

ORLANDO COLLEGE



1992 - 1993

College Catalog



Reprinted January, 1993

ORLANDO COLLEGE

(Established 1953)

1992-93 CATALOG

ORLANDO COLLEGE -- NORTH CAMPUS

5500 Diplomat Circle
Orlando, Florida 32810
(407) 628-5870

ORLANDO COLLEGE -- SOUTH CAMPUS

925 South Orange Avenue
Orlando, Florida 32806
(407) 841-1410

ORLANDO COLLEGE -- CENTRAL PARK

6900 South Orange Blossom Trail
Suite 200
Orlando, Florida 32809
(407) 841-1410

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

GENERAL INFORMATION

STATEMENTS OF PHILOSOPHY AND OBJECTIVES

Mission Statement

Orlando College is a private, career-oriented institution that believes the basic purpose of education is to prepare one for the highest degree of self-realization through the attainment of useful skills and training necessary to enrich one's life.

The ultimate goal of the institution lies in its responsibility to provide educational opportunities through specific and practical career training designed to prepare the student for entry into the work place while serving the needs of the business community.

Statement of Purpose

In keeping with the needs of the students and the ever-changing business community the College serves, the faculty and administration are dedicated to the accomplishments of the following objectives:

- To provide educational services at the collegiate level by offering career skills in the associate, baccalaureate, and graduate programs
- To offer -- through a sincere concern on the part of the educated, dedicated, and qualified instructors -- the necessary tools of learning that will help ensure each student's future success
- To assure all students, from the first introduction to graduation, that the relationship with all college personnel will meet the highest standards of professional ethics
- To provide the business community with qualified and productive graduates who are capable of assuming a useful place in society and perform well in that place.

HISTORY

Orlando College traces its roots to Jacksonville, Florida where it was founded as Jones College in 1918. In 1947 the College was chartered by the State of Florida as a non-profit degree-granting institution. 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. In April 1989, Orlando College was acquired by Phillips Colleges, Inc., a Gulfport, Mississippi based company and owner of the largest group of privately-held career colleges in the United States.

ACCREDITATION

The College is accredited as a Senior College of Business by the Accrediting Commission for Independent Colleges and Schools of the Career College Association which has been designated as a nationally recognized professional accrediting agency by the United States Office of Education and by the Council on Postsecondary Accreditation (COPA). The College is listed as an institution of higher education in the Directory of Higher Education. The College is registered with the Florida State Board of Independent Colleges and Universities and is exempt from licensing requirements by virtue of its accreditation.

ORLANDO: THE CITY BEAUTIFUL

Central Florida continues to be 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 and EPCOT Center are now welcoming over a million visitors each month and are a continuing source of pleasure and entertainment to visiting students from all countries. Popular attractions include Sea World, Jai Alai, Dog and Harness Racing, and the Citrus Bowl. Two movie studios, Disney MGM and Universal, have built sound stages in Orlando therein creating additional career opportunities for residents. Orlando is the site of the Orlando Magic NBA basketball team, and Spring training for the Houston Astros baseball team. 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 three locations of Orlando College are designed to provide excellent learning environments, comfortable atmospheres, and convenience and accessibility.

All classrooms and offices are completely weather conditioned for every season. Comfortable, colorful classrooms and labs are carpeted and contain modern functional furnishings and teaching equipment. There is adequate lighted parking for students at each location. Administrative offices are easily accessible to students for assistance and service.

Each location of the college provides the commuting student easy accessibility to major thoroughfares.

North campus operates in a modern office park near the Lee Road and I-4 interchange. South Campus is located near downtown Orlando on Orange Avenue near Gore Street. The Central Park location is easily accessible in the Central Park area of South Orlando at Lancaster Avenue and Highway 441.

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.

HOUSING

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

STATEMENT OF NON-DISCRIMINATION

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

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

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

**ANNUAL SCHOLARSHIPS FOR
ORLANDO COLLEGE STUDENTS**

Orlando College annually awards six honor 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 credit hours or more).

The scholarships are as follows:

**Sophomore Honor Scholarship
(Must have completed 48 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 96 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 144 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.

Scholarship awards of \$200 each are credited to the student's account following each grading period in which the student must have earned at least 12 credit hours (exception August, 1991 and August, 1992 starts at which time the student must earn no less than 8 credit hours), for a total of five (5) \$200 awards. Awards shall not be made for grading periods in which the student earns less than 12 credit hours. In addition, the student must remain in continuous full-time enrollment and be making satisfactory academic progress, as defined in the College Catalog, for each term during the scholarship period in order to receive scholarship credits to his/her tuition account.

Scholarship applications may be obtained by calling the Office of Freshman Admissions of any location of the College.

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or equivalent. All undergraduate applicants are required to satisfy a nationally recognized assessment test to determine their potential success in college level studies. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. As a result of the evaluation of the qualifications, it may be necessary to schedule the student to take developmental courses. These courses will be in addition to and may be taught concurrently with the required courses for all programs. Students may apply for entry at any time.

EARLY ADMISSION FOR HIGH SCHOOL GRADUATES

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

INTERNATIONAL STUDENTS

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program, and a TOEFL Score of 475 or its equivalent is required for entry into an undergraduate degree (not required for applicants whose native country has English as a primary language). A TOEFL Score of 550 or its equivalent is required for entry into the graduate program. A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of full-time fees and tuition for at least one academic term.

STUDENT FINANCIAL ASSISTANCE

Financial assistance in the form of loans, grants, and work-study is available to eligible students. The College makes every possible effort to award funds to those students who show financial need in order to complete their college programs. Applicants should apply for financial assistance at the same time they apply for admission to the College in order to receive complete information on all financial assistance programs available. The Student Finance Office hours are posted.

ELIGIBILITY

To be eligible to apply for Title IV Funds, a student must be a regular student enrolled at least half time in an eligible program. The student must have a high school diploma, or its equivalent, or a G.E.D., or have the ability to benefit from the education offered. The student must also be a U.S. citizen or an eligible non-citizen.

Aid from most of the Federal student aid programs - except the Federal Supplemental Loan for Students (SLS) and the Federal Parent Loan for Students (PLUS) - is awarded on the basis of financial need.

The application process to determine financial need entails the completion of the Application for Federal Student Aid (AFSA). The information provided on the AFSA application will be evaluated by a College Financial Aid Officer using an approved needs analysis system which calculates the Cost of Education from which the Family Contribution is subtracted to arrive at a student's financial need. If the student is eligible, an appropriate award package will be developed and will normally include a combination of the various types of financial assistance available.

Prior to the actual disbursement of any financial assistance, a student may have to complete a verification process which will document certain information provided. Information on the types of documentation required will normally be provided during the student's financial assistance interview. Additionally, a Statement of Educational Purpose certifying that all funds received under a federally assisted loan, grant, or work-study program will be used only for expenses related to attendance at this College, a Statement of Selective Service Registration Status, and an Anti-Drug Abuse Statement must be signed.

Students are cautioned that all awards are made based on the availability of program funds to the College and the accuracy of the information provided to determine financial assistance eligibility. Reductions in funding programs, over which the College has no control, or changes in eligibility status due to the verification process, or changes in enrollment status, may amend initial awards. Students must maintain satisfactory academic progress toward completion of their respective programs in order to continue eligibility for financial assistance. (See "Standards of Progress for Undergraduate Students" guidance and "Duration of Eligibility For Financial Assistance" information listed herein.)

No students may receive financial assistance if they owe a refund on any grant, are in default on any loan, or have borrowed in excess of established loan limits under Title IV financial aid programs at any institution or are enrolled in either an elementary or secondary school.

Federal Stafford Student Loan Program
Formerly Guaranteed Student Loan (GSL)

The Federal Stafford Student Loan, available to eligible students, is a low-interest loan made by a lender such as a bank, credit union, or savings and loan association to help pay for the cost of education. The interest rate varies from 7% to 10% determined by the student's classification as either a new borrower or a continuing borrower. Repayment of the loan generally begins six months after students have graduated, left school, or dropped below half-time status.

Effective for periods of enrollment beginning on or after January 1, 1987, students who are enrolled on at least a half-time basis may borrow the following amounts:

1. Students whom the College determines have not yet completed the first or second year of an undergraduate program: up to \$2,625 per academic year.
2. Students whom the College determines have successfully completed the first and second year of an undergraduate program, but who have not yet completed the undergraduate program: up to \$4,000 per academic year. An aggregate maximum amount of \$17,250 may be borrowed by students enrolled in an undergraduate program.
3. Graduate students may borrow up to \$7,500 per academic year, with an aggregate maximum amount of \$54,750, including loans received for study at the undergraduate level.

Federal Supplemental Loan for Students (SLS)

Under this program, a student must be a high school graduate or have a GED to be eligible to participate. Graduate students and independent undergraduate students are eligible to borrow up to \$4,000 per academic year, with an aggregate loan maximum of \$20,000. (Based on documented extenuating circumstances, dependent undergraduate students may borrow under this program.) These loan limits do not include amounts borrowed under the Stafford or PLUS programs. The interest rate for a Federal SLS loan is variable. It is determined by adding 3.25 to the bond equivalent rate of 52-week Treasury bills, not to exceed 12%. The rate is established each June 1 and effective each July 1. Repayment generally lasts at least 5 years but not more than 10 years, depending on the amount borrowed. Repayment usually begins within 60 days after the loan is disbursed.

Federal PLUS Loan

Eligibility for a Federal PLUS Loan is limited to parent borrowers. Parents may borrow for either dependent undergraduate or dependent graduate students. The maximum amount a parent may borrow on behalf of each eligible student is \$4,000 per academic year, with an aggregate loan maximum for each eligible student of \$20,000. These loan limits do not include amounts borrowed by a student under the Federal Stafford or Federal Supplemental Loans for Students programs. The interest rate for a Federal PLUS loan is variable. It is determined by adding 3.25 to the bond equivalent rate of 52-week Treasury bills, not to exceed 12%. The rate is established each June 1 and effective each July 1. Repayment generally lasts at least 5 years but not more than 10 years, depending on the amount borrowed. Repayment usually begins within 60 days after the loan is disbursed.

loss of financial assistance eligibility, the student may present these circumstances and appeal the reduction and/or loss. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by the Financial Aid Committee of the College. If the appeal is approved and all eligibility requirements are met, the financial aid office will, in accordance with applicable regulations, determine the levels of financial assistance availability.

