER TO OTHER COLLEGES

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

UNDERGRADUATE PROGRAM ACADEMIC INFORMATION



ACADEMIC LOAD

A student taking twelve or more quarter hours toward the associate's or bachelor's degree will be classified as a full-time student for that term.

Full-time academic load for graduate students is defined under Academic Load - Graduate Student.

REPEATING COURSES

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

LEAVE OF ABSENCE

The University does not permit leaves of absence. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily or briefly should see the Academic Dean.

ACADEMIC HONESTY

The University adheres to the tenet that professional attitude begins in the classroom. For that reason, students and faculty of the University will not tolerate or commit any form of academic dishonesty.

Acts of academic dishonesty are defined as falsification of materials submitted for a grade, representation of another's work as one's own, or violation of test conditions as designated by the instructor.

When academic dishonesty is suspected, the student will receive a failing grade for that particular assignment. The Academic Dean will notify the student immediately of the infraction and of the resulting punitive action.

If the student appeals the action, s/he must do so through the Grievance Committee. Statements will be taken from the student, the instructor, and from any witness to the suspected act. After review of all statements and evidence, the student will be notified in writing of the decision to support or rescind the punitive action, or to impose additional academic punitive action. Any student who commits two infractions involving dishonesty may be subject to suspension or dismissal.

WITHDRAWAL PROCEDURES

Students who must withdraw from the University are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal. At the time of official notification, when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

Timely notification by the students will result in the students being charged tuition and fees only for the portion of the payment period or period of enrollment that they attended as well as ensuring a timely return of federal funds and any other refunds that may be due. Failure of students to provide official notification to the University of the intent to withdraw means that the students will continue to be obligated for the tuition and fees and will delay the return of federal funds to the appropriate programs and will delay returning any other refunds that may be due.

When a student withdraws from the University, the institution will calculate for Title IV recipients how much of the federal grants and loans the student has earned for the payment period or period of enrollment. The University will also calculate the amount of tuition and fees for which the student is obligated, based on its refund policy. Depending on when the student withdraws, the tuition and fee charges may either exceed the amount of

Title IV grants and loans received or may be less than the amount of Title IV grants and loans received. If the amount of tuition and fee charges exceeds the amount of Title IV funds earned, the student, or parent in the case of dependent students, may owe the institution additional money for the remaining balance. The student or parent, may owe back Title IV funds if the student has not earned 100 percent of the Title IV funds based on his or her attendance in the quarter. Further, depending on when a student withdraws, the student may owe 50 percent of his or her grant funds to the Title IV program.

Therefore, it is extremely important that the student understand the implications of withdrawing before completing the coursework in the quarter because it may impact the student's finances. The Student Finance Department personnel are available to provide assistance to students to determine the exact impact of early withdrawal on their repayment obligations.

If a student would like to rescind his or her official notification of withdrawal, the student needs to provide a statement in writing that he or she is continuing to participate in academically-related activities and intends to complete the payment period or period of enrollment. The statement should be completed in the Academic Dean's office. If the student subsequently ceases to attend prior to the end of the quarter, then the rescission will be cancelled and the original date of official notification will be used unless the school can document a later date of the student's attendance at an academically-related activity.

If the student is unable to begin the institution's withdrawal process or otherwise provide official notification of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, a secondary party may provide notice to the Academic Dean's office. The date of withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

Readmission of Withdrawn Students

Information concerning the readmission procedure may be obtained by calling the Academic Dean's Office. If a student is permitted re-entry, the student must normally meet all conditions of the catalog.

ACADEMIC DEFICIENCIES

Following the conclusion of each grading period, the grades of each student will be audited by the Academic Dean. As a result of this audit, it may be necessary to reschedule the student or to place the student on a status of academic probation, academic suspension, or academic dismissal.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the University. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

Rate of Progress Toward Completion Requirements

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

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150 percent of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150 percent of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

Satisfactory Academic Progress Tables

48 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.0	N/A	66%	N/A
17 -- 28	2.0	1.0	66%	N/A
29 -- 40	2.0	1.5	66%	60%
41 -- 54	2.0	1.75	66%	65%
55 -- 72	2.0	2.0	66%	66%

The total credits that may be attempted (maximum program length) is 72 (150 percent of 48).

94 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 141	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 141 (150 percent of 94).

96 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 144	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 144 (150 percent of 96).

97 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 145	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 145 (150 percent of 97).

98 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 147	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 147 (150 percent of 98).

100 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.0	NA	66%	N/A
17 -- 32	2.0	1.0	66%	N/A
33 -- 48	2.0	1.2	66%	50%
49 -- 60	2.0	1.3	66%	60%
61 -- 72	2.0	1.5	66%	65%
73 -- 95	2.0	1.75	N/A	66%
96 -- 150	N/A	2.0	N/A	66%

The total credits that may be attempted (maximum program length) is 150 (150 percent of 100).

103 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.0	NA	66%	N/A
17 -- 32	2.0	1.0	66%	N/A
33 -- 48	2.0	1.2	66%	50%
49 -- 60	2.0	1.3	66%	60%
61 -- 72	2.0	1.5	66%	65%
73 -- 95	2.0	1.75	N/A	66%
96 -- 150	N/A	2.0	N/A	66%

The total credits that may be attempted (maximum program length) is 154 (150 percent of 103).

126 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 189	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 189 (150 percent of 126).

192 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 288	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 288 (150 percent of 192).

Graduation

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the University's graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the University catalog.

Academic Probation

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the above requirements. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the above requirements. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified above. When both the CGPA and rate of progress are above the probation ranges specified above, the student is removed from probation. During the period of academic probation, students are considered to be making satisfactory academic progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the University as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

Academic Suspension

If the student's CGPA or rate of progress ever falls into the suspension ranges specified above, the student is considered not to be making satisfactory academic progress, is placed on academic suspension, and must be withdrawn from the University.

Readmittance Following Suspension

Students who have been suspended may apply for readmittance to the University after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive academic dismissal and students must be withdrawn from the University. Students who have been dismissed are not eligible for readmittance to the University.

Appeals Procedures

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory academic progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the campus president or an appeal committee appointed by the campus president. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory academic progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an Academic Dismissal, as outlined above.

Application of Grades and Credits

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

Developmental, remedial courses, and other courses that are graded on a pass/fail basis are not included in calculating CGPA. Courses taken on a pass/fail basis are, however, considered as hours attempted in the calculation of rate of progress. Any developmental credits will be in addition to the maximum (1.5 times or 150 percent) allowable attempted credits. For example, the maximum allowable attempted credits for a 96 credit program is 144, but a student enrolled in a 96 credit program who takes 8 credits of developmental courses is allowed to attempt a maximum of 152 credits (144 + 8).

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts above) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure), W (withdrawn), WF (withdrawal and failing the class and IP (in progress) are counted as hours attempted, but are not counted as hours successfully completed. Grades of WD (withdrawal during add/drop period) and WM (withdrawal after week nine) are not counted as hours attempted. 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 academic progress determination will be recalculated based on that letter grade and the credits earned.

Continuation As A Non-Regular Student

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the University under the following conditions:

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25 percent of the normal program length (2 academic quarters for associate degree programs; 4 academic quarters for bachelor's degree programs).

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- The student is not eligible for student financial aid.
 - The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
 - During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory academic progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified above). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

Reinstatement As A Regular-Student From Non-Regular Status:

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

Satisfactory Academic Progress And Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the University.

The Student Finance Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or Student Finance personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the University catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the University and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

Satisfactory Academic Progress Requirements

In addition to the standards described above, students are evaluated at 25 percent of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55 percent or will be placed on probation. Students are also evaluated at 50 percent of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60 percent or they will face academic suspension and must be withdrawn from the University.

Standards of Satisfactory Academic Progress for Students Receiving VA Benefits

Students must maintain a cumulative grade point average of a C (2.0) each term to remain eligible for VA benefits. A veteran student failing to achieve a C (2.0) cumulative grade point average for any term will be placed on probation for the next academic term. Failure to achieve a C (2.0) cumulative grade point average during the next 2 consecutive terms will result in the veteran student being terminated from veteran benefits and the VA so notified.

A veteran student terminated for unsatisfactory academic progress at the undergraduate level may be re-certified to the VA to receive veteran's benefits after attaining the 2.0 cumulative GPA required for satisfactory academic progress.

See Standards of Progress for Graduate Students for specific information on VA benefits.

COOPERATIVE EDUCATION PLAN

Cooperative Education is available for undergraduate students. Its purpose is to provide students with practical, prearranged, and pre-approved on-the-job educational experiences that 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, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose is to enhance employment opportunities upon graduation.

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

The Cooperative Education Plan is designed for students who elect to register for one cooperative education course with at least two other courses in residence. Students who elect to participate in Cooperative Education must obtain academic counseling to assure that their cooperative education courses are properly integrated into their overall academic program.

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 Academic Dean and/or an academic advisor; (b) attend assigned on-campus seminars; and (c) return the completed written assignment no later than the final exam week of each term.

Courses taken in cooperative education will be identified on the student's transcript as "Parallel Work." Credits earned in parallel work courses are applied to the credit requirements for each degree program. Specifically, these credits apply to the approved elective component of the student's academic program or as electives in the major component; however, only eight quarter hours of parallel work may be applied toward the major component.

Tuition for Parallel Work courses is at the same rate as other courses.

Parallel Work Courses		Quarter Credit Hours
COEP 2041	Sophomore Parallel Work I	4.0
COEP 2042	Sophomore Parallel Work II	4.0
COEP 3041	Junior Parallel Work I	4.0
COEP 3042	Junior Parallel Work II	4.0
COEP 4041	Senior Parallel Work I	4.0
COEP 4042	Senior Parallel Work II	4.0

These courses are normally taken during the sophomore, junior, and senior years. 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

All students seeking any of the degrees stated herein must abide by all University rules and regulations. The student is responsible for meeting the requirements of the University catalog in effect at admittance or readmittance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at readmittance after not attending for a full academic quarter.

Two Degrees

Two bachelor's degrees may be awarded simultaneously under the following conditions:

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.

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2. A minimum of 48 appropriate quarter hours in residence in addition to the requirements of the first degree have been earned.

Care must be taken in scheduling for a second degree. Veterans' educational benefits, under certain circumstances, may not be available for subjects other than those specifically required for the second degree.

Bachelor's Degrees

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

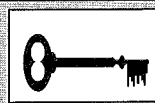
1. Complete a minimum of 192 quarter credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the University, with a minimum of sixty-eight (68) hours in the 3000 and 4000 series or higher. A minimum of forty-eight (48) hours must be completed in a classroom environment (in-class mode of instruction) at the University.
2. Meet the specified graduation requirements, with a minimum of 56.0 quarter credit hours in General Education and a minimum of 90 Quarter Credit Hours in the major and college core, as indicated in the section on program descriptions.
3. Abide by all University rules and regulations.

Associate Degrees

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

1. Complete a minimum of 96 quarter credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the University. A minimum of forty-eight (48) hours must be completed in residence.
2. Meet the specified graduation requirements, thirty-six (36) of which must be in the 2000 or above level, with a minimum of 24 quarter credit hours in General Education, and the remainder as specified in the program descriptions.
3. Abide by all University rules and regulations.

GRADUATE PROGRAMS ACADEMIC INFORMATION



The graduate programs were developed to enhance an individual's effectiveness. They concentrate on the development and mastery of advanced critical reasoning and analytical skills, and effective written and oral communication skills for successful application in a dynamic business and administrative environment.

In addition, the graduate programs emphasize professional ethics, use of technology, information networking, and provide exposure to the international marketplace.

DEGREES OFFERED

The University awards the Master of Business Administration Degree with several areas of concentration, and the Master of Science in Criminal Justice. Not all programs are offered at all campus locations.

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

1. Satisfy the prerequisite course requirements.
2. Complete all required courses with an average grade of "B" (grade point average of 3.0) or higher. All course work must be in the 5000 series or higher.
3. Abide by all University rules and regulations.
4. Settle all financial obligations to the University.

Students are responsible for meeting the requirements of the University catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Student automatically come under the current catalog at re-entrance after not attending for a full academic term.

ADMISSIONS REQUIREMENTS

Graduation from an accredited college or university with a bachelor's degree is a prerequisite for admission to a graduate program. International students desiring admittance must have graduated with a bachelor's degree from a college or university approved and evaluated based on United States Department of Education guidelines.

Certain prerequisite courses are necessary for the pursuit of many of the courses offered at the graduate level. Such prerequisites must have been completed before entrance into a specific course is permitted. In addition to the requirement of a bachelor's degree, admissions requirements for the student wishing to enroll in a 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 international students from non-English speaking countries who are entering must present a TOEFL score of not less than 550 (213 computer-based) or equivalent as evidence of their proficiency in reading, writing, and speaking the English language.

Categories of Enrollment

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

1. Regular Students

A degree-seeking applicant certifies his or her intention of applying for admission to a degree program at the time of making his or her initial application or upon acceptance. To qualify upon admission as a Regular Student seeking a graduate degree, the applicant must have achieved a cumulative grade point average of not less than 3.00 for all undergraduate upper level division work; or must score not less than 470 on the Graduate Management Admission Test (GMAT); or achieve a comparable score on the Graduate Record Examination (GRE) in order to become a candidate for a master's degree.

2. Provisional Students

Any student wishing to become a candidate for a master's degree who does not meet the requirements to be classified as a Regular Student may enroll and matriculate as a Provisional Student by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has either earned a score of not less than 470 on the GMAT or a comparable score on the GRE or has satisfactorily completed 16 credits of graduate course work at the University with a grade point average that meets the minimum standards of progress for the graduate program. Failure to reach Regular Student status within 16 credits of graduate work at the University will result in the student being dismissed from the University. Students admitted on a provisional basis will be admitted as Regular Student status only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

PREREQUISITE REQUIREMENTS

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

Applicants whose undergraduate degrees are in fields outside the program area are invited to apply, but foundation work will be required before certain higher level courses may be taken. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate level accounting courses.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

A student pursuing a master's degree must maintain a minimum cumulative grade point average of 3.0. Graduate students who fail to meet the minimum grade point requirement will be placed on Academic Probation for the subsequent quarter of enrollment. If otherwise eligible, a student may receive financial assistance during the Academic Probation grading period. Failure to raise the grade point average above the minimum specified within the subsequent quarter will result in Academic Dismissal. Regardless of the grade point average minimum, two or more grades of "F" will also result in the Academic Dismissal of the student.

A student will be permitted to attempt 15 quarter hours of graduate work before the application of the following standards.

GRADUATE DEGREES - QUARTER CREDITS

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
0 -- 16	3.00	N/A	66%	N/A
17 -- 27	3.00	2.75	66%	50%
28 -- 39	3.00	2.90	66%	60%
40 -- 81	3.00	3.00	66%	65%

The maximum number of credits that may be attempted for a 54 credit graduate program is 81 (150 percent of 54).

All other elements of satisfactory academic progress as outlined in the section on Satisfactory academic progress are applicable to graduate programs.

In all cases of academic dismissal, the student will be notified by the graduate school director or the Academic Dean.

When the presence of mitigating circumstances cause the student's grade point average to fall below the minimum standards, a letter from the student requesting reinstatement may be submitted to the Graduate Academic Committee for review. The Committee will determine whether a probationary reinstatement is necessary or if the decision for dismissal is warranted.

Standards of Satisfactory Academic Progress For Students Receiving VA Benefits

Students must maintain a cumulative grade point average of B (3.0) each term to remain eligible for VA benefits. A veteran student failing to achieve a B (3.0) cumulative grade point average for any term will be placed on probation for the next academic term.

Failure to achieve a B (3.0) cumulative grade point during the next 2 consecutive terms will result in the veteran student being terminated from veteran benefits and the VA so notified.

A Veteran Student terminated for unsatisfactory academic progress at the graduate level may be certified to the VA to receive Veteran benefits after attaining the 3.0 cumulative GPA required for satisfactory academic progress.

These standards are applicable only for the determination that veteran students remain eligible to receive VA benefits. The school's regular academic standards apply for all students in determining academic suspension.

TRANSFER OF CREDIT

Students transferring graduate level courses from other institutions must provide evidence that the courses are comparable in content to the program of study at the University. No more than 24 hours may be accepted in transfer, and no courses will be transferred that show a grade below a "B."

ACADEMIC LOAD

A student taking the required eight or more quarter hours in the graduate program is defined as a full-time student for that term.

REFUND POLICY

The tuition refund policy for students enrolled in the graduate program is the same as stated for the undergraduate program.

ACADEMIC PROGRAM LOCATIONS

PROGRAMS	LOCATION									
	Fort Lauderdale	Melbourne	North Orlando	South Orlando	Brandon	Lakeland	Tampa	Pinellas	Jacksonville	
ASSOCIATE DEGREE										
ACCOUNTING	X	X	X	X	X	X	X	X	X	
BUSINESS	X	X	X	X	X	X	X	X	X	
COMMERCIAL ART			X				X			
COMPUTER INFORMATION SCIENCE	X	X	X	X	X	X	X	X	X	
COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS						X			X	
CRIMINAL JUSTICE	X	X	X	X	X	X	X	X	X	
FILM AND VIDEO		X	X							
HOSPITALITY MANAGEMENT	X									
INTERNATIONAL BUSINESS	X									
LEGAL ASSISTANT/PARALEGAL MANAGEMENT	X		X	X	X	X	X			
MANAGEMENT/MARKETING			X	X	X	X	X	X		
MARKETING	X									
MEDICAL ASSISTING	X	X	X	X	X	X	X	X	X	
MICROSOFT OFFICE USER SPECIALIST					X					
NETWORK ADMINISTRATION				X		X	X	X	X	
OFFICE TECHNOLOGIES WITH CONCENTRATIONS IN:										
Administrative Office Management						X				
Medical Executive Assistant						X				
PHARMACY TECHNICIAN		X								
SURGICAL TECHNOLOGIST					X					
WEB ENGINEERING			X	X						

ACADEMIC PROGRAM LOCATIONS (CONTINUED)

PROGRAMS	LOCATION									
	Fort Lauderdale	Melbourne	North Orlando	South Orlando	Brandon	Lakeland	Tampa	Pinellas	Jacksonville	
BACHELOR'S DEGREE										
ACCOUNTING	X	X	X	X	X	X	X	X	X	X
BUSINESS ADMINISTRATION	X	X	X	X	X	X	X	X	X	X
COMPUTER INFORMATION SCIENCE	X	X	X	X	X	X	X	X	X	X
CRIMINAL JUSTICE	X	X	X	X	X	X	X	X	X	X
HEALTH CARE ADMINISTRATION		X	X	X		X	X			
HOSPITALITY MANAGEMENT	X									
INTERNATIONAL BUSINESS	X									
LEGAL ASSISTANT/PARALEGAL				X	X					
MANAGEMENT/MARKETING			X	X	X		X	X		
MANAGEMENT	X									
MARKETING	X									
MASTER'S DEGREE										
MASTER OF BUSINESS ADMINISTRATION WITH CONCENTRATIONS IN:										
ACCOUNTING	X	X	X	X			X	X	X	
GENERAL MANAGEMENT	X	X	X	X	X	X	X	X	X	X
HUMAN RESOURCES MANAGEMENT	X	X		X			X	X	X	
INTERNATIONAL BUSINESS	X	X	X	X			X	X	X	
MASTER OF SCIENCE IN CRIMINAL JUSTICE					X	X		X	X	

GRADUATE CURRICULAR OFFERINGS



GRADUATE STUDIES MISSION

The graduate programs basic mission is acquisition of knowledge and the ever-continuing attainment and refinement of useful skills. The graduate programs emphasize initiative, independence and critical thinking.

MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration was designed to enhance the students' effectiveness in business and industry through the continued acquisition and refinement of knowledge and skills. The MBA program emphasizes the development of critical thinking, initiative, independence and responsibility necessary to achieve the heightened self-discipline, skill and reasoning to become valued leaders in the business community.

Coursework is available in the areas of accounting, economics, finance, management, marketing, organizational behavior, quantitative methods, policy and strategy. Students may elect to focus on an area of concentration within the areas of Accounting, General Management, Human Resources Management or International Business.

Applicants whose undergraduate degrees are in a field outside the program areas are encouraged to apply.

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

- I. Complete a minimum of fifty-six (56) quarter credit hours with an average grade of "B" (Grade Point Average of 3.0) or higher for all work taken at the University. All course work must be in the 5000 series or higher. All graduate students must meet certain prerequisite requirements prior to enrolling in selected Accounting, Economics and Quantitative Methods coursework.
- II. Meet the specified graduation requirements, including the following area hour requirements:

	Quarter Credit Hours
Graduate Studies Core Requirement	40
General Management or Concentration	16
TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED	56

- III. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credits are recorded; settle all financial obligations to the University.
- IV. Complete all graduation requirements for the MBA program within five (5) calendar years from the initial term of enrollment.

MASTER OF BUSINESS ADMINISTRATION

GRADUATE CORE REQUIREMENTS (To be taken by all majors)

			Quarter Credit Hours
MANP	5245	Organizational Behavior	4.0
MANP	6305	Management of Human Resources	4.0
QMBP	5413	Quantitative Methods*	4.0
MANP	5910	Business Research	4.0
ISMP	5021	Management Information Systems	4.0
MANP	5075	Managerial Ethics	4.0
FINP	6406	Financial Management*	4.0
ECPP	5704	Managerial Economics*	4.0
MARP	5805	Marketing Management	4.0
MANP	6721	Business Policy and Strategy	4.0
Total Quarter Credit Hours			40

*All graduate students must meet prerequisite requirements prior to enrolling in selected accounting, economics and quantitative methods coursework. Please refer to the prerequisite section for specific information.

