

*...the seagull soars, guiding  
individuals under its wing.  
Students learn, reach their peak.*

*The Summit System  
...an educational environment.*

**THE  
BUSINESS AND  
COMPUTER INFORMATION  
DIVISION OF  
ORLANDO COLLEGE  
1985-1987 CATALOG**



*Quality education . . .*



*. . . since 1953.*

**THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

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**ORLANDO COLLEGE**

(Est. 1953)

1985 - 1987 CATALOG

**BUSINESS AND COMPUTER INFORMATION DIVISION**

5500 Diplomat Circle  
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A member of the Summit System of Colleges and Schools

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

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## GENERAL INFORMATION

### STATEMENT OF PHILOSOPHY AND OBJECTIVES

It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge, the attainment of useful skills and the exposure to diverse cultural experiences.

The programs offered by the College manifest this philosophy. It is the objective of these programs to provide specialized education in business administration at the college level and to provide a broad base of general education. The results are programs that enable students to contribute to the cultural growth, social ethics and financial prosperity of the nation.



*Orlando College • Main Campus • Lee Road*

## **HISTORY**

Orlando College traces its roots to Jacksonville, Florida where it was founded as Jones College in 1918 by Annie Harper Jones. In 1947 the College was chartered by the State of Florida as a non-profit degree-granting institution. Under this charter, the College is governed by a Board of Trustees, and all income in excess of operating expenses must be devoted to providing better equipment and educational facilities. In 1953, Jones College Orlando was established to serve the Central Florida area. In 1971, Jones College Orlando was accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools. The College changed its name to Orlando College in 1982.

## **ACCREDITATION**

The College is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized professional accrediting agency by the United States Office of Education. The College is listed as an institution of higher education in the Education Directory which is published by the U. S. Department of Education.

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

## **ORLANDO: THE CITY BEAUTIFUL**

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

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

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

## **PHYSICAL PLANT AND FACILITY**

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

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



## **STUDENT LIFE**

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

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

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

## **LIBRARY**

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

## **HOUSING**

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

## **STATEMENT OF NON-DISCRIMINATION**

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

## **PLACEMENT ASSISTANCE**

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

## **TRANSFER TO OTHER COLLEGES**

The College neither implies nor guarantees that credits completed will be accepted by other institutions. Transfer of credits is a privilege granted by the institution to which a student may seek admission. A further check with the receiving institution's admissions department is necessary since rules and grade requirements vary from school to school.

## **WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES**

The College annually submits the names of outstanding students. This national publication recognizes students of exceptional merit in leadership, scholarship, extracurricular activities, and promise of future accomplishment. Selection to membership is made by a committee consisting of faculty and administration.

**ANNUAL SCHOLARSHIPS FOR  
ORLANDO COLLEGE STUDENTS**

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

The scholarships are as follows:

**SOPHOMORE HONOR SCHOLARSHIP  
(Must have completed 40 credit hours)**

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

**JUNIOR HONOR SCHOLARSHIP  
(Must have completed 85 credit hours)**

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

**SENIOR HONOR SCHOLARSHIP  
(Must have completed 131 credit hours)**

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

## **ADMISSIONS**

### **GENERAL ADMISSIONS REQUIREMENTS**

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) tests or equivalent. Applicants admitted on an equivalency basis must successfully complete the requirements for a GED diploma within two quarters. Applicants without prior college credits are required to take a Placement Test to determine their potential success in college level studies. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. Students may apply for entry at any time.

### **EARLY ADMISSION**

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

### **ADMISSION FOR RECENT HIGH SCHOOL GRADUATES**

Recent graduates of high school are urged to submit their applications at an early date. Recommendation by the Guidance Counselor is an important factor in favorable consideration of applicants.

### **APPLICATION PROCEDURE**

Qualified applicants must submit a completed Application for Admission to the College with the application fee of \$25 which is nonrefundable. A high school transcript of work completed through date of application is also required. High school officials should be requested to mail transcripts directly to the College. If a transcript is not available at the time of application, the College will make every effort to assist the applicant in obtaining one. See application in the back of the catalog.

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

Upon notification of acceptance, a \$75 non-refundable registration fee will be required. This one time fee reserves your space in class.

### **TRANSFER STUDENTS**

Students in any undergraduate program in another college or university may apply for transfer to the College. Approval will be given by the Registrar for the maximum number of credit hours already completed that are compatible with the College program. Individual programs are developed for the transfer student to allow completion in the shortest possible time. Students wishing to transfer credits must have an official transcript of those credits mailed to the College for evaluation.

Should credit for prior training or experience be granted, tuition and training time will be proportionally reduced with the Veterans Administration and eligible person notified in writing. Credit may be granted for military, industrial, or professional training which parallels the offerings of the College. Certificates of Completion documenting the training received and the length of the training must be submitted. The amount of credit granted will be at the discretion of the Dean of Education.

### **INTERNATIONAL STUDENTS**

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

### **ORIENTATION**

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

### **NON-TRADITIONAL CREDIT OPPORTUNITIES**

Enrolled students may earn up to a maximum of 22.5 quarter hours of credit through Examination and Life Experience provided credit has not been previously earned for duplicate course work or accepted in transfer. Enrolled students may earn additional credits through the College Level Examination Program and DANTES subject testing.

### **CREDIT BY EXAMINATION**

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

### **CREDIT FOR LIFE EXPERIENCE**

Enrolled students may earn credit for life experience in several specific subject areas. Procedures for applying for credit through life experience are available in the Dean's office. The procedures identify the classes for which credit may be earned, the application process, and associated fees. Application forms are available from the Dean of Education. A reduced credit fee is charged for life experience credit (see Tuition and Fee Schedule).

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

The College accepts credits earned through the College Level Examination Program (CLEP) and DANTES subject testing for up to 25% of the credit hours required by the degree program in which the student is enrolled. Official test scores must be sent to the office of the Registrar.

**AUDITING COURSES**

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

**STUDENT FINANCIAL ASSISTANCE**

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

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

**SUGGESTIONS FOR FINANCIAL  
ASSISTANCE APPLICANTS**

1. Applicants seeking financial assistance should contact the College Financial Assistance Office for complete information on all financial assistance programs available.
2. A confidential financial statement of parental income is required for most types of student financial assistance.
3. Each student's application for financial assistance is evaluated by the College Financial Assistance Officer and an appropriate plan is developed. This plan usually includes a combination of types of assistance.
4. Financial Assistance awards and commitments are made to the student following completion of all application procedures and acceptance of the student for admission to the College.
5. Students must maintain good standing and make satisfactory progress toward completion of the program in which enrolled in order to remain eligible for continued financial assistance. (See Standards of Progress under Academic Information.)

**FINANCIAL ASSISTANCE PROGRAMS**

**PELL GRANT**

The Pell Grant Program is designed to provide financial assistance to those who need it to attend post-secondary educational institutions. The amount of the Pell Grant is determined on the basis of the student's and family's financial resources. Eligible students may receive as much as \$2,100 per year toward the cost of their education. An application for a Pell Grant is available in the

Financial Assistance Office. A Financial Assistance Officer will be pleased to assist in explaining the forms to the student and the procedure for submission. Whenever eligibility has been determined by the Government and notification is sent directly to the student, this information should immediately be forwarded to the College.

### **SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)**

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

### **NATIONAL DIRECT STUDENT LOANS (NDSL)**

Students needing financial assistance may borrow up to \$3,000 until they complete two academic years of a program leading to a Bachelor's Degree. They may then borrow an additional \$3,000 during their last two academic years leading to a Bachelor's Degree for a maximum of \$6,000 as undergraduate students. Payments begin six months after the student completes the program or ceases to carry at least a half-time course of study and may be extended over a 10-year period. Repayment may be deferred for various reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school half time, is undergoing rehabilitation training, or if the student is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled.

### **GUARANTEED STUDENT LOANS (GSL)**

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

### **COLLEGE WORK-STUDY PROGRAM (CWSP)**

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

### **INSTITUTIONAL SCHOLARSHIPS**

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

### **OTHER SOURCES OF FINANCIAL ASSISTANCE**

#### **FINANCIAL ACCOMMODATION SERVICES (FAS)**

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

## **VETERANS ASSISTANCE PROGRAMS**

Veteran Education and Employment  
Assistance Act of 1976, as Amended

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

### **WAR ORPHAN EDUCATIONAL ASSISTANCE**

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

### **VOCATIONAL REHABILITATION FOR VETERANS**

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

### **UNDERGRADUATE TUITION AND FEES**

Tuition and Fees of courses offered in the undergraduate Business and Computer Information Division of the College are stated in a separate Supplement to the Catalog. Upon request, a separate supplement to the catalog is provided for tuition and fees of programs in the Allied Health Division, the Secretarial Sciences Division of Tampa College or the Secretarial Sciences and Court Reporting Division of Orlando College, the Career Development Division, and the Media Arts Division.

### **GRADUATE TUITION AND FEES**

A separate Supplement to the Catalog is supplied for tuition and fees charged for programs in the Graduate Division.

### **STUDENT ACCOUNTS**

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

### **REFUND POLICY**

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

Refunds of tuition and fees to Undergraduate and Graduate students are made in the following manner:

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

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

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

- A. **STUDENTS ENROLLED UNDER THE QUARTERLY COLLEGE CALENDAR**
- who withdraw through the Last Date for Schedule change as specified in the College Calendar will be charged Registration and other fees only.
  - who withdraw from the Last Day of Schedule Change through the 30th calendar day of the quarter will be charged 75% of the Quarterly Tuition.
  - who withdraw after the 30th calendar day of the quarter will be charged 100% of the Quarter Tuition.
- B. **STUDENTS ENROLLED UNDER THE COURSE-A-MONTH CALENDAR**
- who withdraw before the second class session will be charged Registration fees only.
  - who withdraw after the entire second class session will be charged 100% of the Course Tuition.

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

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

## **ACADEMIC INFORMATION**

### **QUARTER HOUR OF CREDIT**

A quarter hour of credit is equivalent to approximately twelve class hours of instruction with appropriate out of class study. Laboratory subjects having a disproportionate ratio of instruction to practice require additional class or laboratory hours per quarter hour.



## GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

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

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

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

X	Exemption	not calculated
V	Audit	not calculated

### REPEATING COURSES

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

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

### CALCULATION OF GRADE POINT AVERAGE

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

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

Release of directory information does not require student consent and includes the name, address and telephone number of the student, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

Particular questions concerning a student's rights under the Act should be directed to the Registrar's Office.

## **GRADUATION**

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

## **DEAN'S LIST AND PRESIDENT'S HONOR ROLL**

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

## **GRADUATION WITH HONORS**

Students enrolled in degree programs who have earned the requisite credits for graduation with the following Grade Point Average are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.9 and above, summa cum laude.

## **ATTENDANCE REQUIREMENTS**

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

Classes are scheduled between 8 a.m. and 10 p.m., normally Monday through Friday. Students may also attend weekend classes which are scheduled as needed. Students attending under the "Work Study Program" may, if necessary, be scheduled for a minimum class load in order to permit employment. The College is in session throughout the year except for holidays and vacations as shown in the College Calendar. Summer class offerings are available for the many students who choose to attend and accelerate their program.

## **ACADEMIC DEFICIENCIES**

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

## **STANDARDS OF PROGRESS**

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

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

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

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

Students following the Course-a-Month schedule will have their cumulative grade point average calculated for purposes of maintaining these Standards of Progress at the end of each quarter.

## **ACADEMIC SUSPENSION AND DISMISSAL**

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

## **REGULATIONS GOVERNING STUDENT CONDUCT**

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

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

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

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

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

## **DURATION OF ELIGIBILITY FOR FINANCIAL AID**

A student, either full-time or part-time, will be ineligible to receive Title IV Financial Aid if that student has not completed the total credit hours of the stated program objective within 150% of the minimum total credit hours required for the program. Interim progress for standard term

programs will be measured at the end of each academic year. Progress for non-standard term programs will be measured at the end of each payment period (1/2 the hours in the academic year). At the time of measurement, a student will also lose financial aid eligibility by failure to satisfactorily complete at least two-thirds of the credit hours attempted.

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

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

### **FAMILIARITY WITH COLLEGE REGULATIONS**

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

### **RESERVATIONS AS TO PROGRAMS AND CHARGES**

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

### **COURSE-A-MONTH: NEW SPECIAL EDUCATIONAL DELIVERY SYSTEM**

The College has developed a new, practical and professional approach to education, one designed specifically to meet the needs of working, career-minded adults and others. In the Course-a-Month delivery system, the student will enroll in one class for approximately one month, allowing attention to be focused on one intensive learning experience at a time and then, to move on to the next course. Students may begin class every month if they wish, planning their courses around necessary periodic breaks for vacation or business travel. Contact a representative in the Admissions Office for full information on courses and start dates.

### **COOPERATIVE EDUCATION PROGRAM (ORLANDO ONLY)**

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

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

## COOPERATIVE EDUCATION PLANS

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

1. The Parallel Plan
2. The Alternating Plan

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

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

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

## COOPERATIVE EDUCATION CREDIT

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

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

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

## COOPERATIVE EDUCATION COURSES

		Quarter Hours
<b>PARALLEL PLAN COURSES</b>		
COE2041	PARALLEL WORK I	4.5
COE2042	PARALLEL WORK II	4.5
COE3041	PARALLEL WORK III	4.5
COE3042	PARALLEL WORK IV	4.5
COE4041	PARALLEL WORK V	4.5
COE4042	PARALLEL WORK VI	4.5

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

## ALTERNATING PLAN COURSES

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

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

## DEGREE PROGRAMS

### Two Majors

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

### Two Degrees

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

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

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

## THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS

The Summit System of Colleges and Schools was founded in 1981 as a direct result of the Board of Trustees' recognition that certain common bonds were shared by the member institutions comprising the Summit System. These member institutions are Orlando College and Tampa College. Under these Senior Colleges of Business also may reside the Allied Health Divisions, The Secretarial Sciences and Court Reporting Division of Orlando College or the Secretarial Sciences Division of Tampa College, the Career Development Division, and the Media Arts Division.

The chart on Page 18 depicts the divisions comprising the Senior Colleges of Business which together form the Summit System of Colleges and Schools. Listed are the Degree, Diploma, and Certificate Programs offered throughout the System, and the locations at which they are available.

**FOR ADDITIONAL INFORMATION**

1. Review the program offerings in the following pages to identify your area of interest;
2. Consult the chart on Page 18 to determine where the program in which you are interested is offered;
3. Visit, call or write the Director of Admissions at the College you wish to attend requesting more information about the College, the program in which you are interested, and the career employment possibilities available to you as a graduate.

**THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

**BUSINESS AND COMPUTER INFORMATION DIVISION**

**Master's Degree - (Tampa College only)**

Business Administration                      Professional Accounting  
Business Information Science

**Bachelor of Science Degree**

Accounting Major                                      Management/Marketing Major  
International Business Major                      Professional Accounting Major (Fifth Year)  
Information Science and Computer Programming Major

**Bachelor of Business Administration Degree**

**Associate in Science Degree**

Accounting Major                                      Hotel and Restaurant Administration Major  
Computer Programming Major                      Management/Marketing Major

**Associate in Business Degree**

**Diploma Program**

Computer Programming

Information concerning Divisions and Programs listed below are contained in separate Catalogs available through the College Admissions Office.

**ALLIED HEALTH DIVISION**

**Associate in Science Degree**

Medical Lab Technician Major - (Tampa College only)

**Associate in Dental Technology - (Tampa College only)**

**Diploma Programs**

Medical Assistant                                      Dental Technology - (Tampa College only)  
Medical Office Assistant                                      Medical Receptionist  
Medical Office Receptionist                                      Medical Transcriptionist

**SECRETARIAL SCIENCES AND COURT REPORTING DIVISION**

**Associate in Applied Science Degree**

Court Reporting - (Orlando College only)                      Office Administration

**Diploma Programs**

Court Reporting - (Orlando College only)                      Legal Secretarial  
Secretarial/Word Processing Specialist                      Administrative Assistant  
Executive Secretarial/Word Processing Specialist

**CAREER DEVELOPMENT DIVISION**

**Certificate Programs**

Data Entry                                      Nursing Assistant                                      Office Specialist

**MEDIA ARTS DIVISION**

Commercial Arts Diploma Program - (Tampa only)



**THE MASTER'S PROGRAM  
(TAMPA COLLEGE ONLY)**

**Philosophy**

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

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

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

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

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

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

**GRADUATE PROGRAM ADMISSIONS REQUIREMENTS**

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

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

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

1. Official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Completed admissions forms must be accompanied by a \$50 non-refundable application fee.
3. Applicants must demonstrate satisfactory performance in the following areas to enroll in graduate courses for Academic Credit: (Matriculation is a prerequisite to, but does not guarantee admission to degree candidacy.)

Categories of Matriculation:

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

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

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

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

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

### REGULAR STUDENTS (RS)

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

### PROVISIONAL STUDENTS (PS)

Any student wishing to become a candidate for the MBA degree who does not meet the requirements to be classified as a Regular Student (RS), may enroll and matriculate as a Provisional Student (PS) by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has either: earned a score of not less than 450 on the Graduate Management Admissions Test (GMAT) or earned a score of 1000 on the Graduate Record Examination (GRE), and/or has satisfactorily completed 16 quarter units of graduate course work at Tampa College with a grade point average of 3.0 or better. Students admitted on a provisional basis will be admitted as degree candidates (Regular Student status) only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

### NON-DEGREE SEEKING SPECIAL STUDENTS (SS)

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

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

### **TRANSFER OF CREDIT**

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

### **TUITION**

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

**THE MASTER'S PROGRAM  
(TAMPA COLLEGE ONLY)**

AREA I -	GRADUATE BUSINESS COMPONENT Hours	Quarter
COP 5000	Computers and Executive Application	4
MAN 5125	Industry, Government and Society	4
PSY 5206	Organizational Behavior	4
MAN 5311	Personnel Administration	4
ACC 5315	Managerial Accounting	4
QMB 5413	Quantitative Methods	4
ECO 5705	Managerial Economics	4

TOTAL GRADUATE BUSINESS COMPONENT 28

AREA II - MAJOR COMPONENT (Chosen from one of the following Majors)

**MASTER OF BUSINESS ADMINISTRATION COMPONENT**

MAN 5130	Management Communication	4
MAN 5428	Financial Management	4
MAN 5721	Business Policy and Strategy	4
MAN 5785	Marketing Management	4
MAN 5900	Directed Study Project	6
	Elective - to be chosen from courses in the 5000 series	4

TOTAL MAJOR COMPONENT 26

OR

**MASTER OF BUSINESS INFORMATION SCIENCE**

CIS 5160	Distributed Data Processing	4
COC 5170	Applied Software Development	4
CIS 5300	Office Automation	4
CIS 5800	Information Systems	4
COC 5900	Directed Study Project	6
	Elective	4

TOTAL MAJOR COMPONENT 26

OR

**MASTER OF PROFESSIONAL ACCOUNTING**

ACC 5400	Advanced Managerial/Cost Accounting	4
ACC 5600	Advanced Auditing	4
ACC 5700	Accounting Theory	4
ACC 5800	Information Science	4
ACC 5900	Directed Study Project	6
	Elective	4

TOTAL MAJOR COMPONENT 26

TOTAL MINIMUM QUARTER HOURS  
REQUIRED FOR GRADUATION 54

**ADDITIONAL INFORMATION**

**SPECIAL CERTIFICATE PROGRAM**

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

## BACHELOR OF SCIENCE DEGREE

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

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

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

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

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

**THE BACHELOR OF SCIENCE DEGREE  
ACCOUNTING**

AREA I -	Business Administration Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III*	4.5
COC 1000	Introduction to Computer Based Systems	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAN 2000	Principles of Management	4.5
BUL 2100	Business Law I	4.5
MAR 1023	Introduction to Marketing	4.5

AREA I - COMPONENT TOTAL 36.0

AREA II -	Major Component	Quarter Hours
A. Required Core		
ACC 2101	Intermediate Accounting I	4.5
ACC 2121	Intermediate Accounting II	4.5
ACC 3401	Cost Accounting	4.5
ACC 3501	Federal Taxation I	4.5
ACC 4201	Advanced Accounting I	4.5
ACC 4601	Auditing I	4.5
BUL 2122	Business Law II	4.5

CORE TOTAL 31.5

B. Major Electives  
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.

ELECTIVE TOTAL 13.5

AREA II - COMPONENT TOTAL 45.0

\* Accounting majors may replace Principles of Accounting III with Managerial Accounting.

A fifth year designed specifically for the student whose career goal is to become a Public Accountant may be started after all of the requirements for the Accounting Major above have been successfully completed. The fifth year is shown on page 27 and requires an additional 45 credits be obtained which include the necessary minimal accounting courses as listed.