ACADEMIC INFORMATION

GRADING SYSTEM AND PROGRESS REPORTS: UNDERGRADUATE PROGRAM

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

The following grading system is used:

<u>Grade Evaluation</u>	<u>Grade Points Per Quarter Hour</u>
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
W Withdrawal, Penalty	0
F Failure	0
I Incomplete	0

Note: (An "I" grade automatically changes to "F" if course requirements are not completed satisfactorily within 10 days after the official ending date of the term.)
(A course repeated to improve cumulative grade point average after the three-time repeat policy has been used. Only attempted credits are calculated in the cumulative grade point average.)

N No Grade (Withdrawal, No-Penalty) (An "N" grade may be awarded if a student withdraws from a class under approved and documented mitigating circumstances.)	not calculated
E Exemption	not calculated
U Audit	not calculated
WL Leave of Absence	not calculated
X Transfer of Credit	not calculated

* A student who wishes to appeal a grade must do so by the end of the term following the one for in which the grade was earned.

REPEATING COURSES

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

Being dropped from an individual class may not necessarily result in suspension from school, however, it may result in a **change from full-time status to part-time status** which could have a negative affect upon the student's financial aid awards or VA benefits.

LEAVE OF ABSENCE

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

Medical -- planned or emergency medical treatment for self or immediate Family; including pregnancy;

Family -- summer child-care concerns for school age children; family tragedies
(other situations may be considered for approval);

Employment -- employment-related training; special assignments or shifts;

Military -- reserve/active duty obligations.

RE-ADMISSION OF WITHDRAWN STUDENTS

Withdrawn students requesting re-entry must petition the Re-Admission Committee. Information concerning the re-admission procedure may be obtained by calling the Dean's Office. Re-entry is limited to one time unless documented mitigating circumstances are provided.

STUDENT CONDUCT AND GRIEVANCE POLICY

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

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

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

Dismissal is a terminal action. A student who has been dismissed from the College is not permitted to re-enter. Students who feel their rights have been violated are entitled to due process in the form of a hearing by an Appeals Committee appointed by the College Director. A student wishing to request such a hearing should contact the Dean.

catalog. Students readmitted at this point are considered to be on probation but must bring their CGPA into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student's CGPA to improve into the probation range by the end of the first academic term after readmittance or if, in the judgement of the readmittance committee, it is highly improbable for the student's CGPA to improve into the probation range, the student will not be readmitted.

- **Academic Dismissal**

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

- **Appeals Procedures**

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by requesting in writing a review of their situation. Such a review shall be conducted by the Academic Dean and or the College President or an appeal committee appointed by the College Director or President. Should the appeal be granted, the student will receive one additional academic term in which to regain satisfactory progress. Any decision resulting from that review is final and is not appealable.

PROGRESSION TOWARD COMPLETION REQUIREMENTS

- **Percentage Successfully Completed**

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

For determining progression toward completion, grades of F(failure) and W(withdrawal penalty) are counted as hours attempted but are not counted as hours successfully completed. Grades of " I" (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a letter grade, the CGPA and satisfactory progress determination will be recalculated based on that letter grade.

- **Academic Suspension**

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

- **Readmittance Following Suspension**

As with suspension for failure to meet CGPA requirements, students suspended for failure to meet percentage completion requirements may apply for readmittance after one academic term according to the readmittance policy found in the admissions information section of the catalog. Students readmitted at this point are considered to be on probation but must bring their percentage successfully completed above the

GRADUATION

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

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

The College does not permit or condone the use or possession of marijuana, alcohol, or any other drug, narcotic, or controlled substance by students or employees.

Possession of these substances on campus are cause for dismissal.

Any individuals suffering from addiction to alcohol or controlled substances or having knowledge of others that may have a potential problem in this regard are urged to consult the Dean for appropriate counseling and community services referral.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

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

1. Provide official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Provide completed admissions forms.
3. All foreign students from non-English speaking countries who are entering from institutions other than a member institution must present a TOEFL score of not less than 550 or equivalent as evidence of their proficiency in reading, writing, and speaking the English language.

Categories of Enrollment:

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

1. Regular Students

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

2. Provisional Students

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

3. Special Students

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

TRANSFER OF CREDIT

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

ACADEMIC LOAD - GRADUATE STUDENT

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

GRADING SYSTEM AND PROGRESS REPORTS: GRADUATE PROGRAM

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

The following grading system is used:

<u>Grade Evaluation</u>	<u>Grade Points Per Quarter Hour</u>
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
W Withdrawal, Penalty	0
F Failure	0
I Incomplete	0
 <u>Note:</u> An "I" grade 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 (Withdrawal, No-Penalty)	Not calculated
 (An "N" grade may be awarded if a student withdraws from a class under approved and documented mitigating circumstances.)	
E Exemption	Not calculated
U Audit	Not calculated
WL Leave of Absence	Not calculated
X Transfer of Credit	Not calculated
Z Directed Study in Progress	Not calculated

*A student who wishes to appeal a grade must do so by the end of the term following the one for in which the grade was earned.

**Requirements for
THE MASTER OF BUSINESS ADMINISTRATION DEGREE
Suggested Curriculum**

CORE REQUIREMENTS

(to be taken by all students)

		<u>Quarter Hours</u>
COP 5020	Management Information Systems	4.0
ECO 5420	Managerial Economics	4.0
PSY 5206	Organizational Behavior	4.0
MAN 5311	Management of Human Resources	4.0
QMB 5413	Quantitative Methods	4.0
MAN 5130	Management Communication	4.0
		<u>24.0</u>

STUDENTS MUST PARTICIPATE IN ONE OF THE FOUR CONCENTRATIONS AVAILABLE UNDER THE MASTER OF BUSINESS ADMINISTRATION PROGRAM.

MANAGEMENT ANALYSIS CONCENTRATION REQUIREMENTS

ACC 5320	Managerial Accounting	4.0
FIN 5428	Financial Management	4.0
MAR 5786	Marketing Management	4.0
MAN 5721	Advanced Policy and Strategy	4.0
	Advanced Elective	4.0
	Approved Elective	4.0
MAN 5900	Graduate Research Practicum*	<u>6.0</u>
		30.0

PROFESSIONAL ACCOUNTING CONCENTRATION REQUIREMENTS

ACC 5221	Advanced Accounting II	4.0
ACC 5621	Auditing II	4.0
FIN 5428	Financial Management	4.0
MAN 5721	Advanced Policy and Strategy	4.0
	Approved Elective	4.0
	Approved Elective	4.0
MAN 5900	Graduate Research Practicum*	<u>6.0</u>
		30.0

INFORMATION SYSTEMS CONCENTRATION REQUIREMENTS

ACC 5050	Accounting Information Systems	4.0
FIN 5428	Financial Management	4.0
COP 6020	Advanced Management Information Systems	4.0
MAN 5721	Advanced Policy and Strategy	4.0
	Approved Elective	4.0
	Approved Elective	4.0
COP 5900	Graduate Research Practicum*	<u>6.0</u>
		30.0

Requirements for
THE MASTER OF PUBLIC ADMINISTRATION DEGREE

CORE REQUIREMENTS

		<u>Quarter Hours</u>
COP 5020	Management Information Systems	4.0
ECO 5420	Managerial Economics	4.0
PSY 5206	Organizational Behavior	4.0
MAN 5311	Management of Human Behavior	4.0
QMB 5413	Quantitative Methods	4.0
MAN 5130	Management Communication	4.0
		<u>24.0</u>

PUBLIC MANAGEMENT CONCENTRATION REQUIREMENTS

ACC 5860	Governmental Accounting	4.0
PAD 5060	Public Administration - Theory & Practice	4.0
PAD 5221	Public Law and Regulation	4.0
PAD 5931	Public Policy and Strategy	4.0
	Approved Elective	4.0
	Approved Elective	4.0
PAD 5900	Graduate Research Practicum*	<u>6.0</u>
		30.0

* STUDENTS MAY ELECT TO COMPLETE TWO ADDITIONAL GRADUATE COURSES IN A DESIGNATED CONCENTRATION AREA IN LIEU OF PARTICIPATING IN THE GRADUATE RESEARCH PRACTIUM.

MASTER DEGREE GRADUATION REQUIREMENTS:

Core Requirements	24.0
Concentration Requirements	<u>30.0</u>
TOTAL GRADUATION REQUIREMENTS	54.0

Cooperative Education Credit

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

Grades earned in cooperative education courses are computed in grade point averages on the same basis as other grades. Courses taken in cooperative education will be identified on the student's transcript as "Parallel Work."

Credits earned in parallel work courses are applied to the credit requirements for each degree program. Specifically, these credits apply to the Approved Elective Component of the student's academic program of study or as electives in the Major component; however, only 8 quarter hours of parallel work may be applied toward the major component. Tuition for Parallel Work courses is at the same rate as other courses.

<u>Parallel Work Courses</u>	<u>Credit Hours</u>
COE 2041 Sophomore Parallel Work I	4.0
COE 2042 Sophomore Parallel Work II	4.0
COE 3041 Junior Parallel Work I	4.0
COE 3042 Junior Parallel Work II	4.0
COE 4041 Senior Parallel Work I	4.0
COE 4042 Senior Parallel Work II	4.0

The above courses are normally taken during the sophomore, junior, and senior years. COE 2041 and 2042 are available to students pursuing an associate degree. Since each student's cooperative education program is designed specifically for him or her, these courses are taken, one per term, simultaneously with other on-campus courses.

GRADUATION WITH HONORS

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

DEAN'S HONOR ROLL AND ACADEMIC ACHIEVEMENT AWARD

To recognize and encourage outstanding scholastic performance, a Dean's Honor Roll is published at the end of each term. To be eligible for this honor, a student must have earned a grade point average of at least 3.50 and must have been registered for 12 or more credit hours. The Academic Achievement Award lists all full-time students who have maintained a 4.00 grade point average during the term.