CONCENTRATIONS

A graduate student may include an area of concentration by completing four (4) courses, [sixteen (16) quarter credit hours] from any one concentration category listed. A student electing not to choose a concentration (general MBA) would choose four (4) courses [sixteen (16) quarter credit hours] from any combination of categories listed.

Accounting

Students enrolled in the MBA program can elect to concentrate in Accounting by taking a minimum of sixteen (16) quarter credit hours in Accounting from the following list:

			Quarter Credit Hours
ACGP	5401	Accounting Information Systems	4.0
ACGP	5216	Advanced Accounting Topics	4.0
TAXP	6065	Tax Research and Planning	4.0
ACGP	5642	Auditing II	4.0
ACGP	6515	Governmental Accounting	4.0

Students pursuing this concentration in anticipation of meeting State of Florida CPA requirements must complete all elective coursework (5 courses) in the Accounting Concentration.

Human Resources Management

Students enrolled in the MBA program can elect to concentrate in Human Resources Management by taking sixteen (16) quarter credit hours in Human Resources Management from the following list:

			Quarter Credit Hours
MANP	5129	Managerial Decision Making	4.0
MANP	5355	Managerial Assessment and Development	4.0
MANP	5266	Management of Professionals	4.0
MANP	5282	Organizational Development	4.0

International Business

Students enrolled in the MBA program can elect to concentrate in International Business by taking sixteen (16) quarter credit hours in International Business from the following list:

			Quarter Credit Hours
MANP	5602	International Business	4.0
ECOP	5709	International Economic Systems	4.0
FINP	5605	International Finance	4.0
MARP	5158	International Marketing	4.0

General Management

Students enrolled in the MBA program can elect not to choose a concentration (general management) by taking four (4) courses (sixteen (16) quarter credit hours) from any combination of the courses listed for the areas of concentration above.

PREREQUISITES

Prerequisite foundation work may be required before selected higher level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management and certain graduate level accounting courses. Previous transcribed coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement.

		Quarter Credit Hours	
ACGP	5027	Financial Accounting or	4.0
ACGP	2001	Principles of Accounting I** and	4.0
ACGP	2011	Principles of Accounting II**	4.0
ECOP	5010	Economic Analysis of the Firm or	4.0
ECOP	3023	Microeconomics** or	4.0
ECOP	3013	Macroeconomics **	4.0
QMBP	5010	Statistics for Managers or	4.0
STAP	3014	Statistics**	4.0

**In some instances, previous undergraduate coursework, or courses available at an FMU campus can suffice or be taken in lieu of to meet graduate prerequisite course requirements. Undergraduate prerequisites are not considered as credit toward the completion of the fifty-six (56) quarter credit MBA program.

MASTER OF SCIENCE IN CRIMINAL JUSTICE

The Master of Science in Criminal Justice program is designed to meet the needs of a highly focused but multifaceted institution of American society, the Criminal Justice system. The program utilizes a multi-discipline approach to serve the variety of agencies/departments within the Criminal Justice community. The curriculum is designed to offer a balance of theory and application that will prove to be challenging to the student and useful in the field, and focuses on law enforcement administration, corrections, juvenile justice, drug abuse, and abuse counseling.

To qualify for the Master of Science in Criminal Justice Degree, students are required to accomplish the following:

I. Complete a minimum of fifty-four (54) quarter credit hours with an average grade of "B" (Cumulative Grade Point Average 3.00) or higher for all work taken at the University. All course work must be in the 5000 series or higher. The final thirty (30) credit hours must be completed at the University.

II. Meet the specified graduation requirements, including the following:

	Quarter Credit Hours
Graduate Core Requirements	32
Electives	16
Thesis or Research Practicum or Externship (choice of one as an exit vehicle)	6
TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED	54

III. Abide by all University rules and regulations.

IV. The Master of Science in Criminal Justice student may also choose to complete a Graduate Research Practicum in lieu of one elective course. In this instance, the student would graduate with fifty-six (56) instead of fifty-four (54) quarter credit hours. This option cannot be chosen if the student anticipates using the Research Practicum as an exit vehicle.

V. Completion of Comprehensive Criminal Justice Examination or Thesis - Students must apply to the Office of the Registrar in the first week of their last quarter of study. Students who do not pass the written comprehensive may be allowed to retake the exam one time. If they fail a second time they will (1) complete an acceptable thesis or (2) complete two (2) four (4) quarter hour classes (electives) and must achieve a grade of B or better. They may then sit for the written comprehensive exam again. Failure to pass the written comprehensive exam this time will result in academic dismissal.

VI. All requirements for the Master of Science in Criminal Justice program, including course work and completion of exit vehicle, must be completed within five (5) calendar years from the start of the initial term of enrollment.

MASTER OF SCIENCE IN CRIMINAL JUSTICE

			Quarter Credit Hours
GRADUATE CORE REQUIREMENTS			
CCJ	5293	Law and the Legal System	4.0
CCJ	5489	Ethics in Criminal Justice	4.0
CCJ	5605	Crime and Criminology	4.0
CCJ	5705	Applied Research Methods	4.0
CCJP	5440	Overview of Criminal Justice	4.0
CCJP	5450	Critical Issues in Criminal Justice	4.0
CCJP	5603	Statistical Methods in Criminal Justice	4.0
RESP	5310	Writing for Research at the Graduate Level	2.0
STAP	5023	Graduate Statistics Orientation	2.0
TOTAL QUARTER CREDIT HOURS			32
ELECTIVES			
The Master of Science in Criminal Justice student will select four (4) additional courses from those listed below and will complete 16.0 quarter credit hours:			
CCJ	5142	Community Oriented Policing	4.0
CCJ	5225	Modern Constitutional Theory	4.0
CCJ	5295	Victimology	4.0
CCJ	5345	Counseling the Offender	4.0
CCJ	5404	Law Enforcement Administration	4.0
CCJ	5443	Correctional Systems and Institutions	4.0
CCJ	5456	Interpersonal Management Skills	4.0
CCJ	5507	Juvenile Justice System	4.0
CCJ	5541	Juvenile Correctional Alternative	4.0
CCJP	5485	Criminal Justice Management	4.0
CCJP	5610	Women, Crime, and Criminal Justice	4.0
CCJP	5615	Substance Use and Abuse	4.0
CCJP	5655	Substance Use, Crime, and Criminal Justice	4.0
TOTAL QUARTER CREDIT HOURS			16
THESIS, RESEARCH PRACTICUM OR EXTERNSHIP REQUIREMENT			
CCJP	5994	Externship or	6.0
CCJ	5946	Research Practicum or	6.0
CCJ	5971	Thesis	6.0
TOTAL QUARTER CREDIT HOURS			6
 TOTAL QUARTER CREDIT HOURS REQUIRED			 54-56

UNDERGRADUATE CURRICULAR OFFERINGS



BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

ACCOUNTING

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

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

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS				
BULP	2100	Applied Business Law	4.0	
CGSP	2071	Spreadsheets	4.0	4.0
CGSP	2110	Computer Applications	4.0	4.0
FIN	1103	Introduction to Finance	4.0	4.0
MAN	1030	Introduction to Business Enterprise	4.0	4.0
MAR	1011	Introduction to Marketing		4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
The student will select 6.0 additional credits from the following courses:				
MANP	2018	Internet	2.0	2.0
MAN	2300	Introduction to Human Resources	4.0	4.0
MAR	1011	Introduction to Marketing	4.0	2.0
OFTP	1141	Keyboarding	2.0	2.0
OSTP	2712	Word Processing	2.0	
TOTAL QUARTER CREDIT HOURS			32	32
MAJOR CORE REQUIREMENTS				
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
ACGP	2046	Introduction to Corporate Accounting	4.0	4.0
ACGP	2451	Computerized Accounting	4.0	4.0
ACOP	1807	Payroll Accounting	4.0	4.0
TAXP	2215	Tax Accounting	4.0	4.0
The Associate student will select 12.0 and the Bachelor will select 36.0 additional credits from the following:				
ACGP	2221	Cost Accounting for Business	4.0	4.0
ACGP	2246	Externship In Accounting	4.0	4.0
ACGP	2501	Non-Profit Accounting	4.0	4.0
ACGP	2542	Financial Statement Analysis	4.0	4.0
MAN	2021	Principles of Management	4.0	4.0
MANP	2720	Strategic Planning for Business	4.0	4.0
Bachelor student course selection only:				
ACGP	3100	Intermediate Accounting I		4.0
ACGP	3110	Intermediate Accounting II		4.0
ACGP	3120	Intermediate Accounting III		4.0
ACGP	3341	Cost Accounting I		4.0
ACGP	3350	Cost Accounting II		4.0
ACGP	4202	Consolidation Accounting		4.0

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACGP	4632	Auditing I		4.0
TAXP	4002	Federal Taxation I		4.0
TAXP	4010	Federal Taxation II		4.0
TOTAL QUARTER CREDIT HOURS			40	64
GENERAL EDUCATION CORE REQUIREMENTS				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
POS	2041	American National Government		4.0
SYG	2000	Principles of Sociology		4.0
STAP	3014	Statistics		4.0
The student will select 4.0 additional credits from the following courses:				
AFLP	2010	Introduction to American Literature	4.0	4.0
AMHP	2420	History of Florida	4.0	4.0
AMHP	2270	20 th Century American History	4.0	4.0
EUHP	2000	World History	4.0	4.0
General Education Electives – Electives must include at least one additional Math/Science and one Humanities/Fine Arts course.				12.0
TOTAL QUARTER CREDIT HOURS			24	56
ADDITIONAL PROGRAM REQUIREMENTS				
BUL	3241	Business Law I		4.0
BUL	3242	Business Law II		4.0
TOTAL QUARTER CREDIT HOURS			0	8
APPROVED ELECTIVE REQUIREMENTS				
In consultation with the Academic Advisor, Registrar or Academic Dean the Bachelor's student will select 32.0 elective credits to achieve a balanced educational program.				32.0
TOTAL QUARTER CREDIT HOURS			0	32
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96	192

BACHELOR OF BUSINESS ADMINISTRATION AND ASSOCIATE OF BUSINESS

BUSINESS AND BUSINESS ADMINISTRATION

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

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

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS				
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting OR		
ACGP	2046	Introduction to Corporate Accounting	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
CGSP	2110	Computer Applications	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
Associate students will select 6.0 credits and Bachelor students will select 10.0 credits from the following list:				
ACGP	2046	Introduction to Corporate Accounting		4.0
CGSP	2071	Spreadsheets	4.0	4.0
MANP	2010	Let's Talk Business	2.0	2.0
MAR	2721	Marketing on the Internet	4.0	4.0
OFTP	1141	Keyboarding	2.0	
OSTP	2335	Business Communications		4.0
OSTP	2712	Word Processing	2.0	2.0
TOTAL QUARTER CREDIT HOURS			32	36

MAJOR CORE REQUIREMENTS

FIN	1103	Introduction to Finance	4.0	4.0
FIN	3006	Principles of Finance		4.0
MAN	1030	Introduction to Business Enterprise	4.0	4.0
MAN	2021	Principles of Management	4.0	4.0
MAN	2300	Introduction to Human Resources	4.0	4.0
GEB	4361	Management of International Business		4.0
MAN	4764	Business Policy and Strategy		4.0
MAR	1011	Introduction to Marketing	4.0	4.0
MAR	2305	Customer Relations and Servicing	4.0	4.0
MAR	3310	Public Relations		4.0

Associate student will select 16.0 credits from the 1000 and 2000 level. The Bachelor student will select 20.0 credits at the 3000 and 4000 level from the following list:

FIN	3501	Investments		4.0
MANP	1780	Management Today	4.0	
MANP	2142	Introduction to International Management	4.0	
MAN	2800	Small Business Management	4.0	
MAN	3100	Human Relations in Management		4.0
MANP	3233	Principles of Supervision		4.0
MANP	3385	Accounting for Managers		4.0
MAN	2946	Externship in Management I	4.0	
MAN	4104	Women Managers		4.0
MAN	4302	Management of Human Resources		4.0
MAN	4060	Business Ethics		4.0
MANP	4910	Contemporary Management		4.0
MANP	4940	Externship in Management II		4.0
MAR	2141	Introduction to International Marketing	4.0	

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
MAR	2323	Advertising	4.0	
MAR	3400	Salesmanship		4.0
MAR	4613	Marketing Research		4.0
TOTAL QUARTER CREDIT HOURS			40	60
APPROVED ELECTIVE REQUIREMENTS				
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.			0	40.0
TOTAL QUARTER CREDIT HOURS			0	40
GENERAL EDUCATION CORE REQUIREMENTS				
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
STAP	3014	Statistics		4.0
The student will select 4.0 additional credits from the following courses:				
AFLP	2010	Introduction to American Literature	4.0	4.0
AMHP	2420	History of Florida	4.0	4.0
AMHP	2270	20 th Century American History	4.0	4.0
EUHP	2000	World History	4.0	4.0
Bachelor's students will select 20.0 credits from the following list:				
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
MAAP	3233	Mathematical Analysis		4.0
PHIP	3600	Ethics		4.0
QMBP	3314	Quantitative Methods		4.0
SOPP	4004	Social Psychology		4.0
SPCP	4400	Conference Techniques		4.0
TOTAL QUARTER CREDIT HOURS			24	56
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96	192

ASSOCIATE IN SCIENCE

COMMERCIAL ART

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

			Associate Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
MANP	2010	Let's Talk Business	2.0
MAR	1011	Introduction to Marketing	4.0
MAR	2323	Advertising	4.0
CGSP	1581	Introduction to Macintosh	4.0
TOTAL QUARTER CREDIT HOURS			20
MAJOR CORE REQUIREMENTS			
Courses Common to Tampa and North Orlando Campuses:			
ART	1300C	Principles of Drawing I	4.0
ART	1301C	Principles of Drawing II	4.0
ART	1253C	Illustration Design	4.0
ART	1280C	Typography	4.0
GRA	1171C	Advertising Design I	4.0
GRA	1172C	Advertising Design II	4.0
GRA	2111	Graphic Design I	4.0
GRA	2114C	Graphic Design II	4.0
GRA	1122C	Digital Applications for Publication Design	4.0
GRA	2952	Portfolio	2.0
In addition to the above courses, students will select 14 credits from the following list of courses:			
ART	2330C	Anatomy and Figure Drawing	4.0
ART	2375C	Advanced Media Techniques (N. Orlando only)	4.0
ADV	2104C	Copywriting (Tampa only)	4.0
GRA	2182C	Advanced Digital Applications	2.0
GRA	2940	Commercial Art Externship	2.0
GRA	1121C	Digital Applications for Desktop Publishing	4.0
GRA	2153C	Digital Applications for Graphic Illustration	4.0
PGY	2801C	Digital Image Manipulation	4.0
TOTAL QUARTER CREDIT HOURS			52
GENERAL EDUCATION CORE REQUIREMENTS			
ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
SPC	2016	Oral Communications	4.0
The student will select 4.0 additional credits from the following courses:			
AFLP	2010	Introduction to American Literature	4.0
AMHP	2420	History of Florida	4.0
AMHP	2270	20 th Century American History	4.0
EUHP	2000	World History	4.0
TOTAL QUARTER CREDIT HOURS			24
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

COMPUTER INFORMATION SCIENCE

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

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

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS				
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MAN	2300	Introduction to Human Resources	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	32

MAJOR CORE REQUIREMENTS				
CGSP	1561	Microcomputer Operating Systems	4.0	4.0
COPP	2000	Programming Logic	4.0	4.0
COPP	2001	Introduction to Programming	4.0	4.0
COPP	2121	Computer Programming – COBOL	4.0	4.0
COPP	2172	Computer Programming – Visual Basic	4.0	4.0
CISP	2321	Systems Analysis Methods	4.0	4.0
COPP	2221	Computer Programming – C	4.0	4.0
COPP	2721	Basic Data Communications	4.0	4.0
COPP	4225	Computer Programming – C++	4.0	4.0
CISP	4326	Structured Systems Design	4.0	4.0
COPP	3222	Computer Programming – Visual C++	4.0	4.0
COPP	4720	Database Program Development	4.0	4.0
CISP	3820	Internet for Business	4.0	4.0
CISP	3600	Computer Architecture and System Software	4.0	4.0
COPP	4223	Computer Programming – Advanced C	4.0	4.0
COPP	3170	Computer Programming – Advanced Visual Basic	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	64

APPROVED ELECTIVE REQUIREMENTS

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

TOTAL QUARTER CREDIT HOURS			0	40
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GENERAL EDUCATION CORE REQUIREMENTS

ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOPP	4004	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
The student will select 4.0 additional credits from the following courses:				
AFLP	2010	Introduction to American Literature	4.0	4.0
AMHP	2420	History of Florida	4.0	4.0
AMHP	2270	20 th Century American History	4.0	4.0
EUHP	2000	World History	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	56
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96	192

ASSOCIATE IN SCIENCE

COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS

The Computer Office Technologies and Applications Associate Degree program is designed to give the student the skills necessary to excel in today's high-tech office environment. Software applications studied include the Windows 98 desktop operating system, office productivity software with Microsoft Word, PowerPoint, Excel, Access and Outlook, and also powerful web development tools such as FrontPage 2000 and PageMaker. Emphasis is placed on developing effective interpersonal communication skills. Graduates will qualify for a wide range of administrative occupations in a variety of professional settings.

			Associate Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
BUSP	1000	Business Math	4.0
SLSP	1130	Strategies for Success	4.0
CGSP	1503	Introduction to Windows 98	4.0
OSTP	1145	Speed-Building Skills	2.0
OSTP	2705	Introduction to Word Processing	2.0
CGS	1546C	Introduction to Database	2.0
CGS	1514C	Introduction to Spreadsheets	2.0
CGS	1524C	Introduction to Presentations	2.0
CGSP	1410	Essentials of Communication and Document Formatting	2.0
TOTAL QUARTER CREDIT HOURS			24
MAJOR CORE REQUIREMENTS			
OSTP	2717	Intermediate Word Processing	4.0
CGSP	2076	Intermediate Spreadsheets	4.0
CGSP	2604	Advanced Presentations	4.0
CGSP	2176	Intermediate Database Management	4.0
OSTP	1410	Office Operations	2.0
OSTP	2739	Advanced Word Processing	4.0
CGSP	2537	Advanced Spreadsheets	4.0
CGSP	2642	Advanced Database Management	4.0
OSTP	1415	Electronic Communication	2.0
OSTP	2822	Introduction to Desktop Publishing	2.0
OSTP	2823	Desktop Publishing Skills	4.0
CGSP	1375	Beginning Web Development with FrontPage 2000	4.0
CGSP	2375	Advanced Web Development with FrontPage 2000	4.0
TOTAL QUARTER CREDIT HOURS			46
GENERAL EDUCATION CORE REQUIREMENTS			
ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPC	2016	Oral Communications	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
The student will select 4.0 additional credits from the following courses:			
AFLP	2010	Introduction to American Literature	4.0
AMHP	2420	History of Florida	4.0
AMHP	2270	20 th Century American History	4.0
EUHP	2000	World History	4.0
TOTAL QUARTER CREDIT HOURS			24
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			94

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

CRIMINAL JUSTICE

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

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

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS				
MAN	1030	Introduction to Business Enterprise	4.0	4.0
MAN	2021	Principles of Management	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
TOTAL QUARTER CREDIT HOURS			24	24
MAJOR CORE REQUIREMENTS				
CCJ	1011	Criminology	4.0	4.0
CCJ	1024	Introduction to Criminal Justice	4.0	4.0
CCJ	2233	Criminal Evidence	4.0	4.0
CCJ	2234	Criminal Procedure	4.0	4.0
CCJ	2238	Criminal Investigation and Police Procedures	4.0	4.0
CCJ	2306	Introduction to Corrections	4.0	4.0
CCJ	2501	Juvenile Delinquency	4.0	4.0
CCJ	3450	Criminal Justice Management		4.0
CCJ	4054	Criminal Justice Ethics and Liability		4.0
CCJ	4120	Criminal Justice in the Community		4.0
CCJ	4656	Gang Activity and Drug Operations		4.0
CCJP	2254	Constitutional Law for the CJ Professional	4.0	4.0
CCJP	3350	Alternatives to Incarceration		4.0
CJD	3252	Interviews and Interrogations		4.0
Associate and Bachelor's degree students will take two additional courses from the following 4.0 credit courses:				
CCJ	2110	Policing in America	4.0	4.0
CCJ	2358	Criminal Justice Report Writing	4.0	4.0
CCJ	2940	Criminal Justice Externship I	4.0	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0	4.0
Bachelor's degree students will take two additional courses from the following 4.0 credit courses:				
CCJP	3610	Victimology		4.0
CCJP	3765	Women, Crime, and Criminal Justice		4.0
CCJ	4075	Computer Crime		4.0
CCJP	4666	Cultural Diversity for Criminal Justice Professionals		4.0
CCJ	3215	Concepts of Criminal Law		4.0
CCJ	4940	Criminal Justice Externship II		4.0
TOTAL QUARTER CREDIT HOURS			40	72
APPROVED ELECTIVE REQUIREMENTS				
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
TOTAL QUARTER CREDIT HOURS			0	40.0
				40

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
GENERAL EDUCATION CORE REQUIREMENTS				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOPP	4004	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
The student will select 4.0 additional credits from the following courses:				
AFLP	2010	Introduction to American Literature	4.0	4.0
AMHP	2420	History of Florida	4.0	4.0
AMHP	2270	20 th Century American History	4.0	4.0
EUHP	2000	World History	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	56
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96	192

ASSOCIATE IN SCIENCE**FILM AND VIDEO**

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

			Associate Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
MANP	2010	Let's Talk Business	2.0
CGSP	2110	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS			12

MAJOR CORE REQUIREMENTS**Common courses to both North Orlando and Melbourne campuses**

FIL	1244	Electronic Field Production	4.0
FIL	1406	History of Motion Pictures	4.0
FIL	2622C	Computer Graphics I	4.0
FIL	1240	Film Production I	4.0
FIL	2246C	Post Production I	4.0
FIL	1540	Film Criticism I	2.0
FIL	1541	Film Criticism II	2.0
FIL	2245C	Advanced Video Techniques	4.0
FIL	2247C	Post Production II	4.0
FIL	1241	Film Production II	4.0
FIL	2104	Script Development I	4.0
FIL	1608	Business Management of Film and Video	4.0

In addition to common courses, Melbourne Campus students will take the following:

FIL	1280	Special Effects and Makeup I	4.0
FIL	2945	Film/Video Externship	4.0

In addition to common courses, North Orlando Campus students will take the following:

FIL	2221	Directing and Acting	4.0
FIL	1243C	Production Techniques	4.0

All students will take two additional courses from the following 4.0 credit courses:

FIL	2221	Directing and Acting	4.0
FIL	2232	Documentary Production	4.0
FIL	2623C	Computer Graphics II	4.0
FIL	2105	Script Development II	4.0
FIL	2275	Sound (North Orlando only)	4.0
FIL	2621	Multimedia and Desktop (North Orlando only)	4.0
FIL	2945	Film/Video Externship (option for North Orlando only)	4.0
FIL	2942C	Film/Video Production Workshop	4.0

TOTAL QUARTER CREDIT HOURS**60****GENERAL EDUCATION CORE REQUIREMENTS**

ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPC	2016	Oral Communications	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0

The student will select 4.0 additional credits from the following courses:

AFLP	2010	Introduction to American Literature	4.0
AMHP	2420	History of Florida	4.0
AMHP	2270	20 th Century American History	4.0
EUHP	2000	World History	4.0

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

BACHELOR OF SCIENCE**HEALTH CARE ADMINISTRATION**

The Bachelor of Science Degree in Health Care Administration prepares the graduate for an entry level or middle management position in the healthcare field. Management of human resources, financial, legal and organizational changes in the complex healthcare system are stressed.

			Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
ACGP	2001	Principles of Accounting I	4.0
ACGP	2011	Principles of Accounting II	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0
BULP	2100	Applied Business Law	4.0
CGSP	2110	Computer Applications	4.0
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
TOTAL QUARTER CREDIT HOURS			26
MAJOR CORE REQUIREMENTS			
HSAP	3120	Long Term Care Administration	4.0
HSAP	2366	Demographic Aspects and Cultural Diversity in Health Care	4.0
HSAP	1122	Health Care Delivery System	4.0
HSAP	4180	Financial Management in Health Care	4.0
HSAP	2102	Health Care Organization and Administration	4.0
HSCP	3640	Legal Aspects/Legislation in Health Care	4.0
HSAP	4193	Information Systems and Computer Application in Health Care	4.0
HSAP	4100	Introduction to Health Statistics	4.0
HSAP	1503	Ancillary Health Facilities	4.0
HSAP	3020	Health Care Planning/Evaluation	4.0
HSAP	4300	Conflict Management in Health Care	4.0
HSAP	4090	Health Care Management Seminar	2.0
HSAP	4502	Risk Management	4.0
MAN	2021	Principles of Management	4.0
MANP	3233	Principles of Supervision	4.0
MAN	4302	Management of Human Resources	4.0
MAN	4764	Business Policy and Strategy	4.0
PHCP	3151	Public Policy in Health Care	4.0
TOTAL QUARTER CREDIT HOURS			70
APPROVED ELECTIVE REQUIREMENTS			
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.			40.0
TOTAL QUARTER CREDIT HOURS			40
GENERAL EDUCATION CORE REQUIREMENTS			
ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SFC	2016	Oral Communications	4.0
SFCP	4400	Conference Techniques	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
POS	2041	American National Government	4.0
SYPP	2200	Death and Dying	4.0
STAP	3014	Statistics	4.0
SOPP	4004	Social Psychology	4.0
ENCP	3211	Report Writing	4.0
The student will select 8.0 additional credits from the following courses:			
CLPP	3336	Adolescent Psychology	4.0

			Bachelor's Degree Quarter Credit Hrs	
CLPP	3004	Adult Psychology	4.0	
EVSP	3060	Environmental Issues	4.0	
PHIP	3600	Ethics	4.0	
PHIP	3131	Logic	4.0	
POTP	4003	Contemporary Political Theories	4.0	
SYOP	3250	Marriage and Family	4.0	
SYGP	2550	Addictions	4.0	
The student will select 4.0 additional credits from the following courses:				
AFLP	2010	Introduction to American Literature	4.0	
AMHP	2420	History of Florida	4.0	
AMHP	2270	20 th Century American History	4.0	
EUHP	2000	World History	4.0	
TOTAL QUARTER CREDIT HOURS				56
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				192

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

HOSPITALITY MANAGEMENT

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

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

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS				
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MAN	1030	Introduction to Business Enterprise	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	32
MAJOR CORE REQUIREMENTS				
HFTP	2998	Current Issues in Hospitality	4.0	4.0
HFTP	1001	Front Office Procedures	4.0	4.0
HFTP	1050	Hospitality Management	4.0	4.0
HFTP	2100	Convention Management and Service	4.0	4.0
MAR	1011	Introduction to Marketing	4.0	4.0
HFTP	1250	Resort Management	4.0	4.0
HFTP	2460	Hospitality Purchasing Management	4.0	4.0
HFT	2941	Hospitality Industry Externship	4.0	4.0
APAP	3320	Accounting and Control for Hospitality		4.0
HFTP	3263	Restaurant Management		4.0
HFTP	3500	Hospitality Marketing		4.0
HFTP	3603	Laws Related to the Hospitality Industry		4.0
HFTP	3614	Food and Beverage Management		4.0
FIN	3006	Principles of Finance		4.0
MAN	4302	Management of Human Resources		4.0
HFTP	4936	Feasibility Study in the Hospitality Industry		4.0
TOTAL QUARTER CREDIT HOURS			32	64
APPROVED ELECTIVE REQUIREMENTS				
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.				40.0
TOTAL QUARTER CREDIT HOURS			0	40
GENERAL EDUCATION CORE REQUIREMENTS				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ECOP	3023	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOPP	4004	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
The student will select 4.0 additional credits from the following courses:				
AFLP	2010	Introduction to American Literature	4.0	4.0
AMHP	2420	History of Florida	4.0	4.0
AMHP	2270	20 th Century American History	4.0	4.0
EUHP	2000	World History	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	56
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96	192

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

INTERNATIONAL BUSINESS

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

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

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS				
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MAR	1011	Introduction to Marketing	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	32
MAJOR CORE REQUIREMENTS				
MAN	1030	Introduction to Business Enterprise	4.0	4.0
MAN	2800	Small Business Management	4.0	4.0
MAR	2323	Advertising	4.0	4.0
GEB	2350	Current Issues in International Business	4.0	4.0
MANP	2142	Introduction to International Management	4.0	4.0
MAR	2141	Introduction to International Marketing	4.0	4.0
BUL	2261	International Business Law	4.0	4.0
GEB	2353	International Competitiveness	4.0	4.0
GEB	4361	Management of International Business		4.0
MAR	3142	Global Marketing		4.0
MAR	4156	International Marketing Analysis		4.0
MAR	3503	Consumer Behavior		4.0
MAR	3160	Industry and Trade		4.0
GEB	4351	Import/Export Management		4.0
FIN	4602	International Business and Finance		4.0
GEB	4352	International and Comparative Industrial Relations		4.0
TOTAL QUARTER CREDIT HOURS			32	64
APPROVED ELECTIVE REQUIREMENTS				
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
TOTAL QUARTER CREDIT HOURS			0	40.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
APPROVED ELECTIVE REQUIREMENTS				
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
TOTAL QUARTER CREDIT HOURS			0	40.0 40
GENERAL EDUCATION CORE REQUIREMENTS				
CPOP	4820	Global Politics		4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
ENCP	3211	Report Writing		4.0
MACP	2104	College Algebra	4.0	4.0
POS	2041	American National Government		4.0
PSYP	2014	General Psychology	4.0	4.0
SOPP	4004	Social Psychology		4.0
SPC	2602	Oral Communications	4.0	4.0
STAP	3014	Statistics		4.0
SYG	2000	Principles of Sociology		4.0
The student will select 4.0 additional credits from the following courses:				
AFLP	2010	Introduction to American Literature	4.0	4.0
AMHP	2420	History of Florida	4.0	4.0
AMHP	2270	20 th Century American History	4.0	4.0
EUHP	2000	World History	4.0	4.0
TOTAL QUARTER CREDIT HOURS			24	56
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96	192

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

MANAGEMENT

The Associate in Science Degree in Management is designed to provide students with a basic management background to prepare for entry-level positions in business, industry and government.

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

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS				
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MAN	2300	Introduction to Human Resources	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	32
MAJOR CORE REQUIREMENTS				
MAN	1030	Introduction to Business Enterprise	4.0	4.0
MAN	2021	Principles of Management	4.0	4.0
MAN	2800	Small Business Management	4.0	4.0
FIN	1103	Introduction to Finance	4.0	4.0
MAR	1011	Introduction to Marketing	4.0	4.0
MANP	1780	Management Today	4.0	4.0
MANP	2142	Introduction to International Management	4.0	4.0
MANP	3233	Principles of Supervision	4.0	4.0
FIN	3006	Principles of Finance	4.0	4.0
MANP	4910	Contemporary Management	4.0	4.0
BUL	3241	Business Law I	4.0	4.0
BUL	3242	Business Law II	4.0	4.0
MAN	4060	Business Ethics	4.0	4.0
MAN	4302	Management of Human Resources	4.0	4.0
MAN	4764	Business Policy and Strategy	4.0	4.0
MAN	4400	Labor Relations and Collective Bargaining	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	64
APPROVED ELECTIVE REQUIREMENTS				
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.			0	40.0
TOTAL QUARTER CREDIT HOURS			0	40
GENERAL EDUCATION CORE REQUIREMENTS				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics	4.0	4.0
ECOP	3023	Microeconomics	4.0	4.0
STAP	3014	Statistics	4.0	4.0
SOPP	4004	Social Psychology	4.0	4.0

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
The student will select 4.0 additional credits from the following courses:				
AFLP	2010	Introduction to American Literature	4.0	4.0
AMHP	2420	History of Florida	4.0	4.0
AMHP	2270	20 th Century American History	4.0	4.0
EUHP	2000	World History	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	56
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96	192

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

MARKETING

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

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

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS				
ACGP	2001	Principles of Accounting I	4.0	4.0
ACGP	2011	Principles of Accounting II	4.0	4.0
ACGP	2020	Introductory Cost/Managerial Accounting	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
BULP	2100	Applied Business Law	4.0	4.0
MAN	2300	Introduction to Human Resources	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	32
MAJOR CORE REQUIREMENTS				
MAR	1011	Introduction to Marketing	4.0	4.0
MAR	2323	Advertising	4.0	4.0
MAR	2305	Customer Relations and Servicing	4.0	4.0
MAR	2721	Marketing on the Internet	4.0	4.0
MAN	1030	Introduction to Business Enterprise	4.0	4.0
MAR	2141	Introduction to International Marketing	4.0	4.0
BUL	3241	Business Law I	4.0	4.0
MAR	2071	Current Issues in Marketing	4.0	4.0
MAR	3231	Retailing		4.0
MAR	3400	Salesmanship		4.0
MAR	3503	Consumer Behavior		4.0
MAR	4613	Marketing Research		4.0
MAR	3142	Global Marketing		4.0
MAR	4804	Marketing Administration		4.0
MAR	3310	Public Relations		4.0
MARP	4333	Promotional Policies and Strategy		4.0
TOTAL QUARTER CREDIT HOURS			32	64
APPROVED ELECTIVE REQUIREMENTS				
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.				40.0
TOTAL QUARTER CREDIT HOURS			0	40
GENERAL EDUCATION CORE REQUIREMENTS				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSYP	2014	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3023	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOPP	4004	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0

			Associate Degree	Bachelor's Degree
			Quarter Credit Hrs	Quarter Credit Hrs
The student will select 4.0 additional credits from the following courses:				
AFLP	2010	Introduction to American Literature	4.0	4.0
AMHP	2420	History of Florida	4.0	4.0
AMHP	2270	20 th Century American History	4.0	4.0
EUHP	2000	World History	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32	56
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96	192

ASSOCIATE IN SCIENCE**MEDICAL ASSISTING**

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

			Associate Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
CGSP	2110	Computer Applications	4.0
OFTP	1141	Keyboarding	2.0
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
TOTAL QUARTER CREDIT HOURS			12
MAJOR CORE REQUIREMENTS			
APBP	1120	Anatomy and Pathophysiology I	4.0
APBP	1130	Anatomy and Pathophysiology II	4.0
APBP	1150	Anatomy and Pathophysiology III	4.0
MEA	2802	Medical Externship	5.0
MEA	1239	Medical Terminology for Medical Assistants	4.0
MEA	1385	Medical Law and Ethics	2.0
MEAP	1210	Basic Clinical Procedures	4.0
MLSP	2328	Basic Clinical Procedures (lab)	2.0
MEAP	1500	Exams and Specialty Procedures	4.0
MLSP	2329	Exams and Specialty Procedures (lab)	2.0
MEAP	2712	Diagnostic Procedures	4.0
MLSP	2750	Diagnostic Procedures (lab)	2.0
MEAP	2244	Pharmacology	4.0
MLSP	2700	Pharmacology (lab)	2.0
MEAP	2602	Medical Finance and Insurance	4.0
MEAP	2350	Medical Office Procedures	4.0
MEAP	2801	Professional Procedures	2.0
Student will select 4.0 quarter credit hours from the following courses:			
MEA	2257L	X Ray Fundamentals	4.0
MEA	2285L	EKG Interpretation	2.0
MEAP	1695	Therapeutic Communications	2.0
MEAP	2325	Medical Computer Applications	2.0
MEA	2245L	Phlebotomy	2.0
MEA	1105	Domestic Violence	2.0
TOTAL QUARTER CREDIT HOURS			61
GENERAL EDUCATION CORE REQUIREMENTS			
ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPC	2016	Oral Communications	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
The student will select 4.0 additional credits from the following courses:			
AFLP	2010	Introduction to American Literature	4.0
AMHP	2420	History of Florida	4.0
AMHP	2270	20 th Century American History	4.0
EUHP	2000	World History	4.0
TOTAL QUARTER CREDIT HOURS			24
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			97

ASSOCIATE IN SCIENCE**MICROSOFT OFFICE USER SPECIALIST**

The Microsoft Office User Specialist program is designed to take the student from the basic through the expert level in the various applications of the Microsoft Office software. Software applications studied include Word, PowerPoint, Excel and Access. Emphasis is placed on developing effective communication skills in the various software environments. The major core courses will prepare students to sit for the assorted Microsoft Office User Specialist certification examinations. Graduates will qualify for a wide range of administrative assistant occupations.

		Associate Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS		
ACGP 2001	Principles of Accounting I	4.0
CEN 1056C	Project Development	2.0
CGS 1546C	Introduction to Database	2.0
CGS 1514C	Introduction to Spreadsheets	2.0
CGS 1524C	Introduction to Presentations	2.0
MAN 1030	Introduction to Business Enterprise	4.0
OSTP 1145	Speed-Building Skills	2.0
OSTP 2705	Introduction to Word Processing	2.0
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
TOTAL QUARTER CREDIT HOURS		26
MAJOR CORE REQUIREMENTS		
SLSP 1500	Workplace Relationships	2.0
CGSP 1410	Essentials of Communication and Document Formatting	2.0
CGS 1008C	Computer Fundamentals	4.0
CGSP 2075	Spreadsheets Core Skills	4.0
CGSP 2137	Presentations Core Skills	4.0
CGSP 2175	Database Management Core Skills	4.0
OSTP 2716	Word Processing Core Skills	4.0
CGSP 2532	Spreadsheets Expert Skills	4.0
CGSP 2602	Presentations Expert Skills	4.0
CGSP 2640	Database Management Expert Skills	4.0
OSTP 2737	Word Processing Expert Skills	4.0
CISP 2801	Office 2000 Integration of Data	2.0
CGS 2536	Microsoft Office and Web Browsers	2.0
CISP 2955	Externship I for MOUS Program	2.0
TOTAL QUARTER CREDIT HOURS		46
GENERAL EDUCATION REQUIREMENTS		
ENCP 1106	Composition I	4.0
ENCP 1107	Composition II	4.0
MACP 2104	College Algebra	4.0
PSYP 2014	General Psychology	4.0
SPC 2016	Oral Communications	4.0
The student will select 4.0 additional credits from the following courses:		
AFLP 2010	Introduction to American Literature	4.0
AMHP 2420	History of Florida	4.0
AMHP 2270	20 th Century American History	4.0
EUHP 2000	World History	4.0
TOTAL QUARTER CREDIT HOURS		24
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96

ASSOCIATE IN SCIENCE**NETWORK ADMINISTRATION**

This program provides comprehensive training in multi-platform local area and wide area networks. Complete coverage of hardware and operating systems will be covered for several different computer networking platforms. Training will be given in a variety of current technologies including Cisco, Microsoft, Novell, Unix, and Linux, which will enable students to qualify for job opportunities such as entry-level Systems Engineer or Network Administrator.

			Associate Degree Quarter Credit Hrs
MAJOR CORE REQUIREMENTS			
SLSP	1130	Strategies for Success	4.0
CGSP	1270	Introduction to Desktop Computing	4.0
CGSP	1275	Computer Operating Systems	4.0
CGSP	1280	Computer Hardware Concepts	4.0
CENP	1800	Diagnostics and Troubleshooting	2.0
CGSP	1300	Computer Networking Fundamentals	2.0
CENP	1335	UNIX Operating System	4.0
CENP	2100	Linux Operating System	4.0
CENP	1505	Novell Administration I	4.0
CENP	2505	Novell Administration II	4.0
CENP	2530	Cisco Routers I	4.0
CENP	2531	Cisco Routers II	4.0
CGSP	2210	Windows 2000 Professional	4.0
CENP	2306	Windows 2000 Server	4.0
CENP	2320	Windows 2000 Network Infrastructure	4.0
CENP	2600	Windows 2000 Directory Services Infrastructure I	2.0
CENP	2650	Windows 2000 Directory Services Infrastructure II	4.0
CENP	2700	Windows 2000 Directory Services Design	4.0
CENP	2711	Implementing and Supporting Microsoft Proxy Server	4.0
CENP	2720	Implementing and Supporting Microsoft Exchange Server	4.0
SLS	1341	Professional Development	2.0
TOTAL QUARTER CREDIT HOURS			76
GENERAL EDUCATION REQUIREMENTS			
ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
SPC	2016	Oral Communications	4.0
The student will select 4.0 additional credits from the following courses:			
AFLP	2010	Introduction to American Literature	4.0
AMHP	2420	History of Florida	4.0
AMHP	2270	20 th Century American History	4.0
EUHP	2000	World History	4.0
TOTAL QUARTER CREDIT HOURS			24
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			100

ASSOCIATE IN SCIENCE

OFFICE TECHNOLOGIES

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

Concentrations are available in Medical Executive Assistant and Administrative Office Management. Not all concentrations are available at all campuses.

			Associate Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS				
ACOP	1910	Office Accounting	4.0	
SLSP	1130	Strategies for Success	4.0	
SLSP	1320	Career Skills	2.0	
MANP	2010	Let's Talk Business	2.0	
CGSP	2110	Computer Applications	4.0	
BULP	2100	Applied Business Law	4.0	
MAN	2021	Principles of Management	4.0	
FIN	1103	Introduction to Finance	4.0	
MAN	2300	Introduction to Human Resources	4.0	
TOTAL QUARTER CREDIT HOURS				32
MAJOR CORE REQUIREMENTS				
Courses Common to Both Concentrations:				
OST	1100L	Typing	2.0	
OFTP	1110	Intermediate Typing	2.0	
OFTP	2120	Advanced Typing	2.0	
OSTP	2712	Word Processing	2.0	
OSTP	2735	Advanced Word Processing and Graphics Applications	2.0	
OSTP	2321	Business Office Machines	2.0	
OSTP	2355	Records Management	4.0	
OSTP	2402	Office Practices	4.0	
Administrative Office Management Concentration:				
OSTP	1405	General Office Procedures	4.0	
OSTP	2335	Business Communications	4.0	
MAN	1030	Introduction to Business Enterprise	4.0	
Medical Executive Assistant Concentration:				
OSTP	2601	Machine Transcription I	2.0	
MEA	2315L	Medical Transcription	2.0	
MEA	1239	Medical Terminology for Medical Assistants	4.0	
MEA	2335	Medical Insurance and Billing	4.0	
TOTAL QUARTER CREDIT HOURS				32
GENERAL EDUCATION CORE REQUIREMENTS				
ENCP	1106	Composition I	4.0	
ENCP	1107	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	
MACP	2104	College Algebra	4.0	
PSYP	2014	General Psychology	4.0	
POS	2041	American National Government	4.0	
The student will select 4.0 additional credits from the following courses:				
AFLP	2010	Introduction to American Literature	4.0	
AMHP	2420	History of Florida	4.0	
AMHP	2270	20 th Century American History	4.0	
EUHP	2000	World History	4.0	
TOTAL QUARTER CREDIT HOURS				32
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96

ASSOCIATE IN SCIENCE

PHARMACY TECHNICIAN

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of pharmacy technology, coupled with a solid understanding of basic general education. The degree prepares graduates for entry-level positions in any number of healthcare facilities and retail establishments. These include hospitals and medical centers, teaching facilities, outpatient clinics, urgent care centers, and retail and wholesale pharmacies.