AREA III -	General Education Component (Required for all Majors)	Quarter Hours
A. Required Core		
ECO 1013	Principles of Economics I	4.5
ECO 1023	Principles of Economics II	4.5
POS 2041	American National Government	4.5
PSY 2012	General Psychology	4.5
ENG 1540	English Usage	4.5
ENC 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II, or	
MAT 2013	College Algebra	9.0
STA 3014	Statistics	4.5
CORE TOTAL		45.0
B. General Education Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.		
ELECTIVE TOTAL		9.0
AREA III - COMPONENT TOTAL		54.0
AREA IV - Approved Elective Component		
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
AREA IV - COMPONENT TOTAL		45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		180.0



**THE BACHELOR OF SCIENCE DEGREE  
PROFESSIONAL ACCOUNTING  
(The Fifth Year)**

AREA II -	Major Components	Quarter Hours
A.	Additional Required Core	
ACC	3050 Accounting Information Systems	4.5
ACC	3300 Managerial Accounting	4.5
ACC	3521 Federal Tax II	4.5
ACC	3860 Governmental Accounting	4.5
ACC	4201 Advanced Accounting II	4.5
ACC	4621 Auditing II	4.5
CIS	2321 Systems Analysis Methods	4.5
	<b>CORE TOTAL</b>	<b>31.5</b>
B.	Additional Major Elective	
	To be selected in consultation with the Faculty Advisor or Dean from among the business courses listed in the Catalog.	
	<b>ELECTIVE TOTAL</b>	<b>4.5</b>
	<b>AREA II COMPONENT TOTAL</b>	<b>36.0</b>
AREA IV -	Additional Approved Electives	
	To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced program in Professional Accounting.	
	<b>AREA IV COMPONENT TOTAL</b>	<b>9.0</b>
	<b>TOTAL ADDITIONAL CREDITS FOR THE PROFESSIONAL ACCOUNTING MAJOR</b>	<b>45.0</b>

**THE BACHELOR OF SCIENCE DEGREE  
INFORMATION SCIENCE AND COMPUTER PROGRAMMING**

AREA I -	Business Administration Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
COC 1000	Introduction to Computer Based Systems	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAN 2000	Principles of Management	4.5
BUL 2100	Business Law I	4.5
MAR 1023	Introduction to Marketing	4.5
<b>AREA I - COMPONENT TOTAL</b>		<b>36.0</b>
AREA II -	Major Component	Quarter Hours
<b>A. Required Core</b>		
COC 1211	Computer Concepts	4.5
COP 2100	Computer Programming-BASIC	4.5
COP 2120	Computer Programming-COBOL	4.5
COP 2160	Computer Programming-RPG II	4.5
CIS 2321	Systems Analysis Methods	4.5
CIS 3321	Structural Systems Analysis & Design	4.5
COP 3121	Computer Programming-Adv., COBOL	4.5
COP 3530	Data Base Program Development	4.5
<b>CORE TOTAL</b>		<b>36.0</b>
<b>B. Major Electives</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
<b>ELECTIVE TOTAL</b>		<b>9.0</b>
<b>AREA II - COMPONENT TOTAL</b>		<b>45.0</b>

AREA III -	General Education Component (Required for all Majors)	Quarter Hours
<b>A. Required Core</b>		
ECO	1013 Principles of Economics I	4.5
ECO	1023 Principles of Economics II	4.5
POS	2041 American National Government	4.5
PSY	2012 General Psychology	4.5
ENG	1540 English Usage	4.5
ENC	1312 Written Communications	4.5
SPC	2010 Effective Speaking (Select Two Math)	4.5
MAC	1132 Fundamentals of College Mathematics I,	
MAC	1133 Fundamentals of College Mathematics II, or	
MAT	2013 College Algebra	9.0
STA	3014 Statistics	4.5
<b>CORE TOTAL</b>		<b>45.0</b>
<b>B. General Education Electives</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.		
<b>ELECTIVE TOTAL</b>		<b>9.0</b>
<b>AREA III - COMPONENT TOTAL</b>		<b>54.0</b>
<b>AREA IV - Approved Elective Component</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
<b>AREA IV - COMPONENT TOTAL</b>		<b>45.0</b>
<b>MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION</b>		<b>180.0</b>

**THE BACHELOR OF SCIENCE DEGREE  
INTERNATIONAL BUSINESS**

AREA I -	Business Administration Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
COC 1000	Introduction to Computer Based Systems	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAN 2000	Principles of Management	4.5
BUL 2100	Business Law I	4.5
MAR 1023	Introduction to Marketing	4.5

AREA I - COMPONENT TOTAL 36.0

AREA II -	Major Component	Quarter Hours
<b>A. Required Core</b>		
ECS 3003	Comparative Economic Systems	4.5
MAN 3300	Personnel Management	4.5
MAN 4060	Business Policy and Admin.	4.5
MAN 4600	Management of International Business	4.5
ECO 4702	Principles of International Economics	4.5
MAN 4998	Selected Topics in Management	4.5

CORE TOTAL 27.0

- B. Major Electives**  
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.

ELECTIVE TOTAL 18.0

AREA II - COMPONENT TOTAL 45.0

AREA III	General Education Component (Required for all Majors)	Quarter Hours
<b>A. Required Core</b>		
ECO 1013	Principles of Economics I	4.5
ECO 1023	Principles of Economics II	4.5
POS 2041	American National Government	4.5
PSY 2012	General Psychology	4.5
ENG 1540	English Usage	4.5
ENC 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II, or	
MAT 2013	College Algebra	9.0
STA 3014	Statistics	4.5
<b>CORE TOTAL</b>		<b>45.0</b>
<b>B. General Education Electives</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.		
<b>ELECTIVE TOTAL</b>		<b>9.0</b>
<b>AREA III - COMPONENT TOTAL</b>		<b>54.0</b>
<b>AREA IV - Approved Elective Component</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
<b>AREA IV - COMPONENT TOTAL</b>		<b>45.0</b>
<b>MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION</b>		<b>180.0</b>

**THE BACHELOR OF SCIENCE DEGREE  
MANAGEMENT/MARKETING**

AREA I -	Business Administration Component (Required for all Majors)	Quarter Hours
COC 1000	Introduction to Computer Based Systems	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAR 1023	Introduction to Marketing	4.5
MAN 2000	Principles of Management	4.5
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
BUL 2100	Business Law I	4.5
<b>AREA I - COMPONENT TOTAL</b>		<b>36.0</b>
AREA II -	Major Component	Quarter Hours
<b>A. Required Core</b>		
BUL 2122	Business Law II	4.5
MAN 3300	Personnel Management	4.5
MAR 2503	Consumer Behavior	4.5
MAR 3344	Promotional Policies and Strategy	4.5
MAN 4060	Business Policy and Administration	4.5
MAN 4410	Labor Relations and Collective Bargaining	4.5
MAR 4613	Marketing Research	4.5
MAR 4722	Marketing Administration	4.5
<b>CORE TOTAL</b>		<b>36.0</b>
<b>B. Major Electives</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
<b>ELECTIVE TOTAL</b>		<b>9.0</b>
<b>AREA II - COMPONENT TOTAL</b>		<b>45.0</b>

AREA III -	General Education Component (Required for all Majors)	Quarter Hours
<b>A. Required Core</b>		
ECO	1013 Principles of Economics I	4.5
ECO	1023 Principles of Economics II	4.5
POS	2041 American National Government	4.5
PSY	2012 General Psychology	4.5
ENG	1540 English Usage	4.5
ENC	1312 Written Communications	4.5
SPC	2010 Effective Speaking (Select Two Math)	4.5
MAC	1132 Fundamentals of College Mathematics I,	
MAC	1133 Fundamentals of College Mathematics II, or	
MAT	2013 College Algebra	9.0
STA	3014 Statistics	4.5
<b>CORE TOTAL</b>		<b>45.0</b>
<b>B. General Education Electives</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.		
<b>ELECTIVE TOTAL</b>		<b>9.0</b>
<b>AREA III - COMPONENT TOTAL</b>		<b>54.0</b>
<b>AREA IV - Approved Elective Component</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
<b>AREA IV - COMPONENT TOTAL</b>		<b>45.0</b>
<b>MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION</b>		<b>180.0</b>

## THE ASSOCIATE IN SCIENCE DEGREE

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

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

Area I -	Business Component	27 (minimum)
Area II -	Major Component	36 (minimum)
Area III -	General Educational Component	27 (minimum)

<b>TOTAL QUARTER HOURS REQUIRED</b>	<b>90 (minimum)</b>
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3. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the College prior to graduation.
4. Participate in the first College commencement exercises following completion of all program requirements.

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



**THE ASSOCIATE IN SCIENCE DEGREE  
ACCOUNTING**

AREA I -	Business Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III*	4.5
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1000	Introduction to Computer Based Systems	4.5
<b>AREA I - COMPONENT TOTAL</b>		<b>27.0</b>
AREA II -	Major Component	Quarter Hours
<b>A. Required Core</b>		
MAN 2050	Business Applications on the Microcomputer	4.5
ACC 2101	Intermediate Accounting I	4.5
ACC 2121	Intermediate Accounting II	4.5
BUL 2122	Business Law II	4.5
MAN 2000	Principles of Management	4.5
ACC 3501	Federal Taxation I	4.5
<b>CORE TOTAL</b>		<b>27.0</b>
<b>B. Major Electives</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
<b>ELECTIVE TOTAL</b>		<b>9.0</b>
<b>AREA II - COMPONENT TOTAL</b>		<b>36.0</b>
AREA III -	General Education Component (Required for all Majors)	Quarter Hours
ENG 1540	English Usage	4.5
ENC 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II,	
MAT 2013	College Algebra or	
STA 3014	Statistics (Recommended for all Majors)	9.0
PSY 2012	General Psychology	4.5
<b>AREA III - COMPONENT TOTAL</b>		<b>27.0</b>
<b>MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION</b>		<b>90.0</b>

\* Accounting majors may replace Principles of Accounting III with Managerial Accounting.

**THE ASSOCIATE IN SCIENCE DEGREE  
COMPUTER PROGRAMMING**

AREA I -	Business Component	Quarter
(Required for all Majors)		Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1000	Introduction to Computer Based Systems	4.5
<b>AREA I - COMPONENT TOTAL</b>		<b>27.0</b>
AREA II -	Major Component	Quarter
		Hours
<b>A. Required Core</b>		
COC 1211	Computer Concepts	4.5
CIS 2321	Systems Analysis and Methods	4.5
COP 2100	Computer Programming-BASIC	4.5
COP 2120	Computer Programming-COBOL	4.5
COP 2160	Computer Programming-RPG II	4.5
COP 3121	Computer Programming-ADV COBOL	4.5
<b>CORE TOTAL</b>		<b>27.0</b>
<b>B. Major Electives</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog. It is recommended that COC 2999, Internship, be taken to enhance the student's employment opportunities.		
<b>ELECTIVE TOTAL</b>		<b>9.0</b>
<b>AREA II - COMPONENT TOTAL</b>		<b>36.0</b>
AREA III	General Education Component	Quarter
(Required for all Majors)		Hours
ENG 1540	English Usage	4.5
ENC 1312	Written Communications	4.5
SPC 2010	Effective Speaking	4.5
(Select Two Math)		
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II,	
MAT 2013	College Algebra or	
STA 3014	Statistics (Recommended for all Majors)	9.0
PSY 2012	General Psychology	4.5
<b>AREA III - COMPONENT TOTAL</b>		<b>27.0</b>
<b>MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION</b>		<b>90.0</b>

**THE ASSOCIATE IN SCIENCE DEGREE  
HOTEL AND RESTAURANT ADMINISTRATION**

AREA I -	Business Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1000	Introduction to Computer Based Systems	4.5
<b>AREA I - COMPONENT TOTAL</b>		<b>27.0</b>
AREA II -	Major Component	Quarter Hours
<b>A. Required Core</b>		
HFT 1000	Hotel and Restaurant Organization and Management	4.5
HFT 1510	Marketing, Sales and Public Relations	4.5
HFT 2420	Hotel and Restaurant Accounting and Control	4.5
HFT 2999	Internship in Hotel and Restaurant Administration	4.5
COC 1211	Computer Concepts	4.5
<b>CORE TOTAL</b>		<b>22.5</b>
<b>B. Major Electives</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
<b>ELECTIVE TOTAL</b>		<b>13.5</b>
<b>AREA II - COMPONENT TOTAL</b>		<b>36.0</b>
AREA III -	General Education Component (Required for all Majors)	Quarter Hours
<b>A. Required Core</b>		
ENG 1540	English Usage	4.5
ENG 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II,	
MAT 2013	College Algebra or	
STA 3014	Statistics (Recommended for all Majors)	9.0
PSY 2012	General Psychology	4.5
<b>AREA III - COMPONENT TOTAL</b>		<b>27.0</b>
<b>MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION</b>		<b>90.0</b>

**THE ASSOCIATE IN SCIENCE DEGREE  
MANAGEMENT/MARKETING**

AREA I -	Business Component (Required for all Majors)	Quarter Hours
COC 1000	Introduction to Computer Based Systems	4.5
GEB 1012	Introduction to Business Enterprise	4.5
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
BUL 2100	Business Law I	4.5
<b>AREA I - COMPONENT TOTAL</b>		<b>27.0</b>
AREA II -	Major Component	Quarter Hours
<b>A. Required Core</b>		
MAR 1023	Introduction to Marketing	4.5
ADV 2000	Advertising	4.5
MAN 2000	Principles of Management	4.5
MAN 2050	Business Applications on the Microcomputer	4.5
BUL 2122	Business Law II	4.5
MAR 2503	Consumer Behavior	4.5
<b>CORE TOTAL</b>		<b>27.0</b>
<b>B. Major Electives</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
<b>ELECTIVE TOTAL</b>		<b>9.0</b>
<b>AREA II - COMPONENT TOTAL</b>		<b>36.0</b>
AREA III -	General Education Component (Required for all Majors)	Quarter Hours
ENC 1312	Written Communications	4.5
ENG 1540	English Usage	4.5
SPC 2010	Effective Speaking	4.5
PSY 2012	General Psychology (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II,	
MAT 2013	College Algebra or	
STA 3014	Statistics (Recommended for all Majors)	9.0
<b>AREA III - COMPONENT TOTAL</b>		<b>27.0</b>
<b>MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION</b>		<b>90.0</b>

## BUSINESS ADMINISTRATION PROGRAMS

The College has for many years specialized in Business Administration Programs, both Bachelor and Associate Degrees. On the following pages, the requirements for these programs are listed. A student may choose a sequence of business courses that are particularly adaptable to the chosen career goal. In conjunction with the Dean and Faculty Advisor, the student will train in a broad area of subjects pointing toward a strong education in preparation for an executive position.

The requirements for Bachelor of Business Administration are described on pages 40 and 41, while the Associate in Business is described on page 43.

### THE BACHELOR OF BUSINESS ADMINISTRATION

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

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

	<b>Quarter Hours</b>
Area I - Business Administration Component	81 (minimum)
Area II - General Education Component	54 (minimum)
Area III - Approved Elective Component	45 (minimum)
<b>TOTAL QUARTER HOURS REQUIRED</b>	<b>180 (minimum)</b>

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

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

## THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

AREA I -	Business Administration Component	Quarter Hours
A.	Required Core	
ACC	2001 Principles of Accounting I	4.5
ACC	2021 Principles of Accounting II	4.5
ACC	2041 Principles of Accounting III	4.5
COC	1000 Introduction to Computer Based Systems	4.5
GEB	1012 Introduction to Business Enterprise	4.5
MAN	2000 Principles of Management	4.5
BUL	2100 Business Law I	4.5
MAR	1023 Introduction to Marketing	4.5
	<b>CORE TOTAL</b>	<b>36.0</b>
B.	Business Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog. At least 27 Quarter hours must be from courses in the 3000 or 4000 series.	
	<b>ELECTIVE TOTAL</b>	<b>45.0</b>
	<b>AREA I - COMPONENT TOTAL</b>	<b>81.0</b>

AREA II - General Education Component		Quarter Hours
<b>A. Required Core</b>		
ECO 1013	Principles of Economics I	4.5
ECO 1023	Principles of Economics II	4.5
POS 2041	American National Government	4.5
PSY 2012	General Psychology	4.5
ENG 1540	English Usage	4.5
ENC 1312	Written Communication	4.5
SPC 2010	Effective Speaking (Select two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II, or	
MAT 2013	College Algebra	9.0
STA 3014	Statistics	4.5
<b>CORE TOTAL</b>		<b>45.0</b>
<b>B. General Education Electives</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a General Education Courses listed in the catalog.		
<b>ELECTIVE TOTAL</b>		<b>9.0</b>
<b>AREA II - COMPONENT TOTAL</b>		<b>54.0</b>
<b>AREA III Approved Elective Component</b>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
<b>AREA III - COMPONENT TOTAL</b>		<b>45.0</b>
<b>MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION</b>		<b>180.0</b>

## **THE ASSOCIATE IN BUSINESS DEGREE**

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

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

		<b>Quarter Hours</b>
Area I -	Business Component	45 (minimum)
Area II -	General Education Component	27 (minimum)
Area III -	Approved Elective Component	18 (minimum)
<b>TOTAL QUARTER HOURS REQUIRED</b>		<b>90 (minimum)</b>

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

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



## THE ASSOCIATE IN BUSINESS DEGREE

AREA I -	Business Component	Quarter Hours
<b>A. Required Core</b>		
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1000	Introduction to Computer Based Systems	4.5
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
<b>CORE TOTAL</b>		<b>27.0</b>
<b>B. Business Electives</b>		
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the catalog.		
<b>ELECTIVE TOTAL</b>		<b>18.0</b>
<b>AREA I - COMPONENT TOTAL</b>		<b>45.0</b>
<b>AREA II -</b>	<b>General Education Component</b>	<b>Quarter Hours</b>
<b>Required Core:</b>		
ENG 1540	English Usage I	4.5
ENG 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II,	
MAT 2013	College Algebra, or	
STA 3014	Statistics (Recommended for all Majors)	9.0
PSY 2012	General Psychology	4.5
<b>AREA II - COMPONENT TOTAL</b>		<b>27.0</b>
<b>AREA III</b>	<b>Approved Elective Component</b>	
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
<b>AREA III - COMPONENT TOTAL</b>		<b>18.0</b>
<b>MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION</b>		<b>90.0</b>

## COMPUTER PROGRAMMING DIPLOMA PROGRAM

The purpose of the program is to prepare the student with the requisite theoretical, technical and practical knowledge for a professional career in various computer or computer related fields. The program is designed to serve the needs of students preparing to enter a computer profession in business or industry and who do not desire a degree.

Courses Offered			Credit Hours
COC	1000	Introduction to Computer Based Systems	4.5
COC	1211	Computer Concepts	4.5
ACC	2001	Principles of Accounting I	4.5
MAC	1132	Fundamentals of College Math I	4.5
COP	2100	Computer Programming - BASIC	4.5
COP	2120	Computer Programming - COBOL	4.5
ENG	1540	English Usage	4.5
MAC	1133	Fundamentals of College Math II	4.5
ACC	2021	Principles of Accounting II	4.5
SPC	2010	Effective Speaking	4.5
COP	3121	Computer Programming - Advanced COBOL	4.5
COP	2160	Computer Programming - RPG II	4.5
ENC	1312	Written Communication	4.5
CIS	2321	Systems Analysis Methods	4.5
		Major Elective	4.5
TOTAL			67.5

Although every attempt will be made to schedule classes in continuing sequence, some courses may be delayed due to lack of student demand.

## COURSE DESCRIPTIONS

### BUSINESS

#### ACCOUNTING

##### **ACC 2001 - Principles of Accounting I**

This course defines accounting objectives and their relation to business. The student is taught fundamental principles of accounting, the recording of transactions in elementary journals, and posting ledgers. The trial balance, working papers, financial statements, and the opening and closing of books are included.

4.5 Quarter Hours

##### **ACC 2021 - Principles of Accounting II**

This course is a continuation of ACC 2001 with application to more advanced transactions. Emphasis is placed on the opening of the books, classification and control of accounts, safe-guarding of cash; notes, acceptances, discounts, capital investments and withdrawals, and the adjusting and closing of books. Prerequisite: ACC 2001.

4.5 Quarter Hours

##### **ACC 2041 - Principles of Accounting III**

A continuation of ACC 2001 and 2021 with application to accounting for corporations and manufacturing operations. It covers the opening, adjusting and closing of corporation accounts and books, describes manufacturing and cost accounting systems, classification of accounts, budgeting, internal reporting and the analysis of financial statements. Prerequisite: ACC 2021.

4.5 Quarter Hours

##### **ACC 2101 - Intermediate Accounting I**

A comprehensive study of accounting theory above the level of basic accounting principles. Primary emphasis is on accounting for assets, income and expenses. Prerequisite: ACC 2021 or ACC 3300.

4.5 Quarter Hours

##### **ACC 2121 - Intermediate Accounting II**

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

4.5 Quarter Hours

##### **ACC 3050 - Accounting Information Systems**

This course introduces four major integrated accounting systems commonly found in computerized accounting departments. These systems: General Ledger, Accounts Receivable, Accounts Payable and Payroll, are presented in such a way as to require no prior knowledge of computers or computerized accounting. The student will gain understanding and confidence in the use of automated accounting through hands-on application drills on the microcomputer. Prerequisites: ACC 2001; COC 1000.