REFUND POLICY FOR STUDENTS WHO ARE RECEIVING TITLE IV FINANCIAL AID AND WHOSE ENROLLMENT IS ON OR AFTER JULY 23, 1992.

Institutions are required to have a fair and equitable refund policy for the Title IV programs refunding students, or parents for a PLUS loan, unearned tuition, fees, room and board, and other charges for periods of time if a student does not register, withdraws, or otherwise fails to complete the period of enrollment. These provisions for refunds are required only for students attending the institution for the first time. To be considered fair and equitable, the policy must provide for a refund in an amount of at least the largest of (1) the requirements of an applicable state law; (2) the specific refund requirements established, and approved by the Secretary, by the school's nationally recognized accrediting agency; or, (3) the pro rata refund calculation required by law (described below), except that this provision will not apply to the institution's refund policy for any student whose withdrawal date is after the 60 percent enrollment period in time for which the student has been charged.

Pro rata refund is defined as a refund to a student of not less than that portion of the tuition, fees, room and board, and other charges assessed the student equal to the portion of the enrollment period for which the student has been charged that remains on the last day of attendance rounded downward to the nearest ten percent of that period, MINUS any unpaid student charges, and MINUS a reasonable administrative fee, if applicable.

TITLE IV RECIPIENTS

PRO-RATA REFUND CALCULATIONS:

<u>WEEKS ATTENDED</u>		<u>FULL TERM-36 WEEK ACADEMIC YEAR</u>
1	=	100% refund of tuition charge for the academic year
2-3	=	90% refund of tuition charge for the academic year
4-7	=	80% refund of tuition charge for the academic year
8-10	=	70% refund of tuition charge for the academic year
11-14	=	60% refund of tuition charge for the academic year
15-18	=	50% refund of tuition charge for the academic year
19-21	=	40% refund of tuition charge for the academic year
22-36	=	0% refund of tuition charge for the academic year

<u>WEEKS ATTENDED</u>		<u>MINI TERM-30 WEEK ACADEMIC YEAR</u>
1	=	100% refund of tuition charge for the academic year
2-3	=	90% refund of tuition charge for the academic year
4-6	=	80% refund of tuition charge for the academic year
7-9	=	70% refund of tuition charge for the academic year
10-12	=	60% refund of tuition charge for the academic year
13-15	=	50% refund of tuition charge for the academic year
16-18	=	40% refund of tuition charge for the academic year
19-30	=	0% refund of tuition charge for the academic year

Refunds are required to be credited to the following programs in this precise order: outstanding balances on federal (1) Stafford, (2) SLS, (3) PLUS, and (4) Perkins Loans; (5) federal Pell, and (6) SEOG grants; (7) State Grants; and, finally (8) to the student.

ASSOCIATE DEGREES

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

1. Complete a minimum of 96 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 48 quarter hours must be completed at the College.

2. Meet the specified graduation requirements, including the following area quarter hour requirements, 36 of which must be in 2000 or above level. Upper division courses may be used to satisfy the requirements if approved by the Dean.

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

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

The curriculum is designed to provide a foundation for entry into the financial or managerial areas of accounting. Financial accounting is concerned with reporting the results of the operations and financial position of a business firm to those inside and outside of the management of the firm. Managerial accounting deals with techniques, controls, systems and reports used internally by the managers of an organization.

Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter Hours</u>
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2021	Principles of Accounting II	4.0	4.0
ACC	2031	Principles of Accounting III	4.0	4.0
BUL	2100	Business Law I	4.0	4.0
FIN	3401	Principles of Business Finance	4.0	4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
FIN	1100	Introduction to Finance	4.0	4.0
		Electives		8.0
Total Business Administration Component Quarter Hours			24.0	36.0

<u>Major Component</u>				
ACC	3101	Intermediate Accounting I	4.0	4.0
ACC	3121	Intermediate Accounting II	4.0	4.0
ACC	3131	Intermediate Accounting III	4.0	4.0
ACC	3411	Cost Accounting I	4.0	4.0
ACC	3412	Cost Accounting II	4.0	4.0
ACC	3501	Federal Taxation I	4.0	4.0
ACC	4521	Federal Taxation II		4.0
ACC	4201	Advanced Accounting I		4.0
ACC	4601	Auditing I		4.0
		Electives-Business and Business Related	28.0	24.0
Total Major Component Quarter Hours			48.0	60.0

<u>General Education Component</u>				
ENC	1312	Written Communications	4.0	4.0
ENG	1540	English Usage <i>Composition I</i>	4.0	4.0
ENG	3540	Professional Report Writing		4.0
MAT	2013	College Algebra	4.0	4.0
SPC	3010	Effective Speaking		4.0
STA	3014	Statistics		4.0
PSY	2500	Dynamics of Behavior	4.0	4.0
STD	2082	Career Strategy	4.0	4.0
		Electives	4.0	24.0
Total General Education Component Quarter Hours			24.0	56.0

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.

Total Approved Elective Component Quarter Hours		40.0	
Total Quarter Hours Required for Graduation	96.0		192.0

Requirements for
THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE
Legal Assistant/Paralegal Major

This degree prepares students for an entry-level position in law firms, banks, insurance companies, legal aid societies, or government agencies. Graduates perform a variety of tasks under the supervision of an attorney, including searching and checking public records and the law, conducting interviews, preparing briefs and documents. This is a terminal course - not preparation for law school.

Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter Hours</u>
BUL 2100 Business Law I	4.0	4.0
CAP 2060 Word Processing/WordPerfect	4.0	4.0
FIN 1100 Introduction to Finance	4.0	4.0
MAN 2000 Principles of Management		4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
Electives	8.0	16.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
LEA 1015 Legal Research I	4.0	4.0
LEA 2015 Legal Research II	4.0	4.0
LEA 1232 Civil Litigation	4.0	4.0
LEA 1403 Business Organizations/Bankruptcy	4.0	4.0
LEA 1503 Family Law	4.0	4.0
LEA 2002 Introduction to Legal Assisting	4.0	4.0
LEA 2204 Real Estate	4.0	4.0
LEA 2222 Probate Procedure	4.0	4.0
LEA 2303 Criminal Procedure	4.0	4.0
LEA 2997 Paralegal Externship	4.0	4.0
MLS 1532 Medical Terminology, Medical Law & Ethics	4.0	4.0
SES 1100 Typing	2.0	2.0
SES 1160 Word Processing Applications	2.0	2.0
LEA 4010 Contracts/Torts		4.0
LEA 3215 Administrative Law		4.0
LEA 4100 Bankruptcy		4.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1312 Written Communications	4.0	4.0
ENG 1540 English Usage	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
PSY 2500 Dynamics of Behavior	4.0	4.0
STD 2082 Career Strategy	4.0	4.0
Electives	4.0	32.0
Total General Education Component Quarter Hours	24.0	56.0
 <u>Approved Elective Component</u>		
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student		40.0
Total Approved Elective Component Quarter Hours		40.0
Total Quarter Hours Required for Graduation	96.0	192.0

Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Commercial Art Major

The objective of this course is to train the student for an entry level commercial artist position within advertising agencies, printing companies, corporations and/or business with in-house production capabilities, or as a free-lance commercial artist.

Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>
BUL 2100 Business Law I	4.0
CAP 2090 Desktop Publishing	4.0
COC 1000 Introduction to Computers	4.0
FIN 1100 Introduction to Finance	4.0
Electives	8.0
Total Business Administration Component Quarter Hours	24.0
 <u>Major Component</u>	
ART 1301 Drawing and Illustration	8.0
ART 1421 Advanced Illustration and Composition	8.0
ART 1531 Design/Typography	8.0
GRA 2301 Advertising Layout	8.0
GRA 2421 Graphic Design	4.0
GRA 2531 Production Art	4.0
GRA 2641 Advanced Production Art	4.0
Elective (Choose one from ART 2751 or GRA 2999)	4.0
Total Major Component Quarter Hours	48.0
 <u>General Education Component</u>	
ENC 1312 Written Communications	4.0
ENG 1540 English Usage	4.0
MAC 1132 Fundamentals of College Math I	4.0
PSY 2500 Dynamics of Behavior	4.0
STD 2082 Career Strategy	4.0
Electives	4.0
Total General Education Component Quarter Hours	24.0
 Total Quarter Hours Required for Graduation	 96.0

Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Computer Applications Major

This program prepares graduates to pursue entry-level careers in data-entry, word processing, and database system utilization on micro computers.

Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>
ACC	2001	Principles of Accounting I	4.0
ACC	2021	Principles of Accounting II	4.0
BUL	2100	Business Law I	4.0
FIN	1100	Introduction to Finance	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
		Elective	4.0
Total Business Administration Component Quarter Hours			24.0
 <u>Major Component</u>			
COC	1000	Introduction to Computers	4.0
CAP	2060	Word Processing (Word Perfect)	4.0
CAP	2070	Spreadsheets (Lotus 1-2-3)	4.0
CAP	2080	Data Base (dBase III Plus)	4.0
COP	1050	Disk Operating System (IBM-PC DOS)	4.0
SES	1010	Keyboarding	2.0
SES	2100	Advanced Keyboarding	2.0
		Electives - Business or Business Related	24.0
Total Major Component Quarter Hours			48.0
 <u>General Education Component</u>			
ENC	1312	Written Communications	4.0
ENG	1540	English Usage	4.0
		Choose from one Math from among courses with MAC, MAT, or STA prefixes	4.0
PSY	2500	Dynamics of Behavior	4.0
STD	2082	Career Strategy	4.0
		Electives	4.0
Total General Education Component Quarter Hours			24.0
 Total Quarter Hours Required for Graduation			 96.0

Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Medical Assistant Major

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

Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>
BUL	2100	Business Law I	4.0
CAP	2060	Word Processing - Word Perfect	4.0
FIN	1100	Introduction to Finance	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
		Electives	8.0
Total Business Administration Component Quarter Hours			24.0
 <u>Major Component</u>			
APB	1100	Anatomy and Physiology I	4.0
APB	1110	Anatomy and Physiology II	4.0
MEA	1461	Office Administration and Finance	4.0
MEA	2930	Medical Assistant Externship	4.0
MLS	1440	Diagnostics and Special Procedures I	4.0
MLS	1441	Diagnostics and Special Procedures II	4.0
MLS	1532	Medical Terminology, Medical Law and Ethics	4.0
MLS	2300	Laboratory Procedures I	4.0
MLS	2301	Laboratory Procedures II	4.0
SES	1101	Typing	2.0
SES	1160	Word Processing Application	2.0
PHA	2010	Pharmacology/First Aid	4.0
		Elective	4.0
Total Major Component Quarter Hours			48.0
 <u>General Education Component</u>			
ENC	1312	Written Communications	4.0
ENG	1540	English Usage	4.0
MAC	1132	Fundamentals of College Math	4.0
PSY	2500	Dynamics of Behavior	4.0
STD	2082	Career Strategy	4.0
		Electives	4.0
Total General Education Component Quarter Hours			24.0
 Total Quarter Hours Required for Graduation			 96.0

With descriptions only; some assignments done

ACC 3501 Federal Taxation I 4.0 Quarter Hours
A thorough study of federal income tax laws and their application to individual, partnership, and corporate income. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills in the preparation of tax returns, particularly individual returns. Prerequisite: Principles of Accounting is strongly recommended.

or ACC 5201?
ACC 4201 Advanced Accounting I 4.0 Quarter Hours
A study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Prerequisite: ACC 3131.