			Associate Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
OFTP	1141	Keyboarding	2.0
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
CGSP	2110	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS			20
MAJOR CORE REQUIREMENTS			
PHTP	1000	Introduction to Pharmacy	4.0
PHTP	2000	Administrative Aspects of Pharmacy	4.0
PHTP	1020	Professional Aspects of Pharmacy Technology	4.0
MEA	1239	Medical Terminology for Medical Assistants	4.0
PHTP	1010	Pharmaceutical Calculations	4.0
PHTP	1030	Pharmacy Operations	4.0
APBP	1120	Anatomy and Pathophysiology I	4.0
APBP	1130	Anatomy and Pathophysiology II	4.0
APBP	1150	Anatomy and Pathophysiology III	4.0
MEA	2241	Pharmacology and Medical Math	4.0
HSAP	2100	Health Care Delivery Systems, Issues and Transitions	4.0
MAR	2305	Customer Relations and Servicing	4.0
PHTP	1980	Externship	5.0
TOTAL QUARTER CREDIT HOURS			53
GENERAL EDUCATION CORE REQUIREMENTS			
ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPC	2016	Oral Communications	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
The student will select 4.0 additional credits from the following courses:			
AFLP	2010	Introduction to American Literature	4.0
AMHP	2420	History of Florida	4.0
AMHP	2270	20 th Century American History	4.0
EUHP	2000	World History	4.0
TOTAL QUARTER CREDIT HOURS			24
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			97

ASSOCIATE IN SCIENCE**SURGICAL TECHNOLOGIST**

The Surgical Technologist program is designed to provide students with a broad academic and clinical background in the field of surgical technology coupled with a solid understanding of basic general education concepts. The degree program prepares the graduate for an entry-level position in any number of health care facilities, including hospitals, medical centers, and teaching facilities, outpatient clinics, and private and public surgical centers.

			Associate Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
CGSP	2110	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS			10
MAJOR CORE REQUIREMENTS			
STSP	1003	Principles and Practices of Surgical Technology	4.0
MEAP	1253	Anatomy and Physiology I	4.0
MEAP	1254	Anatomy and Physiology II	4.0
MEA	1239	Medical Terminology for Medical Assistants	4.0
MCBP	2010	Microbiology and Infection Control	4.0
STSP	2008	Surgical Pharmacology	4.0
STSP	2120	Surgical Technology I	4.0
STSP	2121	Surgical Technology II	4.0
STSP	2150	Surgical Procedures I	6.0
STSP	2151	Surgical Procedures II	6.0
HSAP	2100	Health Care Delivery Systems, Issues and Transitions	4.0
STSP	2810	Clinical Rotation I	5.0
STSP	2811	Clinical Rotation II	16.0
TOTAL QUARTER CREDIT HOURS			69
GENERAL EDUCATION CORE REQUIREMENTS			
ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPC	2016	Oral Communications	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
The student will select 4.0 additional credits from the following courses:			
AFLP	2010	Introduction to American Literature	4.0
AMHP	2420	History of Florida	4.0
AMHP	2270	20 th Century American History	4.0
EUHP	2000	World History	4.0
TOTAL QUARTER CREDIT HOURS			24
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			103

ASSOCIATE IN SCIENCE**WEB ENGINEERING**

This program covers the essential topics necessary to gain a complete understanding of the latest Internet and web site development technologies. Students will learn all aspects of implementing an Internet and/or Intranet web site, including planning, network management, site design, applicable programming skills, site security, and more. Upon completion of the program, students will be awarded an Associate in Science degree, and will have the opportunity to enter the job market as an entry to mid-level web developers in a variety of related positions and job titles.

			Associate Degree Quarter Credit Hrs
MAJOR CORE REQUIREMENTS			
SLSP	1130	Strategies for Success	4.0
CISP	1600	Fundamentals of Data Communications	4.0
CISP	1710	Computer Networks	2.0
CISP	1790	Content Generation and Internet Basics	4.0
CISP	1841	Web Site Design Basics	2.0
CISP	1310	Installation and Management of WWW Servers	4.0
CISP	1700	Network and Internet Security	2.0
CISP	1625	E-Commerce Internet Strategies	2.0
CISP	2829	E-Business Application and Product Development, I	4.0
CISP	2830	E-Business Application and Product Development, II	4.0
CISP	1825	Database Access From Web Applications	2.0
COPP	1900	Programming Web Pages with Scripting Languages, I	4.0
COPP	1955	Programming Web Pages with Scripting Languages, II	4.0
CISP	1830	Introduction to Networked Multimedia	2.0
CISP	2577	Web Design Using Adobe Photoshop	2.0
CISP	2610	Web Design Using Macromedia Dreamweaver	2.0
CGSP	1375	Beginning Web Development Using FrontPage 2000	4.0
CGSP	2375	Advanced Web Development Using FrontPage 2000	4.0
COPP	2020	Programming Languages: Concepts	4.0
COPP	2223	Programming Languages: C	4.0
COPP	2225	Programming Languages: C++	4.0
COPP	2253	Programming Languages: Java	4.0
SLSP	1055	Professional Development	2.0
TOTAL QUARTER CREDIT HOURS			74
GENERAL EDUCATION CORE REQUIREMENTS			
ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPC	2016	Oral Communications	4.0
MACP	2104	College Algebra	4.0
PSYP	2014	General Psychology	4.0
The student will select 4.0 additional credits from the following courses:			
AFLP	2010	Introduction to American Literature	4.0
AMHP	2420	History of Florida	4.0
AMHP	2270	20 th Century American History	4.0
EUHP	2000	World History	4.0
TOTAL QUARTER CREDIT HOURS			24
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			98

ONLINE PROGRAMS



The information contained in the "Online Programs" section of the catalog pertains only to online degree programs and not to the University's traditional on-ground programs. Students enrolled in online degree programs may also be subject to the policies outlined in the remainder of this catalog. For online degree students, any discrepancies between information and policies in the online section of the catalog and the remainder of the catalog are resolved based on the information and policies in this online section of the catalog.

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the University. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. Prospective students will also complete a distance learning quiz with which students can assess their ability to complete an online course.

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. Students may apply for entry at any time.

PROGRAMS AND COURSES

Description

Online programs are offered through the Internet, and interaction between the students and faculty occurs using a "virtual classroom." Courses will generally be identical in content to the on-ground mode, although more individual effort and initiative will be required to successfully master the material.

Requirements

To maximize student success within the online program, students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Program Application at the time of enrollment.
- Have Internet access and an established email account.
- Commence online contact with the course site within the first week of the term.
- Understand that participation is required on a weekly basis, and based upon the completion of assignments due in any one week.

ORIENTATION

Students enrolling in the online programs will be required to participate in an online orientation course developed by FMU. The orientation course includes information on FMU and the Business Administration programs, how to use the virtual university system to access academic advisors and other services, how to access the course, find the syllabus and to use the major platform tools. In addition there is an online orientation course developed by eCollege that further explains the course tools and their use.

PARTICIPATION POLICY

Your education here is designed to prepare you for successful employment in the workplace. Therefore, it is critical that professional behavior be practiced at all times. This includes timely and consistent participation in all classes, meeting assignment deadlines, and meaningful participation in class-related activities.

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

- An examination/quiz
- Computer assisted instruction
- Completing a course assignment, including research, projects and journalizing
- Participating in a field trip
- Simulations
- Viewing instructional media
- A survey evaluating the course material, text and instructor performance
- Presenting material (oral or written)
- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Participating in role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student progress

Your success relies heavily on consistent and meaningful participation in the above-defined class related/academic activities. Importance is placed in mirroring the model of the workplace to begin reinforcing the importance of consistent participation in the classroom and the expectation of consistent attendance/participation in the workplace. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

ONLINE LIBRARY

The University Online Library supports the curriculum and provides information for online students, faculty, and staff through information and reference materials, and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, and the Library and Information Resources Network (LIRN).

ONLINE PROGRAM TUITION AND FEES

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

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

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

Undergraduate tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR:	TUITION PER CREDIT HOUR
All Online Undergraduate	1 through 11	\$250
Business Administration	12 through 15	\$230
Programs	16 or more	\$220

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

All Online Undergraduate		
Business Administration	per credit	\$230
Programs		

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter. The first quarter fee must be paid by cash, check or credit card. An Online Learning Fee of \$100 per course, per

term will also be charged. Additional Fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the Tuition and Fees section of this catalog.

WITHDRAWAL PROCEDURES

Students finding it necessary to withdraw from the University are requested to notify the University in writing as to why and when the withdrawal is necessary and to complete all necessary paperwork with the University. Failure to do so will delay out-processing, and may result in a delay of any refund that may be due the student or the funding source.

Withdrawal from any individual course must be approved by the Academic Dean. Upon withdrawal, grades will be assigned in accordance with the applicable Grading System.

Readmission of Withdrawn Students

Withdrawn students requesting re-entry must petition the Readmission Committee. Information concerning the readmission procedure may be obtained by calling the Academic Dean's Office. If a student is permitted re-entry, the student must normally meet all conditions of the catalog and tuition and fee structure in effect at the time of readmission. The re-entry student may petition the Academic Dean for permission to re-enter under his or her prior catalog curriculum. The Academic Dean, in consultation with the Department Chair, will make the final determination on all such petitions.

GRIEVANCE POLICY

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

1. The student must first try to resolve the issue with the college staff or faculty member involved.
2. If the matter is not resolved, the student should schedule a telephone meeting with the Distance Education Coordinator and the Director of Online Learning.
3. If the matter is still not resolved, the student should request in writing or via e-mail, through the campus President/Director a grievance hearing which will give him/her an opportunity to present his/her position and supporting documentation. This hearing will be done by telephone. A Grievance Committee is selected by the President/Director and is comprised of five (5) disinterested persons from the faculty and administration, plus the President/Director (as a non-voter). The Director of Online Learning will also be a member of the Committee. After the hearing the committee shall make a decision by a simple majority vote and communicate, in writing, the decision to the President/Director. The President/Director will notify the student of the resolution of the grievance.

Those individuals other than active students, who may wish to lodge a complaint against the University, are required to follow the steps below:

1. The individual must first try to resolve the issue of concern with the staff or faculty member involved.
2. If the matter is not resolved, the individual should schedule a meeting with the Distance Education Coordinator and the Director of Online Learning.
3. If the matter is still not resolved, the individual should request in writing a telephone meeting with the campus President/Director in which he/she will be given an opportunity to present his/her position and supporting documentation if applicable. After review and consideration of the issues, the President/Director will notify the complainant of the decision.

It is the philosophy of the University that all complaints be handled by individual campus management. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the University has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980 - Washington, DC 20002-4241
(202) 336-6780

ONLINE PROGRAM

BACHELOR OF BUSINESS ADMINISTRATION

The Bachelor of Business Administration is designed to prepare graduates for employment in entry level and middle management positions in business, industry and 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.

	Bachelor's Degree Quarter Credit Hrs	
CORE REQUIREMENTS		
ACGP 2001 Principles of Accounting I	4	
ACGP 2011 Principles of Accounting II	4	
ACGP 2020 Introduction Cost/Managerial Accounting	4	
ACGP 2046 Introduction to Corporate Accounting	4	
AMHP 2998 Current Issues	4	
BULP 2100 Applied Business Law	4	
CGSP 2071 Spreadsheets	4	
CGSP 2110 Computer Applications	4	
FIN 1103 Introduction to Finance	4	
FIN 3006 Principles of Finance	4	
FIN 3501 Investments	4	
GEB 4361 Management of International Business	4	
MAN 1030 Introduction to Business Enterprise	2	
MANP 2010 Let's Talk Business	2	
MANP 2018 Internet	4	
MAN 2021 Principles of Management	4	
MANP 2142 Introduction to International Management	4	
MAN 2300 Introduction to Human Resources	4	
MAN 2800 Small Business Management	4	
MAN 3100 Human Relations in Management	4	
MANP 3233 Principles of Supervision	4	
MANP 3385 Accounting for Managers	4	
MAN 4302 Management of Human Resources	4	
MAN 4764 Business Policy and Strategy	4	
MAN 4060 Business Ethics	4	
MAR 1011 Introduction to Marketing	4	
MAR 2141 Introduction to International Marketing	4	
MAR 2305 Customer Relations and Servicing	4	
MAR 2323 Advertising	4	
MAR 2721 Marketing on the Internet	4	
MAR 3310 Public Relations	4	
MAR 3400 Salesmanship	4	
OSTP 2335 Business Communications	2	
OSTP 2712 Word Processing	4	
SLSP 1130 Strategies for Success	2	
SLSP 1320 Career Skills	2	
TOTAL QUARTER CREDIT HOURS		136
GENERAL EDUCATION REQUIREMENTS		
CPOP 4820 Global Politics	4	
ECOP 3013 Macroeconomics	4	
ECOP 3023 Microeconomics	4	
ENCP 1106 Composition I	4	
ENCP 1107 Composition II	4	

ENCP 3211	Report Writing	4	
MACP 2104	Algebra	4	
AMHP 2270	20 th Century American History	4	
PHIP 3600	Ethics	4	
POS 2041	American National Government	4	
PSYP 2014	General Psychology	4	
SPCP 4400	Conference Techniques	4	
SOPP 4004	Social Psychology	4	
STAP 3014	Statistics	4	
	TOTAL QUARTER CREDIT HOURS		56
	TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		192

ONLINE PROGRAM

ASSOCIATE OF BUSINESS ADMINISTRATION

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

	Associate Degree Quarter Credit Hrs	
CORE REQUIREMENTS		
ACGP 2001	Principles of Accounting I	4
ACGP 2011	Principles of Accounting II	4
ACGP 2020	Introduction Cost/Managerial Accounting	4
ACGP 2046	Introduction to Corporate Accounting	4
BULP 2100	Applied Business Law	4
CGSP 2110	Computer Applications	4
FIN 1103	Introduction to Finance	4
MAN 1030	Introduction to Business Enterprise	4
MANP 2018	Internet	2
MAN 2021	Principles of Management	4
MANP 2142	Introduction to International Management	4
MAN 2300	Introduction to Human Resources	4
MAN 2800	Small Business Management	4
MAR 1011	Introduction to Marketing	4
MAR 2141	Introduction to International Marketing	4
MAR 2305	Customer Relations and Servicing	4
MAR 2323	Advertising	4
SLSP 1130	Strategies for Success	4
SLSP 1320	Career Skills	2
	TOTAL QUARTER CREDIT HOURS	72
GENERAL EDUCATION REQUIREMENTS		
ENCP 1106	Composition I	4
ENCP 1107	Composition II	4
MACP 2104	Algebra	4
AMHP 2270	20 th Century American History	4
POS 2041	American National Government	4
PSYP 2014	General Psychology	4
	TOTAL QUARTER CREDIT HOURS	24
	TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	96

COURSE OFFERINGS



COURSE NUMBERING SYSTEM

Florida Metropolitan University uses the following course numbering system:

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

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

Courses taken through Online Learning will have the letters "DE" appended to the course number on the student's transcript.

Florida's Statewide Course Numbering System

Course prefixes which end in "P" indicate that the course is "pending" the assignment of a course number by the Statewide Course Numbering System and are, therefore, not subject to credit transfer privileges among institutions that participate in the Statewide Course Numbering System."

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by twenty-six participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of the faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music

- D. Skills courses in Criminal Justice
- E. Graduate Courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Dan Moore, Chancellor of Florida Metropolitan University, at (727) 796-4679 or the Florida Department of Education, K-16 Articulation, 401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or SunCom 278-6402.

Please note: Course prefixes which end in "P" indicate that the course is "pending" the assignment of a course number by the Statewide Course Numbering System and are not subject to the credit transfer policies described above.

COURSE DESCRIPTIONS

NOT ALL COURSES LISTED ARE AVAILABLE AT ALL LOCATIONS

ACGP 2001 Principles of Accounting I

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

ACGP 2011 Principles of Accounting II

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: ACGP 2001. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

ACGP 2020 Introductory Cost/Managerial Accounting

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: ACGP 2011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

ACGP 2046 Introduction to Corporate Accounting

This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

ACGP 2221 Cost Accounting for Business

This course introduces students to the accounting techniques for business entities. Topics include cost terminology, job cost procedures, budgeting, departmentalization, and relevant managerial decision making. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

ACGP 2242 Financial Performance Analysis

This course is designed to provide students with the tools and techniques necessary for the evaluation of financial condition and operating performance of a modern business enterprise. Emphasis will be placed on the analytical approach used to interpret the end results of financial reporting, which are the financial statements. Prerequisite: ACGP 2001 or ACOP 1910. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

ACGP 2246 Externship in Accounting

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

4.0 Quarter Credit Hours

ACGP 2451 Computerized Accounting

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: ACGP 2011. Lec. Hrs. 030 Lab Hrs. 020 Other hours 000

4.0 Quarter Credit Hours

ACGP 2501 Non-Profit Accounting	4.0 Quarter Credit Hours
In this course students explore accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACGP 2046. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 2542 Financial Statement Analysis	4.0 Quarter Credit Hours
The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACGP 2046. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 3100 Intermediate Accounting I	4.0 Quarter Credit Hours
This is an upper level course for the serious accounting student. It is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on review of the value of money and accounting for cash and receivables. Prerequisite: ACGP 2020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 3110 Intermediate Accounting II	4.0 Quarter Credit Hours
This is a continuation and comprehensive study of financial accounting theory and applications. Emphasis is placed on accounting for inventories, long-term assets and liabilities, and stockholders' equity. Prerequisite: ACGP 3100. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 3120 Intermediate Accounting III	4.0 Quarter Credit Hours
This is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on special topics in income determination and financial reporting. Concepts of revenue recognition, leases, pensions, accounting for income taxes and earnings per share are among the subjects to be studied. Prerequisite: ACGP 3110. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 3341 Cost Accounting I	4.0 Quarter Credit Hours
This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques. Prerequisite: ACGP 2020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 3350 Cost Accounting II	4.0 Quarter Credit Hours
This is a continuation of Cost Accounting I and includes in-depth studies of techniques and issues surrounding cost allocation methods, cost and variance analysis, and complex accounting problems. Prerequisite: ACGP 3341. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 3450 Computerized Financial Accounting	4.0 Quarter Credit Hours
A course designed to familiarize students with financial accounting computer applications using current accounting software. Prerequisite: ACGP 3120. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
ACGP 4202 Consolidation Accounting	4.0 Quarter Credit Hours
In this course students will study the major areas of emphasis in consolidation accounting including business combinations, consolidation procedures, and foreign currency accounting. Prerequisite: ACGP 3120. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 4216 Advanced Accounting Topics	4.0 Quarter Credit Hours
A study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Prerequisite: ACGP 3120. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 4251 International Accounting	4.0 Quarter Credit Hours
Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 4401 Accounting Information Systems	4.0 Quarter Credit Hours
This course introduces students to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACGP 3120. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 4500 Governmental Accounting	4.0 Quarter Credit Hours
A study of budgetary and fund accounting systems as applied in various types of government agencies and educational institutions. Prerequisite: ACGP 3120. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 4632 Auditing I	4.0 Quarter Credit Hours
This course is an overview of financial statement auditing concepts and standards. It is an introduction to the principles and procedures that enable the auditor to express an opinion on the fairness and reliability of financial statements. Prerequisite: ACGP 3120. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 4642 Auditing II	4.0 Quarter Credit Hours
A continuation of ACGP 4632. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them. Prerequisite: ACGP 4632. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