4.5 Quarter Hours

##### **ACC 3300 - Managerial Accounting**

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

4.5 Quarter Hours

**ACC 3401 - Cost Accounting**

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

4.5 Quarter Hours

**ACC 3501 - Federal Taxation I**

A thorough study of federal income tax laws and their application to individual, partnership, and corporate income. What constitutes incomes and deductible expenditures is given special emphasis. Specimen returns and problems are used in the development of skills in preparation of tax returns, particularly individual returns.

4.5 Quarter Hours

**ACC 3521 - Federal Taxation II**

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

4.5 Quarter Hours

**ACC 3860 - Governmental Accounting**

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

4.5 Quarter Hours

**ACC 4201 - Advanced Accounting I**

Property acquisition, revaluation and retirement, and depreciation principles and practice are studied in greater depth. Intangible assets, current and long term debt, pension plans, corporation formation and capital stock transactions are covered. Financial statement analysis, funds flow and related statements are given a thorough treatment. Frequent reference is made to pronouncements by the Securities Exchange Commission and the American Institute of Certified Public Accounts. Prerequisite: ACC 2121.

4.5 Quarter Hours

**ACC 4221 - Advanced Accounting II**

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

4.5 Quarter Hours

**ACC 4601 - Auditing I**

An introductory course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACC 2121.

4.5 Quarter Hours

**ACC 4621 - Auditing II**

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

4.5 Quarter Hours

**ACC 4631 - EDP Audit and Controls**

An introduction to the fundamentals of Electronic Data Processing auditing. Emphasis on EDP controls, types of EDP audits, and concepts and techniques used in EDP audits. Exposure to risk assessment and professional standards in the field of EDP auditing. Prerequisite: Departmental Approval.

4.5 Quarter Hours

**ACC 4998 - Selected Topics in Accounting**

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

4.5 Quarter Hours

**ACC 4999 - Internship in Accounting**

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

4.5 Quarter Hours

**ACC 5315 - Managerial Accounting**

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

4.0 Quarter Hours

**ACC 5400 - Advanced Managerial/Cost Accounting**

Measurement, interpretation, planning and control of costs by means of mathematical and statistical techniques are integrated into this study. Prerequisite: Cost Accounting.

4.0 Quarter Hours

**ACC 5600 - Advanced Auditing**

This course explains the procedures and preferred practices for controlling computer operations and auditing a computer data base system. Prerequisite: Auditing and Data Base Course.

4.0 Quarter Hours

**ACC 5700 - Accounting Theory**

A study of the development and evaluation of current account theory and measurement concepts. Prerequisite: Intermediate Accounting.

4.0 Quarter Hours

**ACC 5800 - Information Systems**

General system theory and total system concepts are studied along with internal control problems in computer based accounting systems. Prerequisite: Intermediate Accounting and Introduction to Computer Based Systems.

4.0 Quarter Hours

**ACC 6000 - Seminar in Accounting**

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

4.0 Quarter Hours

## **INFORMATION SCIENCE AND COMPUTER PROGRAMMING\***

\*Class time will not be used for lab time.

### **COC 1000 - Introduction to Computer Based Systems**

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

4.5 Quarter Hours

### **COC 1211 - Computer Concepts**

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

4.5 Quarter Hours

### **COP 2100 - Computer Programming - BASIC**

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

4.5 Quarter Hours

### **COP 2120 - Foundations of COBOL Programming**

This course provides a foundation for the use of COBOL, introducing the fundamentals of structured program design, development, testing, implementation and documentation of common business-oriented applications. Prerequisite: COC 1211.

4.5 Quarter Hours

### **COP 2121 - Computer Programming - COBOL**

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

4.5 Quarter Hours

### **COP 2160 - Foundations of RPG II Programming**

This course introduces the student to the use of RPG (Report Program Generator) syntax and coding techniques. The student will apply the basic facilities of the language utilizing sequential access methods. Prerequisite: COC 1211.

4.5 Quarter Hours

**COP 2161 - Computer Programming - RPG II**

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

4.5 Quarter Hours

**CIS 2321 - Systems Analysis Methods**

Overview of the system development life cycle. Emphasis on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: COC 1211, or any Computer Language Course.

4.5 Quarter Hours

**COP 3121 - Computer Programming - Advanced COBOL**

This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming utilizing sequential, relative and indexed sequential file organization, access methods, the linkage facility of the COBOL language, as well as the language's sort feature and debug aids. Prerequisite: COP 2121.

4.5 Quarter Hours

**COP 3171 - Computer Programming - Advanced BASIC**

Continuation of COP 2100. The student will be required to design and implement BASIC programs and systems of programs that utilize advanced features of the language. Emphasis will be on the flow of data and the relation of one program to another. The information system will be provided, the student is expected to develop the specific design and code all programs, subroutines, and subprograms. The programs are to be individually developed, however, the team design concept may be used, which will include peer review of program design, systems design, and coding. Prerequisite: COP 2100.

4.5 Quarter Hours

**CIS 3321 - Structural Systems Analysis and Design**

Advanced study of structured systems development. Emphasis on strategies and techniques and structured analysis and structured design for producing logical methodologies for dealing with complexity in the development of information systems. Prerequisite: CIS 2321 and COP 2120.

4.5 Quarter Hours

**COP 3530 - Data Base Program Development**

Introduction to application program development in a database environment with an emphasis on loading, modifying and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network and relational. Discussion of storage devices, data administration and data analysis, design and implementation. Prerequisite: CIS 3321.

4.5 Quarter Hours

**CIS 4000 - Advanced Data Base Concepts**

Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems. In-depth practicum in data modeling and system development in a database environment. Overview of future trends in data management. Prerequisite: COP 3530.

4.5 Quarter Hours

**COC 4170 - Advanced System Design and Implementation**

A team approach is used to design, document, and implement a realistic business application using the COBOL programming language. Prerequisite: CIS 2321.

4.5 Quarter Hours

**CIC 4360 - Data Communications**

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

4.5 Quarter Hours

**CIC 4370 - Software and Hardware Concepts**

A survey of technical topics related to computer systems with emphasis on the relationship between hardware architecture, system software, and applications software. The common features of microcomputers, mini-computers, and mainframe computers will be examined. Technical concepts will be related to the problem-solving needs of the information system specialist. Although not a programming course, programming assignments will be used to illustrate such concepts as data representation, addressing modes, subroutines with arguments, program and copy libraries, dump analysis and file concepts. Prerequisite: COP 3121.

4.5 Quarter Hours

**MAN 4810 - Management Information Systems**

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

4.5 Quarter Hours

**COC 4998 - Selected Topics in Data Processing**

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

4.5 Quarter Hours

**COC 2999 or  
COC 4999 - Internship in Data Processing**

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

4.5 Quarter Hours

**COP 5000 - Computers and Executive Application**

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

4.0 Quarter Hours

**CIS 5160 - Distributed Data Processing**

The features of centralized, decentralized and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. Technology implications of computer hardware, software and communications are discussed as they relate to the design, development and implementation of distributed data processing systems. Prerequisite: COP 3530.

4.0 Quarter Hours



**COC 5170 - Applied Software Development Project**

Application of computer programming and system development concepts, principles and practices to a comprehensive system development project. A team or individual approach is used to analyze, design and document realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations and group dynamics in the solution of information systems problems. Prerequisite: CIC 3321.

4.0 Quarter Hours

**CIS 5300 - Office Automation**

Office information and decision support systems are examined as emerging and critical elements in business data and information systems. Emphasis is given to information processing considerations at the systems level, including analysis and management of support activities such as data and records management, electronic filing and retrieving systems, word processing, micro and reprographics, and (tele-) communications. The course includes discussion of person/machine interfaces and appraisals of current and future technological trends and their impacts on data processing and on the office environment. Prerequisite: CIS 2321 Sytems Analysis Methods.

4.0 Quarter Hours

**CIS 5800 - Information Systems**

An introduction to the financial, technical and strategic information systems planning processes. Emphasis on developing an understanding of alternate methods of developing or acquiring hardware, software and human resources to meet company information needs, to acquire practice in researching and configuring a computer system and in presenting written and oral reports, justifications and recommendations. Prerequisite: COP 5170.

4.0 Quarter Hours

**CIS 6000 - Seminar in Information Resource Management**

A seminar course providing a broad overview of the information systems management function. Course emphasis is on planning, organizing, and controlling user services and managing the computer information systems development process. The student should gain useful insights for relating the activities of programming and systems analysis and design to a set of management requirements. Prerequisite: COP 5170.

4.0 Quarter Hours

**HOTEL AND RESTAURANT ADMINISTRATION**

**HFT 1000 - Hotel and Restaurant Organization and Management**

An introduction to the hotel and restaurant industry with emphasis on organization and management. Analysis of typical internal organizational structures in the industry and of the various levels of management roles and function.

4.5 Quarter Hours

**HFT 1300 - Housekeeping, Plant Engineering and Maintenance**

A study of the organization, duties and management functions associated with institutional housekeeping, maintenance and plant engineering. Layouts, work-flow, and the writing of specifications are covered.

4.5 Quarter Hours

**HFT 1510 - Marketing, Sales, and Public Relations**

A study of sales, promotion and marketing practices of the hotel and restaurant industry.

4.5 Quarter Hours

**FSS 2251 - Food and Beverage Management**

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

4.5 Quarter Hours

**HFT 2420 - Hotel and Restaurant Accounting and Control**

A survey of accounting methods, controls and practices commonly found in hotels, motels, restaurants, clubs and institutions. Emphasis is placed on practical application.

4.5 Quarter Hours

**HFT 3603 - Laws of Innkeeping**

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

4.5 Quarter Hours

**HFT 3713 - World Tourism**

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

4.5 Quarter Hours

**HFT 2998 - Selected Topics in Hotel and Restaurant Administration**

A Special Study of selected topics which are of current interest and relevance to the student preparing for a career in hotel and restaurant administration. Prerequisites, if any, are determined by the course material and the instructor.

Variable Credit

**HFT 2999 - Internship in Hotel and Restaurant Administration**

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

4.5 Quarter Hours

**MANAGEMENT/MARKETING**

**GEB 1012 - Introduction to Business Enterprise**

A study of the characteristics and functions of business in the free enterprise environment, including opportunities, ownership, management, organization, marketing, physical plant, finance, ethics and law.

4.5 Quarter Hours

**MAR 1023 - Introduction to Marketing**

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

4.5 Quarter Hours

**MAR 1101      Salesmanship**

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

4.5 Quarter Hours

**MAN 1344 -      Principles of Supervision**

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

4.5 Quarter Hours

**ADV 2000      Advertising**

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

4.5 Quarter Hours

**MAN 2000 -      Principles of Management**

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

4.5 Quarter Hours

**MAN 2050 -      Business Applications on the Microcomputer**

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

**BUL 2100 -      Business Law I**

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.

4.5 Quarter Hours

**BUL 2101 -      Legal Environment of Business**

Analysis of the laws as a dynamic social and political institution in the business environment.

4.5 Quarter Hours

**BUL 2122 -      Business Law II**

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

4.5 Quarter Hours

**MAR 2151 -      Retailing**

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

4.5 Quarter Hours

**FIN 2401 -      Principles of Finance**

This course provides an introduction and overview of the acquisition, financing, valuation, and management of business assets. The balance sheet will serve as the foundation for the evaluation of financial decisions and their effect on the firm. Prerequisite: ACC 2021.

**MAR 2503 - Consumer Behavior**

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

4.5 Quarter Hours

**MAR 2763 - Credits and Collections**

A study of the management of the credit and collection activities of business organizations, including economic and social implications, specific types of available credit, and management and analysis of consumer and commercial credit.

4.5 Quarter 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.

4.5 Quarter Hours

**PAD 3000 - Public Administration**

A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policy-making in the modern governmental unit. Prerequisite: MAN 2000.

4.5 Quarter Hours

**RMI 3015 - Risk and Insurance**

The basic principles of sound risk management including risk identification and evaluation. Insurance as a risk management tool; its nature, applicable laws, and analysis of policies are included. Prerequisite: MAN 2000.

4.5 Quarter Hours

**MAR 3203 - Marketing Channels and Distribution**

An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers and brokers. Prerequisite: MAR 1023.

4.5 Quarter Hours

**MAN 3300 - Personnel Management**

An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2000.

4.5 Quarter Hours

**MAR 3321 - Public Relations**

A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed.

4.5 Quarter Hours

**MAR 3343 - Marketing Communications**

A study of the principles and applications of communications as a force for effective marketing strategy. Included is an in-depth study of the various communication channels that are vital to the marketing systems. Prerequisite: MAR 1023.

4.5 Quarter Hours

**MAR 4344 - Promotional Policies and Strategy**

An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisite: MAR 1023; ADV 2000.

4.5 Quarter Hours

**TRA 4010 - Transportation**

The role of the different modes of transportation (rail, motor, air, water and pipelines) analyzed in terms of economic characteristics and services rendered in relation to the management of the business entity. Prerequisite: MAN 2000.

4.5 Quarter Hours

**MAN 4060 - Business Policy and Administration**

A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2000.

4.5 Quarter Hours

**MAN 4410 - Labor Relations and Collective Bargaining**

A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2000.

4.5 Quarter Hours

**MAN 4600 - Management of International Business**

A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000.

4.5 Quarter Hours

**MAR 4613 - Marketing Research**

In this course, research methods are applied to the functions of marketing including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1023.

4.5 Quarter Hours

**MAR 4722 - Marketing Administration**

Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions and how this activity relates to overall organizational objectives. Prerequisite: MAR 1023

4.5 Quarter Hours

**MAN 4998 - Selected Topics in Management**

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

Variable Credit

**MAR 4998 - Selected Topics in Marketing**

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

Variable Credit

**MAN 4999 - Internship in Management**

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

4.5 Quarter Hours

**MAR 4999 - Internship in Marketing**

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

4.5 Quarter Hours

**MAN 5125 - Industry, Government and Society**

This course focuses on the legal and ethical environment within which managers must operate in the role of business and industry as it relates to the structure of government and society.

4.0 Quarter Hours

**MAN 5130 - Management Communication**

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

4.0 Quarter Hours

**MAN 5311 - Personnel Administration**

This course is a human resource management course, which covers recruitment, planning, supervision, training, promotion, management and control of personnel in organizational settings.

4.0 Quarter Hours

**MAN 5428 - Financial Mangement**

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

4.0 Quarter Hours

**MAN 5721 - Business Policy and Administration**

An advance study primarily concerned with the analysis of the decision-making process and the use of managerial decision-making techniques at the executive level. Prerequisite: Principles of Management.

4.0 Quarter Hours

**MAN 5785 - Marketing Management**

Strategy and management of the operation of an organizations marketing activities. Prerequisite: Introduction to Marketing.

4.0 Quarter Hours

**MAN 6000 - Seminar in Management**

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

4.0 Quarter Hours

## OFFICE PRACTICE

### **SES 2150 - Office Information Systems**

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

4.5 Quarter Hours

### **SES 2160 - Word Processing Operations**

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

3.0 Quarter Hours

## REAL ESTATE

### **REE 1001 - Introduction to Real Estate**

This course is intended to provide the student with a broad understanding of real estate activities and acquaint him with the breadth and depth of the field. Included are such topics as property descriptions and deeds, mortgages and other financing, contracts and closing statements, homesteads, business enterprises and other relationships.

4.5 Quarter Hours

### **REE 3040 - Real Estate Principles and Practices I**

This courses presents a comprehensive study of real estate principles and practices, and licensing law to meet the educational requirements of the Florida Real Estate Commission for real estate salesmen. The course deals with such topics as real estate ownership and interest, contracts, surveying and property description, transfers, mortgages, deeds, leases, title closing, real estate financing and investments, and other subjects.

6.0 Quarter Hours

### **REE 3041 - Real Estate Principles and Practices II**

This course presents a comprehensive study of real estate principles and practices to meet the educational requirements of the Florida Real Estate Commission for real estate brokers. The course deals with such topics as real estate appraising, finance, investment analysis, and management.

6.0 Quarter Hours

## TYPEWRITING

### **SES 1100 - Keyboarding**

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

4.5 Quarter Hours

## GENERAL EDUCATION

### ECONOMICS

#### **ECO 1013 - Principles of Economics I (Macroeconomics)**

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

4.5 Quarter Hours

#### **ECO 1023 - Principles of Economics II (Microeconomics)**

This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution. Prerequisite: ECO 1013.

4.5 Quarter Hours

#### **ECP 3001 - Current Issues in Economics**

A study of the underlying causes and available solutions to unemployment, inflation, monopolies, poverty, and income distribution. Government economic policies as related to these and other problems are examined.

4.5 Quarter Hours

#### **ECS 3003 Comparative Economic Systems**

A description analysis, and appraisal of the economic theories of Capitalism, Socialism, and Communism. Prerequisite: ECO 1023

4.5 Quarter Hours

#### **FIN 3010 - Investments**

A study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes which affect investment policy timing, selection and investment values.

4.5 Quarter Hours

#### **ECO 3223 - Money and Banking**

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.

4.5 Quarter Hours

#### **ECO 4702 - Principles of International Economics**

A study of the fundamentals of international trade; international monetary policies; theories of foreign exchange; the balance of payments; and the international monetary system. Prerequisite: ECO 1023.

4.5 Quarter Hours

#### **ECO 5705 - Managerial Economics**

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

4.0 Quarter Hours



## ENGLISH

### **ENC 1312 - Written Communications**

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

4.5 Quarter Hours

### **ENG 1540 - English Usage**

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

4.5 Quarter Hours

### **SPC 2010 - Effective Speaking**

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

4.5 Quarter Hours

### **ENC 2102 - English Composition**

A course designed to expand the student's abilities in written communications. Principles of composition are developed through writing and revising communications of various types. Emphasis is placed upon sentence and paragraph construction, correctness in English fundamentals, exactness and concreteness of statement; dictionary and library practice. May be used as a substitute for ENG 1540.

4.5 Quarter Hours

### **ENG 3230 - The Short Story**

The development of the short story from its origins to present day masters of the form.

4.5 Quarter Hours

### **ENC 3352 - Professional Report Writing**

Emphasis on clear expository writing of memoranda, reports and articles in the student's particular field.

4.5 Quarter Hours

### **SPC 3420 - Conference & Discussion Techniques**

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

4.5 Quarter Hours

### **ENG 4998 - Selected Topics in English**

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

Variable Credit

**ACC 5900,  
COC 5900 or**

### **MAN 5900 - Directed Study Projects**

Each student may prepare either a dissertation in the form of a thesis or an approved directed study project whose hypothesis may already have been determined. Either project selected must contain both research and writing activities. An appointed faculty member will act as chairman of a graduate committee to keep it informed of the students progress toward the

chosen goal. All such anticipated projects (Thesis or directed study) must have final approval by the Chairman of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. (In lieu of the directed study project, the student may elect to take two additional 4 Credit Hour courses relative to the major field.)

6.0 Quarter Hours

## GOVERNMENT

### **POS 2041 - American National Government**

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.

4.5 Quarter Hours

### **POT 4064 - Contemporary Political Thought**

An examination of various normative and empirical approaches to the study of political science, stressing contemporary thinking and developments in the field.

4.5 Quarter Hours

## HISTORY

### **EUH 1001 - History of Modern Western Civilization**

A study of the development of Western Civilization from the Renaissance to the present. Included is a scrutiny of the influence of liberalism, nationalism, and modern industrialism upon political, social, economic, and intellectual life.

4.5 Quarter Hours

### **AMH 2010 - History of the United States to 1877**

An examination of United States history from the discovery of North America through the American Civil War and Reconstruction. Emphasis is placed on the Revolutionary Period, Western Expansion, and the developments which led to the American Civil War.

4.5 Quarter Hours

### **AMH 2020 - History of the United States 1877 to Present**

A study of the history of the United States from Reconstruction to the present. Emphasis is placed on the changing structure of American society and the emergence of the United States as a world power.

4.5 Quarter Hours

### **AMH 2570 - Black American History**

This course is designed to acquaint the student with and stimulate interest in the life and history of the Black American with emphasis on his origins, enslavement, subculture; his struggle for civil rights and human dignity; and his influences and contributions.

4.5 Quarter Hours

### **AMH 3420 - History of Florida**

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.

4.5 Quarter Hours

## HUMANITIES

### **PHI 2010 - Philosophy**

This course acquaints the student with the most significant directions of philosophical thought to the end that the student may be enabled to formulate his own questions, arrive at reasonable answers, and evaluate those of others.

4.5 Quarter Hours

### **PHI 3600 - Ethics**

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

4.5 Quarter Hours

### **PHI 4100 - Logic**

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.