ACC 4521 Federal Taxation II 4.0 Quarter Hours
An advanced study of the principles of taxation applied to corporations, estates, and trusts. Prerequisite: ACC 3501.

ACC 4601 Auditing I 4.0 Quarter Hours
A course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACC 3131.

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

ACC 4999 Internship in Accounting 4.0 Quarter Hours
As part of the preparation for a career in accounting, the student is permitted to serve an internship in public accounting firms; accounting departments of financial, business, and industrial organizations; or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. *Students must have completed ACC 3131 before being considered for internship.*

Post Baccalaureate and Graduate Classes

ACC 5010 Financial Accounting 4.0 Quarter Hours
An introduction to the financial accounting system. Includes a comprehensive examination of financial statement preparation and the use of such statements in management decision analysis.

ACC 4050 or ACC 5050 Accounting Information System 4.0 Quarter Hours
This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACC 3131. *both 4050 & 5050*

ACC 4221 or ACC 5221 Advanced Accounting II 4.0 Quarter Hours
A continuation of the study of advanced accounting subjects including accounting for combined economic entities, consolidations and currency conversions for foreign operations. Prerequisite: ACC 4201. *both 4221 & 5221*

ACC 4331 or ACC 5331 Seminar in Accounting Theory 4.0 Quarter Hours

subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate School Department chair. Participation in the research is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Graduate students are also prohibited from participating in the Graduate Research Practicum prior to the successful completion of appropriate prerequisites. Prerequisites: QMB 5413, ECO 54220, Psy 5206, MAN 5311, MAN 5130, COP 5020, and departmental approval.

ACC 6000 Seminar in Accounting 4.0 Quarter Hours
A special seminar in advanced study consisting of relevant and current accounting problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

ACC 6330 Financial Statement Analysis 4.0 Quarter Hours
Comprehensive examination of financial statement ratios and other quantitative and qualitative data used in analysis of financial statements. Prerequisite(s): ACC 5010 or equivalent.

ACC 6340 Budget Administration 4.0 Quarter Hours
Comprehensive identification and examination of master budget and subordinate budget preparation techniques. Emphasis on preparation, implementation and evaluation of budget data. Prerequisite(s): ACC 5320 or equivalent.

COMPUTER-AIDED DESIGN

EGN 1000 Engineering Drawing 4.0 Quarter Hours
A presentation of the basics of technical drawing, symbols, terminology, professional practices, lettering, and planning.

ARC 1015 Site Technology 4.0 Quarter Hours
Principles needed to prepare drawings showing elevations, drainage, and overall site considerations are covered.

ARC 1030 Structural Design I 4.0 Quarter Hours
This course familiarizes the student with various building materials and introduces structural design allocations.

ETD 1030 Introduction to Computer-Aided Drafting 4.0 Quarter Hours
This course teaches the student how the computer is used in the development of computer-aided drawing. Data input, display, editing, and storage are taught. Input equipment such as the digitizer, curser, and mouse are included. Lecture/demonstration presented using the continual incremental learning process.

ARC 2001 Residential Design I 4.0 Quarter Hours
The planning of residential building structures with special emphasis on development of design concepts including form, function, aesthetic massing and structural integrity.

ARC 2010 Residential Design II 4.0 Quarter Hours
Residential design including site typography and underling. Functional design is stressed. Prerequisite: ARC 2001.

- COC 1300 Intro to Programming** 4.0 Quarter Hours
 This course provides an introduction to structured programming methodology utilizing either PASCAL or Quick Basic programming language. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: COC 1000.
- CAP 1900 Basic Computer Operations** 4.0 Quarter Hours
 This course provides the student with an overview of the activities and responsibilities of a Computer Operator in the typical data processing environment. Both lecture and hands-on continuous incremental learning methods will be used. Microcomputer and minicomputer technology will be utilized. Prerequisites are COC 1000, MAN 2050, and SES 1000.
- CAP 2000 Advanced Microcomputer Applications** 2.0 Quarter Hours
 Advanced applications in report generating, word processing, data bases, graphics, and/or spreadsheeting using lecture, demonstration, and state-of-the-art software packages. This course may be repeated three times, for up to 6 credits, using different software as a basis for each separate topic. Prerequisite: CAP 2070, CAP 2080, MAN 2050, or equivalent experience.
- CAP 2060 Word Processing - WordPerfect** 4.0 Quarter Hours
 Through instructor's lecture and demonstration using WordPerfect software, students, through return demonstration will learn basic and intermediate word processing skills with hands-on training on the microcomputer. Students will create, save, edit, print, and retrieve documents; use special textual effects including multi-page document handling and mail merge; and learn how to boilerplate forms as well as standard business word processing applications. Prerequisite: MAN 2050.
- CAP 2061 Word Processing Operations** 4.0 Quarter Hours
 A continuation of CAP 2060 with hands-on applications related to the students' occupational objectives. Prerequisite: CAP 2060.
- CAP 2070 Spreadsheets** 4.0 Quarter Hours
 From instructor lecture and demonstration using a popular spreadsheet software, students, through return demonstration will learn basic and intermediate spreadsheeting skills with hands-on training on the microcomputer. Students will learn menu operations, terminology, how to computerize standard business forms, and how to design and build practical business spreadsheets such as profit/loss statements and sales projections. Prerequisite: MAN 2050.
- CAP 2080 Database - dBase III** 4.0 Quarter Hours
 A course designed to teach through lecture and demonstration the basics of programming and database functions and operations with hands-on training on the microcomputer using dBase III or dBase III+ software. Students learn database and programming terminology, database programming, database functions and operations, and how to design and build databases with operations menus tailored to specific business applications such as name and address files and inventory files. Prerequisite: MAN 2050.
- CAP 2090 Desktop Publishing** 4.0 Quarter Hours
 This course is designed to provide the student with experience in the newest technology of desktop publishing, hardware and software. Specific areas covered through lecture and demonstration are: page layout, graphic programs and importing from various resident programs. Prerequisite: COC 1000.

processing environment. Prerequisite: COC 1000.

COP 3121 Computer Programming - Advanced COBOL 4.0 Quarter Hours

This course provides the student with advanced concepts of the COBOL programming language. Topics covered through lecture and demonstration include update programming utilizing sequential, relative, and indexed file organization; access methods; the linkage facility of the COBOL language, as well as the language's sort feature and debug aids. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: COP 2121.

CIS 3321 Structured Systems Analysis and Design 4.0 Quarter Hours

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.

COP 3530 Data Base Program Development 4.0 Quarter Hours

Introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network, and relational. Discussion of storage devices, data administration and data analysis, design, and implementation. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites: CIS 3121; CIS 3321 is strongly recommended.

COP 3600 Computer Programming - "C" 4.0 Quarter Hours

This course provides an introduction to the "C" programming language as well as object-oriented programming methodology. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite is any 2000 level programming language.

COP 4000 Advanced "C" Programming 4.0 Quarter Hours

This course is a continuation of COP 3600. Advanced "C" programming concepts such as input-output operations will be covered. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: COP 3600.

COP 4100 Computer Programming - ADA 4.0 Quarter Hours

This course provides an introduction to the official government programming language "ADA". Object-oriented computer programming methodology is presented, as well as the unique features of the ADA language. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: COP 3600.

CIS 4000 Advanced Data Base Concepts 4.0 Quarter Hours

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

CIS 4160 Distributed Data Processing 4.0 Quarter Hours

The features of centralized, decentralized, and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. Technological implications of computer hardware, software, and communications are

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 120 hours training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisite: 3.00 grade point average and departmental approval.

Graduate Level

COP 5020 Management Information Systems 4.0 Quarter Hours
A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources.

COP 5900 Graduate Research Practicum 6.0 Quarter Hours
Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. The Graduate School Department Chair (or appointed faculty member) will present to the participant at least three hours of formal research methodology before the participant attempts the research practical. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate School Director or Department Chair. Participation in the research practical is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Graduate Students are also prohibited from participating in the Graduate Research Practicum prior to the successful completion of appropriate prerequisites. Prerequisites: QMB 5413, ECO 5420, PSY 5206, MAN 5311, MAN 5130, COP 5020, and departmental approval.

COP 6020 Advanced Management Information Systems 4.0 Quarter Hours
A comprehensive examination of information systems and the management, integration and application of hardware, software, procedures, systems, and human resources. Emphasis on case studies and assigned readings. Prerequisite(s): COP 5020 or equivalent.

COP 6050 Seminar in Computer Information Systems 4.0 Quarter Hours
A special seminar in advanced study consisting of relevant and current computer information systems problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

COMMERCIAL ART

ART 1301 Drawing and Illustration 8.0 Quarter Hours
The course is designed to develop realistic drawing skills using a continual incremental learning process featuring instructor lecture, demonstration, and return demonstration in a series of exercises that develop the student's observation abilities. The basic elements of good composition include methods for directing the viewer's eye and emotive response are covered, as well as basic shapes, shading, texture, tone, and perspective in studies of still life and portraiture. Students should expect to complete any lab assignments outside of the normal class hours.