ACGP 4671 Internal Auditing	4.0 Quarter Credit Hours
The standards, principles, practices and procedures followed in the internal audit function are covered. Prerequisite: ACGP 3120. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 4941 Externship in Accounting	4.0 Quarter Credit Hours
As part of the career in accounting, students are permitted to serve externships in public accounting firms; accounting departments of financial, business, and industrial organizations; or government agencies. Arrangements for the 120 hours of externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
ACGP 5027 Financial Accounting	4.0 Quarter Credit Hours
This is a survey course designed to provide an introduction and understanding of financial accounting. This course will include the basic accounting process required to make informed decisions based on financial statement information. Accounting is the language and scorecard of business. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 5216 Advanced Accounting Topics	4.0 Quarter Credit Hours
A study of advanced accounting subjects including multinational corporations, real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 5401 Accounting Information Systems	4.0 Quarter Credit Hours
Development and application of accounting information system, including analysis, design, control concepts, and implementation. Emphasis is placed upon developing students' abilities to understand the processing of accounting data in the computer environment and the controls that are necessary to assure accuracy and reliability of the data processed by the accounting system. Prerequisite: ACGP3120 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 5642 Auditing II	4.0 Quarter Credit Hours
A continuation of ACGP 4632. Advanced study of auditing in an EDP environment. Planning, evaluation of internal controls, use of computer audit techniques, statistical sampling, documentation, and communication of audit findings will be emphasized. Prerequisite: ACGP4632 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACGP 6515 Governmental Accounting	4.0 Quarter Credit Hours
An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for-profit organizations. Prerequisite: ACGP3120 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACOP 1807 Payroll Accounting	4.0 Quarter Credit Hours
This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: ACGP 2001. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
ACOP 1910 Office Accounting	4.0 Quarter Credit Hours
This course is designed to introduce students to basic accounting procedures. An emphasis is placed on the payroll phase of accounting. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ADV 2104C Copywriting	4.0 Quarter Credit Hours
An introduction to writing the headlines and text for advertising in print, television and radio advertising. Prerequisite: GRA 1172C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
AFLP 2010 Introduction to American Literature	4.0 Quarter Credit Hours
This course concentrates on the major writers of modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
AMHP 2270 20th Century American History	4.0 Quarter Credit Hours
A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
AMHP 2420 History of Florida	4.0 Quarter Credit Hours
An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
AMHP 2998 Current Issues	4.0 Quarter Credit Hours
This course focuses on current community, state, national, and global issues that influence environmental, societal and individual life. It is designed to stimulate thought, student interaction, and awareness of the impact these issues have upon personal and business pursuits. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APAP 3320 Accounting and Control for Hospitality	4.0 Quarter Credit Hours
This course serves as a survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions. Prerequisite: ACGP 2001. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

4.0 Quarter Credit Hours

APBP 1120 Anatomy and Pathophysiology I

This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, digestive and urinary systems and nutrition and metabolism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

APBP 1130 Anatomy and Pathophysiology II

This course is a scientific study of the structure of the human body and its parts, including relationships, functions and disease processes of the cardiovascular, lymphatic, respiratory, and reproductive systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

APBP 1150 Anatomy and Pathophysiology III

This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the nervous, endocrine, muscular, and skeletal systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

ART 1253C Illustration Design

Drawing and composition techniques with direct application to marker rendering. Prerequisite: ART 1301C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours

ART 1280C Typography

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

4.0 Quarter Credit Hours

ART 1300C Principles of Drawing I

An introduction to the basic principles, material and techniques necessary to develop skills in drawing. Emphasis is placed on basic shapes, perspective and composition. Descriptive and proportional accuracy as well as development of observational utility is discussed. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours

ART 1301C Principles of Drawing II

An amplification of the theories introduced in Principles of Drawing I with the addition of color theory and color techniques, which are explored in practical application. Emphasis is placed on increasing students' knowledge of the visual relationship between object and image. Prerequisite: ART 1300C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours

ART 2330C Anatomy and Figure Drawing

An initial study of drawing fundamentals as they apply to the human form and its structure. Students work in various media concentrating on gesture, contour, volume, mass and proportional accuracy. Prerequisite: ART 1301C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours

ART 2375C Advanced Media Techniques

An advanced study of drawing techniques in various media. Prerequisite: ART 1253C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours

BUL 2261 International Business Law

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

4.0 Quarter Credit Hours

BUL 3241 Business Law I

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

4.0 Quarter Credit Hours

BUL 3242 Business Law II

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

4.0 Quarter Credit Hours

BULP 2100 Applied Business Law

This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

BULP 5132 Advanced Business Law

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

4.0 Quarter Credit Hours

BUSP 1000 Business Math

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

CCJ 1011 Criminology

A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5946 Research Practicum	6.0 Quarter Credit Hours	
Individuals currently working in the criminal justice field have an opportunity to apply fundamental research methods to actual agency problems. Under the supervision of a faculty advisor as well as an agency supervisor, each student will construct a research design and employ it in an effort to solve a specific problem in an agency. Students will meet with their advisor on a regular basis, and the final product will be a major graduate level research paper and oral presentation. Prerequisite: CCJ 5705. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180		
CCJ 5971 Thesis	6.0 Quarter Credit Hours	
This course is designed to provide students with an opportunity to apply fundamental research methods to problems in the field of criminal justice. Under the supervision of a faculty advisor, students will construct a research design and apply it to a specific problem in the field. Students will meet with their advisor on a regular basis, and the final product will be a master's thesis and an oral presentation. Prerequisite: CCJ 5705. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180		
CCJP 2254 Constitutional Law for the Criminal Justice Professional	4.0 Quarter Credit Hours	
This course examines the United State's Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000		
CCJP 3350 Alternatives to Incarceration	4.0 Quarter Credit Hours	
This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000		
CCJP 3610 Victimology	4.0 Quarter Credit Hours	
This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of the victimization experience, victim treatment at the hands of the justice systems. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000		
CCJP 3765 Women, Crime, and Criminal Justice	4.0 Quarter Credit Hours	
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000		
CCJP 4661 Basics of Cultural Diversity	2.0 Quarter Credit Hours	
This basic course focuses on the importance of understanding cultural diversity with regards to the effective operations of the criminal justice system. Prerequisite: CCJ 1024. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000		
CCJP 4666 Cultural Diversity for the Criminal Justice Professional	4.0 Quarter Credit Hours	
This course focuses on understanding various cultural perspectives and the appropriate law enforcement policy as it pertains to diverse cultural expectations. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000		
CCJP 5295 Victimology	4.0 Quarter Credit Hours	
Although most criminal justice courses are oriented around issues associated with the offender, this course will examine issues related to victimization. These topics include the historical role of victims in the formal and informal justice process, the nature and extent of modern criminal victimization, the victimization experience, victim participation in the justice system, and recent trends in transforming the role of the victim in the justice process. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000		
CCJP 5440 Overview of Criminal Justice	4.0 Quarter Credit Hours	
This course is designed to provide students with a broad overview of criminal justice and to orient them to the field and its foundations. Focusing on the underpinnings of the administration of justice as well as contemporary issues, students will examine the criminal justice system as a whole, its component parts, and its most significant processes. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000		
CCJP 5450 Critical Issues in Criminal Justice	4.0 Quarter Credit Hours	
A course designed to provide students with an opportunity to explore a variety of topics related to the field of Criminal Justice. During the term, the course will contain an overview of the problems associated with business, industry and government crime. The history and antecedent conditions related to white collar crime will be reviewed and specific behaviors will be analyzed in detail. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000		
CCJP 5485 Criminal Justice Management	4.0 Quarter Credit Hours	
Various concepts and methods of criminal justice management are explored in detail. Using a variety of justice system agencies as examples, the course will view the behavioral and functional aspects of modern supervision and examine contemporary management styles. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000		
CCJP 5603 Statistical Methods in Criminal Justice	4.0 Quarter Credit Hours	
This course examines the major concepts, techniques, applications, and interpretations of statistical methods in criminal justice. Emphasis is placed on understanding when various statistical techniques are appropriate, and interpretation of the results of such techniques. Prerequisite: STAP 5023. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000		
CCJP 5610 Women, Crime and Criminal Justice	4.0 Quarter Credit Hours	
Examines the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. Theories of female criminality and the social forces influencing the treatment of women as offenders and victims will		

be covered. The continuing emergence of women in justice-related occupations will also be discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5615 Substance Use and Abuse **4.0 Quarter Credit Hours**
This course is an overview of characteristics, effects, and social significance of mood-altering substances. Risk factors for substance abuse and major theories of addiction will be examined. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5655 Substance Abuse, Crime and Criminal Justice **4.0 Quarter Credit Hours**
The social response to illegal use of mood-altering substances will be examined. Major initiations in law enforcement, courts, corrections, and substance abuse therapy will be discussed. In addition, preventive strategies will be described and evaluated, and informal methods of response to substance abuse considered. Prerequisite: CCJP 5615. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 5994 Externship **6.0 Quarter Credit Hours**
Students who are not currently working in the field have an opportunity to apply fundamental research methods to actual agency problems. Under the supervision of a faculty advisor as well as an agency supervisor, students will work and conduct research in an agency. They will construct a research design and apply it to a specific problem at the agency. Students will meet with their advisor on a regular basis, and the final product will be a major graduate level research paper and oral presentation. Prerequisite: CCJ 5705. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180

CEN 1056C Project Development **2.0 Quarter Credit Hours**
This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CEN 1301C Core Technologies **4.0 Quarter Credit Hours**
This course covers both Microsoft Windows NT network administration and technical support. There is an emphasis on terminology, the procedures for installing, configuring, and troubleshooting Microsoft Windows NT Server and Workstation. Students will complete administrative tasks using Microsoft Windows NT. In addition, students will use directory services, implement security procedures such as rights and permissions and audit policies. Prerequisite: CGS 1283C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 1503C Novell Administration **4.0 Quarter Credit Hours**
This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CGS 1008C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2304C Windows NT Enterprise **4.0 Quarter Credit Hours**
This course provides advanced study of local and wide area networks using Microsoft NT networking software. It focuses on installing the Windows NT network server, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as trust relationships, authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement. Prerequisite: CEN 1301C Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2317C Transmission Control Protocol/Internet Protocol (TCP/IP) **4.0 Quarter Credit Hours**
This course provides an introduction to protocols and, specifically, Transmission Control Protocol/Internet Protocol (TCP/IP). There is an emphasis on terminology, the procedures for installing and manually configuring TCP/IP features such as IP addresses, subnet masking, and gateways. Students will implement IP routing and work with the Dynamic Host Configuration Protocol (DHCP), NetBIOS, LMHOSTS, WINS, domain name servers, and SNMP. In addition, students will troubleshoot common TCP/IP-related problems, symptoms, and possible causes. Prerequisites: CEN 1503C, CEN 1301C – CEN 1301C may be taken concurrently with this course. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2328 Internet Information Server **2.0 Quarter Credit Hours**
This course prepares students to implement, administer, and manage Microsoft's Internet Information Server to provide secure, managed access for organizations to the Internet to conduct business. An emphasis of the course will be on internal communications and data access using the Internet. Important topics will be Internet and network security. Prerequisite: CEN 1301C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CEN 2504C Novell Advanced Administration **4.0 Quarter Credit Hours**
This course provides advanced study of local and wide area Novell networks. It focuses on installing the Novell network server and clients, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement. Prerequisite: CEN 1503C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1546C Introduction to Database**2.0 Quarter Credit Hours**

This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS 2536 Microsoft Office and Web Browsers**2.0 Quarter Credit Hours**

This capstone course provides instruction in the development of online skills for applications using Microsoft Office software. The course will focus on working with World Wide Web browsers, creating Web pages, and sharing information online. The emphasis of this course is on using browser software features, web addresses and URLs, navigating and searching the web, using bookmarks and saving in HTML format, creating web pages, working with frames and posting to the Web. Prerequisites: OSTP 2737, CGSP 2532, CGSP 2602 and CGSP 2640. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGSP 1270 Introduction to Desktop Computing**4.0 Quarter Credit Hours**

This course introduces students to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 1275 Computer Operating Systems**4.0 Quarter Credit Hours**

This course focuses on the software operating systems that run today's personal computers. Through a combination of lectures and hands-on labs, students will demonstrate basic knowledge and abilities to operate the MS-DOS, Windows 98 and Windows 2000 operating systems. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of MS-DOS and Windows. Students will also be introduced to the basics of troubleshooting and repair. Prerequisite: CGSP 1270 – *may be taken concurrently with this course*. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 1280 Computer Hardware Concepts**4.0 Quarter Credit Hours**

This course provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computer. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Other topics to be discussed include related peripherals such as printers, and networking basics. Prerequisite: CGSP 1270 – *may be taken concurrently with this course*. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 1284 Operating Systems**4.0 Quarter Credit Hours**

This course is a comprehensive examination of essential operating system competencies demonstrating basic knowledge of the Command line prompt, MS-DOS and Windows 9x and Windows 2000 operating system fundamentals. Emphasis will be placed on commands, functions, and terminology of the MS-DOS and Windows operating systems. Students will master the installation, configuration, upgrade, troubleshooting and repair functions and features of MS-DOS and Windows in addition to the essentials of networking and troubleshooting. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGSP 1300 Computer Networking Fundamentals**2.0 Quarter Credit Hours**

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGSP 1375 Beginning Web Development with FrontPage 2000**4.0 Quarter Credit Hours**

This course is designed to cover the major features of FrontPage 2000. Students will create and work with web components, design a navigation structure, implement active components, work with Tasks view, work with links, and format and enhance Web pages. Students will also learn how to work with tables, themes, style sheets, frames, use components and forms, use web creation shortcuts, explore graphics and animation, and finalize and publish their web sites locally or remotely over the Internet. Throughout the course, the concept of automating web creation, and sharing design patterns is heavily discussed and exercised. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGSP 1410 Essentials of Communications and Document Formatting**2.0 Quarter Credit Hours**

This course provides instruction in both the essentials of basic writing strategies and formatting for document production. Tips for the development of correspondence such as letters and memos, electronic documents such as faxes and email, and general documents such as tabular and narrative reports are a focus of the course. Emphasis is placed on proofreading, grammar, punctuation, capitalization style, and number usage. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGSP 1503 Introduction to Windows 98**4.0 Quarter Credit Hours**

This course provides an introduction to desktop computing. There is an emphasis on learning the software applications and accessories that is a part of the Microsoft Windows 98 operating system. Essential computing skills such as using icons, creating desktop shortcuts, performing system checkups and completing minor system diagnostics will be covered. Other topics that will be discussed include computer system architecture, virus protection software, multimedia software, and the Internet. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

- CGSP 1539 Database**
A course designed to teach through lecture and demonstration the basics of programming and database functions and operations with hands-on training on the microcomputer using database software. Students learn database terminology, database functions and operations, and how to design and build databases with operations menus tailored to specific business applications such as name and address files and inventory files. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 1561 Microcomputer Operating Systems**
An in-depth analysis of microcomputer operating systems, disk management and operating system commands is presented. Students should expect to complete any lab assignments outside of the normal class hours. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 1581 Introduction to Macintosh**
An introduction to Macintosh computers using a graphics users environment. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2071 Spreadsheets**
From instructor lecture and demonstration using popular spreadsheet software, students, through return demonstration will learn basic and intermediate spreadsheeting skills with hands-on training on the microcomputer. Students will learn menu operations, terminology, and how to computerize standard business forms. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2075 Spreadsheets Core Skills**
This course provides instruction in the core spreadsheet skills and prepares students for the Microsoft Office User Specialist Excel Core Certification. The emphasis of the course is on working with cells, working with files, formatting worksheets, page setup and printing, working with worksheets and workbook structure, working with formulas and functions and using charts and objects. Students will master all Excel 2000 core certification skill activities. Prerequisite: CGS 1514C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2076 Intermediate Spreadsheets**
This intermediate course concentrates on working with and modifying worksheets and workbook structure. Essential skills such as working with formulas and functions that are required to create and modify professional spreadsheets are covered. A large portion of the course is focused on working with files and formatting worksheets. Prerequisite: CGS 1522. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2110 Computer Applications**
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2137 Presentations Core Skills**
This course provides instruction in the core presentation skills and prepares students for the Microsoft Office User Specialist PowerPoint Core Certification examination. The emphasis of the course is on creating and modifying presentations, using templates, working with text and visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. Students will master all PowerPoint 2000 core certification skill activities. Prerequisite: CGS 1524C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2175 Database Management Core Skills**
This course provides instruction in core data management skills and prepares students for the Microsoft Office User Specialist Access Core Certification examination. The emphasis is on planning and designing databases, working with Access, building and modifying tables and forms, viewing and organizing information, defining relationships, producing reports, integrating simple data from the Access software program with other applications, and using Access tools. Students will master all Access 2000 core certification skill activities. Prerequisite: CGS 1546C Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 2176 Intermediate Database Management**
This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with and designing queries. Prerequisite: CGS 1520. Lec. Hrs. 30. Lab Hrs. 20 Other Hrs. 000
- CGSP 2210 Windows 2000 Professional**
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Student build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CENP 1300. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2375 Advanced Web Development with FrontPage 2000**
This is a follow up for the "Beginning Web Development Using FrontPage 2000" course, and is designed to cover the advanced and professional features of FrontPage 2000. Throughout this intensive course, students will create, and work with web enhancements such as Audio/Video additions, generate graphically rich structures and documents, implement animated components, add HTML and DHTML tables to their web sites, work with advanced features of links, and format and enhance their web pages. Having a more advanced approach now, students will learn how to troubleshoot different web components such as tables, themes, style sheets, frames, and how to use embedded tools in FrontPage 2000. Prerequisite: CGS 1275. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

- CGSP 2511 Advanced Spreadsheets** 4.0 Quarter Credit Hours
This course is designed to help students master the use and application of advanced spreadsheet skills. Students will learn how to develop spreadsheet databases, macros and how to utilize available add-ons. Prerequisite: CGSP 2071. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2532 Spreadsheet Expert Skills** 4.0 Quarter Credit Hours
This course provides instruction for the development of expert spreadsheet skills; it prepares students for Microsoft Office User Specialist Excel Expert Certification. The emphasis of the course is on application development using customized and advanced spreadsheet features such as importing and exporting data, templates, multiple workbooks, pivot tables, and complex formulas. Printing workbooks, customizing with toolbars, using macros, auditing a worksheet, displaying and formatting data, using analysis tools and collaborating with workgroups. Students will master all Excel 2000 expert certification skill activities. Prerequisite: CGSP 2075. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- CGSP 2537 Advanced Spreadsheets** 4.0 Quarter Credit Hours
This spreadsheet course concentrates on the use and modification of charts, worksheets, and objects. The enhancement and formatting of charts and worksheets is emphasized, while advanced file management skills such as linking multiple workbooks through formulas, will be taught. Prerequisite: CGS 2076. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2542 Advanced Database** 4.0 Quarter Credit Hours
This course involves advanced applications related to students' occupational objectives. Prerequisite: CGSP 1539. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2545 Business Information Systems** 4.0 Quarter Credit Hours
This course provides an overview of the use of computer information systems in business today. Emphasis is on the responsibilities of various professionals in a typical business data processing environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CGSP 2549 Office Automation** 4.0 Quarter Credit Hours
Office information and decision support systems are examined as emerging and critical elements in business data and information systems. Prerequisite: CGSP 2071 or OSTP 2712. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CGSP 2602 Presentation Expert Skills** 4.0 Quarter Credit Hours
This course provides instruction for the development of expert presentation skills and prepares students for the Microsoft Office User Specialist PowerPoint Expert Certification examination. The emphasis of the course is on application development using customized and advanced features of PowerPoint while creating or modifying presentations. Preparation of graphics such as pictures, charts, and tables with special effects, macros, and working with complex visual elements. Creating various types of output, delivering a presentation, managing files, working with PowerPoint, collaborating with workgroups and working with charts and tables. Students will master all PowerPoint 2000 expert certification skill activities. Prerequisite: CGSP 2137. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2604 Advanced Presentations** 4.0 Quarter Credit Hours
This course covers the intermediate and advanced functionality of Microsoft PowerPoint. Emphasis is placed on working with text and visual elements, customizing a presentation, creating output, and delivering a presentation. The course focuses on the addition, modification, and formatting of advanced PowerPoint features. Prerequisite: CGS 1525. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2640 Database Management Expert Skills** 4.0 Quarter Credit Hours
This course provides instruction for the development of expert database management skills; it prepares students for the Microsoft Office User Specialist Access Expert Certification examination. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms, Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Students will master all Access 2000 expert certification skill activities. Prerequisite: CGSP 2175. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2642 Advanced Database Management** 4.0 Quarter Credit Hours
This course provides instruction for the development of expert database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Prerequisite: CGS 2176. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CISP 1310 Installation & Management of WWW Servers** 4.0 Quarter Credit Hours
This course covers all the steps necessary to install, configure and administer the most commonly used Enterprise Web Servers in the industry. Throughout this hands-on course, students will learn how to set up and administer different types of web servers. Discussion topics include the common features among the different web servers, as well as features specific to each server. Prerequisite: CISP 1790 and CISP 1841. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CISP 1600 Fundamentals of Data Communications** 4.0 Quarter Credit Hours
This course is designed to provide fundamental knowledge on the building blocks of data communications technology. Local Area Network (LAN) technologies, Ethernet, TCP/IP, IP Addresses, Routing, and Switching are extensively covered. Upon completion of this course, students should have a solid and pragmatic understanding of the Internet Protocol (IP) and OSI

model, as well as how the structure, function, and components of LAN services work together. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 1625 E-Commerce Internet Strategies

2.0 Quarter Credit Hours

This fundamental course provides a broad overview of how e-commerce works and what it takes to succeed in this challenging new business environment. Topics include developing an effective transactional web site, and the importance of collecting accurate and accessible customer and sales data that can be analyzed and "mined," to provide timely forecasts of market trends. Also discussed are Customer Relationship Management (CRM) systems and network infrastructure requirements to ensure scalable, non-stop service. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CISP 1700 Network and Internet Security