4.5 Quarter Hours

## MATHEMATICS

### **MAC 1132 - Fundamentals of College Mathematics I**

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

4.5 Quarter Hours

### **MAC 1133 - Fundamentals of College Mathematics II**

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

4.5 Quarter Hours

### **MAT 2013 - College Algebra**

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

4.5 Quarter Hours

### **STA 3014 - Statistics**

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

4.5 Quarter Hours

### **QMB 3700 - Mathematics of Finance**

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

4.5 Quarter Hours

**QMB 5413 - Quantitative Methods**

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

4.0 Quarter Hours

**PSYCHOLOGY**

**PSY 2012 - General Psychology**

A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day to day behavior.

4.5 Quarter Hours

**MAN 3100 - Human Relations**

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

4.5 Quarter Hours

**CLP 3144 - Abnormal Psychology**

An examination of abnormality in terms of current knowledge concerning mental health. Topics include mental illness and treatment, social disorders, organic and psychotic disorders, child psychosis, and disorder of mood and emotion. Prerequisite: PSY 2012.

4.5 Quarter Hours

**DEP 3401 - Adult Psychology**

This course deals with the human life span as a whole and attempts to acquaint the student with the processes of maturation, aging and death. Prerequisite: PSY 2012.

4.5 Quarter Hours

**SOP 4003 - Social Psychology**

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

4.5 Quarter Hours

**PSY 5206 - Organizational Behavior**

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

4.0 Quarter Hours

**SCIENCES**

**APB 1200 - Anatomy and Physiology**

This general course deals with the fundamental terminology of anatomy and physiology, the structure, function, and chemistry of the human body, including the skeletal, muscular, endocrine, circulatory and reproductive systems.

4.5 Quarter Hours

**EVR 2011 - Technological Environment of Business**

This course explores man's interdependence with his environment and his responsibility for it. Many aspects of our environmental crises, such as pollution, urbanization, population trends and changes in life styles, are investigated, along with present and projected solutions to current problems.

4.5 Quarter Hours

**SES 2248 - Anatomy and Medical Terminology**

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

4.5 Quarter Hours

**SOCIOLOGY**

**SOC 2000 - Principles of Sociology**

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

4.5 Quarter Hours

**SOC 3131 - Crime and Delinquency**

A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance and poverty, with particular reference to the juvenile population. Prerequisite: SOC 2000.

4.5 Quarter Hours

**MAF 3501 - Marriage and Family**

The family is studied as the primary social institution in historical and contemporary American society. Special emphasis is given to the interrelationships of the family, sex education, and the legal and social factors affecting marital adjustment.

4.5 Quarter Hours

**SOC 4740 - Minorities and American Society**

A study of the ethnic, racial and religious minorities as focal points of social friction and disorder, including the function of the minority group in society. Prerequisite: SOC 2000.

4.5 Quarter Hours

**STUDENT DEVELOPMENT**

**STD 1000 College Survival Seminar**

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

4.5 Quarter Hours

## **BOARD OF TRUSTEES**

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*...the seagull soars, guiding  
individuals under its wing.  
Students learn, reach their peak.*

*The Summit System  
...an educational environment.*

---

**THE  
SECRETARIAL SCIENCE  
AND COURT REPORTING  
DIVISION OF  
ORLANDO COLLEGE  
1985-1987 CATALOG**





*Quality education . . .*



*. . . since 1953.*

**THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

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Phone (813) 879-6000

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

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

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Tampa, FL 33609  
Phone (813) 875-6314

**ORLANDO COLLEGE**

5500-5800 Diplomat Circle  
Orlando, FL 32810  
(305) 628-5870

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

**BAY AREA ACADEMY OF BUSINESS**

5118 North 56th Street  
Tampa, FL 33610  
Phone (813) 621-8074

**ORLANDO COLLEGE**

(Est. 1953)

1985 - 1987 CATALOG

**SECRETARIAL SCIENCES AND COURT REPORTING DIVISION**

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

A member of the Summit System of Colleges and Schools

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

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### THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS

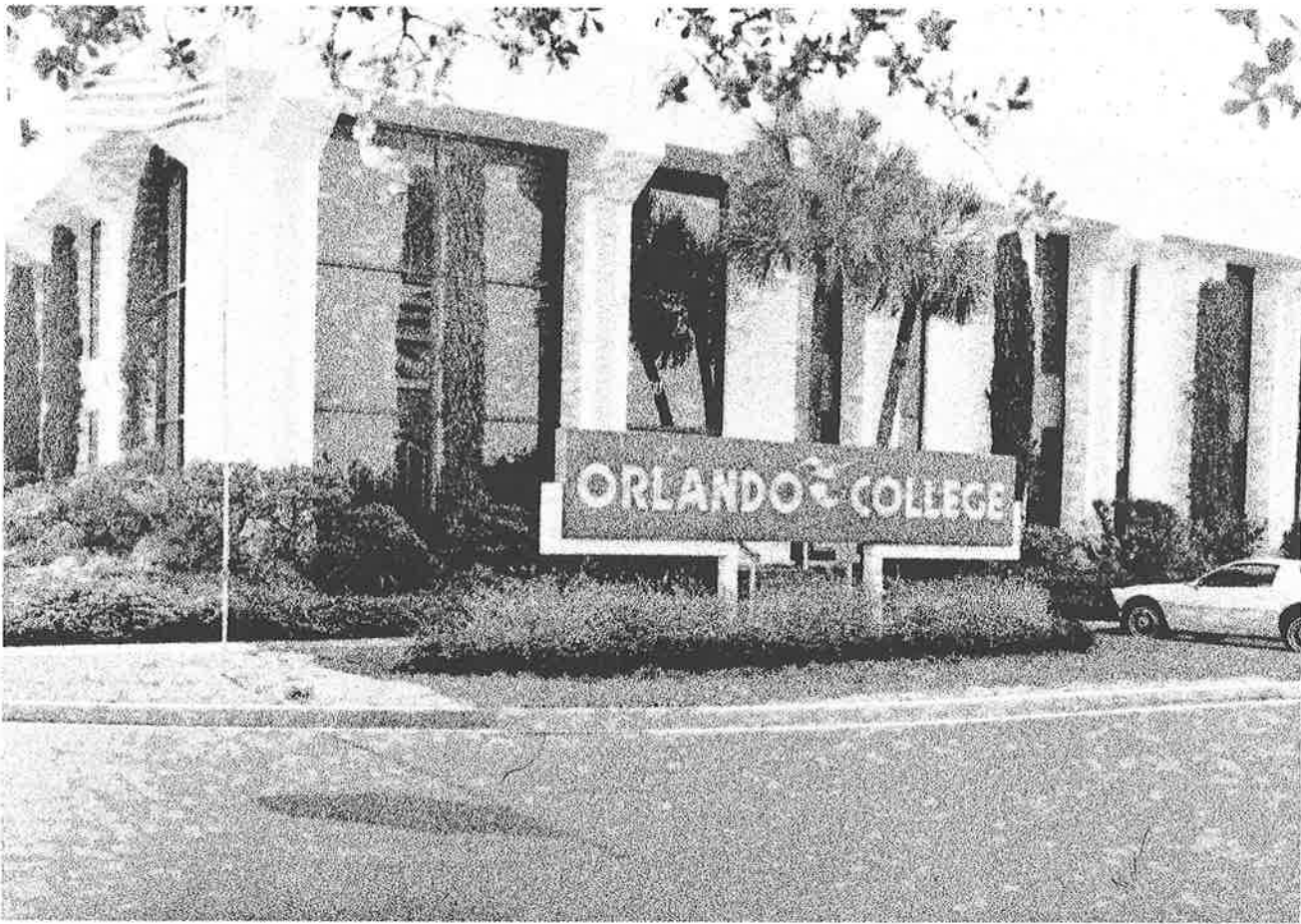
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Orlando College • Main Campus • Lee Road

## **GENERAL INFORMATION**

### **STATEMENT OF PHILOSOPHY AND OBJECTIVES**

It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge, the attainment of useful skills, and the exposure to diverse cultural experiences.

The programs offered by the College manifest this philosophy. It is the objective of these programs to provide specialized education in business and relevant career training for our students. To do so, the College continually adapts the programs of its Secretarial Sciences and Court Reporting Division to the changing demands of the business environment. The results are career programs that enable students to contribute to the cultural and professional growth of the community while equipping themselves with the tools to become a success in a variety of office settings in private enterprise, governmental and corporate structures, and in courtrooms, lawyers offices and reporting agencies.

Change is always present in these fields. Faculty and administration work closely with the individual student. The ongoing success of our educational process evidenced by our many graduates who are employed in the clerical, administrative, and court reporting fields, assures the continued success and realization of our objectives and philosophy.

## **HISTORY**

Orlando College traces its roots to Jacksonville, Florida where it was founded as Jones College in 1918 by Annie Harper Jones. In 1947 the College was chartered by the State of Florida as a non-profit degree-granting institution. Under this charter, the College is governed by a Board of Trustees, and all income in excess of operating expenses must be devoted to providing better equipment and educational facilities. In 1953, Jones College Orlando was established to serve the Central Florida area. In 1971, Jones College Orlando was accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools. The College changed its name to Orlando College in 1982.

Secretarial Sciences and Court Reporting Divisions were established within the Colleges comprising the Summit System of Colleges and Schools in February, 1985 in recognition of the technological advances being made daily in today's clerical, administrative and court reporting fields, and the need for special-emphasis education and training in keeping with significant technological trends of the future.

## **ACCREDITATION**

The College is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a national recognized professional accrediting agency by the United States Office of Education. The College is listed as an institution of higher education in the Education Directory which is published by the U. S. Department of Education.

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

The Court Reporting Program of the Secretarial Sciences and Court Reporting Division of the College is approved by the National Shorthand Reporters Association.

## **ORLANDO: THE CITY BEAUTIFUL**

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

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

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

## **PHYSICAL PLANT AND FACILITY**

The College's main campus is located in a modern office park near the bustling Lee Road and I-4 Interchange. An auxiliary campus also is located at 720 South Orange Blossom Trail. Tastefully landscaped grounds and parking areas and attractive contemporary buildings make these facilities among Florida's finest. All areas are completely weather conditioned for summer or winter. Administrative offices are easily accessible to students to provide quick assistance and service. Comfortable lounges offer friendly gathering places between classes. The Secretarial Sciences and Court Reporting Division of the College is fully-equipped with modern functional classroom furnishings and training aids which include spacious typing and word-processing labs, and tape and transcription labs to provide realistic office and court simulation-teaching techniques.

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

## **STUDENT LIFE**

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

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

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

## **BOOKSTORE**

For your convenience all books and most supplies needed for completion of any course are available in the College bookstore. Hours of operation are posted.

## **LIBRARY**

The College has an adequate library to support curriculum and provide information for students, faculty and staff. A professional librarian is available to help students during normal operating hours. The College also maintains an excellent tape library for students enrolled into programs in the Secretarial Sciences and Court Reporting Division.

## **HOUSING**

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

## **STATEMENT OF NON-DISCRIMINATION**

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

## **PLACEMENT ASSISTANCE**

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

## **TRANSFER TO OTHER COLLEGES**

The College neither implies nor guarantees that credits completed will be accepted by other institutions. Transfer of credits is a privilege granted by the institution to which a student may seek admission. A further check with the receiving institution's admissions department is necessary since rules and grade requirements vary from school to school.



## **ADMISSIONS**

### **GENERAL ADMISSION REQUIREMENTS**

Graduation from high school or its equivalent is a prerequisite for admission to the Secretarial Sciences and Court Reporting Division of Orlando College or the Secretarial Sciences Division of Tampa College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) tests or equivalent. Applicants admitted on an equivalency basis must successfully complete the requirements for a GED diploma within two terms. Applicants without prior college credits are required to take a Placement Test to determine their potential success in career-related studies. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. Students may apply for entry at any time.

### **EARLY ADMISSION**

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

### **APPLICATION PROCEDURE**

Qualified applicants must submit a completed Application for Admission to the College with the application fee of \$25 which is non refundable. A high school transcript of work completed through date of application is also required. High school officials should be requested to mail transcripts directly to the College. If a transcript is not available at the time of application, the College will make every effort to assist the applicant in obtaining one.

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

Upon notification of acceptance, a \$75 non-refundable registration fee will be required. This one-time fee reserves your space in class.

### **TRANSFER STUDENTS**

Students in any undergraduate program in another college or university may apply for transfer to the College. Approval will be given by the Registrar for the maximum number of credit hours already completed that are compatible with the programs in the Secretarial Sciences and Court Reporting Division of Orlando College or the Secretarial Sciences Division of Tampa College. Students wishing to transfer credits must have an official transcript of those credits mailed to the College for evaluation.

Should credit for prior training or experience be granted, tuition and training time will be proportionally reduced with the Veterans Administration and eligible person notified in writing. Credit may be granted for military, industrial, or professional training which parallels the offerings of the Secretarial Sciences and Court Reporting Division of Orlando College or the Secretarial Sciences Division of Tampa College. Certificates of completion documenting the training received and the length of the training must be submitted. The amount of credit granted will be at the discretion of the Dean of Education.

ADMISSIONS REQUIREMENTS

## **INTERNATIONAL STUDENTS**

When foreign students apply for admission, official transcripts of completed secondary and applicable college credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program and a TOEFL Score of 475 or its equivalent is required for entry. (Not required for applicants whose native country has English as a primary language.) A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, and receipt of a notarized Affidavit of Support and payment of full-time fees and tuition for three terms. With these exceptions, the conditions for admission of foreign students are identical to those for American students.

## **ORIENTATION**

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

## **NON-TRADITIONAL CREDIT OPPORTUNITIES**

Enrolled students may earn up to a maximum of 22.5 quarter hours of credit through Examination provided credit has not been previously earned for course work or accepted in transfer. Enrolled students may earn additional credits through the College Level Examination Program and DANTES subject testing.

## **CREDIT BY EXAMINATION**

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

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

The College accepts credits earned through the College Level Examination Program (CLEP) and DANTES subject testing for up to 25% of the credit hours required by the program in which the student is enrolled. Official test scores must be sent to the office of the Registrar.

## **AUDITING COURSES**

Auditing of courses may be approved in advance on a space-available basis. The approval of the instructor and Dean of Education is required, in addition to payment of normal course fees. Procedures for auditing courses are available in the office of the Director or the Dean of Education.

## **STUDENT FINANCIAL ASSISTANCE**

Financial assistance in the form of loans, grants, and work-study is available to qualified students. Students seeking financial assistance through any of the available programs should request a brochure and appropriate financial assistance forms from the College at the time they apply for Admission into the Secretarial Sciences and Court Reporting Division of Orlando

College or the Secretarial Sciences Division of Tampa College. The Financial Aid Officer will be pleased to assist the student in completing and submitting these forms to the appropriate agency of the Federal government.

### **SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS**

1. Applicants seeking financial assistance should contact the College Financial Assistance Office for complete information on all financial assistance programs available.
2. A confidential financial statement of parental income is required for most types of student financial assistance.
3. Each student's application for financial assistance is evaluated by the College Financial Assistance Officer and an appropriate plan is developed. This plan usually includes a combination of more than one type of assistance.
4. Financial Assistance awards and commitments are made to the student following completion of all application procedures and acceptance of the student for admission to the College.
5. Students must maintain good standing and make satisfactory progress toward completion of the program in which enrolled in order to remain eligible for continued financial assistance. (See Standards of Progress under Academic Information.)

### **FINANCIAL ASSISTANCE PROGRAMS**

#### **PELL GRANT**

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

#### **SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)**

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

#### **NATIONAL DIRECT STUDENT LOANS (NDSL)**

Students needing financial assistance may borrow up to \$3,000 until they complete two academic years of a program leading to a Bachelor's Degree. They may then borrow an additional \$3,000 during their last two academic years leading to a Bachelor's Degree for a maximum of \$6,000 as undergraduate students. Payments begin six months after the student completes the program or ceases to carry at least a half-time course of study and may be extended over a 10-year period. Repayment may be deferred for various reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school halftime, is undergoing rehabilitation training, or if the student is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled.

## **GUARANTEED STUDENT LOANS (GSL)**

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

## **COLLEGE WORK-STUDY PROGRAM (CWSP)**

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

## **INSTITUTIONAL SCHOLARSHIPS**

Information concerning institutional scholarships is found elsewhere. See Table of Contents.

## **OTHER SOURCES OF FINANCIAL ASSISTANCE**

### **FINANCIAL ACCOMMODATION SERVICES (FAS)**

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

## **VETERANS ASSISTANCE PROGRAMS**

Veteran Education and Employment  
Assistance Act of 1976, as Amended

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

## **WAR ORPHAN EDUCATIONAL ASSISTANCE**

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

## **VOCATIONAL REHABILITATION FOR VETERANS**

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

## **TUITION AND FEES**

Tuition and Fees for programs offered in the Secretarial Sciences and Court Reporting Division of Orlando College or the Secretarial Sciences Division of Tampa College are stated in separate Supplements to each Division's Catalog.

## **STUDENT ACCOUNTS**

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

## **REFUND POLICY**

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

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

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

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

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

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

## ACADEMIC INFORMATION

### QUARTER HOUR OF CREDIT

A quarter hour of credit is equivalent to approximately fifteen class hours of instruction with appropriate out-of-class study. Laboratory subjects having a disproportionate ratio of instruction to practice require additional class or laboratory hours per quarter hour, depending on the particular circumstances.

A standard class hour is 50 minutes.

### GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

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

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

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

X	Exemption	not calculated
V	Audit	not calculated

### CALCULATION OF GRADE POINT AVERAGE

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

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

Release of directory information does not require student consent and includes the name, address and telephone number of the student, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

Particular questions concerning a student's rights under the Act should be directed to the Registrar's Office.

### **ATTENDANCE REQUIREMENTS**

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

The College is in session throughout the year except for holidays and vacations as shown in the College Calendar.

### **ACADEMIC DEFICIENCIES**

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

### **STANDARDS OF PROGRESS**

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

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

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

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

### **ACADEMIC SUSPENSION AND DISMISSAL**

Students placed on a status of Academic Suspension may not return for further study for at least one grading period, during which time they must submit a written request to the Director or the Dean of Education. Only upon written confirmation or signed re-entry form by the Dean or Director, may students resume training and their status will be Final Academic Probation. If they do not attain a 2.0 cumulative average during this grading period, they will be dismissed. A

student dismissed from the College will not be permitted to re-enter. Actions of Academic Suspension or Dismissal may also be taken if, in the judgement of the Director or Dean, the student's continuance in a program of study is resulting in no advantage to the student or the College.

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

## **REGULATIONS GOVERNING STUDENT CONDUCT**

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

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

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

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

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

## **DURATION OF ELIGIBILITY FOR FINANCIAL AID**

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

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

The current Standards of Satisfactory Progress will become effective at the beginning of the first payment period subsequent to January 1, 1984, and apply to both full-time and part-time students.



## **FAMILIARITY WITH COLLEGE REGULATIONS**

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

## **RESERVATIONS AS TO PROGRAMS AND CHARGES**

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

## **THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

The Summit System of College and Schools was founded in 1981 as a direct result of the Board of Trustees' recognition that certain common bonds were shared by the member institutions comprising the Summit System. These member institutions are Orlando College and Tampa College. Under these Senior Colleges of Business, also may reside the undergraduate and graduate programs in the Business and Computer Information Division, the Allied Health Division, the Career Development Division, and the Media Arts Division.

The chart on Page 14 depicts the divisions comprising the Senior Colleges of Business which together form the Summit System of Colleges and Schools. Listed are the Degree, Diploma, and Certificate Programs offered throughout the System, and the locations at which they are available.

### **FOR ADDITIONAL INFORMATION**

1. Review the program offerings on the following pages to identify your area of interest;
2. Consult the chart on Page 14 to determine where the program in which you are interested is offered;
3. Visit, call or write the Coordinator of Admissions at the College you wish to attend requesting more information about the College, the program in which you are interested, and the career employment possibilities available to you as a graduate.

**THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

**SECRETARIAL SCIENCES AND COURT REPORTING DIVISION**

**Associate in Applied Science Degree**

Court Reporting - (Orlando College only)                      Office Administration

**Diploma Programs**

Court Reporting - (Orlando College only)                      Legal Secretarial  
Secretarial/Word Processing Specialist                      Administrative Assistant  
Executive Secretarial/Word Processing Specialist

Information concerning Divisions and Programs listed below are contained in separate Catalogs available through the College Admissions Office.