ART 1421 Advanced Illustration and Composition 8.0 Quarter Hours
A further study of the elements of composition and illustration as they apply to commercial illustration and design using lecture, demonstration and return demonstration techniques. Instruction

COURT REPORTING

SES 1225 Machine Theory I **8.0 Quarter Hours**
An introduction to computer-compatible machine shorthand theory, phonetics, symbols, finger position, brief forms and phrases, and reading habits using lecture and demonstration by the instructor and return demonstration by the student.

SES 1326 Machine Theory II **8.0 Quarter Hours**
A review of the basic principles of machine shorthand. New brief forms and phrases are introduced. At this point students begin to work on writing stamina and speed building through instructor-dictation and student read-backs. Reporting techniques, including Q & A and Jury Charge is stressed. Prerequisite: SES 1225.

SES 1436 Law and Legal Terminology **4.0 Quarter Hours**
An introductory course in both civil and criminal law. Sources of law are examined, and the student is introduced to the legislative process and the functions and operation of administrative and regulatory agencies. The course covers all aspects of the judiciary system, including discovery, trial, and appellate process. The student is introduced to Latin & legal terminologies.

CR-SES 2220 Court Reporting Procedures **4.0 Quarter 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 note reading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turnaround schedules, and the NCRA Code of Professional Responsibilities and use of the library and reference materials. Included also is an overview in reporter-related technology, concepts and vocabulary, which cover computer-aided transcription system, word processing system and video application for the court reporter. Prerequisite: SES 1110, and CR-SES 2130.

CR-SES 2111 Court and Conference Dictation I **8.0 Quarter 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. Through instructor dictation and demonstration at controlled speeds and student read-back, students are expected to attain a Jury Charge speed of 75 words per minute. Literary speed of 80 words per minute, and Q & A speed of 100 words per minute. Multi-voice dictation is introduced. Prerequisite: CR-SES 1326.

CR-SES 2121 Court and Conference Dictation II **8.0 Quarter Hours**
This course emphasizes the clarity of notes and more difficult dictating material for complete utilization of theory. Instructor dictation and student read-back assures a continual incremental learning process 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: CR-SES 2111.

CR-SES 2131 Court and Conference Dictation III **8.0 Quarter Hours**
A continual incremental learning process of instructor dictation and student read-back provides a continuation of speed improvement on Jury Charge, Literary, Congressional Record, and Q & A

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, and production control.

ECO 3023 Microeconomics 4.0 Quarter Hours
This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution.

ECO 4998 Selected Topics in Economics 4.0 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student in the area of economics. Prerequisites, if any, are determined by the course material and instructor.

Graduate Level

ECO 5010 Economic Analysis of the Firm 4.0 Quarter Hours
A comprehensive examination of economics with emphasis on the economic systems of the firm, its development, market pricing theory, theory of the firm, and theories of production and distribution.

ECO 5420 Managerial Economics 4.0 Quarter Hours
A comprehensive examination of microeconomic data employed in management analysis and decision-rendering. Prerequisite(s): ECO 5010 or equivalent.

FIN 5428 Financial Management 4.0 Quarter Hours
A study of the capital structure, its costs, availability, and selection. Emphasis is placed on all aspects of cash flows, particularly cash management and distribution. Prerequisite(s): ECO 5010 and ACC 5010 or equivalent.

FIN 5430 Investment Analysis and Portfolio Management 4.0 Quarter Hours
Designed to present investments in a framework this is organized by a central core of fundamental principles without unnecessary mathematical or technical detail. Examines financial environment, optimal portfolio selection, rates of return, risk, options, and convertibles. The ethics of investment will be studied. Prerequisite(s) FIN 5428 or equivalent.

LEGAL ASSISTANT/PARALEGAL

LEA 1015 Legal Research I 4.0 Quarter Hours
The student is introduced to the law library. Emphasis is on teaching the student the basic techniques of research and primary sources of law including the reporters and the Florida Statutes.

LEA 1232 Civil Litigation 4.0 Quarter Hours
This course covers the procedural rules and filing requirements for civil actions. Emphasis is placed on the provisions of the Florida Rules of Civil Procedure and the drafting of pleadings (complaints, answers), motions, pre-trial discovery documents (interrogatories, subpoenas), and post-trial proceedings. A general review of tort law including negligence lawsuits, intentional torts, and product liability actions is provided.

administrative law. Workers' Compensation and Social Security are covered.

LEA 4100 Bankruptcy 4.0 Quarter Hours
This course provides in-depth study of the bankruptcy code and the rules governing bankruptcy practice and procedure. Prerequisite: LEA 1403.

LEA 4103 Law Office Management 4.0 Quarter Hours
The organization, operation and management of a legal office.

LEA 3155 Legal Research III 4.0 Quarter Hours
A study of legal writing format and technique and the preparation of memoranda and other legal documents. Prerequisite: LEA 2015.

LEA 4584 Environmental Law 4.0 Quarter Hours
Study of the law relating to private and public restraints on land use with emphasis on recent interpretations of judiciary for environmental protection.

LEA 4998 Selected Topic in Paralegal 4.0 Quarter Hours
A special study of selected topics of current interests and relevance to the student preparing for a career as a paralegal. Prerequisite, if any are determined by course material.

MANAGEMENT/MARKETING

HFT 1000 Hotel and Restaurant Organization and Management 4.0 Quarter Hours
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.

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

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

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

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

evaluating, performance appraisal, training and development, and wage and salary considerations.
Prerequisite: MAN 2000.

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

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

FIN 3401 Principles of Business Finance 4.0 Quarter Hours
This course examines the financial decisions that impact management personnel and corporate financial officers. A study of debt and equity financing, retirement plans, insurance, profit-sharing and other investment opportunities. No prerequisites.

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

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

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

BUL 4132 Advanced Business Law 4.0 Quarter Hours
Substantive examination and analysis of contract and tort law and relevant provisions of the Uniform Commercial Code. Prerequisite: BUL 2100, or equivalent. (Credit is not allowed for BUL 4132 and BUL 5132.)

MAR 4344 Promotional Policies and Strategy 4.0 Quarter Hours
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Includes a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1023 or ADV 2331.

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

MAN 4600 Management of International Business 4.0 Quarter Hours
A study of the managerial requirements for establishing and conducting multi-national business

- MAN 5311 Management of Human Resources** 4.0 Quarter Hours
This course is a human resource management course, which covers recruitment, planning, supervision, training, promotion, management, and control of personnel in organizational settings.
- MAN 5600 Management of International Business** 4.0 Quarter Hours
A study of the managerial requirements for establishing and conducting multi-national business operations.
- MAN 5721 Advanced Business Policy and Strategy** 4.0 Quarter Hours
An advanced study primarily concerned with the analysis of the decision-making process and the use of managerial decision-making techniques at the executive level. Prerequisites: MAN 2000, MAN 5311, MAR 5786, ECO 5420, FIN 5428, ACC 5320, QMB 5423.
- MAN 5787 Logistics Management, Public and Private** 4.0 Quarter Hours
An examination of the complexities of logistics management through study of its separate operations such as purchasing, inventory management, customer service, and transportation. A study of how these elements are efficiently coordinated through logistics information systems. Ethics will be discussed throughout the course.
- MAN 5900 Graduate Research Practicum** 6.0 Quarter Hours
Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. The Graduate School Department Chair (or appointed faculty member) will present to the participant at least three hours of formal research methodology before the participant attempts the research practical. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate School Director or Department Chair. Participation in the research practical is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Graduate Students are also prohibited from participating in the Graduate Research Practicum prior to the successful completion of appropriate prerequisites. Prerequisites: QMB 5413, ECO 5420, PSY 5206, MAN 5311, MAN 5130, COP 5020, and departmental approval.
- MAN 6000 Seminar in Management** 4.0 Quarter Hours
A special seminar in advanced study consisting of relevant and current management problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.
- MAR 5680 Promotional Policy & Strategy** 4.0 Quarter Hours
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing efforts. Includes a study of various promotional activities designed to influence buying decisions. Prerequisite(s): ECO 5420, MAN 5311, FIN 5428, MAR 5786, and ACC 5320.
- MAR 5780 Consumer Behavior** 4.0 Quarter Hours
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisite: MAR 5786 or equivalent.
- MAR 5786 Marketing Management** 4.0 Quarter Hours
Strategy and management of the operation of an organization's marketing activities.

- MLS 1441 Diagnostics and Special Procedures II** 4.0 Quarter Hours
 A course that teaches normal growth and development of children (infant to 18 years) includes illness, discipline, and child abuse. This course includes facts about normal aging, physical changes, social, emotional and intellectual changes of the aged. Basic human needs and working with the family are reviewed. Further studies in this course relate to Oncology-Etiology of cancer, local and systematic manifestations of cancer and treatment.
- MLS 1532 Medical Terminology, Medical Law and Ethics** 4.0 Quarter Hours
 Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes) and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are discussed. Also included in this course is medical jurisprudence and medical ethics.
- PHA 2010 Pharmacology and First Aid** 4.0 Quarter Hours
 A study of basic pharmacology, drugs and society, signs and symptoms of drug abuse, emergencies, first aid, and CPR. This course uses the lecture/demonstration continual incremental learning process.
- MEA 1461 Office Administration and Finance** 4.0 Quarter Hours
 A course that introduces the student to the basic operations of the administrative or "front office" of the physician's office or clinic. This course includes a discussion of appointment scheduling, telephone technique, records management, handling mail, and providing service to the handicapped, pediatric and geriatric patients in the office. This course also includes the pegboard bookkeeping system, review of basic math, billing and collecting, payroll, filing and insurance.
- MLS 2300 Laboratory Procedures I** 4.0 Quarter Hours
 A lecture/practical study of basic skills used in a medical office to include vital signs, physical examination and positions, aseptic technique, assisting in minor surgery and surgical instruments. An update of CPR skills, medical terminology, discussion of sexually transmitted disease, and preparing a resume is included. Prerequisites: APB 1100, APB 1110, MLS 1440, MLS 1441, MLS 1532, PHA 2010, MEA 1461.
- MLS 2301 Laboratory Procedures II** 4.0 Quarter Hours
 A lecture/practical application of dosage calculations, injection techniques, prescription writing, electrocardiography, venipuncture, urinalysis, including microscopic, hematology, blood chemistry testing, and preparation for working in a physician's office. Prerequisites: APB 1100, APB 1110, MLS 1440, MLS 1441, MLS 1532, PHA 2010, MEA 1461.
- MEA 2500 Current Health Care Trends** 4.0 Quarter Hours
 A dynamic course involving the principles of establishing a management role in the medical office. Topics include patient teaching, community health, office relations, and analyzing current trends in health care.
- MEA 2700 Medical Office Relations** 4.0 Quarter Hours
 Prepares student for transition to the medical office. Includes how to work with co-workers, supervise employees, and to interact with patients.
- MEA 2930 Medical Assistant Externship** 4.0 Quarter Hours
 A 120-hour course of practical in-service in a medical office or clinic in which the student practices

PAD 5410 Labor Relations in the Public Sector 4.0 Quarter Hours
Important aspects of recruiting, maintaining, and developing personnel in government, including civil service procedures, affirmative action, and organizational development.