2.0 Quarter Credit Hours

This course covers the critical steps necessary to protect an organization's Enterprise Web Servers and Intranet servers. Topics include the security capabilities and limitations of Java, JavaScript, ActiveX and VBScript, as well as the inherent security issues with the different web servers themselves. Students will learn to identify real security risks and how to implement solutions to address them. Prerequisite: CIS 1710. Lec. Hrs. 10 Lab Hrs. 20 Other Hrs. 000

CISP 1710 Computer Networks

2.0 Quarter Credit Hours

This course is designed to provide an overview of the building blocks of Wide Area Networks (WAN). After a review of LAN technologies, students will be presented with the WAN aspects of TCP/IP, Frame Relay, ATM, IP Addresses, Routing and Switching. The course also covers the design, architecture, and capability of WAN networks, with the focus on looking at how current advancements in networking technologies will serve to build the next generation of telecommunication services. Prerequisite: CISP 1600. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CISP 1790 Content Generation and Internet Basics

4.0 Quarter Credit Hours

This comprehensive course shows the audience how to leverage the Internet to develop interactive websites for online business solutions. Beginning with the basics of the Internet, students will learn available development tools and approaches, standard protocols, HTML, XML and XHTML, and the latest architectures that are being used in the market. Students will also build and exercise component-level features of today's typical web enabled applications. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 1825 Database Access From Web Applications

2.0 Quarter Credit Hours

This course will enable students to create, improve, and manage database-enabled web sites. Topics of discussion include how databases are used in web applications and their role as critical components of most large-scale e-commerce web sites. During the course and throughout the hands-on sessions, students begin building a basic web site and progressively add the components necessary to achieve web database connectivity. Prerequisites: COPP 1955 and CISP 1600. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CISP 1830 Introduction To Networked Multimedia

2.0 Quarter Credit Hours

This course covers the theory and applied techniques used to create, edit, animate, and otherwise manipulate graphics and image files for use on the World Wide Web. All major file formats are addressed including GIF, JPEG, BMP, WBMP, WJPEG, etc. During this course, students learn about compression, animated and transparent GIFs, dithering and banding, coloring text, text effects, navigational devices, and using background patterns and colors. Prerequisites: CISP 1600, CISP 1841 and CISP 1790. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CISP 1841 Web Site Design Basics

2.0 Quarter Credit Hours

This course introduces students to current web design technologies. This comprehensive course enables the student to leverage the Internet to develop interactive, online business solutions. In this course, students learn about the available development tools and approaches, standard protocols, and the latest architectures. Students build and exercise component-level features of today's typical web enabled applications. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CISP 2101 Introduction to UNIX

4.0 Quarter Credit Hours

A first course in the study of the UNIX operating system designed to enable students to use UNIX effectively and to learn to take full advantage of the UNIX workstation. Managing data, creating and running programs, job control, communications and the general principles of system and network administration are a few of the topics to be discussed. Prerequisite: CGS 1261C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2321 Systems Analysis Methods

4.0 Quarter Credit Hours

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

CISP 2577 Web Design Using Adobe Photoshop

2.0 Quarter Credit Hours

This course covers digital image editing using Adobe Photoshop®. This highly used software graphics tool helps graphic designers create award-winning, professional looking web sites. Through lecture and hands-on labs, students will learn to use Photoshop's® advanced features, including creating new images, importing digital images saved in various formats, and editing captured images to produce unique and professional results. Prerequisite: CIS 1790, CIS 1830. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CISP 2610 Web Design Using Macromedia Dreamweaver

2.0 Quarter Credit Hours

This course is designed to introduce students to the Macromedia line of software tools that are commonly used to create today's top corporate web sites. During hands-on labs, students will learn to use Macromedia Dreamweaver 4 (including

creating Flash graphics), to create a professional-looking web site, as well as become familiar with the Macromedia User Interface—a common feature of all current Macromedia products. Prerequisite: CISP 1790. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CISP 2801 Office 2000 Integration of Data

2.0 Quarter Credit Hours

This capstone course provides instruction for the development of enhanced application development skills using Office 2000 software. The emphasis of the course will be to integrate, embed, and link data from the Word, Excel, PowerPoint, and Access software programs. A focus will be on students' mastery of object linking and embedding (OLE), embedding Excel objects in Word or PowerPoint, linking between Word, Excel and PowerPoint, updating and breaking links and using Access data in Excel workbooks or Word merges. Students will master Microsoft Office User Specialist Certification skill-sets relating to the integration of data for all Office 2000 software. Prerequisites: OSTP 2737, CGSP 2532, CGSP 2602 and CGSP 2640. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CISP 2829 E-Business Application & Product Development, I

4.0 Quarter Credit Hours

This introductory course covers both the business side as well as the technological aspects of e-business. The course enables the students to find the information they need to understand the issues that surround e-business, from developing the organization's business model to selecting the right server software and making sure Internet traffic flows smoothly and consistently. Prerequisites: CISP 1625 and CISP 1790. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2830 E-Business Application & Product Development: II

4.0 Quarter Credit Hours

This course covers the more complex aspects of the E-Business Solution Providing Paradigm. Focus is put on security issues surrounding any e-business solution. Case studies presented in the course help students augment their hands-on experience to derive optimal e-business applications using a variety of current methodologies. Prerequisite: CISP 2829. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 2949 Externship in Data Processing I

4.0 Quarter Credit Hours

As part of the preparation for a career in data processing, students are permitted to serve in externships in the data processing departments of financial, business, and industrial organizations or government agencies. Arrangements for the externship 120 hours training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

CISP 2950 Externship I for Network Administration

2.0 Quarter Credit Hours

This course provides students with on-the-job experience in a business organization practicing network administration skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced network administrator. Emphasis will be on network system administration tasks such as creating and deleting users, adding peripherals to the network, and responding to user network needs. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

CISP 2955 Externship I for Microsoft Office User Specialist

2.0 Quarter Credit Hours

This course provides students with on-the-job experience in a business organization practicing office productivity activities with skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced Microsoft Office professional. Emphasis will be on document production and integration, application development, and methods of improving productivity through use of the software. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

CISP 3101 Object Oriented Methodology

4.0 Quarter Credit Hours

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

CISP 3600 Computer Architecture and System Software

4.0 Quarter Credit Hours

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

CISP 3820 Internet for Business

4.0 Quarter Credit Hours

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

CISP 4000 Advanced Data Base Concepts

4.0 Quarter Credit Hours

Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems are presented. Prerequisite: COPP 4720. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 4200 Comparative Operating Systems

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

4.0 Quarter Credit Hours

CISP 4326 Structured Systems Design

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

4.0 Quarter Credit Hours

CISP 4342 Data Communications (UNIX Programming)

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

4.0 Quarter Credit Hours

CISP 4810 Management Information Systems

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

4.0 Quarter Credit Hours

CISP 4949 Externship in Data Processing II

As part of the preparation for a career in data processing, students are permitted to serve in externships in the data processing departments of financial, business, and industrial organizations or government agencies. Arrangements for the externship 120 hours training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

4.0 Quarter Credit Hours

CJD 3252 Interviews and Interrogations

This course is designed to teach students common interview and interrogation terms and techniques. Elements to be examined include factors and techniques affecting the success of the interview, types of witnesses, signs of deception, and the nature of admissions and confessions. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

CLPP 3004 Adult Psychology

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

4.0 Quarter Credit Hours

CLPP 3336 Adolescent Psychology

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

4.0 Quarter Credit Hours

COEP 2041 Sophomore Parallel Work I

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

4.0 Quarter Credit Hours

COEP 2042 Sophomore Parallel Work II

A continuation of COEP 2041. Students may complete two cooperative education (parallel work) courses at the sophomore level, which may be applied to their associate degree objectives as major requirements. Prerequisite: COEP 2041. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

4.0 Quarter Credit Hours

COEP 3041 Junior Parallel Work I

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

4.0 Quarter Credit Hours

COEP 3042 Junior Parallel Work II

A continuation of COEP 3041. The student may complete two cooperative education (parallel work) courses at the junior level, which may be applied to the student's bachelor's degree objectives as major or approved elective requirements. No more than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

4.0 Quarter Credit Hours

COE 4041 Senior Parallel Work I

A continuation of COEP 4041. The student may complete two cooperative education (parallel work) courses at the senior level, which may be applied to the student's bachelor's degree objectives as major or approved elective requirements. No more than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

4.0 Quarter Credit Hours

- COEP 4042 Senior Parallel Work II** **4.0 Quarter Credit Hours**
 A continuation of COEP 4041. The student may complete two cooperative education (parallel work) courses at the junior level, which may be applied to the student's bachelor's degree objectives as major or approved elective requirements. No more than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- COPP 1900 Programming Web Pages Using Scripting Languages I** **4.0 Quarter Credit Hours**
 This course covers several of the most commonly used scripting languages in web site design. Students will learn the PERL and JavaScript techniques necessary to create dynamic and exciting web pages and will also explore the CGI standards for creating interactive WWW home pages. Additional topics include report formatting, binary file manipulation, library access methods, module and package applications, and debugging approaches. Prerequisites: CISP 1841 and CISP 1790. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 1955 Programming Web Pages Using Scripting Languages II** **4.0 Quarter Credit Hours**
 This course covers more of the commonly used scripting languages used in web site design. Topics include Active Server Pages (ASP), Java ServerPages (JSP) and Servlets, as well as the different methodologies and techniques for implementing them. Also covered are binary file manipulation, library access methods, module and package applications, and debugging approaches. Prerequisite: COPP 1900. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2000 Programming Logic** **4.0 Quarter Credit Hours**
 This course provides students with an introduction to the fundamentals of computer problem solving and programming in a higher level programming language. Various methodologies are used. Prerequisite: CGSP 1561. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- COPP 2001 Introduction to Programming** **4.0 Quarter Credit Hours**
 This course provides an introduction to structured programming methodology utilizing either PASCAL or Quick Basic programming language. Students should expect to complete any lab assignment outside of the normal class hours. Prerequisite: COPP 2000. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2020 Programming Languages: Concepts** **4.0 Quarter Credit Hours**
 This course is designed to give the beginning programmer a strong understanding of the concepts of developing quality code. Course topics include software architecture and design, the software product lifecycle, software project planning, and common quality control processes used in programming. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2121 Computer Programming - COBOL** **4.0 Quarter Credit Hours**
 Business applications using the COBOL programming language are covered. Instructor lecture and demonstration provides in-depth coverage of COBOL language. Prerequisite: COPP 2000. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2162 Computer Programming - RPG II** **4.0 Quarter Credit Hours**
 An overview of business applications using the RPG II programming language. Instructor lecture and demonstration and student return demonstrations provide in-depth coverage of RPG II programming language. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: COPP 2001. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2171 Computer Programming - BASIC** **4.0 Quarter Credit Hours**
 Emphasis is on structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using BASIC. Prerequisite: COPP 2001. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2172 Computer Programming - Visual BASIC** **4.0 Quarter Credit Hours**
 This course provides an introduction to the fundamentals of computer problem solving. The Windows interface will be discussed in depth together with how Object Oriented Programming interfaces with Windows. Prerequisite: COPP 2000. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2221 Computer Programming - C** **4.0 Quarter Credit Hours**
 This course provides an introduction to the C programming language as well as object-oriented programming methodology. Prerequisite: COPP 2001. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2223 Programming Languages: C** **4.0 Quarter Credit Hours**
 This course provides comprehensive coverage of the C language, including both C89 (the original version of C), and the new features added by C99. Through lecture and hands-on labs, students explore such topics as Expressions, Statements, Arrays and Strings, Pointers, Functions, and more. Prerequisite: COPP 2020. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2225 Programming Languages: C++** **4.0 Quarter Credit Hours**
 This course provides a thorough coverage of the C++ Programming Language, including the recently adopted International Standard for C++. The course provides a complete overview of the language concepts, as well as its advanced features. Course topics include the principles of object-oriented programming, classes and objects, C++ I/O basics, the standard template library, and more. Prerequisite: COPP 2223. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2253 Programming Languages: Java** **4.0 Quarter Credit Hours**
 This course provides an overview of the Java programming language. Students receive the foundation necessary to understand Java and explore strategies for the practical use of Java with other client/server and Web technologies. This course also shows the students how to provide more extensible and portable solutions to their web server-side applications.

Students will build robust examples which process HTML form data and will also create HTML pages using Servlets and Java Server Pages. Prerequisite: COPP 2225. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 2500 Structured Query Language **4.0 Quarter Credit Hours**
This course is designed to instruct students in the basic operations of the Structured Query Language. Database creation, single table queries, multitable queries, database restrictions, and imbedding SQL in a COBOL program are discussed. Prerequisite: COPP 2000. Students should expect to complete any lab assignments outside of the normal class hours. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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

COPP 3122 Computer Programming-Advanced COBOL **4.0 Quarter Credit Hours**
This course provides students with advanced concepts of the COBOL programming language. Prerequisite: COPP 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 3170 Computer Programming - Advanced Visual BASIC **4.0 Quarter Credit Hours**
This course provides advanced insight into the Visual Basic programming language. Windows API/Messaging system, OLE automation and Internet enabled application will be discussed. Prerequisite: COPP 2172. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 3222 Computer Programming - Visual C++ **4.0 Quarter Credit Hours**
An introduction to the Visual C++ programming language. The course will use Object Orient concepts introduced in C++ and the Microsoft MFC to develop graphical user interfaces. Prerequisite: COPP 4225. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 4170 Applied Software Development Project **4.0 Quarter Credit Hours**
Application of computer programming and system development concepts, principles, and practices to a comprehensive system development project are studied. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites: CISP 4326 and any 2000 level programming course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COPP 4223 Computer Programming - Advanced C **4.0 Quarter Credit Hours**
Advanced C programming concepts will be covered. Prerequisite: COPP 2221. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 4225 Computer Programming - C++ **4.0 Quarter Credit Hours**
An extension of the C programming language. This course is designed to introduce students to the C++ programming language and object oriented system design. Prerequisite: COPP 2221. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 4231 Computer Programming - ADA **4.0 Quarter Credit Hours**
This course provides an introduction to the official government programming language "ADA". Object-oriented computer programming methodology is presented, as well as the unique features of the ADA language. Prerequisite: COPP 4223. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COPP 4720 Database Program Development **4.0 Quarter Credit Hours**
This course is an introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language. Prerequisite: COPP 2001. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CPOP 4820 Global Politics **4.0 Quarter Credit Hours**
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DRSP 2906 Sophomore Research Practicum **4.0 Quarter Credit Hours**
Open to sophomore students upon recommendation of academic advisor. Valid research appropriate to the student's major field of study is performed under faculty supervision, resulting in a final product that is acceptable for professional publication or formal presentation. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

DRSP 4907 Senior Research Practicum **4.0 Quarter Credit Hours**
Open to senior students upon recommendation of academic advisor. Valid research appropriate to the student's major field of study is performed under faculty supervision, resulting in a final product that is acceptable for professional publication or formal presentation. Prerequisite: RESP 3912. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

ECOP 3013 Macroeconomics **4.0 Quarter Credit Hours**
This course is a basic study of economics and cultural changes within 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECOP 3023 Microeconomics **4.0 Quarter Credit Hours**
This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- ECOP 3703 Principles of International Economics** 4.0 Quarter Credit Hours
A study of the fundamentals of international trade, international monetary policies, theories of foreign exchange, the balance of payments, and the international monetary system. Prerequisite: ECOP 3013. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECOP 4030 Comparative Economic Systems** 4.0 Quarter Credit Hours
An advanced study of a description, analysis and appraisal of the economic theories of Capitalism, Socialism, and Communism. Prerequisite: ECOP 3013. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECOP 5010 Economic Analysis of the Firm** 4.0 Quarter Credit Hours
A comprehensive examination of economics with emphasis on the economic systems of the firm, its development, market pricing theory, theory of the firm, and theories of production and distribution. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECOP 5709 International Economic Systems** 4.0 Quarter Credit Hours
An overview of the major economic systems in the world economy. The course covers first-hand statistical and economic data, including capital, labor and trade; market mechanisms and non-market mechanisms; current economic crises; mixed economic systems; centrally planned economic systems; global economic interdependence, and characteristics of international economic order. Prerequisite: ECOP 3013. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECPP 5704 Managerial Economics** 4.0 Quarter Credit Hours
A comprehensive examination of microeconomic data employed in management analysis and decision rendering. Prerequisite: ECOP 3023 or ECOP 3013 or ECOP 5010 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ELSP 0181 Structures and Writing I - Level 1** 2.0 Quarter Credit Hours
This course acquaints students with basic grammar and sentence structure and requires utilization of knowledge gained through writing and reading assignments. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ELSP 0182 Structures and Writing II - Level 1** 2.0 Quarter Credit Hours
A continuation of ELSP 0181. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ELSP 0281 Structures and Writing I - Level 2** 2.0 Quarter Credit Hours
This grammar and composition section includes all of the structures presented in the Level I Structure and Writing courses. More advanced grammar and sentence structures are introduced as students practice through composition of multi-paragraph essays. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ELSP 0282 Structures and Writing II - Level 2** 2.0 Quarter Credit Hours
A continuation of ELSP 0281. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ELSP 0381 Structures and Writing I - Level 3** 2.0 Quarter Credit Hours
A grammar and writing course that progresses beyond the level of that covered in Levels 1 and 2. Students continue to add to writing skills through utilization of more complex sentence structures in their writing assignments. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ELSP 0382 Structures and Writing II - Level 3** 2.0 Quarter Credit Hours
A continuation of ELSP 0381. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ELSP 0481 Structures and Writing I - Level 4** 2.0 Quarter Credit Hours
An advanced grammar and composition course that concentrates on highly sophisticated grammatical structures with applications to everyday writing, reading and conversational situations. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ELSP 0482 Structures and Writing II - Level 4** 2.0 Quarter Credit Hours
A continuation of ELSP 0481. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ELSP 1900 Advanced Intensive English** 12.0 Quarter Credit Hours
This course enables students from a non-English speaking country to enhance their English skills. It is designed to prepare individuals to successfully achieve a minimum 550 score on the TOEFL examination providing they have already taken the TOEFL exam and achieved a minimum score of 500, or its equivalent on a comparable test, such as the Michigan Test. Lec. Hrs. 120 Lab Hrs. 000 Other Hrs. 000
- ENCP 1106 Composition I** 4.0 Quarter Credit Hours
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENCP 1107 Composition II** 4.0 Quarter Credit Hours
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENCP 1106. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENCP 3211 Report Writing** 4.0 Quarter Credit Hours
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports. Prerequisite: ENCP 1107. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- ENCP 3311 Creative Writing** 4.0 Quarter Credit Hours
The purpose of this course is to develop writing and language skills needed for individual expression in literary forms. Prerequisite: ENCP 1107. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENCP 4212 Advanced Report Writing** 4.0 Quarter Credit Hours
This course provides a means for continued examination, analysis and preparation of written techniques. Continued emphasis on research gathering methodology, assimilation of data, and preparation of written reports are also included. Prerequisite: ENCP 3211 with a grade "C" or better, or course equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENGP 0011 Basic English Studies** 0.0 Quarter Credit Hours
A comprehensive review of grammar, spelling, and vocabulary intended to strengthen students' English background and to prepare students for more advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENGP 1132 English Usage** 4.0 Quarter Credit Hours
This course is designed as a review of parts of speech and sentence structure. Students will develop skills in vocabulary building, spelling, word division, capitalization, abbreviations and proofreading. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENSP 1101 Conversation I - Level 1** 2.0 Quarter Credit Hours
A course designed to guide native speakers of languages other than English toward appropriate production of the consonant and vowel sounds, and the stress, intonation, and rhythm patterns of American English as encountered in everyday communicative situations. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ENSP 1102 Conversation II - Level 1** 2.0 Quarter Credit Hours
A continuation of ENSP 1101. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ENSP 1111 Comprehension I - Level 1** 2.0 Quarter Credit Hours
A course designed to assist students in building vocabulary through reading and writing passages, with oral and written questions following all reading material. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ENSP 1112 Comprehension II - Level 1** 2.0 Quarter Credit Hours
A continuation of ENSP 1111. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ENSP 1201 Conversation I - Level 2** 2.0 Quarter Credit Hours
Students practice English through conversation both individually and in groups. Students make oral presentations to enhance their verbal English skills. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ENSP 1202 Conversation II - Level 2** 2.0 Quarter Credit Hours
A continuation of ENSP 1201. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ENSP 1211 Comprehension I - Level 2** 2.0 Quarter Credit Hours
This reading section will include all the structures used in ENSP 1211 and ENSP 1212 as well as the introduction of new vocabulary. Oral and written questions will follow each reading assignment. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ENSP 1212 Comprehension II - Level 2** 2.0 Quarter Credit Hours
A continuation of ENSP 1211. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ENSP 1301 Conversation I - Level 3** 2.0 Quarter Credit Hours
A course designed to help students converse in English through true life situations and consumer education. Oral and listening skills are utilized. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ENSP 1302 Conversation II - Level 3** 2.0 Quarter Credit Hours
A continuation of ENSP 1301. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ENSP 1311 Comprehension I - Level 3** 2.0 Quarter Credit Hours
This course includes a variety of reading assignments introducing new vocabulary words and literature of popular authors. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ENSP 1312 Comprehension II - Level 3** 2.0 Quarter Credit Hours
A continuation of ENSP 1311. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ENSP 1401 Conversation I - Level 4** 2.0 Quarter Credit Hours
A course consisting of oral presentations and collaboration from television programs, news, and current events using idiomatic phrases to refine students' verbal communication skills. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000
- ENSP 1402 Conversation II - Level 4** 2.0 Quarter Credit Hours
A continuation of ENSP 1401. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- ENSP 1411 Comprehension I - Level 4** 2.0 Quarter Credit Hours
Reading assignments reflect the structures and vocabulary used in all previous courses and further emphasize vocabulary building techniques. This course will not count toward degree completion. Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000