**CAREER DEVELOPMENT DIVISION**

**Certificate Programs**

Data Entry                      Nursing Assistant                      Office Specialist

**BUSINESS AND COMPUTER INFORMATION DIVISION**

**Master's Degree - (Tampa College only)**

Business Administration                      Professional Accounting  
Business Information Science

**Bachelor of Science Degree**

Accounting Major                      Management/Marketing Major  
International Business Major                      Professional Accounting Major (Fifth Year)  
Information Science and Computer Programming Major

**Bachelor of Business Administration Degree**

**Associate in Science Degree**

Accounting Major                      Hotel and Restaurant Administration Major  
Computer Programming Major                      Management/Marketing Major

**Associate in Business Degree**

**Diploma Program**

Computer Programming

**ALLIED HEALTH DIVISION**

**Associate in Science Degree**

Medical Lab Technician Major - (Tampa College only)

**Associate in Dental Technology - (Tampa College only)**

**Diploma Programs**

Medical Assistant                      Dental Technology - (Tampa College only)  
Medical Office Assistant                      Medical Receptionist  
Medical Office Receptionist                      Medical Transcriptionist

**MEDIA ARTS DIVISION**

Commercial Art Diploma Program - (Tampa only)





**SECRETARIAL/WORD PROCESSING SPECIALIST**  
 (Orlando College, and Tampa College - Pinellas Center Campus only)  
 (Evening Program)  
 Program Length: 9 Months  
 36 Credit Hours  
 540 Clock Hours

This program is specially designed for those students desiring to enter secretarial work. Instruction in shorthand and typing plus up-to-date office skills that keep in tune with the ever-changing demands of office employment.

		<u>Course Title</u>	<u>Credit Hours</u>
SES	1100	Typing I	4.0
SES	1110	Typing II	4.0
SES	1120	Typing III	4.0
SES	1271	Shorthand I/Speedwriting	4.0
SES	1211	Shorthand II, Dictation/Transcription	4.0
SES	1212	Shorthand III, Dictation/Transcription	4.0
ENC	1313	English Communications	4.0
SES	2150	Office Information Systems	4.0
SES	2160	Word Processing Operations	<u>4.0</u>
		Total	36.0

Speed requirements for graduation	Typing	60 wpm
	Shorthand	80 wpm



## COURT REPORTING DIPLOMA PROGRAM

(Orlando only)

Program Length: 24 Months

99 Credit Hours

2445 Clock Hours

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

BUSINESS COMPONENT (All required)		<u>Credit Hours</u>
CR-SES 1221	Machine Shorthand Theory I	8.0
CR-SES 1222	Machine Shorthand Theory II	8.0
CR-SES 1224	Court & Conference Dictation I	8.0
CR-SES 2225	Court & Conference Dictation II	8.0
CR-SES 2226	Court & Conference Dictation III	8.0
CR-SES 2227	Court & Conference Dictation IV	8.0
CR-SES 2228	Court & Conference Dictation V	8.0
CR-SES 2230	Court & Conference Dictation VI	8.0
CR-SES 1011	Court Reporting Vocabulary	4.0
ENC 1002	English Usage	4.0
COM 1110	Oral Communications	4.0
CR-SES 2248	Anatomy & Medical Terminology	4.0
CR-SES 1436	Law & Legal Terminology	4.0
CR-SES 1130	Typing	4.0
CR-SES 2256	Medical Dictation	4.0
CR-SES 2220	Court Reporting Procedures	4.0
CR-SES 2999	Internship	<u>3.0</u>
Total		99.0

Speed requirements for graduation: Q & A at 225 wpm; Jury Charge at 200 wpm; Literary at 180 wpm; Typing at 60 wpm.  
(wpm = words per minute)

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

ENC 1312	Written Communications	4.5
PSY 2012	General Psychology	4.5
Choice of General Education Electives		<u>9.0</u>
Total		18.0

This Degree is a terminal degree and in no way implies transfer or acceptance of credit from this program to other college or university programs of a similar nature. As presently constituted, however, after completion, 63 credits may be applied toward the Bachelor of Business Administration at either Tampa or Orlando College.

## SECRETARIAL SCIENCES

- ACC 1001            Accounting I** 4 Credit Hours  
60 Clock Hours  
This course defines accounting objectives and their relation to business. The student is taught fundamental principles of accounting, the recording of transactions in elementary journals, and posting ledgers. The trial balance, working papers, financial statements, and the opening and closing of books are included.  
PREREQUISITE: None
- ACC 1021            Accounting II** 4 Credit Hours  
60 Clock Hours  
This course is a continuation of ACC 1001 with application to more advanced transactions. Emphasis is placed on the opening of the books, classification and control of accounts, safeguarding of cash; notes, acceptances, discounts, capital investments and withdrawals, and the adjusting and closing of books.  
PREREQUISITE: ACC 1001
- BUL 2101            Introduction to Law** 4 Credit Hours  
60 Clock Hours  
An introduction to the areas of law applicable to modern business. Topics included are: terminology, structure of court system, legal forms of business, contracts, and negotiable instruments.
- CAP 1060            Microcomputer Augmented Accounting** 2 Credit Hours  
30 Clock Hours  
Hands-on experience with a microcomputer to acquaint the student with microcomputer augmented accounting. Designed to make the user an intelligent user of the computer.  
PREREQUISITE: ACC 1001
- COC 1050            Introduction to Microcomputers** 4 Credit Hours  
60 Clock Hours  
This course is a basic introduction to microcomputers and their role in the modern office now and in the future.  
PREREQUISITE: None
- COC 1050L          Introduction to Microcomputers Laboratory** 2 Credit Hours  
60 Clock Hours  
Through Laboratory experience, the student gains insight into the growing trend in the use of microcomputers with emphasis on advanced word processing and report writing.  
PREREQUISITE: None
- COM 1110            Oral Communications** 4 Credit Hours  
60 Clock Hours  
Skill in participating in meetings, discussions, and conferences will be developed. Individualized drills and exercises will be given to improve speech patterns.  
PREREQUISITE: None
- ENC 1002            English Usage** 4 Credit Hours  
60 Clock Hours  
This course is designed as a review of the parts of speech, sentence structure, and punctuation. Its objective is to enable the student to communicate clearly and effectively through emphasis on grammar, punctuation skills, and vocabulary.  
PREREQUISITE: None



- ENC 1313 English Communications** 4 Credit Hours  
60 Clock Hours  
The course emphasises clear, simple and precise English. Writing of business letters, office memos and reports. A review of grammar, punctuation, and vocabulary is presented as is practice in collecting and organizing data and formatting reports.  
PREREQUISITE: None
- MAN 2001 Principles of Management** 4 Credit Hours  
60 Clock Hours  
The purpose and organization of business and the role of management. The principles and current techniques of management; planning and decision making; organizing and staffing; directing, controlling, and coordinating personnel.
- MAN 2012 Administrative Office Management** 4 Credit Hours  
60 Clock Hours  
This course is designed to introduce the student to the functions of selection, training, and supervision of office personnel. Attention will be given to managing the modern office, office services and workflow, and controlling office work.  
PREREQUISITE: None
- MAN 2012L Administrative Office Management Laboratory** 2 Credit Hours  
60 Clock Hours  
Technical and administrative experience designed to expose the student to interaction between administrative and managerial personnel and will include as many aspects of the business world as possible within the academic setting.  
PREREQUISITE: None
- MTB 1103 Business Math** 4 Credit Hours  
60 Clock Hours  
This course is designed to develop the mathematical skills required by business and industry. Through the touch system of operating an electronic calculator, students will gain speed in making basic calculations by applying the correct mathematical principle.  
PREREQUISITE: None
- MTB 1123 Payroll Procedures** 4 Credit Hours  
60 Clock Hours  
This course is designed to teach the student methods of computing wages and salaries, methods of keeping records, and preparation of government reports.  
PREREQUISITE: None
- PSY 2020 Organizational Behavior** 4 Credit Hours  
60 Clock Hours  
Studies human behavior within the context of organizations. The course is designed to increase the student's awareness of, and skill in acting on the many complex situations that arise in organizations as a result of the relationships people develop with one another.
- SES 1100 Typing I** 4 Credit Hours  
60 Clock Hours  
This introductory course in typing is designed to teach the student the keyboard and typing techniques. Simple letter forms, tabulation, and centering skills are introduced.  
PREREQUISITE: None

- SES 1110            Typing II** 4 Credit Hours  
60 Clock Hours  
Emphasis is on the development of typing speed and accuracy. Production typing of letter forms, manuscripts, documents, and a variety of business forms is introduced.  
PREREQUISITE: Typing I
- SES 1120            Typing III** 4 Credit Hours  
60 Clock Hours  
Basic typing techniques are perfected. Controlled typing speed is emphasized. Advanced business letters, legal and medical documents, and statistical reports are taught in production typing.  
PREREQUISITE: Typing II
- SES 1130            Typing IV** 4 Credit Hours  
60 Clock Hours  
This course includes building of speed and accuracy on a variety of legal and straight copy material. Emphasis will be given to the preparation of all types of legal documents, correspondence, and forms.  
PREREQUISITE: Typing III
- SES 1150            Word Processing Concepts** 2 Credit Hours  
30 Clock Hours  
This course explores various office systems, including word processing, information processing, tele-communications, and the ways they are integrated in the business office.  
PREREQUISITE: None
- SES 1156            Word Processing Applications** 4 Credit Hours  
60 Clock Hours  
This course provides hands-on experience in formatting, editing, proofreading, printing, storage and retrieval of documents using information processing equipment.  
PREREQUISITE: Typing II
- SES 1171            Machine Transcription** 2 Credit Hours  
30 Clock Hours  
This course is designed to develop transcription skills utilizing a transcription machine. Production of office correspondence is emphasized.  
PREREQUISITE: Typing I
- SES 1210            Shorthand I** 4 Credit Hours  
60 Clock Hours  
This introductory course in shorthand is designed to enable the student to learn the principles of shorthand easily and quickly. Pretranscription techniques stress accuracy and speed development.  
PREREQUISITE: None
- SES 1211            Shorthand II, Dictation/Transcription** 4 Credit Hours  
60 Clock Hours  
Shorthand theory is continued with emphasis on accurate reading and writing of notes. Transcription techniques are introduced.  
PREREQUISITE: Shorthand I
- SES 1212            Shorthand III, Dictation/Transcription** 4 Credit Hours  
60 Clock Hours  
Emphasis is placed on dictation speed and accuracy of transcription. Sustained dictation is introduced. Correct language skills and styles are stressed.  
PREREQUISITE: Shorthand II

**SES 1271 Shorthand I, Speedwriting** 4 Credit Hours  
60 Clock Hours

This is a course in an alphabetic rather than a symbol system of shorthand and is especially popular with those persons interested in obtaining maximum dictation speed in a minimum period of time. Transcription is required. Qualified students may progress into appropriate dictation classes.

PREREQUISITE: None

**SES 1300 Introduction to Records Management** 2 Credit Hours  
30 Clock Hours

This course provides a general overview of records management from the entry level position, enabling the student to develop skills in manual filing systems and procedures, the creation and organization of files, as well as scheduling, maintaining, storing and retrieving records.

PREREQUISITE: None

**SES 1335 Business Communications** 4 Credit Hours  
60 Clock Hours

Effective communication is essential in business today. Students develop and refine their communication skills through practice in composing correspondence and reports.

PREREQUISITE: None

**SES 1402 Office Procedures** 4 Credit Hours  
60 Clock Hours

Basic topics, such as filing, telephone techniques, and travel arrangements are covered. Through the use of office simulations, students develop the competencies necessary for carrying out administrative office duties.

PREREQUISITE: None

**SES 2150 Office Information Systems** 4 Credit Hours  
60 Clock Hours

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

PREREQUISITE: None

**SES 2160 Word Processing Operations** 4 Credit Hours  
60 Clock Hours

A course in the operations of word processing equipment with emphasis on formatting, editing, proofreading, printing and storing documents, and simulated word processing projects.

PREREQUISITE: Typing II and English Communications

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

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

PREREQUISITE: SES 1212 Shorthand III, Dictation/Transcription

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

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

PREREQUISITE: None

**SES 2431 Law Office Management 4 Credit Hours**  
60 Clock Hours

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

**STD 1101 Professional Development 2 Credit Hours**  
30 Clock Hours

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

PREREQUISITE: None

### **COURT REPORTING**

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

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

PREREQUISITE: None

**CR-SES 1222 Machine Shorthand Theory II 8 Credit Hours**  
240 Clock Hours

A completion and review of the basic principles of machine shorthand. New brief forms and phrases are introduced, as well as the beginning of court reporting techniques on the machine, and instruction in Q & A and Jury Charge. Students will be expected to attain a Jury Charge speed of 50 words per minute, Literary speed of 40 words per minute, and Q & A speed of 75 words per minute.

PREREQUISITE: Machine Shorthand Theory I

**CR-SES 1224 Court & Conference Dictation I 8 Credit Hours**  
240 Clock Hours

A course which develops the skills learned in Machine Shorthand Theory I and II, and emphasizes the attainment of speed on more difficult materials. Testing is done at controlled speeds and students are expected to attain a Jury Charge speed of 75 words per minute, Literary speed of 60 words per minute, and Q & A speed of 100 words per minute.

PREREQUISITE: Machine Shorthand Theory II

**CR-SES 1436 Law and Legal Terminology 4 Credit Hours**  
60 Clock Hours

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

PREREQUISITE: None

**CR-SES 2225 Court & Conference Dictation II 8 Credit Hours**  
240 Clock Hours

This course emphasizes the clarity of notes and more difficult dictating material for complete utilization of theory. Continuation of speed improvement through dictation of literary, Congressional Record, Jury Charge and Q & A material. Testing is done at controlled speeds and students are expected to attain a Jury Charge speed of 100 words per minute, Literary speed of 100 words per minute, and Q & A speed of 125 words per minute.

PREREQUISITE: Court & Conference Dictation I

- CR-SES 2226 Court & Conference Dictation III** 8 Credit Hours  
240 Clock Hours  
A continuation of speed improvement on Jury Charge, Literary, Congressional Record, and Q & A material. Students will be expected to attain a Jury Charge speed of 125 words per minute, Literary speed of 120 words per minute, and Q & A speed of 150 words per minute.  
PREREQUISITE: Court & Conference Dictation II
- CR-SES 2227 Court & Conference Dictation IV** 8 Credit Hours  
240 Clock Hours  
A continuation of Court & Conference Dictation III with increased speed building in Jury Charge, Literary and Q & A categories. Multi-voice dictation is stressed at this level. Students are expected to attain a Jury Charge speed of 150 words per minute, Literary speed of 140 words per minute, and Q & A speed of 175 words per minute.  
PREREQUISITE: Court & Conference Dictation III
- CR-SES 2228 Court & Conference Dictation V** 8 Credit Hours  
240 Clock Hours  
A continuation of Court & Conference Dictation IV with increased emphasis on Multi-Voice dictation and speed building in Literary, Jury Charge, and Q & A material. Students are expected to attain a Jury Charge speed of 175 words per minute, Literary speed of 160 words per minute, and Q & A speed of 200 words per minute.  
PREREQUISITE: Court & Conference Dictation IV
- CR-SES 2230 Court & Conference Dictation VI** 8 Credit Hours  
240 Clock Hours  
A continuation of Court & Conference Dictation V. Students will be expected to attain the following speeds: 180 Literary, 200 Jury Charge, 225 Q & A.  
PREREQUISITE: Court & Conference Dictation V
- CR-SES 2990 Speed Development I** 8 Credit Hours  
240 Clock Hours  
A course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.
- CR-SES 2991 Speed Development II** 8 Credit Hours  
240 Clock Hours  
A second level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.
- ENC 1002 English Usage** 4 Credit Hours  
60 Clock Hours  
This course is designed as a review of the parts of speech, sentence structure, and punctuation. Its objective is to enable the student to communicate clearly and effectively through emphasis on grammar, punctuation skills and vocabulary.  
PREREQUISITE: None
- CR-SES 1011 Court Reporting Vocabulary** 4 Credit Hours  
60 Clock Hours  
Vocabulary development (non-legal or medical), spelling and proofreading of transcripts are stressed. Word division, roots, prefixes, suffixes, and word origins are studied. The fundamental rules of punctuating acceptable syntax and modifications of the rules for verbatim English as found in courtroom transcripts are stressed.  
PREREQUISITE: None

- COM 1110 Oral Communications** 4 Credit Hours  
60 Clock Hours  
Skill in participating in meetings, discussions, and conferences will be developed. Parliamentary procedures will be introduced as they relate to meetings and conferences.  
PREREQUISITE: None
- CR-SES 2248 Anatomy & Medical Terminology** 4 Credit Hours  
60 Clock Hours  
A study of human anatomy including the functions of the major systems of the body. An emphasis on the correct spelling, pronunciation, and meaning of terms relating to anatomy and anatomical disorders as well as terms relating to other medical specialities.  
PREREQUISITE: None
- CR-SES 1436 Law & Legal Terminology** 4 Credit Hours  
60 Clock Hours  
An introductory course in both civil and criminal law. Sources of law are examined, and the student is introduced to the legislative process and the functions and operation of administrative and regulatory agencies. The course covers all aspects of the judicial system, including discovery, trial, and appellate process.  
PREREQUISITE: None
- CR-SES 1130 Typing** 4 Credit Hours  
60 Clock Hours  
This course is designed to teach the students the keyboard and typing techniques. Simple letter forms, tabulation, and centering skills are introduced. The student attains a proficiency of 60 words per minute.  
PREREQUISITE: None
- CR-SES 2256 Medical Dictation** 4 Credit Hours  
60 Clock Hours  
A course designed to familiarize the student with dictation and transcription of material containing medical terminology such as case histories, medical articles, autopsy reports, and medical Q & A.  
PREREQUISITE: Court & Conference Dictation IV
- CR-SES 2220 Court Reporting Procedures** 4 Credit Hours  
60 Clock Hours  
The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trial transcript in deliverable form is required.  
Included in this course: the role of the reporter in trials, depositions and administrative hearings; instruction in the ethics of court reporting; indexing, filing, and storage of notes; increasing notereading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turnaround schedules, and the NSRA Code of Professional Responsibilities.  
Included also is an overview in reporter-related technology, concepts and vocabulary, which cover computer-aided transcription systems, word processing systems and video application for the court reporter.  
PREREQUISITE: Typing and Court & Conference Dictation IV
- CR-SES 2999 Internship** 3 Credit Hours  
45 Clock Hours  
Students are required to complete an internship of 45 hours of courtroom and free-lance reporting under the supervision of practicing students, with appropriate turnaround time. Dress, attitude and demeanor are emphasized.  
PREREQUISITE: Court & Conference VI

## **BOARD OF TRUSTEES**

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**Summit System of College and Schools**  
**Clearwater, Florida**

**Robert E. Cobb**  
**Attorney at Law**  
**Ft. Lauderdale, Florida**

**Dr. Stanley J. Drake**  
**1100 West Elm Street**  
**Shelby, North Carolina**

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**President**  
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**Colleges and Schools**  
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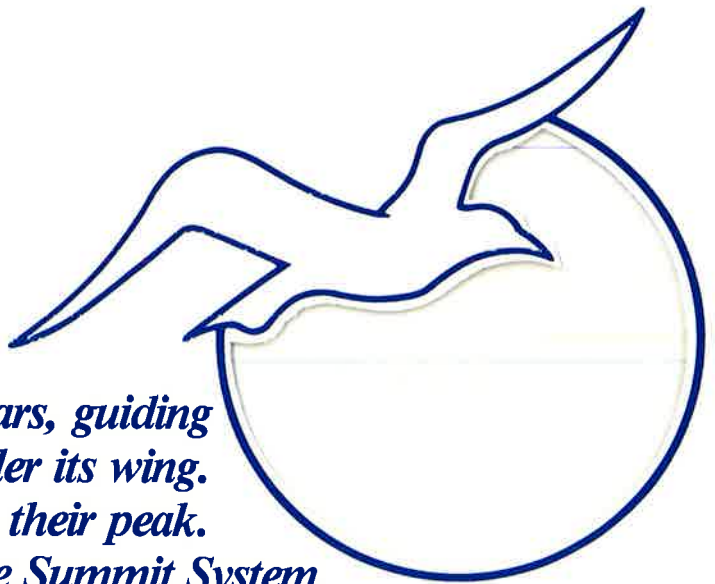
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**Terry McMahan**  
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*...the seagull soars, guiding  
individuals under its wing.  
Students learn, reach their peak.*

*The Summit System  
...an educational environment.*

**THE  
ALLIED HEALTH  
DIVISION OF  
ORLANDO COLLEGE  
1985-1987 CATALOG**



*Quality education . . .*



*. . . since 1953.*

**THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

**CORPORATE OFFICE**

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

**TAMPA COLLEGE**

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

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

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

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

**ORLANDO COLLEGE**

5500-5800 Diplomat Circle  
Orlando, FL 32810  
(305) 628-5870

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

**BAY AREA ACADEMY OF BUSINESS**

5118 North 56th Street  
Tampa, FL 33610  
Phone (813) 621-8074

**ORLANDO COLLEGE**

(Est. 1953)

1985 - 1987 CATALOG

**ALLIED HEALTH DIVISION**

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

A member of the Summit System of Colleges and Schools

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

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<b>FACULTY .....</b>	<b>see Supplement to Catalog, included</b>
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## GENERAL INFORMATION

### STATEMENT OF PHILOSOPHY AND OBJECTIVES

It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge, the attainment of useful skills and the exposure to diverse cultural experiences.