PAD 5900 Graduate Research Practicum 6.0 Quarter Hours
Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. The Graduate School Director or Department Chair (or appointed faculty member) will present to the participant at least three hours of formal research methodology before the participant attempts the research practicum. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate School Director or Department Chair. Participation in the research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Graduate Students are also prohibited from participating in the Graduate Research Practicum prior to the successful completion of appropriate prerequisites. Prerequisites: QMB 5413, ECO 5420, PSY 5206, MAN 5311, MAN 5130, COP 5020, and departmental approval.

PAD 5931 Public Policy and Strategy 4.0 Quarter Hours
An advanced study primarily concerned with the analysis of the decision-making process and the use of managerial decision techniques as they are used in the public and non-profit sector. Prerequisites: PAD 5060, MAN 5311, PAD 5221, ACC 5860, QMB 5423, ECO 5420.

PAD 6000 Seminar in Public Administration 4.0 Quarter Hours
A special seminar of advanced study consisting of relevant and current public administration problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

VIDEO ARTS AND SCIENCE

VID 1010 Evolution from Film to Video 4.0 Quarter Hours
Historical and critical survey of the motion picture, tracing the roots of current cinema to the subsequent development of video. Films are screened followed by lecture devoted to placing the film in its historical context. This course will also offer an introduction to the industry utilizing field trips and guest speakers.

VID 1025 Broadcast Telecommunications 4.0 Quarter Hours
Historical and critical survey of the television and broadcast industry from early live television to the current cable networks. To introduce the student to broadcast news, commercial applications, public and entertainment production; Federal regulations/law. Examining the state of the art and future technology.

VID 1100 Video Production I 4.0 Quarter Hours
This is an introductory level course with emphasis on the television production process, exposing the student through lecture and demonstration to basic principles of the television system.

VID 1120 Video Production II 4.0 Quarter Hours
This is a course designed to perfect the skills introduced in Video Production I. The elements of production and remote planning with guided, hands-on instruction featuring lecture and demonstration and return demonstration. Prerequisite: VID 1100.

GENERAL EDUCATION

APPLIED BIOLOGY

APB 2248 Anatomy and Medical Terminology 4.0 Quarter 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 specialties.

ENGLISH

ENC 1312 Written Communications 4.0 Quarter Hours
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.

ENG 1540 English Usage 4.0 Quarter 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.

ENG 1550 English Usage II 4.0 Quarter Hours
This course is designed as a review of parts of speech and sentence structure. Students will develop skills in vocabulary building, spelling, word division, capitalization, abbreviations and proofreading. Punctuation used in the transcription of verbatim English, as found in courtroom transcripts, will be stressed.

ENG 3540 Professional Report Writing 4.0 Quarter Hours
Examination, analysis and preparation of professional written communicative techniques relevant to accounting, marketing/management, and the legal profession. Emphasis on research gathering techniques, assimilation of data, and preparation of professional reports. Prerequisite(s): ENG 1540, ENC 1312, (CAP 2060 or equivalent recommended).

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

SPC 3420 Conference & Discussion Techniques 4.0 Quarter Hours
Designed to acquaint students with principles, methods, and theories of discussion and conference planning and to assist them in developing leadership and conference skills.

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

MATHEMATICS

- MAC 1132 Fundamentals of College Mathematics I** 4.0 Quarter 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.
- MTB 2103 Mathematics for Business** 4.0 Quarter Hours
This course deals with the following topics: Percentage in business, bank and sales records, financial charge, payroll and taxes, inventory, depreciation, business finance, and compound interest. Prerequisite: MAC 1132.
- MAT 2013 College Algebra** 4.0 Quarter Hours
The algebra of sets, linear and quadratic equations, fractioning, proofs, determinants and relations, and functions. Emphasis is placed on understanding the structure of mathematical systems.
- STA 3014 Statistics** 4.0 Quarter Hours
This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing, and analyzing data are presented.
- QMB 3700 Mathematics of Finance** 4.0 Quarter Hours
A study of simple and compound interest, ordinary annuities, other annuities, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities, and life insurance. Various sources of corporate funds are also studied. Prerequisite: MAC 1132.

PSYCHOLOGY/SOCIOLOGY

- SOC 1000 Introductory Sociology** 4.0 Quarter Hours
This course is designed to help the student understand social behavior and social processes. Areas of emphasis are culture, personality, age and sex roles, family behavior, social classes and stratification, group behavior and social change.
- PSY 2012 General Psychology** 4.0 Quarter Hours
A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of decision-making, the mind-body ecological system, and the emotional self.
- PSY 2500 Dynamics of Behavior** 4.0 Quarter Hours
Drawing from several areas of behavioral science, this course includes instruction in motivation and decision making, self-assessment, personal adjustment, individual development and group dynamics. These concepts relate to the life skills beneficial to entering college students.
- PSY 2999 Topics in Psychology**
SOC 2999 Topics in Sociology 4.0 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student in the area of Psychology or Sociology. Prerequisites, if any, are determined by the course material and the instructor.
- SOC 3000 Principles of Sociology** 4.0 Quarter Hours
A study of man's cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Special attention is given to current social problems in America.

ORLANDO COLLEGE

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

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NORTH CAMPUS

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Heilman, Portia	College Business Manager
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Tracey, Ronald	Director of Admissions
Diggs, Leslie	Registrar
Boyle, Eileen	Assistant to the Registrar
Kaisrlik, Linda	Director of Financial Aid
Cariglio, Julie	Assistant Financial Aid Director
McIntyre, Robert	Placement Director
Moran, Christine	Placement Assistant
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LeMay, Patricia	Financial Aid Officer
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Hornsey, Janice	Accounts Receivable Clerk
Walters, Elaine	Bookstore Coordinator
Colley, Kathryn	Secretary to the Dean
Carey, Mary Lou	Records Assistant
Hagen, Jan	Admissions Secretary
Couch, Barbara	Receptionist
Jones, Rick	Maintenance Supervisor
Smitt, Marvin	Evening Custodian
Smitt, Sheena	Evening Custodian

Reading, Alecia
 Russell, Karin
 Schreiber, Barry R.
 Snow, Edward
 Stivers, Larry
 Thomas, Charles
 Thomas, Diane
 Thomas, Rick
 Vander Lugt, Robert
 Vander Lugt, Ruth
 Vasek, Scott
 VonPelet, Alex
 Walchuck, Jackie
 Walker, Joyce
 Warner, A. Mace
 Watermolen, Ann
 Wendorf, Laura
 Wheeler, William
 Yapor, Erma

Paralegal
 General Business
 Management/Marketing
 Computer Information Science
 General Business
 Accounting
 General Education
 General Business
 Paralegal
 General Education
 Court Reporting
 Video Arts and Sciences
 Video Arts and Sciences
 Business Administration
 Commercial Art
 Accounting
 Computer Information Science
 Commercial Art
 Commercial Art

J.D., University of Florida College of Law
 M.S., Florida State University
 B.A., Hofstra University
 B.S., Florida Southern College
 B.S., Cumberland College
 M.S., University of Central Florida
 B.S., University of Central Florida
 M.B.A., Ball State University
 J.D., Indiana University
 B.A., Hope College
 A.S., University of Munich & Full Sail
 B.S., Towson State University
 M.B.A., University of Central Florida
 B.F.A., Miami University
 B.A., B.S., University of Central Florida
 A.S., Henry Ford Community College
 B.A., University of Central Florida
 B.A., University of Central Florida

SOUTH CAMPUS AND CENTRAL PARK CAMPUS

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 Butler, Jack Dean of Education
 Jordan, Patricia Business Manager
 Marcus, Jeff Director of Admissions
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 Seda, Luz Quality Assurance
 Ward, Joyce Central Park Campus Facility Administrator
 Zagaski, Gerald Director of Career Services
 Ward, Joyce Librarian
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 McCrery, Sharon Student Accounts Coordinator
 Downing, Patricia Student Accounts Coordinator
 Snyder, Judith Bookstore Manager
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 Collins, Ellen Telemarketer
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 Crew, Cindy Senior Financial Aid Officer
 Edge, Kelley Financial Aid Officer

1992 ACADEMIC CALENDAR

December 23, 1991 - January 5, 1992	Christmas Holidays
January 6	Classes Resume
January 10	Fall Term Ends
January 13	Winter Term Starts
January 20	M. L. King, Jr. Birthday Holiday
February 17	President's Day Holiday
February 24	Mini Term Starts
April 3	Winter Term Ends
April 4 - 10	Spring Vacation
April 5	Orlando College Commencement
April 13	Spring Term Starts
May 25	Memorial Day Holiday
May 26	Mini Term Starts
July 2	Independence Day Holiday
July 3	Spring Term Ends -
July 6 - 10	Summer Vacation
July 13	Summer Term Starts
August 24	Mini Term Starts
September 7	Labor Day Holiday
October 2	Summer Term Ends
October 5	Fall Term Starts
November 16	Mini Term Starts
November 26	Thanksgiving Day Holiday
December 21 - January 10, 1993	Christmas Holidays
January 11, 1993	Classes Resume
January 15, 1993	Fall Term Ends



**ORLANDO
COLLEGE**

Established in 1953

August 30, 1993

1992-1993 CATALOGUE ADDENDUM

Addendum to be inserted on Page 14

#1 Academic Information

The following statement should be inserted after N:

Mitigating Circumstances (Withdrawal) not calculated

The following code should be added after X:

DA Drop/Add (No Penalty) not calculated

Addendum to be inserted on Page 19

#2 The following should be added to Transfer Credits, Developmental Credits, Repeated Courses, Leaves of Absence

(Insert in heading also)
Mitigating Circumstances
Drop/Add

The following paragraphs should be added after the Leave of Absence explanation to read:

Mitigating Circumstances "N" grade will have an effect on the measurement of progress toward completion. These courses will be counted as attempted but not successfully completed. The "N" grade will not have any penalty effect on the calculation CGPA.