- ENSP 1412 Comprehension II - Level 4** **2.0 Quarter Credit Hours**
 A continuation of ENSP 1411. This course will not count toward degree completion. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- EUHP 2000 World History** **4.0 Quarter Credit Hours**
 This course provides an understanding of the major historical events, which have contributed to the development of today's civilization. Course content will also include a study of the philosophical, religious, and political traditions of Western civilization. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- EVSP 3060 Environmental Issues** **4.0 Quarter Credit Hours**
 This course develops an understanding for the relationship of natural processes at work in the environment. Local, national and global issues will be explored as they apply to understanding their claims on society and the marketplace. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 1243C Production Techniques** **4.0 Quarter Credit Hours**
 This is an advanced study of production elements and the application of fundamentals. Students acquire and apply the skills of studio and remote production, post production, and control room operation. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 1240 Film Production I** **4.0 Quarter Credit Hours**
 This course will cover the principles of the motion picture camera and the entire motion picture process. Formats such as 16mm and 35mm will be covered. Students will acquire a working knowledge of motion picture camera operation, filtration, film stocks, lighting, grip and sound equipment. Current procedures used by professional assistant camera people will be taught. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 1241 Film Production II** **4.0 Quarter Credit Hours**
 Students will receive training in the operation of film cameras and will learn procedures used by professional camera people in the industry. Prerequisites: FIL 1240 and FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 1244 Electronic Field Production** **4.0 Quarter Credit Hours**
 This course emphasizes the principal concepts and techniques needed in production. Students acquire the skills in camera operation, audio, lighting, and other peripheral devices. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 1280 Special Effects and Makeup I** **4.0 Quarter Credit Hours**
 This course deals with the fundamentals of special effects and makeup. Topics include history and development of various procedures relating to special effects and makeup. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 1406 History of Motion Pictures** **4.0 Quarter Credit Hours**
 This course outlines the major events, trends, and important filmmakers and their work with an emphasis on American Cinema. Weekly discussions are followed by screenings of films that have shaped the direction of film art. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 1540 Film Criticism I** **2.0 Quarter Credit Hours**
 Films produced (Circa 1980-1989) will be screened weekly, followed by a lecture and discussion analyzing the film's structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- FIL 1541 Film Criticism II** **2.0 Quarter Credit Hours**
 Films produced (Circa 1990 - present) will be screened weekly, followed by a lecture and discussion analyzing the films' structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- FIL 1608 Business Management of Film and Video** **4.0 Quarter Credit Hours**
 Course designed to prepare students in management and business considerations related to the video/film industry. Business aspects, budgeting, script breakdown, financing, distribution, marketing and advertising. Industry leaders in their fields provide insight to breakdown information and contacts regarding subjects emphasized. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 2104 Script Development I** **4.0 Quarter Credit Hours**
 This course will cover the basic concepts and elements of writing for media. From concept and design, through the final shooting script, students will develop a complete understanding of how a script is produced. Practical writing exercises will help students develop a fundamental understanding of writing. Prerequisite: ENCP 1106. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 2105 Script Development II** **4.0 Quarter Credit Hours**
 Students apply the methods and techniques to develop a first draft script. Emphasis will be placed on using the proper script format, developing characters, script analysis, and effective story development. Prerequisite: FIL 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 2221 Directing and Acting** **4.0 Quarter Credit Hours**
 The fundamentals of directing and acting techniques are explored in a variety of methods. Students will work with scripts and scenes as both actors and directors. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- FIL 2232 Documentary Production** **4.0 Quarter Credit Hours**
 This course explores the uses and analysis of the non-fiction film. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 2245C Advanced Video Techniques** **4.0 Quarter Credit Hours**
 Students incorporate and demonstrate advanced skills in cameras, lighting, and sound. Various programs and projects will be produced by students. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2246C Post Production I** **4.0 Quarter Credit Hours**
 This course is designed to introduce students to the post production process. Students learn fundamental editing techniques and aesthetics. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2247C Post Production II** **4.0 Quarter Credit Hours**
 This course covers the postproduction process and provides students with the advanced skills of editing. Students learn operations of computer assisted editing. Prerequisite: FIL 2246C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2275 Sound** **4.0 Quarter Credit Hours**
 This course emphasizes two basic aspects of audio: studio and field recording techniques, and the post production process. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 2621 Multimedia and Desktop** **4.0 Quarter Credit Hours**
 Course is designed to demonstrate the use of computers in the desktop world of communications. Students analyze various components of desktop solutions and create interactive and multimedia presentations. Prerequisite: FIL 2623C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2622C Computer Graphics I** **4.0 Quarter Credit Hours**
 Introduction to computer graphics. Students learn system operations, 2-D graphics, 2-D animation, and multimedia applications. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2623C Computer Graphics II** **4.0 Quarter Credit Hours**
 Students apply advanced computer techniques in animation. Skills acquired in Computer Graphics I will be expanded. Focus on 3-D computer modeling and animation systems. Prerequisite: FIL 2622C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2942C Film/Video Production Workshop** **4.0 Quarter Credit Hours**
 Guidance, instruction and evaluation of film/video projects from initial concept through release. Prerequisite: FIL 2245C or FIL 1241. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2945 Film/Video Externship** **4.0 Quarter Credit Hours**
 A practical experience that allows students to apply the knowledge and skills in an actual work environment. Prerequisite: Applications may be submitted after completion of 40 quarter credit hours in the major core component and minimum "C" (GPA) grade. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- FILP 1360 Special Effects and Makeup II** **4.0 Quarter Credit Hours**
 This course introduces participants to the step-by-step procedures used by professional makeup artists with hands-on exercises. Prerequisite: FIL 1280. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FILP 2200 Film Production III** **4.0 Quarter Credit Hours**
 Practical work in sync-sound film production: creative use of camera, sound, editing and production planning. Lecture and field production work required in the completion of a sync-sound film. Prerequisites: FIL 1241 and Approval of Academic Advisor or Academic Dean. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIN 1103 Introduction to Finance** **4.0 Quarter Credit Hours**
 This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 3006 Principles of Finance** **4.0 Quarter Credit Hours**
 This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisite: MAN 2021 or HFT 1050. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 3501 Investments** **4.0 Quarter Credit Hours**
 This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 4602 International Business and Finance** **4.0 Quarter Credit Hours**
 This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FINP 3324 Money and Banking** **4.0 Quarter Credit Hours**
 A study of the nature and function of money and credit instruments; the Federal Reserve System; monetary theory and fiscal policies; expansion and stabilization of the money supply. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- FINP 4403 Foundations of Financial Management** 4.0 Quarter Credit Hours
 This course integrates the concepts of economics, accounting, and finance to effectively maximize shareholders profits. It will also include financial forecasting, asset management, capital budgeting, investment banking and long term financing. Prerequisite: ACGP 2011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FINP 4414 Financial Management** 4.0 Quarter Credit Hours
 A study of sources of funds, capital budgeting, analysis of financial statements, and financial institutions, this course also involves financial forecasting and short and long-term financing of the corporate structure. Prerequisites: ACGP 2001 and ACGP 2011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FINP 5605 International Finance** 4.0 Quarter Credit Hours
 A study of the international dimensions of finance on both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital, financial structure, and capital budgeting for foreign projects. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FINP 6406 Financial Management** 4.0 Quarter Credit Hours
 A study of the capital structure, its costs, availability, and selection. Emphasis is placed on all aspects of cash flow, particularly cash management and distribution. Prerequisite: ACGP 5027 or accounting principles (equivalent to ACGP 2001 and ACGP 2011) coursework at the undergraduate level. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GEB 2350 Current Issues in International Business** 4.0 Quarter Credit Hours
 A study of the underlying causes and available solutions to current issues in international business as they relate to human resources, management, marketing, and political and social concerns. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GEB 2353 International Competitiveness** 4.0 Quarter Credit Hours
 A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GEB 4351 Import/Export Management** 4.0 Quarter Credit Hours
 This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports, and trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GEB 4352 International and Comparative Industrial Relations** 4.0 Quarter Credit Hours
 Examines the selected industrial relations systems of Europe, Asia and the Americas with special emphasis on differences among systems and the reasons such differences exist. The industrial relations significance of the multi-international enterprise and management problems associated with operations in diverse systems, are analyzed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GEB 4361 Management of International Business** 4.0 Quarter Credit Hours
 This course is a study of the characteristics, operation, and function of business in the global market of the 1990's. The following topics are included in the course; political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment. Prerequisite: MAN 1030 or MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GEOP 1200 World Geography** 4.0 Quarter Credit Hours
 The study of geographical characteristics, area relationships, and major problems of the world's component regions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GRA 1121C Digital Applications for Desktop Publishing** 4.0 Quarter Credit Hours
 This course provides the student with introduction to the fundamentals of desktop publishing and its use in the field of commercial art and advertising. Prerequisite: CGSP 1581. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 1122C Digital Applications for Publication Design** 4.0 Quarter Credit Hours
 A continuation of desktop publishing, focusing on publications using graphic layout. Prerequisite: CGSP 1581. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 1171C Advertising Design I** 4.0 Quarter Credit Hours
 An introduction to the fundamentals of effective retail advertising. This course develops the design principles that are necessary for the artist to produce comprehensive layouts. Prerequisites: ART 1280C and ART 1253C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 1172C Advertising Design II** 4.0 Quarter Credit Hours
 A continuation of GRA 1171C with specific emphasis on industry standards, requirements and techniques. Prerequisite: GRA 1171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2111 Graphic Design I** 4.0 Quarter Credit Hours
 This course acquaints the student with the basic principles of terminology, methods and systems used to solve graphic design problems. A study of production techniques, theories of color separation and printing processes as they apply to the design function of the commercial artist. Prerequisites: ART 1280C and ART 1253C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

- GRA 2114C Graphic Design II** 4.0 Quarter Credit Hours
An advanced study of design for full color, complex print-media production. Emphasis is placed on creating accurately communicative concepts for idea-driven design solutions. Includes advanced techniques in generating comprehensives using the Macintosh computer. Prerequisites: GRA 2111 and CGSP 1581. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2153C Digital Applications for Graphic Illustration** 4.0 Quarter Credit Hours
An introduction to techniques of drawing, illustration and layout design for advertising using digital illustrating program on the Macintosh computer. Prerequisite: CGSP 1581. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2182C Advanced Digital Applications** 2.0 Quarter Credit Hours
A continuation of computer techniques to enable the student to produce self promotional pieces for résumé and portfolio. Prerequisite: CGSP 1581. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- GRA 2940 Commercial Art Externship** 2.0 Quarter Credit Hours
A practical experience allowing the student to apply knowledge and skills in the actual work environment. Prerequisite: Approval of Academic Advisor or Academic Dean. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060
- GRA 2952 Portfolio** 2.0 Quarter Credit Hours
This course develops the preparation for entry into the job market including the design and mechanical preparation of a personal logo, business card, and resume. Instruction is also given in portfolio preparation and presentation as it applies to job interviewing skills. Prerequisites: GRA 2114C and student must have completed 40 quarter credit hours in the major core requirements. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- HFTP 1001 Front Office Procedures** 4.0 Quarter Credit Hours
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with checkout and settlement. The course also examines various elements of effective front office management paying particular attention to planning and evaluating front office operations and management. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFTP 1050 Hospitality Management** 4.0 Quarter Credit Hours
An introduction to the hotel and restaurant industry with emphasis on organization and management. This course includes an analysis of typical internal organizational structures in the industry and the various levels of management roles and function(s). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFTP 1250 Resort Management** 4.0 Quarter Credit Hours
This course offers a complete approach to the operation of resort properties. Beginning with historical development, details are presented in planning development, financial investment management and marketing that deal with the unique nature of the resort business. It also examines the future and the impact of the condominium concept, time sharing, technological change, and the increased cost of energy and transportation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFTP 2100 Convention Management and Service** 4.0 Quarter Credit Hours
This course defines the scope and segmentation of the convention and group business markets. It describes marketing and sales strategies to attract markets with specific needs and explains techniques to meet those needs as part of meeting and convention service. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFTP 2460 Hospitality Purchasing Management** 4.0 Quarter Credit Hours
This course describes how to develop and implement an effective purchasing program. It focuses on issues pertaining to supplier relations and selection, negotiation, and evaluation. It includes in depth material regarding major categories of purchases. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2941 Hospitality Industry Externship** 4.0 Quarter Credit Hours
Cooperative arrangements with local hotels and restaurants allow students to receive 120 clock hours of practical experience under the supervision of hospitality personnel. Prerequisites: All Hotel and Restaurant Management required courses, completion of 16 quarter credit hours in the Major Core and approval of the Academic Dean. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- HFTP 2998 Current Issues in Hospitality Management** 4.0 Quarter Credit Hours
A special study of the underlying causes and available solutions to current issues facing the hospitality industry particularly in the area of human resources: employees turnover, training and development, diversity of work force, productivity, and downsizing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFTP 3263 Restaurant Management** 4.0 Quarter Credit Hours
This course is an analysis of the principal operating problems in the restaurant field. Procedures, approaches and techniques of management are explored ranging from fast food to gourmet. Industry leaders will present successful concepts of restaurant operation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFTP 3500 Hospitality Marketing** 4.0 Quarter Credit Hours
A study of sales, promotion and marketing practices of the hospitality industry. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFTP 3603 Laws Related to the Hospitality Industry** 4.0 Quarter Credit Hours
An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- HFTP 3614 Food and Beverage Management** 4.0 Quarter Credit Hours
This course is an overall view of the food service industry including purchasing, receiving, and issuing food and other supplies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFTP 4936 Feasibility Study in the Hospitality Industry** 4.0 Quarter Credit Hours
A study of the systematic process for evaluating the economic factors of the hospitality project and the likely results of operations before they are begun. Both marketing and financial data are collected and analyzed to determine whether or not to proceed with the hospitality project under investigation. Prerequisite: ACGP 2011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 1122 Health Care Delivery System** 4.0 Quarter Credit Hours
A survey of the programs, services, and facilities in the continuum of health care. Emphasis is placed on the interrelationships between institutions and agencies and their roles in the prevention, diagnosis and treatment of health problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 1503 Ancillary Health Facilities** 4.0 Quarter Credit Hours
The student will study health record systems in non-hospital facilities and the appropriate technical aspects and functions of the health information management technician in this environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 2102 Health Care Organization and Administration** 4.0 Quarter Credit Hours
Analyzes organizational patterns of various types of health care institutions. Introduces various administrative functions, including medical staff organization, departmental functions, policy formation, internal control systems, planning procedures, fiscal and personnel management, public relations, and the various information needs of administration. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 2100 Health Care Delivery Systems, Issues and Transitions** 4.0 Quarter Credit Hours
This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 2366 Demographic Aspects and Cultural Diversity of Health Care** 4.0 Quarter Credit Hours
This course is an introduction and overview of the demographic issues and cultural dimension of human systems, including worldview, kinship and social organization, healthcare beliefs, and rules of reciprocity. The goal of this course is to prepare health care administrators to deal with the wide variety of culture rules and norms that are often present in providing systems of care for diverse populations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 3020 Health Care Planning/Evaluation** 4.0 Quarter Credit Hours
Introduces models for planning and program evaluation in a healthcare setting including methods for identifying, gathering, and utilizing data as information for decision making. Prerequisite: HSAP 2102. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 3210 Long Term Care Administration** 4.0 Quarter Credit Hours
Current financing mechanisms and proposed solution, and the impact of government regulation on the operation of long-term care facilities. Concepts and process of patient care planning and management in long care facilities. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 4090 Health Care Management Seminar** 2.0 Quarter Credit Hours
A health care management topic is selected by the instructor based upon its impact in the health care industry. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- HSAP 4100 Introduction to Health Statistics** 4.0 Quarter Credit Hours
Use of health record database for statistical and reporting purposes. Topics include inputting data and preparing reports as related to health care services. Prerequisites: MACP 2104 and STAP 3014. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 4180 Financial Management in Health Care** 4.0 Quarter Credit Hours
Studies accounting and financial management principles and their application to operational problems in the health care environment. Includes budgeting and the purposes and techniques of forecasting financial results for individual projects and the entire institution. Prerequisite: ACGP 2001. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 4193 Information Systems and Computer Application in Health Care** 4.0 Quarter Credit Hours
Overview of health care information systems with emphasis on computer applications. Discussion of software and hardware requirements. Lec. Hrs. 030 Lab Hrs. 010 Other Hrs. 000
- HSAP 4300 Conflict Management in Health Care** 4.0 Quarter Credit Hours
This course focuses upon identifying conditions in the health care field that cause conflict, modifying those conditions that contribute to escalation, and identifying appropriate methods of intervention for effective resolutions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 4502 Risk Management** 4.0 Quarter Credit Hours
Safety, liability and loss control issues with emphasis on risk retention, risk reduction, and risk transfer in health care. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- HSCP 3640 Legal Aspects/Legislation in Health Care**
Introduces the legislation and various legal issues affecting the health care industry. Includes legal obligations of the administration and medical staff, consent for treatment, patients' rights, admission and discharge of patients, negligence and malpractice, licensure, privacy and confidentiality and decision making. Prerequisite: BULP 2100. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- HUMP 4904 Cultural Diversity and Assimilation**
This course explores methodology of cultural assimilation while retaining ethnic values and identity. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- HUN 1001 Basic Nutrition**
This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition, and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 **2.0 Quarter Credit Hours**
- ISMP 5021 Management Information Systems**
A comprehensive overview of information systems and the management of these functions. The course emphasizes computer hardware, software, procedures, systems, and human resources. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- ISSP 2010 Introduction to Social Science**
An introduction to contemporary problems in American society and to the social sciences that study them. The course emphasizes integrating the findings of the various disciplines and bringing them to bear on America's contemporary social, economic, political and international problems and issues. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- MAAP 3233 Mathematical Analysis**
This course emphasizes differential and integral calculus of algebraic, exponential, and logarithmic functions with applications to business and economic decision analysis. Prerequisite: MACP 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- MACP 2104 College Algebra**
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- MACP 3700 Mathematics of Finance**
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: MACP 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- MAN 1030 Introduction to Business Enterprise**
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- MAN 2021 Principles of Management**
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- MAN 2300 Introduction to Human Resources**
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- MAN 2800 Small Business Management**
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: ACGP 2001. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- MAN 2946 Externship in Management I**
As part of the preparation for a career in management, the sophomore student is permitted to serve an externship of 120 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120 **4.0 Quarter Credit Hours**
- MAN 3100 Human Relations in Management**
A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**
- MAN 4060 Business Ethics**
This course applies an ethical dimension to business decisions in today's complex political, social, economic and technological environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 **4.0 Quarter Credit Hours**

- MAN 4104 Women Managers** 4.0 Quarter Credit Hours
 Designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4302 Management of Human Resources** 4.0 Quarter Credit Hours
 An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2021 or HFTP 1050. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4400 Labor Relations and Collective Bargaining** 4.0 Quarter Credit Hours
 A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2021 or HFTP 1050. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4764 Business Policy and Strategy** 4.0 Quarter Credit Hours
 This course is a study of long term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Prerequisite: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4946 Externship in Management II** 4.0 Quarter Credit Hours
 As part of the preparation for a career in management, students are permitted to serve in externships of 120 hours in management functions of financial, business, and industrial organizations or government agencies. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MAN 6305 Management of Human Resources** 4.0 Quarter Credit Hours
 This course explores and analyzes the principles, strategies, and practices of human resources management, including the various functions such as recruitment, planning, supervision, promotion, management, and control of personnel in organizational settings. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 1780 Management Today** 4.0 Quarter Credit Hours
 Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 2010 Let's Talk Business** 2.0 Quarter Credit Hours
 Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MANP 2015 Introduction to the Internet** 1.0 Quarter Credit Hours
 This course is an overview of the Internet and introduces the student to basic Internet concepts. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- MANP 2018 Internet** 2.0 Quarter Credit Hours
 Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to Internet. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- MANP 2142 Introduction to International Management** 4.0 Quarter Credit Hours
 A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 2720 Strategic Planning for Business** 4.0 Quarter Credit Hours
 Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and ACGP 2011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 2960 Externship in International Management I** 4.0 Quarter Credit Hours
 As part of the preparation for a career in international management, the sophomore student is permitted to serve an externship of 120 hours in international management functions of financial, business, and industrial organizations. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MANP 3233 Principles of Supervision** 4.0 Quarter Credit Hours
 A study of various aspects of the supervisor's job including work planning, organizing, leadership, decision making, and effective communication. Lec. Hrs. 040 Lab Hrs. 000 Other Hr. 000

MANP 3385 Accounting for Managers**4.0 Quarter Credit Hours**

This course teaches the student how to use and interpret accounting information daily to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 4910 Contemporary Management**4.0 Quarter Credit Hours**

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

MANP 4960 Externship in International Management II**4.0 Quarter Credit Hours**

As part of the preparation for a career in international management, the senior student is permitted to serve an externship of 120 hours in international management functions of financial, business, and industrial organizations. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