The programs offered by the College manifest this philosophy. The Allied Health programs equip students with the many skills necessary to secure a successful and financially rewarding career in a doctor's office, clinic, hospital, dental office, nursing home or laboratory.



Orlando College • Main Campus • Lee Road

The fundamental purpose, development of the individual, enables the graduate of the Allied Health Division to achieve self-fulfillment within the chosen profession and an opportunity to grow and succeed. Professional behavior and moral responsibility are basic tenets.

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

### **HISTORY**

Orlando College traces its roots to Jacksonville, Florida where it was founded as Jones College in 1918 by Annie Harper Jones. In 1947 the College was chartered by the State of Florida as a non-profit degree-granting institution. Under this charter, the College is governed by a Board of Trustees, and all income in excess of operating expenses must be devoted to providing better equipment and educational facilities. In 1953, Jones College Orlando was established to serve the Central Florida area. In 1971, Jones College Orlando was accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools. The College changed its name to Orlando College in 1982.

The Allied Health Division was founded in St. Petersburg, Florida on September 11, 1972. These Divisions became part of the Colleges on November 20, 1975 and are part of the Summit System of Colleges and Schools. The College is a non-profit, non-sectarian, co-educational institution, chartered by the State of Florida. Facilities have been expanded and are presently located at Tampa, Pinellas Park, Clearwater and Orlando.

### **ACCREDITATION**

The College is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized professional accrediting agency by the United States Office of Education. The College is listed as an institution of higher education in the Education Directory which is published by the U. S. Department of Education.

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

### **ORLANDO: THE CITY BEAUTIFUL**

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

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

Strategically located in the heart of Florida, Orlando offers a wide variety of cultural and recreational facilities. Nearby Disney World is now welcoming a million visitors each month and is a continuing source of pleasure and entertainment to visiting students from all countries.



Popular attractions include Sea World, Circus World, Jai Alai, Dog and Harness Racing and the Citrus Bowl. There is plenty of action at the local theater and art shows, symphonies and sports events. The pleasant year-round climate makes numerous golf courses, camping facilities and the nearby beaches popular to all.

### **PHYSICAL PLANT AND FACILITY**

The College is located in a modern office park near the bustling Lee Road and I-4 Interchange. Tastefully landscaped grounds and parking areas and attractive contemporary buildings make these facilities among Florida's finest. All areas are completely weather conditioned for summer or winter.

The Allied Health programs of the College are offered in facilities that are fully-equipped with modern functional classroom furnishings, training aids which include computers, typing, transcription and tape labs, medical labs, and movie and overhead projectors. Administrative and faculty offices are easily accessible to students to provide quick assistance and service. Comfortable lounges offer friendly gathering places between classes.

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

### **STUDENT LIFE**

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

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

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

### **HOUSING**

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

### **STATEMENT OF NON-DISCRIMINATION**

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

### **LIBRARY**

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

### **PLACEMENT ASSISTANCE**

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

### **TRANSFER TO OTHER COLLEGES**

The College neither implies nor guarantees that credits completed will be accepted by other institutions. Transfer of credits is a privilege granted by the institution to which a student may seek admission. A further check with the receiving institution's admissions department is necessary since rules and grade requirements vary from school to school.

## **ADMISSIONS**

### **GENERAL ADMISSIONS REQUIREMENTS**

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) tests or equivalent. Applicants admitted on an equivalency basis must successfully complete the requirements for a GED diploma within two quarters. Applicants without prior college credits are required to take a Placement Test to determine their potential success in college level studies. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. Students may apply for entry at any time.

### **APPLICATION PROCEDURE**

Qualified applicants must submit a completed Application for Admission to the College with the application fee of \$25 which is nonrefundable. A high school transcript of work completed through date of application is also required. If the high school transcript and other documents required for matriculation are not available at the time of application, students may be accepted on a "Provisional Status" for a limited period to allow time for receipt of official transcripts from each college attended, CLEP scores, certificates of completion for military schools, high school transcripts, GED records and other required documents. Course work completed satisfactorily while on "Provisional Status" will count toward graduation.

Upon notification of acceptance, a \$50 non-refundable registration fee will be required. This one-time fee reserves your space in class.

### **INTERNATIONAL STUDENTS**

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

### **ORIENTATION**

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

### **STUDENT FINANCIAL ASSISTANCE**

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

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

### **SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS**

1. Applicants seeking financial assistance should contact the College Financial Assistance Office for complete information on all financial assistance programs available.
2. A confidential financial statement of applicant's and/or parental income is required for most types of student financial assistance.
3. Each student's application for financial assistance is evaluated by the College Financial Assistance Officer and an appropriate plan is developed. This plan usually includes a combination of types of assistance.
4. Financial Assistance awards and commitments are made to the student following completion of all application procedures and acceptance of the student for admission to the College.
5. Students must maintain good standing and make satisfactory progress toward completion of the program in which enrolled in order to remain eligible for continued financial assistance. (See Standards of Progress under Academic Information.)

### **FINANCIAL ASSISTANCE PROGRAMS**

#### **PELL GRANT**

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

#### **SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)**

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

#### **NATIONAL DIRECT STUDENT LOANS (NDSL)**

Students needing financial assistance may borrow up to \$3,000 until they complete two academic years of a program leading to a Bachelor's Degree. They may then borrow an additional \$3,000 during their last two academic years leading to a Bachelor's Degree for a maximum of \$6,000 as undergraduate students. Payments begin six months after the student completes the program or ceases to carry at least a half-time course of study and may be extended over a 10-year period. Repayment may be deferred for various reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school half time, is undergoing rehabilitation training, or if the student is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled.

## **GUARANTEED STUDENT LOANS (GSL)**

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

## **COLLEGE WORK-STUDY PROGRAM (CWSP)**

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

## **OTHER SOURCES OF FINANCIAL ASSISTANCE**

### **FINANCIAL ACCOMMODATION SERVICES (FAS)**

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

## **TUITION AND FEES**

Tuition and Fees for the Allied Health Division programs are stated in the separate Supplement to the Allied Health Division Catalog.

## **STUDENT ACCOUNTS**

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

## **REFUND POLICY**

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

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

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

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

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

During the first 25% of the course, the institution may retain 45% of the stated course price; thereafter,  
During the second 25% of the course, the institution may retain 70% of the stated course price; thereafter,  
The institution may retain 100% of the stated course price.

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

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

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

## **ACADEMIC INFORMATION**

### **CREDIT HOUR DEFINITION**

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

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

A standard class hour is 50 minutes.

### **CLASS SCHEDULES AND CALENDAR**

The Allied Health Division offers learning on a continuous year-round basis. Potential students will be advised of all class schedules before enrollment and all students are expected to adhere to their schedules.

### **GRADING SYSTEM - PROGRESS REPORTS**

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

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

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

N	No Grade	Not Calculated
X	Exemption	Not Calculated

## **CALCULATION OF GRADE POINT AVERAGE**

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

## **CREDIT BY EXAMINATION**

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

## **PROGRESS RECORDS**

The Allied Health Division of the College maintains Student Permanent Records on each student enrolled. Grades are given to the student by the instructors upon completion of each term.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

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

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

Release of directory information does not require student consent and includes the name, address and telephone number of the student, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

Particular questions concerning a student's rights under the Act should be directed to the Registrar's Office.

## **REGULATIONS GOVERNING STUDENT CONDUCT**

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

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

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

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

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

### **ATTENDANCE**

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

### **EXCESSIVE ABSENTEEISM**

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

### **LEAVE OF ABSENCE**

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

### **WITHDRAWAL**

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

### **ACADEMIC DEFICIENCIES**

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

### **STANDARDS OF PROGRESS**

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

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

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

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



## **ACADEMIC SUSPENSION AND DISMISSAL**

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

## **DURATION OF ELIGIBILITY FOR FINANCIAL AID**

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

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

The current Standards of Satisfactory Progress became effective at the beginning of the first payment period subsequent to January 1, 1984 and apply to both full time and part time students.

## **FAMILIARITY WITH COLLEGE REGULATIONS**

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

## **RESERVATIONS AS TO PROGRAMS AND CHARGES**

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

## **REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION**

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

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

### **GRADUATION WITH HONORS**

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

### **PROGRAMS OF STUDY**

Upon completion of a program of study offered by the Allied Health Division, graduates will be granted an appropriate diploma which recognizes the completion of the program.

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

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

The student is responsible for meeting the requirements of the catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition.

### **THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

The Summit System of Colleges and Schools was founded in 1981 as a direct result of the Board of Trustees' recognition that certain common bonds were shared by the member institutions comprising the Summit System. These member institutions are Orlando College and Tampa College. Under these Senior Colleges of Business also may reside the undergraduate and graduate programs in the Business and Computer Information Divisions, the Secretarial Sciences & Court Reporting Divisions of Orlando College or the Secretarial Sciences Division of Tampa College, the Career Development Divisions, and the Media Arts Division.

The chart on Page 14 depicts the divisions comprising the Senior Colleges of Business which together form the Summit System of Colleges and Schools. Listed are the Degree, Diploma, and Certificate Programs offered throughout the System, and the locations at which they are available.

**FOR ADDITIONAL INFORMATION**

- 1. Review the program offerings on the following pages to identify your area of interest;**
- 2. Consult the chart on Page 14 to determine where the program in which you are interested is offered;**
- 3. Visit, call or write the Director of Admissions at the College you wish to attend requesting more information about the College, the program in which you are interested, and the career employment possibilities available to you as a graduate.**

**THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

**ALLIED HEALTH DIVISION**

**Associate in Science Degree**

Medical Lab Technician Major - (Tampa College only)

**Associate in Dental Technology - (Tampa College only)**

**Diploma Programs**

Medical Assistant	Dental Technology - (Tampa College only)
Medical Office Assistant	Medical Receptionist
Medical Office Receptionist	Medical Transcriptionist

Information concerning Divisions and Programs listed below are contained in separate Catalogs available through the College Admissions Office.

**SECRETARIAL SCIENCES AND COURT REPORTING DIVISION**

**Associate in Applied Science Degree**

Court Reporting - (Orlando College only)      Office Administration

**Diploma Programs**

Court Reporting - (Orlando College only)	Legal Secretarial
Secretarial/Word Processing Specialist	Administrative Assistant
Executive Secretarial/Word Processing Specialist	

**CAREER DEVELOPMENT DIVISION**

**Certificate Programs**

Data Entry      Nursing Assistant      Office Specialist

**BUSINESS AND COMPUTER INFORMATION DIVISION**

**Master's Degree - (Tampa College only)**

Business Administration      Professional Accounting  
Business Information Science

**Bachelor of Science Degree**

Accounting Major	Management/Marketing Major
International Business Major	Professional Accounting Major (Fifth Year)
Information Science and Computer Programming Major	

**Bachelor of Business Administration Degree**

**Associate in Science Degree**

Accounting Major	Hotel and Restaurant Administration Major
Computer Programming Major	Management/Marketing Major

**Associate in Business Degree**

**Diploma Program**

Computer Programming

**MEDIA ARTS DIVISION**

Commercial Art Diploma Program - (Tampa only)

## MEDICAL ASSISTANT PROGRAM

57 Credit Hours

Program Length: 32 weeks

860 Clock Hours

The Medical Assistant Program is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. Students learn both the administrative phase of managing a physician's office and the clinical phase of assisting with patients and basic laboratory procedures. Class size is limited. Students gain training and experience in clinical office procedures, medical office laboratory procedures and administrative office skills. Each student will be familiarized with micro-computer operation.

	COURSE TITLE	CREDIT HOURS
APB 1200	Anatomy and Physiology	9
MLS 1000	Clinical Procedures	6
MEA 1302	Medical Office Practice	6
MEA 1340	Medical Office Procedures	3
MSC 1531	Medical Terminology	6
SES 1341	Professional Development	3
SES 1100	Typing I	3
SES 1110	Typing II	3
SES 1361	Transcription I	3
SES 1362	Transcription II	3
MLS 2300	Laboratory Procedures	3
MEA 2820	Medical Assisting Techniques	4.5
MEA 2930	Medical Assisting Externship	<u>4.5</u>
	TOTAL	57

**MEDICAL OFFICE ASSISTANT PROGRAM**

36 Credit Hours

Program Length: 33 weeks

480 Clock Hours

The Medical Office Assistant Program is designed to provide students with both "Back Office" and "Front Office" instruction which will develop skills utilized in the physician's office. Students are instructed in the clinical phase of assisting with patients as well as business office functions. The result is a versatile employee able to perform at several work stations in the small or large office.

	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
APB 1200	Anatomy and Physiology	9
MLS 1001	Clinical Procedures	4.5
MEA 1301	Medical Office Skills	3
MEA 1350	Medical Office Assisting Procedures	6
MEA 1300	Medical Office Practice	6
SES 1100	Typing I	3
SES 1360	Transcription and Forms	<u>4.5</u>
	<b>TOTAL</b>	<b>36</b>

## MEDICAL RECEPTIONIST PROGRAM

45 Credit Hours

Program Length: 24 weeks

600 Clock Hours

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

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

	COURSE TITLE	CREDIT HOURS
APB 1200	Anatomy and Physiology	9
MLS 1000	Clinical Procedures	6
MEA 1302	Medical Office Practice	6
MEA 1240	Medical Office Procedures	3
MSC 1531	Medical Terminology	6
SES 1341	Professional Development	3
SES 1100	Typing I	3
SES 1110	Typing II	3
SES 1361	Transcription I	3
SES 1362	Transcription II	<u>3</u>
	TOTAL	45

**MEDICAL OFFICE RECEPTIONIST PROGRAM**

30 Credit Hours

Program Length: 28 weeks

400 Clock Hours

The Medical Office Receptionist Program is designed to prepare the students to assume the responsibility of "Front Office," or administrative functions of a physician's office.

	COURSE TITLE	CREDIT HOURS
APB 1200	Anatomy and Physiology	9
MLS 1001	Clinical Procedures	4.5
MEA 1301	Medical Office Skills	3
MEA 1300	Medical Office Practice	6
SES 1100	Typing I	3
SES 1360	Transcription and Forms	<u>4.5</u>
	<b>TOTAL</b>	<b>30</b>



**DENTAL TECHNOLOGY PROGRAM**

(Tampa College Only)

97.5 Credit Hours

Program Length: 15 Months

1800 Clock Hours

Diploma Program

	COURSE TITLE	CREDIT HOURS
DTE 1000	Introduction to Dental Technology	1
DTE 1010	Dental Anatomy	2
DTE 1020	Dental Anatomy and Occlusion I	7
DTE 1030	Dental Anatomy and Occlusion II	7
DTE 1100	Dental Materials	3
DTE 1110	Complete Dentures I	8
DTE 1120	Complete Dentures II	8
MAC 1131	Fundamentals of College Math I	4.5
DTE 1130	Removable Partial Dentures I	8
DTE 1140	Removable Partial Dentures II	7
ENC 1312	Written Communications	4.5
DTE 2010	Orthodontic Devices	1
GEB 1012	Introduction to Business	4.5
DTE 2150	Fixed Restorative Prosthetics I	8
DTE 2160	Fixed Restorative Prosthetics II	8
DTE 2170	Ceramics I	8
DTE 2180	Ceramics II	<u>8</u>
	<b>TOTAL</b>	<b>97.5</b>

**Associate in Dental Technology**

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

ENG 1540	English Usage	4.5
SPC 2010	Effective Speech	4.5
PSY 2012	General Psychology	4.5
MAC 1133	Fundamentals of College Math II	<u>4.5</u>
	<b>TOTAL</b>	<b>18.0</b>

This Degree is a terminal degree and in no way implies transfer or acceptance of credit from this program to other college or university programs of a similar nature. As presently constituted, however, after completion, 63 credits may be applied toward the Bachelor of Business Administration at either Tampa or Orlando Colleges.

**ASSOCIATE IN SCIENCE**  
**MEDICAL LABORATORY TECHNICIAN PROGRAM**  
(Tampa College Only)  
99 Credit Hours  
Program Length: 70 weeks  
1880 Clock Hours

A program designed to train men and women to become Medical Laboratory Technicians. Students are trained to render skilled technical services to physicians, hospitals, medical colleges, insurance companies, clinical laboratories or other institutions offering or requiring laboratory services. The trend toward specialization has brought about the establishment of many more clinics as well as the expansion of existing medical facilities. The medical laboratory field offers financial rewards, interesting work and opportunities for advancement.

	COURSE TITLE		CREDIT HOURS
ENG 1540	English Usage		4.5
MAC 1132	Fundamentals of College Math I		4.5
CHM 1000	Introduction to Chemistry		4.5
MLS 1001	Laboratory Orientation		4.5
PSY 2012	Introduction to Psychology		4.5
ENC 2312	Career Communications		4.5
APB 1200	Anatomy and Physiology		4.5
APB 1201	Medical Terminology		4.5
MLS 1300	Hematology I		4.0
MLS 1301	Hematology II		4.0
MLS 1302	Hematology III		3.0
MLS 1610	Clinical Chemistry I		4.0
MLS 1611	Clinical Chemistry II		4.0
MLS 2620	Clinical Chemistry III		3.0
MLS 1400	Parasitology I		3.0
MLS 1401	Parasitology II		3.0
MLS 2500	Serology I		3.0
MLS 2501	Serology II		3.0
MLS 1549	Blood Banking I		3.0
MLS 1550	Blood Banking II		3.0
MLS 1540	Urinalysis I		3.0
MLS 1541	Urinalysis II		3.0
MLS 2401	Microbiology I		4.0
MLS 2402	Microbiology II		3.0
MLS 2403	Microbiology III		3.0
MLS 2400	Mycology and Virology		1.0
MLS 3999	Clinical Internship		<u>6.0</u>
<b>TOTAL</b>			<b>99.0</b>

This program is primarily designed as a terminal program and in no way implies transfer of credit from this program to other college or university programs of a similar nature. As presently constituted, however, after completion, 63 credits may be applied toward the Bachelor of Business Administration at Tampa or Orlando Colleges.

## MEDICAL TRANSCRIPTIONIST PROGRAM

24 Credit Hours

Program Length: 16 Weeks (days)

25 Weeks (evenings Orlando only)

400 Clock Hours

The Medical Transcriptionist Program is designed to prepare graduates in performance of high speed skills for medical transcription in special departments of Hospitals, Professional Corporations, Multi-Specialty Clinics, Health Maintenance Organizations, Nursing Homes, and Medical Transcription Companies. A prerequisite to this program is a net typing skill of 20 wpm on a 3-minute timed test.

	COURSE TITLE	CREDIT HOURS
MSC 1531	Medical Terminology	6
SES 1110	Typing	3
SES 1111	Typing, Advanced	3
SES 1362L	Transcription	6
SES 1363L	Advanced Transcription	<u>6</u>
	TOTAL	24

Speed requirement for graduation:            Typing 65 wpm

## COURSE DESCRIPTIONS

### MEDICAL ASSISTANT PROGRAM MEDICAL RECEPTIONIST PROGRAM

COURSE TITLE	CREDIT HOURS
<b>APB 1200 ANATOMY AND PHYSIOLOGY,</b> 120 Clock Hours. Major systems of the human body including skeletal, muscular, circulatory, nervous, digestive and respiratory systems.	9.0
<b>MLS 1000 CLINICAL PROCEDURES,</b> 80 Clock Hours. Inner office procedures; height, weight, temperature, blood pressure, cardiopulmonary resuscitation, and patient histories.	6.0
<b>MEA 1302 MEDICAL OFFICE PRACTICE,</b> 80 Clock Hours. Office procedures including bookkeeping, insurance, filing, billing, purchasing, and office communications.	6.0
<b>MEA 1340 MEDICAL OFFICE PROCEDURES,</b> 40 Clock Hours. Examining procedures, instruments and equipment, emergencies, first aid and nutrition.	3.0
<b>MSC 1531 MEDICAL TERMINOLOGY,</b> 80 Clock Hours. A study of the root words, suffixes, prefixes, word combinations and short forms unique to the medical profession.	6.0
<b>SES 1341 PROFESSIONAL DEVELOPMENT,</b> 40 Clock Hours. Office decorum, human relations, personal appearance, telephone techniques, the maintenance of an appointment system and jurisprudence.	3.0
<b>SES 1100 TYPING I,</b> 40 Clock Hours. An introductory course expressing keyboard knowledge, touch techniques and good typing habits.	3.0
<b>SES 1110 TYPING II,</b> 40 Clock Hours. A combination of Typing I with an increased emphasis on speed.	3.0
<b>SES 1361 TRANSCRIPTION I,</b> 40 Clock Hours. Machine transcription with emphasis placed on methods of transcribing and production of quality work.	3.0
<b>SES 1362 TRANSCRIPTION II,</b> 40 Clock Hours. A continuation of Transcription I with emphasis placed on speed.	3.0

**MLS 2300 LABORATORY PROCEDURES,** 3.0  
 40 Clock Hours.  
 Basic Laboratory procedures and functions.

**MEA 2820 MEDICAL ASSISTING TECHNIQUES,** 4.5  
 60 Clock Hours.  
 Basic clinical procedures including injections, venipunctures and EKG administration.