Drop/Add (DA) grade is given for courses attended only during the drop/add period and is not calculated in any measurement of Satisfactory Academic Progress.

loss of financial assistance eligibility, the student may present these circumstances and appeal the reduction and/or loss. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by the Financial Aid Committee of the College. If the appeal is approved and all eligibility requirements are met, the financial aid office will, in accordance with applicable regulations, determine the levels of financial assistance availability.

ACADEMIC INFORMATION

GRADING SYSTEM AND PROGRESS REPORTS: UNDERGRADUATE PROGRAM

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

The following grading system is used:

<u>Grade Evaluation</u>	<u>Grade Points Per Quarter Hour</u>
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
W Withdrawal, Penalty	0
F Failure	0
I Incomplete	0

Note: (An "I" grade automatically changes to "F" if course requirements are not completed satisfactorily within 10 days after the official ending date of the term.)
(A course repeated to improve cumulative grade point average after the three-time repeat policy has been used. Only attempted credits are calculated in the cumulative grade point average.)

N No Grade (Withdrawal, No-Penalty)	not calculated
(An "N" grade may be awarded if a student withdraws from a class under approved and documented mitigating circumstances.)	
E Exemption	not calculated
U Audit	not calculated
WL Leave of Absence	not calculated
X Transfer of Credit	not calculated
DA DROP/ADD (NO PENALTY)	

* A student who wishes to appeal a grade must do so by the end of the term following the one for in which the grade was earned.

REPEATING COURSES

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

suspension level by the end of the first academic term after being readmitted. If it is mathematically impossible for the student's percentage completed to improve above the suspension level by the end of the first academic term after readmittance or if, in the judgement of the readmittance committee, it is highly improbable for the student's percentage completed to improve above the suspension level, the student must not be readmitted.

- **Academic Dismissal**

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

- **Maximum Time In Which to Complete**

A student may not be allowed more than 1.5 times the number of credits in their program of study. The maximum allowable attempted credits are in the tables attached.

- **Transfer Credits, Developmental Credits, Repeated Courses, Leaves of Absence**

Transfer credits are not included in the calculation of CGPA but are included as credits successfully completed.

A grade for a repeat course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (refer to chart) in order to determine the required levels for CGPA and percentage of credits complete. The original credits are considered as not successfully completed.

Leaves of absence taken over an entire academic term have no effect upon satisfactory progress. A leave of absence that begins during an academic term will have an effect on the measurement of progress toward completion as the student will have to be withdrawn from all courses and receive a "WL" for each course. These courses will be counted as attempted but not successfully completed.

ACADEMIC SUSPENSION AND DISMISSAL

The student placed on a status of Academic Suspension may not return for further study for at least one grading period, during which time a written request must be submitted to the Director or Dean. Only upon written confirmation or a re-entry form signed by the Director or the Dean may the student resume training with a status of Academic Probation. If otherwise eligible, a re-entered student may receive financial assistance only when he or she has again attained satisfactory academic progress.

If a 2.0 cumulative grade point average is not attained during this grading period, the student will be dismissed. A student dismissed from the College will not be permitted to re-enter. Actions of Academic Suspension or Dismissal may also be taken if, in the judgment 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.

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

<u>Business Administration Component</u>	<u>Associate Degree</u> <u>Quarter Hrs</u>	<u>Bachelor Degree</u> <u>Quarter Hrs</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
COC 1000 Introduction to Computers	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
FIN 1100 Introduction to Finance	4.0	4.0
FIN 3401 Principles of Business Finance		4.0
Electives		4.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
Business Electives to be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business and Business-related courses listed in the Catalog.	48.0	60.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENG 1540 English Usage	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
PSY 2500 Dynamics of Behavior	4.0	4.0
STD 2082 Career Strategy	4.0	4.0
Electives	4.0	32.0
Total General Education Component Quarter Hours	24.0	56.0
 <u>Approved Elective Component</u>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student		40.0
Total Approved Elective Component Quarter Hours		40.0
Total Quarter Hours Required for Graduation	96.0	192.0

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

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter Hours</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
FIN 3401 Principles of Business Finance	4.0	4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
FIN 1100 Introduction to Finance	4.0	4.0
Electives		8.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
ACC 3101 Intermediate Accounting I	4.0	4.0
ACC 3121 Intermediate Accounting II	4.0	4.0
ACC 3131 Intermediate Accounting III	4.0	4.0
ACC 3411 Cost Accounting I	4.0	4.0
ACC 3412 Cost Accounting II <u>or</u>		4.0
ACC 3501 Federal Taxation I	4.0	4.0
ACC 4521 Federal Taxation II		4.0
ACC 4201 Advanced Accounting I		4.0
ACC 4601 Auditing I		4.0
Electives-Business and Business Related	28.0	24.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1312 Written Communications	4.0	4.0
ENG 1540 English Usage	4.0	4.0
ENG 3540 Professional Report Writing		4.0
MAT 2013 College Algebra	4.0	4.0
SPC 3010 Effective Speaking		4.0
STA 3014 Statistics		4.0
PSY 2500 Dynamics of Behavior	4.0	4.0
STD 2082 Career Strategy	4.0	4.0
Electives	4.0	24.0
Total General Education Component Quarter Hours	24.0	56.0
 <u>Approved Elective Component</u>		
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		40.0
Total Approved Elective Component Quarter Hours		40.0
Total Quarter Hours Required for Graduation	96.0	192.0

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

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter Hours</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
FIN 3401 Principles of Business Finance		4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
FIN 1100 Introduction to Finance	4.0	4.0
Electives		8.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
COC 1000 Introduction to Computers	4.0	4.0
COP 1050 Disk Operating System	4.0	4.0
COC 1212 Programming Logic	4.0	4.0
COP 1300 Intro to Programming	4.0	4.0
COP 2121 Computer Programming - COBOL	4.0	4.0
CIS 2321 Systems Analysis Methods	4.0	4.0
COP 3121 Computer Programming - Advanced COBOL		4.0
COP 3530 Data Base Program Development		4.0
COP 3600 Computer Programming - "C"		4.0
CIS 3321 Structured Systems Design		4.0
Any Approved Programming Language		4.0
Electives - Business and Business-Related	24.0	16.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1312 Written Communications	4.0	4.0
ENG 1540 English Usage	4.0	4.0
MAC 1132 Fundamentals of College Math	4.0	
STA 3014 Statistics		4.0
PSY 2500 Dynamics of Behavior	4.0	4.0
STD 2082 Career Strategy	4.0	4.0
Electives	4.0	36.0
Total General Education Component Quarter Hours	24.0	56.0
 <u>Approved Elective Component</u>		
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student		40.0
Total Approved Elective Component Quarter Hours		40.0
Total Quarter Hours Required for Graduation	96.0	192.0

Requirements for
THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE
Legal Assistant/Paralegal Major
 Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter Hours</u>
BUL 2100 Business Law I	4.0	4.0
CAP 2060 Word Processing/WordPerfect	4.0	4.0
FIN 1100 Introduction to Finance	4.0	4.0
MAN 2000 Principles of Management	4.0	4.0
MAN 2050 Business Applications on the Microcomputer	8.0	16.0
Electives		
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
LEA 1015 Legal Research I	4.0	4.0
LEA 2015 Legal Research II	4.0	4.0
LEA 1232 Civil Litigation	4.0	4.0
LEA 1403 Business Organizations/Bankruptcy	4.0	4.0
LEA 1503 Family Law	4.0	4.0
LEA 2002 Introduction to Legal Assisting	4.0	4.0
LEA 2204 Real Estate	4.0	4.0
LEA 2222 Probate Procedure	4.0	4.0
LEA 2303 Criminal Procedure	4.0	4.0
LEA 2997 Paralegal Externship	4.0	4.0
MLS 1531 Medical Terminology, Medical Law & Ethics	4.0	4.0
SES 1100 Typing	2.0	2.0
SES 1160 Word Processing Applications	2.0	2.0
LEA 4010 Contracts/Torts		4.0
LEA 3215 Administrative Law		4.0
LEA 4100 Bankruptcy		4.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1312 Written Communications	4.0	4.0
ENG 1540 English Usage	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
PSY 2500 Dynamics of Behavior	4.0	4.0
STD 2082 Career Strategy	4.0	4.0
Electives	4.0	32.0
Total General Education Component Quarter Hours	24.0	56.0
 <u>Approved Elective Component</u>		
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student		40.0
Total Approved Elective Component Quarter Hours		40.0
 Total Quarter Hours Required for Graduation	 96.0	 192.0