MANP 5075 Managerial Ethics**4.0 Quarter Credit Hours**

This course is a comprehensive, integrated approach to business ethics that incorporates the principles of critical, ethical thinking and applies them to situations and models for business decision making. The course addresses ethics from the political, social, economical and legal perspectives. A decision-making strategy, RESOLVEDD, is employed to guide students through both the basic and complex elements of an ethical analysis. The course provides a conceptual, systematic and practical study of ethics in business with the goal of developing consistent criteria as applied to changing and emerging values. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5129 Managerial Decision Making**4.0 Quarter Credit 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5245 Organizational Behavior**4.0 Quarter Credit Hours**

This course covers the concepts relevant to the understanding of organizational behavior theory as applied to business. Concepts such as motivation, group dynamics, leadership, communication, goal setting and organizational culture related to business will be covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5266 Management of Professionals**4.0 Quarter Credit 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 5282 Organizational Development**4.0 Quarter Credit Hours**

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

MANP 5355 Managerial Assessment and Development**4.0 Quarter Credit Hours**

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

MANP 5602 International Business**4.0 Quarter Credit Hours**

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

MANP 5910 Business Research**4.0 Quarter Credit Hours**

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

MANP 6305 Management of Human Resources**4.0 Quarter Credit Hours**

Human resource management covers recruitment, planning, supervision, training, promotion, management, and control of personnel in organizational settings. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MANP 6721 Business Policy and Strategy**4.0 Quarter Credit Hours**

Business Policy and Strategy is intended to be the capstone course in strategic management for the MBA program. The course is a thorough coverage of the seismic strategy-related changes in the business environment and explores the challenges in business strategies, business organizations, and business practices being altered by globalization, the Internet, and dot-com companies. Prerequisite: This course must be taken within the final two quarters prior to program completion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 2245L Phlebotomy	2.0 Quarter Credit Hours
Reviews of laboratory and clinical procedures in a medical office. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
MEA 2257L X-Ray Fundamentals	4.0 Quarter Credit Hours
Assists students in preparing for certification for basic x-ray machine operator. Radiation protection, equipment operation and maintenance, radiological procedures and patient positioning are also covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2285L EKG Interpretation	2.0 Quarter Credit Hours
Enables students to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skill learned, the student will be able to identify and respond appropriately to life threatening cardiac arrhythmia and EKG changes. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MEA 2315L Medical Transcription	2.0 Quarter Credit Hours
Designed to provide students with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. Prerequisites: MEA 1239, OFTP 1141 and CGSP 2110. Lec. Hrs. 000 Lab Hours 040 Other Hrs. 000	
MEA 2335 Medical Insurance Billing	4.0 Quarter Credit Hours
This course will train students in major medical insurance and claim forms processing. It will include information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2802 Medical Externship	5.0 Quarter Credit Hours
This course is 160 hours of unpaid, supervised, practical, in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160	
MEAP 1210 Basic Clinical Procedures	4.0 Quarter Credit Hours
Focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEAP 1253 Anatomy and Physiology I	4.0 Quarter Credit Hours
A scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory and endocrine systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEAP 1254 Anatomy and Physiology II	4.0 Quarter Credit Hours
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary and reproductive systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEAP 1500 Exams and Speciality Procedures	4.0 Quarter Credit Hours
Presents theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEAP 1695 Therapeutic Communications	2.0 Quarter Credit Hours
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. Teaches students to develop appropriate techniques in dealing with change within the medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MEAP 2244 Pharmacology	4.0 Quarter Credit Hours
Various aspects of clinical pharmacology are discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: APBP 1120, APBP 1130, and APBP 1150. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEAP 2325 Medical Computer Applications	2.0 Quarter Credit Hours
Designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
MEAP 2350 Medical Office Procedures	4.0 Quarter Credit Hours
Introduces students to the administrative functions of the medical office or clinic. Emphasizes written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

- MEAP 2602 Medical Finance and Insurance** 4.0 Quarter Credit Hours
 This course will train the student in the major medical insurance and claims forms processing, including information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and bank-keeping procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- MEAP 2712 Diagnostic Procedures** 4.0 Quarter Credit Hours
 Presents theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEAP 2801 Professional Procedures** 2.0 Quarter Credit Hours
 Designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MLSP 2328 Basic Clinical Procedures Lab** 2.0 Quarter Credit Hours
 Designed for students to practice and acquire the skills learned in the MEAP 1210, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- MLSP 2329 Exams and Specialty Procedures Lab** 2.0 Quarter Credit Hours
 Designed for students to practice and acquire the skills learned in MEAP 1500, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- MLSP 2700 Pharmacology Lab** 2.0 Quarter Credit Hours
 Various aspects of clinical pharmacology will be discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- MLSP 2750 Diagnostic Procedures Lab** 2.0 Quarter Credit Hours
 This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- MMC 4602 Mass Media** 4.0 Quarter Credit Hours
 Covers the principles, theories, and ideas of mass media as well as the technology and creative methods used in mass media: past, present, and future. The role of mass media in business, politics, religion, entertainment, and advertising will be discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OFTP 1110 Intermediate Typing** 2.0 Quarter Credit Hours
 A continuation of OST 1100L with emphasis placed on the development of speed and accuracy. A minimum keyboard speed of 35 words per minute is required to pass this course. Prerequisite: OST 1100L. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OFTP 1141 Keyboarding** 2.0 Quarter Credit Hours
 Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OFTP 1143 Intermediate Keyboarding** 2.0 Quarter Credit Hours
 A continuation of OFTP 1141 with special emphasis placed on increasing speed and improving accuracy. A minimum Keyboarding speed of 45 words per minute with 95 percent accuracy is required for completion. Prerequisite: OFTP 1141. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OFTP 1435 Legal Terminology** 2.0 Quarter Credit Hours
 A study of legal words, terms, and phrases normally encountered in the application of modern law in an office environment. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OFTP 2120 Advanced Typing** 2.0 Quarter Credit Hours
 A continuation of OFTP 1110. Techniques and basic skills are reviewed, with emphasis upon typing accuracy and the attainment of speed. A minimum typing speed of 60 gross words per minute with a maximum of 5 errors is required to pass this course. Prerequisite: OFTP 1110. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OST 1100L Typing** 2.0 Quarter Credit Hours
 Techniques and basic skills of typing, with emphasis upon keyboard mastery, correct techniques, operation and care of the equipment, the performance of basic typing operations, typing accuracy, and the attainment of speed. A minimum keyboard speed of 25 words per minute is required to pass this course. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OSTP 1145 Speed-Building Skills** 2.0 Quarter Credit Hours
 This course develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, random letter, symbol, and number drills. Focus of the course will be on practices such as punctuation, numbers, symbol, keypad, and word family practice. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OSTP 1252 Law and Legal Terminology

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

4.0 Quarter Credit Hours**OSTP 1405 General Office Procedures**

This course provides exposure to such business office procedures as handling incoming and outgoing mail including the use of high priority mailing systems, using office equipment including copiers, adding machines, calculators and computer assisted delivery systems such as e-mail. Other routine functions normally performed by office employees are discussed. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours**OSTP 1410 Office Operations**

This course provides students with the essential knowledge and skills to be successful in today's office workplace. Students will learn to be productive team members, process information using different technologies including the Internet, and communicate effectively to both customers and other members of the organization. Topics also to be covered include using the telephone properly, preparing travel arrangements, and assisting in meeting preparation. These skills will be presented from the perspective of increasing office productivity. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

2.0 Quarter Credit Hours**OST 1415 Electronic Communication**

This course provides a complete overview of electronic communication. There is an emphasis on navigation and integration of e-mail software utilizing Microsoft Outlook. Students will become familiarized with electronic documentation, while learning important skills such as opening and Edit E-mail, sending attachments, Create contacts, managing mail, scheduling appointments, scheduling meetings, scheduling events, Create and updating tasks, integrating calendars with other office components, and printing E-mail sent documents. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

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

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

2.0 Quarter Credit Hours**OSTP 2335 Business Communications**

Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENCP 1107 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

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

4.0 Quarter Credit Hours**OSTP 2402 Office Practices**

This course is designed to analyze the tasks and responsibilities of the administrative assistant as well as maintaining a professional image. Organizing time and work, keeping accurate records, setting priorities, and managing stress are discussed. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours**OSTP 2601 Machine Transcription I**

An introductory course in machine transcription that includes a study of report formats, methods of transcribing, and production of quality work. Prerequisite: OST 1100L or OFTP 1141. Medical assisting students have an additional prerequisite of MLSP 1531. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

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

A continuation of OSTP 2601. Emphasis is placed on the production of typed mailable copy from machine dictation. Prerequisite: OSTP 2601. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

2.0 Quarter Credit Hours**OSTP 2705 Introduction to Word Processing**

This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

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

A study of the concept and applied use of word processing procedures and equipment in a simulated word processing office environment. Prerequisite: OST 1100L or OFTP 1141. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

2.0 Quarter Credit Hours**OSTP 2716 Word Processing Core Skills**

This course provides instruction in the essential word processing skills; it prepares students for the Microsoft Office User Specialist Word Core Certification examination. The emphasis is on working with text such as paragraphs and documents, managing files, using tables, and working with pictures and charts. A major focus of the course will be on the Word 2000 core certification skill activities. Prerequisite: OSTP 2705. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours

- OSTP 2717 Intermediate Word Processing** **4.0 Quarter Credit Hours**
 This intermediate course in word processing focuses on enhancing the student's ability to manipulate paragraphs and documents through the use of tabs, margins, spacing, borders, and shadings. Emphasis is placed on creating more informative and organized documents through the use of charts, graphs, tables, headers and footers. Advanced file management skills are discussed as well. Prerequisite: OST 2705. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- OSTP 2735 Advanced Word Processing and Graphic Applications** **2.0 Quarter Credit Hours**
 Graphic and desktop publishing skills are developed. Prerequisite: OSTP 2712. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OSTP 2737 Word Processing Expert Skills** **4.0 Quarter Credit Hours**
 This course provides instruction for the development of expert word processing skills; it prepares students for the Microsoft Office User Specialist Word Expert Certification examination. The emphasis of the course is on application development using advanced word processing features such as complex formatting of paragraphs and documents with AutoText and citations, macros, and elaborate tables with extensive calculations. Integration of data for graphics, pictures, and charts with advanced formatting such as 3D, mail merge, and collaborating with workgroups will also be addressed. Students will master all Word 2000 expert certification skill activities. Prerequisite: OSTP 2716. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- OSTP 2739 Advanced Word Processing** **4.0 Quarter Credit Hours**
 This course provides students with the remaining tools required to perform advanced business word processing. Upon successful completion of the course the student should be familiar with all the Microsoft Word commands and functions. There is a focus on mail merge, while more efficient and professional documents are obtained through the use of templates, wizards, and graphics. The creation and modification of such tools is discussed intensively. Prerequisite: OST 2717. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- OSTP 2821 Introduction to Desktop Publishing** **2.0 Quarter Credit Hours**
 This course provides the student with a hands-on introduction to the fundamentals of desktop publishing and its use in the field of commercial art and advertising. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OSTP2822 Introduction to Desktop Publishing** **2.0 Quarter Credit Hours**
 This course provides an introduction to desktop publishing. There is an emphasis on terminology, and the creation and editing of simple desktop publishing files. Students will design effective publications by creating, importing, and manipulating graphics. Students will also learn to use PageMaker tools. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- OSTP 2823 Desktop Publishing Skills** **4.0 Quarter Credit Hours**
 This course provides a complete overview of desktop publishing. The emphasis is on modifying and customizing documents through linking and embedding text, working with visual elements, adding color, importing text and graphics, as well as creating and managing libraries. Students will also learn to use PageMaker's existing templates, and learn how to refine the printing process and work with scanned images. Prerequisite: OST 2822. Lec. Hrs. 30 Lab Hrs. 20 Other Hrs. 000
- PGY 2801C Digital Image Manipulation** **4.0 Quarter Credit Hours**
 An introduction to the image and color editing capabilities through applications on the Macintosh computer. Emphasis is placed on scanning photographs, artwork and text with discussion on basic photographic systems and techniques. Prerequisite: CGSP 1581. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PHCP 3151 Public Policy in Health Care** **4.0 Quarter Credit Hours**
 Public policy is an integral aspect of the delivery of health care in this nation. This course examines policy formulation at the federal and state levels. Policy trends and regulatory issues are tracked and forecasted from the perspective of the provider and consumer with attention to issues of ethics and equal access. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHIP 3131 Logic** **4.0 Quarter Credit Hours**
 A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHIP 3600 Ethics** **4.0 Quarter Credit Hours**
 Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHTP 1000 Introduction to Pharmacy** **4.0 Quarter Credit Hours**
 This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHTP 1010 Pharmaceutical Calculations** **4.0 Quarter Credit Hours**
 In this course, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- PHTP 1020 Professional Aspects of Pharmacy Technology** 4.0 Quarter Credit Hours
 This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHTP 1030 Pharmacy Operations** 4.0 Quarter Credit Hours
 In this course, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy, drug distribution process, pharmacy environments, including ambulatory and institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PHTP 1980 Externship** 5.0 Quarter Credit Hours
 This 160-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences both in a hospital pharmacy and in a community (retail) pharmacy. Subjects covered include exposure to "on-the-job" experience and training in different pharmacy settings and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160
- PHTP 2000 Administrative Aspects of Pharmacy** 4.0 Quarter Credit Hours
 This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PLA 1003. Introduction to Legal Assisting** 4.0 Quarter Credit Hours
 Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 1105 Legal Research and Writing I** 4.0 Quarter Credit Hours
 Students are introduced to the law library in this course. Emphasizes basic techniques of research and primary sources of law including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PLA 1700 Legal Ethics and Social Responsibility** 4.0 Quarter Credit Hours
 This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2106 Legal Research and Writing II** 4.0 Quarter Credit Hours
 Focuses on expanding students' ability to research statutory and case law through the use of legal citations, digests, and encyclopedias. Emphasizes developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PLA 2203 Civil Procedure** 4.0 Quarter Credit Hours
 Provides students with an introduction and overview to the procedures applicable to and governing civil matters including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2231 Legal Medicine** 4.0 Quarter Credit Hours
 Designed to enable students to identify and understand medical negligence (malpractice), as well as the principles and practices of medico-legal jurisprudence, in order to prepare students to perform as medical negligence litigation paralegals. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2273 Torts** 4.0 Quarter Credit Hours
 Provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces students to practical applications of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLAP 2308 Criminal Procedure** 4.0 Quarter Credit Hours
 This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial appeals, and punishment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2423 Contract Law**4.0 Quarter Credit Hours**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2433 Business Organizations**4.0 Quarter Credit Hours**

This course is designed to introduce the student to the basic rules, process, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2460 Bankruptcy**4.0 Quarter Credit Hours**

Introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and the debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidation, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2483 Administrative Law**4.0 Quarter Credit Hours**

This course provides an introduction to administrative law, including an examination of legislative, executive, and judicial control over administrative agency action. Moreover, this course provides an overview of both informal investigation and formal adjudicative functions of administrative agencies. The Federal Administrative Procedure Act, Workers' Compensation law, and Social Security practice will also be explored. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2600 Wills, Trusts, and Probate**4.0 Quarter Credit Hours**

Examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2610 Real Estate Law**4.0 Quarter Credit Hour**

Students are instructed in basic real estate law. Emphasizes title examination and completing documents used in typical residential real estate transactions, including deeds, mortgages, promissory notes and closing statements. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2631 Environmental Law**4.0 Quarter Credit Hours**

This course examines important environmental laws: the Clean Water Act, the Resource Conservation and Recovery Act, and the Comprehensive Environmental Responsibility, Compensation and Liability Act. This course will also examine major questions of administrative law that underlie the working of actions by the Environmental Protection Agency. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

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

PLA 2800 Family Law**4.0 Quarter Credit Hours**

Students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

Provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisites: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree; students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the Department Chairperson. Students below a 3.0 GPA must secure the approval of both the Department Chairperson and the Dean to enroll in the externship course. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

PLA 3115 Legal Research and Writing III**4.0 Quarter Credit Hours**

A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memoranda and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using WESTLAW. Prerequisite: PLA 2106. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 3223 Civil Litigation**4.0 Quarter Credit Hours**

Designed to instruct students in the procedural rules and filing requirements associated with complex Federal and civil litigation. Emphasizes drafting intricate pre- and post-trial motions. Prerequisites: PLA 2203 and PLA 2273. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- PLA 3570 International Law** 4.0 Quarter Credit Hours
This course examines the following: International agreements; status of states and individuals; recognition; jurisdiction; international claims; expropriation; human rights; sovereign immunity; war and peace; law of the sea; presidential congressional power. Prerequisite: PLA 2433. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4116 Legal Research and Writing IV** 4.0 Quarter Credit Hours
Provides a comprehensive review of the entire legal researching process. The appellate briefs for either the state or federal court system. Prerequisite: PLA 3115. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PLA 4263 Rules of Evidence** 4.0 Quarter Credit Hours
Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4274 Advanced Tort Law** 4.0 Quarter Credit Hours
A continuation of PLAP 2273. This is an advanced course in the complexities of tort law in the areas of product liability, professional malpractice law, negligence, invasion of privacy, and business torts. Prerequisites: PLA 2273, PLA2203. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4470 Employment Law** 4.0 Quarter Credits Hours
State and federal regulation of employment relationships with primary focus upon harassment laws; workers disability, unemployment compensation, wrongful discharge and discrimination. Prerequisite: PLA 2273. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- POS 2041 American National Government** 4.0 Quarter Credit Hours
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- POTP 4003 Contemporary Political Theories** 4.0 Quarter Credit Hours
An examination of the various theoretical approaches to governing a modern state. Some of the forms covered are Fascism, Nazism, Communism, Socialism and Representative Democracy. Special attention will be focused on the changes brought to the democratic process by the Cold War and by the new role of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PSYP 1035 Problem Solving for Decision Making** 2.0 Quarter Credit Hours
This course presents a six-step process for labeling, analyzing and solving relationship problems through the identification of root causes and application of sound action planning. Emphasis is on applying the problem solving, decision making process to real life situations. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- PSYP 1055 Time/Stress Management** 2.0 Quarter Credit Hours
Through readings, class discussions, exercised, and practical applications, this course examines the dynamics of time/stress management as it relates to effective and efficient working and living. Various techniques of time/stress management are introduced identifying the positive and negative effects for individuals in various environments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- PSYP 2014 General Psychology** 4.0 Quarter Credit Hours
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- QMBP 3314 Quantitative Methods** 4.0 Quarter Credit Hours
Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation. Prerequisite: STAP 3014 or MACP 2104 or approval of Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- QMBP 5010 Statistics for Managers** 4.0 Quarter Credit Hours
A comprehensive introduction to statistical business methods in decision making. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- QMBP 5413 Quantitative Methods** 4.0 Quarter Credit Hours
Statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisite: QMBP 5010 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- RESP 3912 Research Methods** 4.0 Quarter Credit Hours
An in-depth study of research methods designed to aid students in performing applied research in their major field of study in preparation for a research practicum. Research methodology and application as well as utilization of library systems and media are discussed in detail. Prerequisite: STAP 3014 – *may be taken concurrently with this course.* Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- RESP 5310 Writing for Research at the Graduate Level** 2.0 Quarter Credit Hours
This course permits students to begin to develop skills in reading and understanding research, writing research proposals and writing formal research reports on original research. Emphasis will be placed on two important, yet often neglected, research methodologies. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

1341 Professional Development**2.0 Quarter Credit Hours**

course is designed to assist students with personal and professional development for successful employment both in finding and maintaining employment. Students will practice using written skills and developing a current resume. Students will concentrate on developing a positive self-image, assessing competitiveness strengths, career expectations, finding job search techniques, and the building of appropriate interpersonal business relationships with co-workers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

1130 Strategies for Success**4.0 Quarter Credit Hours**

course is designed to equip students for transitions in their education and life. Includes introduction to the University's resources, study skills, and personal resource management skills. Students will be actively involved in learning and rating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

1320 Career Skills**2.0 Quarter Credit Hours**

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

1500 Workplace Relationships**2.0 Quarter Credit Hours**

course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

2772 Human Sexuality**4.0 Quarter Credit Hours**

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

4004 Social Psychology**4.0 Quarter Credit Hours**

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

2016 Oral Communications**4.0 Quarter Credit Hours**

course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

3601 Advanced Speech**4.0 Quarter Credit Hours**

professional communication course emphasizing application and criticism appropriate for examining and changing communicative interaction in professional situations. Prerequisites: ENCP 1107 and SPC 2016. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4400 Conference Techniques**4.0 Quarter Credit Hours**

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

3014 Statistics**4.0 Quarter Credit Hours**

course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MACP 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

course provides students with an opportunity to begin to develop their skills in data analysis and to gain an understanding of how such analysis relates to comprehending criminological research. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

1003 Principles and Practices of Surgical Technology**4.0 Quarter Credit Hours**

course is designed to provide students with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, and ethical responsibilities, the operating room environment, and safety. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

2008 Surgical Pharmacology**4.0 Quarter Credit Hours**

course is designed to provide students with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: MACP 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

2120 Surgical Technology I**4.0 Quarter Credit Hours**

course is designed to provide students with an overall understanding and the hands-on skills involved in following aseptic and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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