**MEA 2930 MEDICAL ASSISTING EXTERNSHIP,** 4.5  
 160 Clock Hours.  
 A four week, practical, in-service experience in a physician's office or hospital.

**MEDICAL OFFICE ASSISTANT PROGRAM  
 MEDICAL OFFICE RECEPTIONIST PROGRAM**

COURSE TITLE	CREDIT HOURS
<b>APB 1200 ANATOMY AND PHYSIOLOGY,</b> 120 Clock Hours. An introductory study of the main systems of the human body, including the skeletal, muscular, nervous, digestive, urinary, reproductive, circulatory and respiratory.	9.0
<b>MLS 1001 CLINICAL PROCEDURES,</b> 60 Clock Hours. An introduction to basic clinical procedures including among others, the measurement of blood pressure and temperature.	4.5
<b>MEA 1300 MEDICAL OFFICE PRACTICE,</b> 80 Clock Hours. An introduction to the "front-office" functions of a medical office. Students are introduced to such topics as bookkeeping, insurance, filing and billing.	6.0
<b>MEA 1301 MEDICAL OFFICE SKILLS,</b> 40 Clock Hours. A course designed to develop the basic language and office skills required of individuals employed to work in a "front-office" capacity in a medical office. Included are such topics as Medical Vocabulary and Telephone Techniques.	3.0
<b>MEA 1350 MEDICAL ASSISTING PROCEDURES,</b> 80 Clock Hours. An introductory study of the "back-office" functions of the medical office. Included are such topics as Hematology and Urinalysis.	6.0
<b>SES 1100 TYPING I,</b> 40 Clock Hours. An introductory course emphasizing keyboard knowledge, touch techniques and good typing habits.	3.0
<b>SES 1360 TRANSCRIPTION AND FORMS,</b> 60 Clock Hours. An introduction to machine transcription and medical forms with emphasis placed on methods of transcribing and the production of quality work.	4.5

## MEDICAL LABORATORY TECHNICIAN PROGRAM

COURSE TITLE	CREDIT HOURS
<b>ENG 1540 ENGLISH USAGE,</b> 50 Clock Hours. A systematic study of English fundamentals: grammar, punctuation, mechanics, sentence structure, vocabulary, rules and conventions that govern acceptable and efficient English usage, with explanations, examples, and drill in language operations.	4.5
<b>MAC 1132 FUNDAMENTALS OF COLLEGE MATH I,</b> 50 Clock Hours. This course is designed to bridge the gap between arithmetic and beginning algebra. Concepts covered include number operation, informal geometry, algebra, modern mathematics and its notation, and scientific notation.	4.5
<b>PSY 2012 INTRODUCTION TO PSYCHOLOGY,</b> 50 Clock Hours. A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day to day behavior.	4.5
<b>CHM 1000 INTRODUCTION TO CHEMISTRY,</b> 50 Clock Hours. Fundamentals of basic Inorganic, Organic, and Biochemistry for the Health Science student. Includes an introduction to the metric system, the periodic chart, the elements, chemical bonding, molecular formulas, chemical equations, oxidation-reduction, acids-bases and organic compounds.	4.5
<b>ENC 2312 CAREER COMMUNICATIONS,</b> 50 Clock Hours. This course will help the student analyze and organize a communication problem. Students use these principles plus rhetorical devices to improve skills in writing themes, letters, memos and short reports. In addition, some of the communicative techniques of oral presentation are studied.	4.5
<b>MLS 1001 LABORATORY ORIENTATION,</b> 50 Clock Hours. An introduction to laboratory organization, lab safety, basic lab procedures, functions, equipment and handling.	4.5
<b>APB 1200 ANATOMY AND PHYSIOLOGY,</b> 50 Clock Hours. This course deals with the structure, function and chemistry of the human body. Covers the skeletal, muscular, circulatory, digestive, endocrine, respiratory and reproductive systems.	4.5
<b>APB 1201 MEDICAL TERMINOLOGY,</b> 50 Clock Hours. Emphasis on correct spelling, pronunciation, and meaning of terms relating to anatomy, physiology and health sciences. Structured as a study of root words, suffices, prefixes, word combinations and short forms unique to the medical sciences.	4.5

- MLS 1300 HEMATOLOGY I,** 4.0  
75 Clock Hours.  
Fundamentals of the science of Hematology. Includes blood collection, preservation and storage. Also emphasizes developmental aspects of hematopoiesis of the erythroid cell system. Includes introduction to the problem of anemia, bone marrow failure, function and disorders of heme synthesis, megaloblastic anemias, injuries at the red cell membrane, defects in red blood cell metabolism and other properties of hemoglobin and disorders of hemoglobin synthesis.
- MLS 1301 HEMATOLOGY II,** 4.0  
75 Clock Hours.  
A continuation of Hematology I. Major topics include: White Blood Cells: structure, kinetics, function and hematopoiesis. Also includes discussion of leukemias, myeloproliferative syndromes, lymphoproliferative diseases, with emphasis on laboratory diagnosis and normal values.
- MLS 1302 HEMATOLOGY III,** 3.0  
50 Clock Hours.  
An introduction to hemostasis: normal mechanisms and a diagnostic approach to disorders of hemostasis. Course material also covers vascular defects, platelet disorders and other disorders of coagulation.
- MLS 1610 CLINICAL CHEMISTRY I,** 4.0  
75 Clock Hours.  
Fundamentals of Clinical Chemistry: interpretations and techniques. Course discussions include general clinical chemistry laboratory information, laboratory instruments, photometry, electrodes and electrophoresis, electrolytes, pH, blood gases, carbohydrate metabolism, mineral metabolism and normal values.
- MLS 1611 CLINICAL CHEMISTRY II,** 4.0  
75 Clock Hours.  
A continuation of Clinical Chemistry I. Course topics include: proteins in body fluids, laboratory tests for renal function, quality control, precision and accuracy and normal values.
- MLS 2620 CLINICAL CHEMISTRY III,** 3.0  
50 Clock Hours.  
A continuation of Clinical Chemistry II. Course topics include: the liver and tests for hepatic function, enzymes and their diagnostic usage, lipid metabolism, thyroid hormones and normal values.
- MLS 1400 PARASITOLOGY I,** 3.0  
50 Clock Hours.  
Introduction to fecal examination. Course discussions limited to pathogenic protozoans: pathogenesis, techniques, procedures, life-cycles and identification of obligate parasitic protozoans.
- MLS 1401 PARASITOLOGY II,** 3.0  
50 Clock Hours.  
A continuation of Parasitology I. Parasitic disease resulting from infestation of parasitic worms: pathogenesis, techniques, procedures, life-cycles and identification of pathogenic nematodes and helminths.
- MLS 2500 SEROLOGY I,** 3.0  
50 Clock Hours.  
Introduction to the study of sera; antigen-antibody reactions and interactions, immunity and allergic responses. Emphasis on humoral responses to invasion by foreign material in the body. The student will describe principles of precipitation, agglutination, complement fixation,

neutralization, immunofluorescence and titration test principles. Laboratory section includes: syphilis serology, C-reactive protein, rheumatoid arthritis testing and heterophile antibodies in infectious mononucleosis.

**MLS 2501 SEROLOGY II, 3.0**  
50 Clock Hours.

A continuation of Serology I. Major topics to be discussed will include: antibody responses to bacterial and viral infections, Streptococcus MG, Antistreptolysin O, agglutination tests for febrile diseases, influenza infections and the hemagglutination inhibition reaction, antinuclear factors in lupus erythematosus, serological tests for pregnancy and human serum complement levels.

**MLS 1549 BLOODBANKING I, 3.0**  
50 Clock Hours.

An introduction to bloodbanking including the screening of donors and preparation of recipients. Lecture emphasis placed on the ABO and Rh systems with respect to human genetics and laboratory emphasis placed on ABO and Rh testing and the preparation and use of blood and blood components.

**MLS 1550 BLOODBANKING II, 3.0**  
50 Clock Hours.

A continuation of Bloodbanking I. Lecture discussion will include all other major blood group systems with laboratory emphasis being placed on antibody screening and identification, compatibility testing and special tests encountered in identification procedures.

**MLS 1540 URINALYSIS I, 3.0**  
50 Clock Hours.

Introduction to the analysis of routine urine specimens; specimen collection, gross examination, physical examination, and chemical examination of the urine are stressed. Lecture emphasis is placed on the anatomy and physiology of the urinary system and the formation of urine.

**MLS 1541 URINALYSIS II, 3.0**  
50 Clock Hours.

A continuation of Urinalysis I. Laboratory instruction covers the microscopic examination of urine sediment: techniques and interpretation. Lecture emphasis is placed on special urine analysis including VMA, drug analysis, heavy metals poisoning and renal calculi analysis.

**MLS 2401 MICROBIOLOGY I, 4.0**  
75 Clock Hours.

Fundamentals of Microbiology. This course is designed to present the basic concepts of microbiology as well as the role of microorganisms in human disease. Major emphasis is placed on bacterial morphology of gram positive procaryotic cells and clinical techniques of isolation and identification.

**MLS 2402 MICROBIOLOGY II, 3.0**  
50 Clock Hours.

A continuation of Microbiology I. Major emphasis will be placed on gram negative procaryotic organisms, bacterial metabolism, and techniques for isolation and identification of enteric and systemic gram negative pathogens.

**MLS 2403 MICROBIOLOGY III, 3.0**  
50 Clock Hours.

A continuation of Microbiology II. Major topics for discussion include: anaerobic bacteria and metabolism as well as acid-fast organisms. Lab procedures stress isolation and identification techniques.



**MLS 2400 MYCOLOGY AND VIROLOGY,** 1.0

25 Clock Hours.

An introduction to the isolation, identification, and pathogenesis of eucaryotic fungi and viruses.

**MLS 3999 CLINICAL INTERNSHIP,** 6.0

480 Clock Hours.

This course is designed to allow the student to apply technical knowledge and skills learned within the college facility in selected clinical laboratories in the community. The student will practice laboratory techniques in the major disciplines. Emphasis will also be placed on workload organization, interrelationships with other members of the Allied Health team within the facility and in gaining the self-confidence and experience necessary to become an effective employee.

### **MEDICAL TRANSCRIPTIONIST PROGRAM**

<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
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<b>MSC 1531 MEDICAL TERMINOLOGY,</b>	6.0
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80 Clock Hours.

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

<b>SES 1110 TYPING,</b>	3.0
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40 Clock Hours.

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

<b>SES 1111 TYPING, ADVANCED,</b>	3.0
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40 Clock Hours.

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

<b>SES 1362L TRANSCRIPTION,</b>	6.0
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120 Clock Hours.

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

<b>SES 1363L ADVANCED TRANSCRIPTION,</b>	6.0
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120 Clock Hours.

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

### **DENTAL TECHNOLOGY PROGRAM**

<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
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<b>DTE 1000 INTRODUCTION TO DENTAL TECHNOLOGY,</b>	1.0
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20 Clock Hours.

A history of dentistry, dental technology and national and state dental laboratory organizations. A comprehensive study of the Code of Ethics, trade laws and other legal aspects of the State Dental Practice Act. Also covered are the job entry specifications and occupational opportunities in the field of dental technology.

- DTE 1010 DENTAL ANATOMY,** 2.0  
40 Clock Hours.  
A study of the anatomy of the head including the bones and muscles of mastication and facial expression. This course also includes the relationship of the tooth to its supporting structure, classification of occlusion and articulation of the teeth.
- DTE 1020 DENTAL ANATOMY AND OCCLUSION I,** 7.0  
140 Clock Hours.  
This course teaches the components of dental anatomy and occlusion through the carving of each tooth, labeling its anatomical landmarks and demonstrating the relationship of each tooth to its antagonist. Prerequisite: Dental Anatomy DTE 1010.
- DTE 1030 DENTAL ANATOMY AND OCCLUSION II,** 7.0  
140 Clock Hours.  
A continuation of DTE 1020. The student will refine wax carving techniques and understanding of occlusal morphology through the carving of full coverage wax patterns to opposing models.
- DTE 1100 DENTAL MATERIALS,** 3.0  
60 Clock Hours.  
An introduction to dental materials, gypsum products, impression materials, waxes, denture base resins, separators, dental porcelain, abrasives and polishing agents. A study of the physical properties and chemical symbols of metals and alloys will be introduced. An analysis of the composition of materials common to the dental profession, together with techniques in handling, preparation and storage.
- DTE 1110 COMPLETE DENTURES I,** 8.0  
160 Clock Hours.  
The student will have knowledge in performing basic laboratory procedures of pouring casts, fabricating custom impression trays, trial baseplates and occlusal rims. An introduction to articulation vertical dimension and angle classification.
- DTE 1120 COMPLETE DENTURES II,** 8.0  
160 Clock Hours.  
The arrangement of artificial teeth according to angle classification and contouring of gingival areas for proper esthetics in wax. The dentures are processed, finished and polished. The repair and relining of dentures is also instructed. Prerequisite: Complete Dentures I DTE 1110.
- MAC 1132 FUNDAMENTALS OF COLLEGE MATH,** 4.5  
40 Clock Hours.  
A comprehensive review of the skills and concepts of general mathematics intended to strengthen the student's mathematical background.
- DTE 1130 REMOVABLE PARTIAL DENTURES I,** 8.0  
160 Clock Hours.  
This course is an introduction to removable partial denture construction. The fundamentals of survey and design, waxing, investing, casting and metal finishing will be learned through the fabrication of removable partial denture frameworks.
- DTE 1140 REMOVABLE PARTIAL DENTURES II,** 7.0  
140 Clock Hours.  
The arrangements of teeth for partial dentures, as well as investing, processing and finishing partial denture bases will be introduced. Repair of the partial denture framework by electro soldering and torch soldering will also be discussed. Prerequisite: Removable Partial Dentures I DTE 1130.

- ENC 1312 WRITTEN COMMUNICATIONS,** 4.5  
40 Clock Hours.  
A review of the fundamentals of sound writing grammar and punctuation are emphasized. Types of writing covered range from the business memo to longer analytical reports.
- DTE 2010 ORTHODONTIC DEVICES,** 1.0  
20 Clock Hours.  
The student will learn the fundamentals of orthodontics through the construction of simple orthodontic devices.
- GBB 1012 INTRODUCTION TO BUSINESS,** 4.5  
40 Clock Hours.  
A general survey of organization and management of business and industrial structures within the United States.
- DTE 2150 FIXED RESTORATIVE PROSTHETICS I,** 8.0  
160 Clock Hours.  
An introduction to fixed restorations including inlays, onlays, post crowns and simple bridges. Preparation of models and dies, forming the wax pattern, investing, casting and finishing will be presented. Prerequisite: Dental Anatomy DTE 1010.
- DTE 2160 FIXED RESTORATIVE PROSTHETICS II,** 8.0  
160 Clock Hours.  
A continuation of DTE 2150 with emphasis on metal design for crowns and bridges including semi-precision attachments. Fabrication procedures for resin veneering will be presented. Prerequisite: DTE 2150.
- DTE 2170 CERAMICS I,** 8.0  
160 Clock Hours.  
A study of techniques for fabricating porcelain to metal restorations, including metal design, preparation and the fusing of porcelain to metal. Prerequisite: Fixed Restorative Prosthetics II DTE 2160.
- DTE 2180 CERAMICS II,** 8.0  
160 Clock Hours.  
A continuation of DTE 2170 with emphasis on multiple unit bridges. Introduction to the porcelain jacket crown and the staining of ceramic restorations. Prerequisite: Ceramics I DTE 2170.

## **BOARD OF TRUSTEES**

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**Summit System of Colleges and Schools**  
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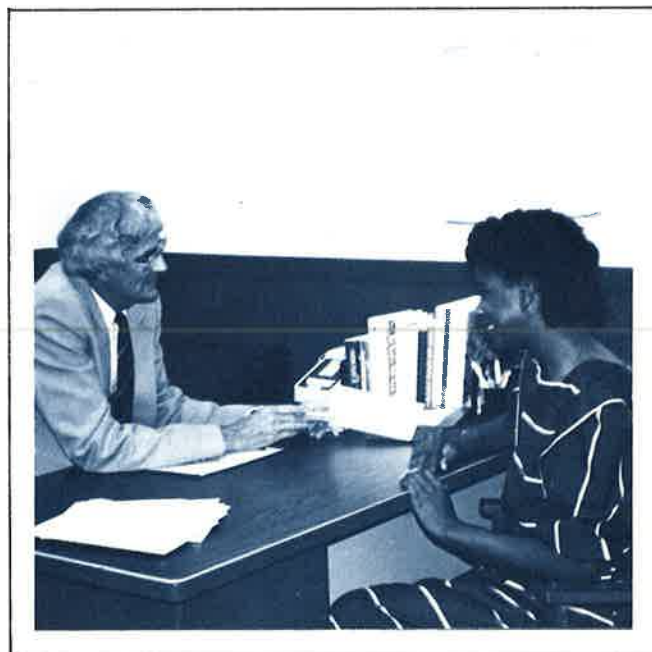
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*Quality education . . .*



*. . . since 1953.*

**THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

**CORPORATE OFFICE**

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

**TAMPA COLLEGE**

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

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

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

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

**ORLANDO COLLEGE**

5500-5800 Diplomat Circle  
Orlando, FL 32810  
(305) 628-5870

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

**BAY AREA ACADEMY OF BUSINESS**

5118 North 56th Street  
Tampa, FL 33610  
Phone (813) 621-8074



**ORLANDO COLLEGE**

(Est. 1953)

1985 - 1987 CATALOG

**CAREER DEVELOPMENT DIVISION**

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

A member of the Summit System of Colleges and Schools

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

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### THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS

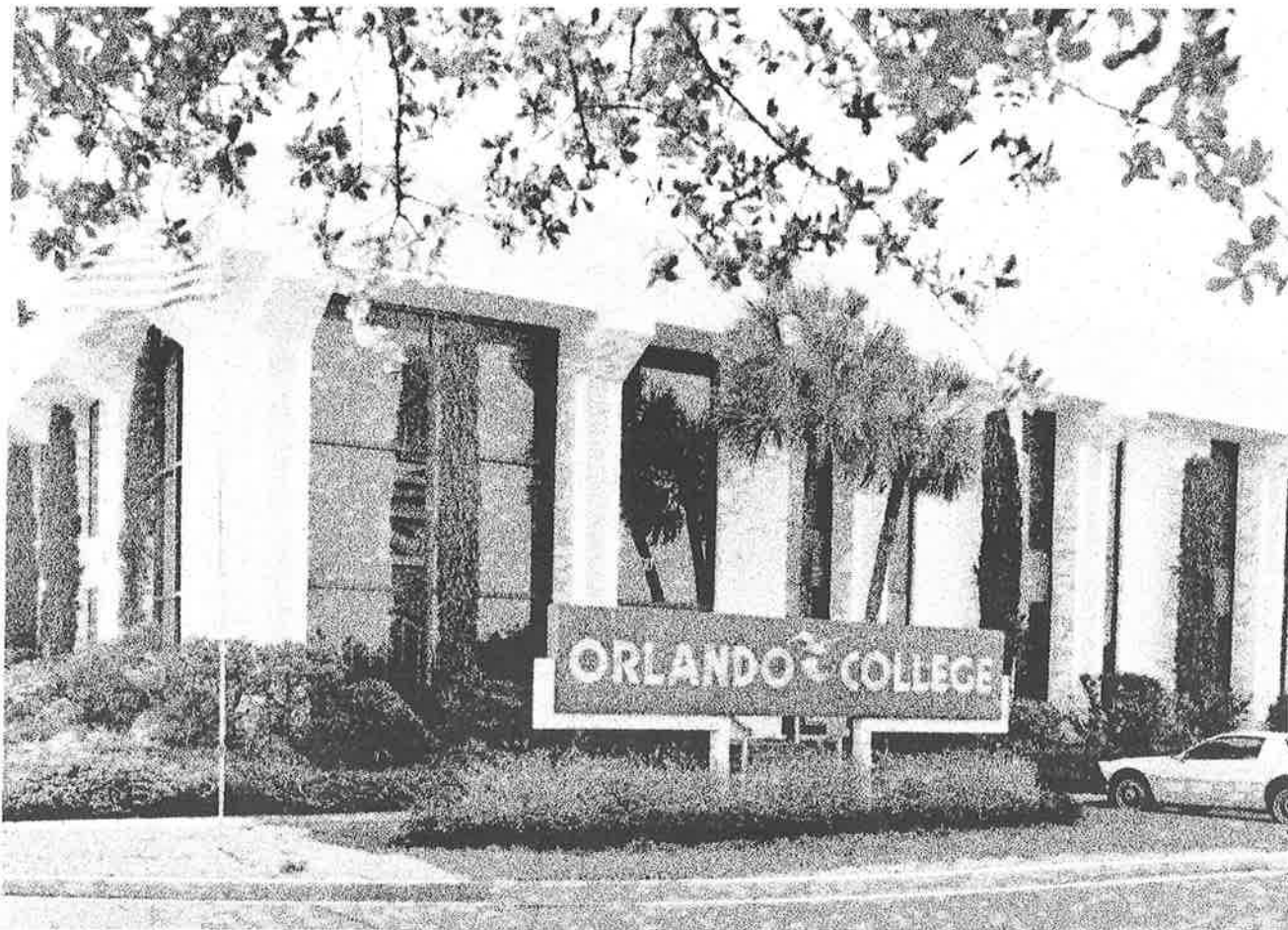
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**FACULTY** ..... See Supplement to Catalog, included



Orlando College • Main Campus • Lee Road

## **GENERAL INFORMATION**

### **STATEMENT OF PHILOLOPHY AND OBJECTIVES**

It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge and the attainment of useful skills. The programs of the College reflect this philosophy.

It is the objective of the College to assist students entering or re-entering the job market in obtaining profitable and satisfying employment consistent with his or her training, self-improvement goals and interests, while providing the community with well-trained and motivated employees.

In doing so, the College, through its Career Development Division, has broadened its scope of educational programs and is offering intensive, vocationally-oriented skill training programs that have entry-level employment opportunities. Since the success of the student depends on his or her total assets, the College is prepared to assist the student in developing a balance of skill and confidence in a positive atmosphere which encourages both inner and outer achievement.

## **HISTORY**

Orlando College traces its roots to Jacksonville, Florida where it was founded as Jones College in 1918 by Annie Harper Jones. In 1947 the College was chartered by the State of Florida as a non-profit degree-granting institution. Under this charter, the College is governed by a Board of Trustees, and all income in excess of operating expenses must be devoted to providing better equipment and educational facilities. In 1953, Jones College Orlando was established to serve the Central Florida area. In 1971, Jones College Orlando was accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools. The College changed its name to Orlando College in 1982.

## **ACCREDITATION**

The College is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized professional accrediting agency by the United States Office of Education. The College is listed as an institution of higher education in the Education Directory which is published by the U.S. Department of Education.

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

## **ORLANDO: THE CITY BEAUTIFUL**

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

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

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

## **PHYSICAL FACILITIES**

The main facility of the College is located in a modern office park near the bustling Lee Road and I-4 Interchange. Tastefully landscaped grounds and parking areas in an attractive contemporary setting make this facility among Florida's finest. All areas are completely weather conditioned for summer or winter. The spacious colorful classrooms and labs are equipped with modern functional furniture and teaching equipment to insure the best in classroom environment. Administrative offices are easily accessible to students to provide quick assistance and service.

The Career Development Facility is located in southwest Orlando near the major thoroughfares of East-West Expressway and I-4, making it easily accessible to both public and private transportation and especially convenient to students who find it necessary to work on a part-time basis while attending school. The Facility is comprised of approximately 6200 square feet and contains classrooms, labs, faculty and administrative offices and operates Monday through Friday from 8 a.m. to 5 p.m.

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

### **HOUSING**

The Career Development Facility does not provide on-campus housing but does assist students who are relocating and must arrange their own housing. For a list of available housing, you may contact the Admissions Office.

### **STATEMENT OF NON-DISCRIMINATION**

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

### **GRADUATE PLACEMENT ASSISTANCE**

Graduates are counseled regarding opportunities for job interviews. While Orlando College cannot guarantee employment, we do make a sincere effort toward placement of our graduates. As a part of your training, you will be expected to learn proper interviewing conduct and techniques, and prepare resumes and letters of introduction prior to the Career Development Division arranging official placement interviews. Student referrals for job placement result from direct contact between school placement representatives and prospective employers. Prospective employers may visit the school from time to time for recruitment purposes. Following graduation, or at any time thereafter, you may take advantage of the school's placement assistance program which is a continuing (lifetime) service offered to graduates of the Career Development Division. However, failure on the student's part to follow placement procedures may result in discontinuation of placement services.

### **RESERVATIONS AS TO PROGRAMS AND CHARGES**

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

### **PERSONAL PROPERTY**

The School assumes no responsibility for loss or damage to a student's personal property or vehicle, loss by theft of any vehicle or any of its contents therein, on or adjacent to school property.

## **FAMILIARITY WITH COLLEGE REGULATIONS**

On or before entrance to classes, you are given a College Catalog and other publications which set forth the policies and regulations under which the Career Development Division operates. It is your responsibility to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with the information provided does not serve as an excuse for non-compliance of infractions.

### **STUDENT CONDUCT**

Students are required to follow rules of conduct that are typically expected in the working world. If it becomes necessary for a teacher or administrator to take disciplinary action as a result of student misconduct, the incident and resulting action will be documented by the Administrator of the Career Development Division.

The School reserves the right to suspend or dismiss any student for violation of the conduct rules (including student dishonesty, unprofessional conduct, use of profanity, insubordination, violation of safety rules, use of alcohol or drugs on school property, etc.) No eating, drinking, or smoking is permitted in the classrooms or hallways. At the time of suspension, the student will be given written notification of the duration of the suspension. At the conclusion of the term of the suspension, the student may reapply in writing for readmission to the Career Development Division.

Should the School have evidence of further misconduct, the right to dismiss the student is reserved. Dismissal is a terminal action. Students who have been dismissed from the Career Development Division are not permitted to reenter.

## **ADMISSIONS**

### **GENERAL ADMISSIONS REQUIREMENTS**

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

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

In order to be admitted to any program of the Career Development Division, the applicant must:

1. Have earned a high school diploma or equivalent, and
2. Score Twelve (12) or above on the California Achievement Test/Locator II Test,

or

1. Demonstrate by the achievement of the above stated minimum CAT/Locator II Test levels ability to benefit from the program, and
2. Be accepted as an "adult student" admitted as a regular student on a Conditional Basis, based upon the demonstration of ability to benefit from the program, who agrees to complete the requirements for the GED certificate by the 20th week of enrollment.

The following items are required for a complete enrollment file:

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

### **TUITION AND FEES**

Tuition and Fees for programs offered in the Career Development Division of the College are stated in a separate Supplement to the Catalog.

### **REFUND POLICY**

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

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

After first day and during:

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

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

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

### **ORIENTATION TO NEW STUDENTS**

Because the school wants you to feel prepared for your first day of classes, an orientation program is held prior to each start date to introduce new students of the Career Development Division to familiarize you with the facilities and to explain the academic procedures and school regulations including attendance, grading, and student conduct. You are given an opportunity to meet your instructors and to ask specific questions relating to the school and your course of study. The Career Development Division is a place for you to learn and grow and we want that process to begin on your first day with us.

### **STUDENT FINANCIAL ASSISTANCE**

One of the most important investments of time and money you will ever make is that of gaining a skill for a job, trade, or career. That is why we make every effort to aid those students who need financial assistance in order to complete their education and training. Financial assistance at the Career Development Division of the College is awarded on the basis of the financial needs of the individual applying. Financial assistance in the form of loans, grants, and work-study is available to qualifying students.

If you will require financial assistance to attend school, after your enrollment interview you will meet with the Financial Assistance Officer who will explain all the programs available to you and provide you with applications. After these forms are completed, the Financial Assistance Officer will be able to tell you what type of assistance and how much you are qualified to receive and submit them to the appropriate agency of the Federal Government.

### **SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS**

1. Applicants seeking financial assistance should contact the Career Development Division's Financial Assistance Officer for complete information on all financial assistance programs available.
2. A confidential financial statement of parental income is required for most types of student financial assistance.



3. Each student's application for financial assistance is evaluated by the Financial Assistance Officer and an appropriate plan is developed. This plan usually includes a combination of more than one type of assistance.
4. Financial Assistance awards and commitments are made to the student following completion of all application procedures and acceptance of the student for admission to the Career Development Division.
5. Students must maintain good standing and make satisfactory progress toward completion of the program in which enrolled in order to remain eligible for continued financial assistance. (See Standards of Progress under Academic Information.)

## **FINANCIAL ASSISTANCE PROGRAMS**

### **PELL GRANT**

The Pell Grant Program is designed to provide financial assistance to those who need it to attend post-high school educational institutions. The amount of the Pell Grant is determined on the basis of the student's and family's financial resources. Eligible students may receive as much as \$2,100 per year toward the cost of their education. An application for a Pell Grant is available in the Financial Assistance Office. A Financial Assistance Officer will be pleased to assist in explaining the forms and their submission. Whenever eligibility has been determined by the Government and notification is sent directly to the student, this information should immediately be forwarded to the College.

### **OTHER AVAILABLE PROGRAMS**

Students may also be eligible for the following Federal education assistance programs:

- GSL - Guaranteed Student Loans
- SEOG - Supplemental Educational Opportunity Grant
- NDSL - National Direct Student Loan
- CWSP - College Work Study Program

Additional information may be obtained by contacting the Financial Assistance Office at the Career Development Division.

## **ACADEMIC INFORMATION**

### **QUARTER HOUR OF CREDIT**

A quarter hour of credit is equivalent to approximately twelve class hours of instruction with appropriate out-of-class study. Laboratory subjects having a disproportionate ratio of instruction to practice require additional class or laboratory hours per quarter hour.

## GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

### GRADE EVALUATION

### GRADE POINTS PER QUARTER HOUR

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

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

N No Grade not calculated

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

### CALCULATION OF GRADE POINT AVERAGE

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

### ATTENDANCE POLICY

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

1. Students are expected to attend all scheduled classes in order to achieve the learning goals of their program.
2. Mandatory attendance shall be stressed as part of their preparation for employment.
3. Attendance and tardiness will be recorded for each class meeting. Three tardies shall be considered equal to one class absence.
4. Students who accumulate more than three (3) days of absence in any phase must see the Academic Coordinator for counseling before being readmitted to their classes.
5. Students who accumulate more than five (5) days (i.e., more than twenty (20) classroom hours) of absence in any phase must be dismissed from school and given a grade "W" in each class.
6. There are no excused absences. Every hour of class absence is counted toward the limit for mandatory dismissal.

7. A student dismissed as result of non-attendance may restart one (1) time with a reinitiated academic record (i.e., with the student's grade point average reinitiated).
8. Students may be permitted to make up class hours on the same day the class was missed if another section of the same course is available.

### **ACADEMIC DEFICIENCIES**

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

### **STANDARDS OF PROGRESS**

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

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

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

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

### **ACADEMIC SUSPENSION AND DISMISSAL**

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

### **DURATION OF ELIGIBILITY FOR FINANCIAL AID**

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

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

The current Standards of Satisfactory Progress will become effective at the beginning of the first payment period subsequent to January 1, 1984 and applies to both full-time and part-time students.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

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

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

Release of directory information does not require student consent and includes the name, address and telephone number of the student, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

Particular questions concerning a student's rights under the Act should be directed to the Director's Office.

### **GRADUATION**

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

### **THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

The Summit System of Colleges and Schools was founded in 1981 as a direct result of the Board of Trustees' recognition that certain common bonds were shared by the member institutions comprising the Summit System. These member institutions are Orlando College and Tampa College. Under these Senior Colleges of Business, also may reside the undergraduate and graduate programs of the Business and Computer Information Divisions, the Allied Health Divisions, the Secretarial Sciences and Court Reporting Divisions of Orlando College or the Secretarial Sciences Division of Tampa College, the Career Development Division and the Media Arts Division.

The chart on Page 12 depicts the divisions comprising the Senior Colleges of Business which together form the Summit System of Colleges and Schools. Listed are the Degree, Diploma, and Certificate Programs offered throughout the System, and the locations at which they are available.

**FOR ADDITIONAL INFORMATION**

1. Review the program offerings on the following pages to identify your area of interest;
2. Consult the chart on Page 12 to determine where the program in which you are interested is offered;
3. Visit, call or write the Coordinator of Admissions at the College you wish to attend requesting more information about the College, the program in which you are interested, and the career employment possibilities available to you as a graduate.

**THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

**CAREER DEVELOPMENT DIVISION**

**Certificate Programs**  
Data Entry                      Nursing Assistant                      Office Specialist

Information concerning Divisions and Programs listed below are contained in separate Catalogs available through the College Admissions Office.

**BUSINESS AND COMPUTER INFORMATION DIVISION**

**Master's Degree - (Tampa College only)**  
Business Administration                      Professional Accounting  
Business Information Science

**Bachelor of Science Degree**  
Accounting Major                      Management/Marketing Major  
International Business Major                      Professional Accounting Major (Fifth Year)  
Information Science and Computer Programming Major

**Bachelor of Business Administration Degree**

**Associate in Science Degree**  
Accounting Major                      Hotel and Restaurant Administration Major  
Computer Programming Major                      Management/Marketing Major

**Associate in Business Degree**

**Diploma Program**  
Computer Programming

**ALLIED HEALTH DIVISION**

**Associate in Science Degree**  
Medical Lab Technician Major - (Tampa College only)

**Associate in Dental Technology - (Tampa College only)**

**Diploma Programs**  
Medical Assistant                      Dental Technology - (Tampa College only)  
Medical Office Assistant                      Medical Receptionist  
Medical Office Receptionist                      Medical Transcriptionist

**SECRETARIAL SCIENCES AND COURT REPORTING DIVISION**

**Associate in Applied Science Degree**  
Court Reporting - (Orlando College only)                      Office Administration

**Diploma Programs**  
Court Reporting - (Orlando College only)                      Legal Secretarial  
Secretarial/Word Processing Specialist                      Administrative Assistant  
Executive Secretarial/Word Processing Specialist

**MEDIA ARTS DIVISION**

Commercial Art Diploma Program - (Tampa only)

## DATA ENTRY

1. The Data Entry Program is designed to prepare the graduate to be a data entry operator. Training is on keyboard-to-diskette equipment. The program includes training in supportive skills which allows graduates flexibility in seeking a variety of entry level jobs.
2. The curriculum is comprised of forty-two (42) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.
3. The curriculum contains the following courses:

Course No.	Title	Credit Hours
DAE 010	Records, Forms & Filing Systems	4
DAE 011	Introduction to Data Processing Concepts	4
DAE 020	Introduction to Keyboarding	3
DAE 021	Keyboard Data Entry I	3
DAE 022	Keyboard Data Entry II	3
DAE 023	Keyboard Data Entry III	3
DAE 024	Keyboard Data Entry IV	3
DAE 025	Keyboard Data Entry V	3
MAT 020	Recordkeeping	4
ENG 080	Language Skills	2
ENG 081	Semantics	2
SES 005	Job Search Skills	4
MAT 080	Principles of Arithmetic	2
MAN 145	Leadership Development	<u>2</u>
	Total	42

## NURSING ASSISTANT

1. The Nursing Assistant provides bedside care under the guidance of a Registered or Licensed Practical Nurse. The Nursing Assitant is prepared to work in a hospital, extended care facility, nursing home, and various community health facilities.
2. This curriculum is comprised of forty-eight (48) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.
3. If awarded a diploma at completion of course, the graduate will receive State certification.
4. The curriculum contains the following courses:

Course No.	Title	Credit Hours
ENG 080	Language Skills	2
ENG 081	Semantics	2
MAN 145	Leadership Development	2
SES 005	Job Search Skills	4
MAT 080	Principles of Arithmetic	2
NUA 011	Nursing Module A	6
NUA 012	Nursing Module B	6
NUA 013	Nursing Module C	6
NUA 014	Nursing Module D	6
NUA 015	Nursing Module E	6
NUA 016	Nursing Module F	<u>6</u>
	Total	48



## OFFICE SPECIALIST

1. The Office Specialist is prepared for entry-level employment in a variety of office settings. The Office Specialist is qualified to perform a variety of clerical and secretarial tasks common to most business office operations.
2. This curriculum is comprised of forty-two (42) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.
3. The curriculum contains the following courses:

Course No.	Title	Credit Hours
ENG 080	Language Skills	2
ENG 081	Semantics	2
ENC 082	Writing Skills	2
MAT 080	Principles of Arithmetic	2
MAN 145	Leadership Development	2
MAT 020	Recordkeeping	4
SES 010	Basic Filing	2
SES 020	Office Systems	4
TYP 011	Typing I	3
TYP 012	Typing II	3
TYP 013	Typing III	3
TYP 014	Typing IV	3
TYP 015	Typing V	3
TYP 016	Typing VI	3
SES 005	Job Search Skills	<u>4</u>
	Total	42

## COURSE DESCRIPTIONS

### DATA ENTRY

**DAE 101 Records, Forms and Filing Systems** 4 Credit Hours  
50 Clock Hours

This course introduces the Data Entry student to types of records, forms, and filing systems used in data processing. Personal finance and recordkeeping are introduced. The basic theory double-entry bookkeeping is presented.

PREREQUISITE: None

**DAE 011 Introduction to Data Processing Concepts** 4 Credit Hours  
50 Clock Hours

This course is designed to introduce terminology and background information dealing with data entry and data processing.

PREREQUISITE: None

**DAE 020 Introduction to Keyboarding** 3 Credit Hours  
50 Clock Hours

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

PREREQUISITE: None

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

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

PREREQUISITE: DAE 020

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

This course is a continuation of DAE 021.

PREREQUISITE: DAE 021

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

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

PREREQUISITE: DAE 022

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

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

PREREQUISITE: DAE 023

**DAE 025 Keyboard Data Entry V** 3 Credit Hours  
50 Clock Hours

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

PREREQUISITE: DAE 024

## NURSING ASSISTANT

**MAT 020 Recordkeeping** 4 Credit Hours

50 Clock Hours

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

PREREQUISITE: None

**NUA 011 Nursing Module A** 6 Credit Hours

75 Clock Hours

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

PREREQUISITE: None

**NUA 012 Nursing Module B** 6 Credit Hours

75 Clock Hours

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

PREREQUISITE: None

**NUA 013 Nursing Module C** 6 Credit Hours

75 Clock Hours

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

PREREQUISITE: None

**NUA 014 Nursing Module D** 6 Credit Hours

75 Clock Hours

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

PREREQUISITE: None

**NUA 015 Nursing Module E** 6 Credit Hours

75 Clock Hours

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

PREREQUISITE: None

**NUA 106 Nursing Module F** 6 Credit Hours

75 Clock Hours

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

PREREQUISITE: NUA 011, NUA 012, NUA 013, NUA 014, NUA 015

## LIBERAL ARTS

### **ENC 082 Writing Skills**

2 Credit Hours

25 Clock Hours

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

PREREQUISITE: None

### **ENG 080 Language Skills**

2 Credit Hours

25 Clock Hours

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

PREREQUISITE: None

### **ENG 081 Semantics**

2 Credit Hours

25 Clock Hours

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

PREREQUISITE: None

### **MAN 145 Leadership Development**

2 Credit Hours

25 Clock Hours

This course is designed to develop the confidence needed to function in a business career. Aims, objectives, techniques of leadership, creativity, social communications, and appearance are also discussed.

PREREQUISITE: None

### **MAT 080 Principles of Arithmetic**

2 Credit Hours

25 Clock Hours

This course covers basic arithmetic functions and their applications in problem solving.

PREREQUISITE: None

### **SES 005 Job Search Skills**

4 Credit Hours

50 Clock Hours

This course presents a study of all skills associated with joining the work force and growing with a job. Topics included are: vita preparation, interview behavior, attire, and job responsibilities and benefits. This course is taken during a student's final two phases of training.

PREREQUISITE: Completion of 20 weeks of training

## OFFICE SPECIALIST

### **SES 010 Basic Filing**

2 Credit Hours

25 Clock Hours

The student is taught the classification, retention, protection, and disposal of records. Emphasis is placed on the proper controlling of records.

PREREQUISITE: None

### **SES 020 Office Systems**

4 Credit Hours

50 Clock Hours

This is a practical course which integrates the basic office skills of typewriting, filing methods, and procedures of the clerk.

PREREQUISITE: None

**TYP 011 Typing I** 3 Credit Hours

50 Clock Hours

This course is designed to introduce the basic skill of typewriting.

PREREQUISITE: None

**TYP 012 Typing II** 3 Credit Hours

50 Clock Hours

This course is a continuation of the student's typing training. Topics covered are centering, tabulation, and letter forms.

PREREQUISITE: TYP 011

**TYP 013 Typing III** 3 Credit Hours

50 Clock Hours

This course is a continuation of the student's typing training. Topics covered are business letters, envelopes, and reports.

PREREQUISITE: TYP 012

**TYP 014 Typing IV** 3 Credit Hours

50 Clock Hours

This course is a continuation of the student's typing training. The emphasis in this course is on tabulation and on-the-job related activities. A great deal of emphasis is on skill building through the use of timed writings.

PREREQUISITE: TYP 013

**TYP 015 Typing V** 3 Credit Hours

50 Clock Hours

This course is designed to develop speed building and typing productivity of executive materials.

PREREQUISITE: TYP 014

**TYP 016 Typing VI** 3 Credit Hours

50 Clock Hours

This course is designed to develop accuracy and speed in production work.

PREREQUISITE: TYP 015

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