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

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter Hours</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
COC 1000 Introduction to Computers	4.0	4.0
FIN 3401 Principles of Business Finance		4.0
FIN 1100 Introduction of Finance	4.0	4.0
Electives		8.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
ADV 2331 Advertising	4.0	4.0
MAN 2000 Principles of Management	4.0	4.0
MAN 2050 Business Application of the Microcomputer	4.0	4.0
MAN 3300 Personnel Management		4.0
MAN 3344 Principles of Supervision	4.0	4.0
MAN 3800 Small Business Management	4.0	4.0
MAN 4344 Promotional Policies & Strategy		4.0
MAR 1023 Introduction to Marketing	4.0	4.0
MAR 3503 Consumer Behavior	4.0	4.0
MAR 4613 Marketing Research		4.0
Electives - Business and Business Related	20.0	20.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1312 Written Communications	4.0	4.0
ENG 1540 English Usage	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
PSY 2500 Dynamics of Behavior	4.0	4.0
STD 2082 Career Strategy	4.0	4.0
Electives	4.0	32.0
Total General Education Component Quarter Hours	24.0	56.0
 <u>Approved Elective Component</u>		
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student		40.0
Total Approved Elective Component Quarter Hours		40.0
Total Quarter Hours Required for Graduation	96.0	192.0

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

			<u>Associate Degree</u>	
<u>Business Administration Component</u>			<u>Quarter Hours</u>	
BUL	2100	Business Law I	4.0	
CAP	2090	Desktop Publishing	4.0	
COC	1000	Introduction to Computers	4.0	
FIN	1100	Introduction to Finance	4.0	
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
		Electives	4.0	
Total Business Administration Component Quarter Hours				24.0
 <u>Major Component</u>				
ART	1301	Drawing and Illustration	8.0	
ART	1421	Advanced Illustration and Composition	8.0	
ART	1531	Design/Typography	8.0	
GRA	2301	Advertising Layout	8.0	
GRA	2421	Graphic Design	4.0	
GRA	2531	Production Art	4.0	
GRA	2641	Advanced Production Art	4.0	
		Elective (Choose one from ART 2751 or GRA 2999)	4.0	
Total Major Component Quarter Hours				48.0
 <u>General Education Component</u>				
ENC	1312	Written Communications	4.0	
ENG	1540	English Usage	4.0	
MAC	1132	Fundamentals of College Math I	4.0	
PSY	2500	Dynamics of Behavior	4.0	
STD	2082	Career Strategy	4.0	
		Electives	4.0	
Total General Education Component Quarter Hours				24.0
Total Quarter Hours Required for Graduation				96.0

Requirements for
 THE ASSOCIATE IN SCIENCE DEGREE
 Computer-Aided Design Major
 Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	
BUL 2100 Business Law I	4.0	
COC 1000 Introduction to Computers	4.0	
FIN 1100 Introduction to Finance	4.0	
MAN 2050 Business Applications on the Microcomputer	4.0	
Electives	8.0	
Total Business Administration Component Quarter Hours		24.0
 <u>Major Component</u>		
ARC 1015 Site Technology	4.0	
ARC 2001 Residential Design I	4.0	
ARC 2010 Residential Design II	4.0	
ARC 2020 Commercial Design I	4.0	
ARC 2030 Commercial Design	4.0	
ARC 1030 Structural Design I	4.0	
ARC 2050 Structural Design II	4.0	
ARC 2700 Building Service System	4.0	
EGN 1000 Engineering Drawing	4.0	
ETD 1030 Introduction to Computer-Aided Drafting	4.0	
ETD 2510 Computer Aided Drafting I	4.0	
ETD 2520 Computer Aided Drafting II	4.0	
Total Major Component Quarter Hours		48.0
 <u>General Education Component</u>		
ENG 1540 English Usage	4.0	
ENC 1312 Written Communications	4.0	
MAT 2013 College Algebra	4.0	
PSY 2500 Dynamics of Behavior	4.0	
STD 2082 Career Strategy	4.0	
Electives	4.0	
Total General Education Component Quarter Hours		24.0
 Total Quarter Hours Required for Graduation		 96.0

Requirements for
 THE ASSOCIATE IN SCIENCE DEGREE
 Computer Applications Major
 Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>
ACC 2001 Principles of Accounting I	4.0
ACC 2021 Principles of Accounting II	4.0
BUL 2100 Business Law I	4.0
FIN 1100 Introduction to Finance	4.0
MAN 2050 Business Applications on the Microcomputer Elective	4.0 4.0
Total Business Administration Component Quarter Hours	24.0
 <u>Major Component</u>	
COC 1000 Introduction to Computers	4.0
CAP 2060 Word Processing (Word Perfect)	4.0
CAP 2070 Spreadsheets (Lotus 1-2-3)	4.0
CAP 2080 Data Base (dBase III Plus)	4.0
COP 1050 Disk Operating System (IBM-PC DOS)	4.0
SES 1010 Keyboarding	2.0
SES 2100 Advanced Keyboarding	2.0
Electives - Business or Business Related	24.0
Total Major Component Quarter Hours	48.0
 <u>General Education Component</u>	
ENC 1312 Written Communications	4.0
ENG 1540 English Usage	4.0
Choose from one Math from among courses with MAC, MAT, or STA prefixes	4.0
PSY 2500 Dynamics of Behavior	4.0
STD 2082 Career Strategy	4.0
Electives	4.0
Total General Education Component Quarter Hours	24.0
Total Quarter Hours Required for Graduation	96.0

Requirements for
 THE ASSOCIATE IN SCIENCE DEGREE
 Court Reporting Major
 Suggested Curriculum

<u>Major Component</u>			<u>Associate Degree Quarter Hours</u>
FIN	1100	Introduction to Finance	4.0
SES	1101	Typing	2.0
SES	1111	Intermediate Typing	2.0
SES	1121	Advanced Typing	2.0
SES	1225	Machine Theory I	8.0
SES	1326	Machine Theory II	8.0
SES	2240	Computer-Aided Transcription	2.0
SES	1436	Law and Legal Terminology	4.0
SES	2998	Internship (60 hours)	2.0
CR-SES	2111	Court & Conference Dictation I	8.0
CR-SES	2121	Court & Conference Dictation II	8.0
CR-SES	2131	Court & Conference Dictation III	8.0
CR-SES	2141	Court & Conference Dictation IV	8.0
CR-SES	2151	Court & Conference Dictation V	8.0
CR-SES	2161	Court & Conference Dictation VI	8.0
CR-SES	2220	Court Reporting Procedures	4.0
Total Major Component Quarter Hours			86.0
 <u>General Education Component</u>			
APB	2248	Anatomy and Medical Terminology	4.0
ENC	1550	English Usage II	4.0
ENG	1540	English Usage I	4.0
PSY	2500	Dynamics of Behavior	4.0
STD	2082	Career Strategy	4.0
		Electives	4.0
Total General Education Component Quarter Hours			24.0
Total Quarter Hours Required for Graduation			110.0

Requirements for Graduation:

1. Typing: 60 net words per minute and
2. Must pass two five minute tests with 96% accuracy at the following speeds:
 - 225 words per minute - Q & A
 - 200 words per minute - Jury Charge
 - 180 words per minute - Literacy
3. Complete 64 verified hours of actual writing time during internship training.

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

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>	
BUL	2100	Business Law I	4.0	
CAP	2060	Word Processing - Word Perfect	4.0	
FIN	1100	Introduction to Finance	4.0	
MAN	2050	Business Applications on the Microcomputer	4.0	
		Electives	8.0	
Total Business Administration Component Quarter Hours				24.0
 <u>Major Component</u>				
APB	1100	Anatomy and Physiology I	4.0	
APB	1110	Anatomy and Physiology II	4.0	
MEA	1461	Office Administration and Finance	4.0	
MEA	2930	Medical Assistant Externship	4.0	
MLS	1440	Diagnostics and Special Procedures I	4.0	
MLS	1441	Diagnostics and Special Procedures II	4.0	
MLS	1532	Medical Terminology, Medical Law and Ethics	4.0	
MLS	2300	Laboratory Procedures I	4.0	
MLS	2301	Laboratory Procedures II	4.0	
SES	1101	Typing	2.0	
SES	1160	Word Processing Application	2.0	
PHA	2010	Pharmacology/First Aid	4.0	
		Elective	4.0	
Total Major Component Quarter Hours				48.0
 <u>General Education Component</u>				
ENC	1312	Written Communications	4.0	
ENG	1540	English Usage	4.0	
MAC	1132	Fundamentals of College Math	4.0	
PSY	2500	Dynamics of Behavior	4.0	
STD	2082	Career Strategy	4.0	
		Electives	4.0	
Total General Education Component Quarter Hours				24.0
Total Quarter Hours Required for Graduation				96.0

Requirements for
 THE ASSOCIATE IN SCIENCE DEGREE
 Video Arts and Science Major
 Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>	
BUL	2100	Business Law	4.0	
COC	1000	Introduction to Computers	4.0	
FIN	1100	Introduction to Finance	4.0	
MAN	2050	Business Applications on the Microcomputer	4.0	
		Electives	8.0	
Total Business Administration Component Quarter Hours				24.0
 <u>Major Component</u>				
VID	1010	Evolution from Film to Video	4.0	
VID	1025	Broadcast Telecommunication	4.0	
VID	1210	Script Development	4.0	
VID	2410	Make-Up and Special Effects	4.0	
VID	2310	Acting and Directing	4.0	
VID	1100	Video Production I	4.0	
VID	1120	Video Production II	4.0	
VID	1130	Video Production III	4.0	
VID	2210	Advanced Video Techniques	4.0	
VID	2110	Production/Post Production	4.0	
VID	2010	Computer Graphics	4.0	
VID	2025	Advanced Computer Graphics	4.0	
Total Major Component Quarter Hours				48.0
 <u>General Education Component</u>				
ENC	1312	Written Communications	4.0	
ENG	1540	English Usage	4.0	
		Choose from one Math from among courses with MAC, MAT, or STA prefixes	4.0	
PSY	2500	Dynamics of Behavior	4.0	
STD	2082	Career Strategy	4.0	
		Electives	4.0	
Total General Education Component Quarter Hours				24.0
Total Quarter Hours Required for Graduation				96.0

CR-SES 2111 Court and Conference Dictation I 8.0 Quarter 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. Through instructor dictation and demonstration at controlled speeds and student read-back, students are expected to attain a Jury Charge speed of 75 words per minute. Literary speed of 80 words per minute, and Q & A speed of 100 words per minute. Multi-voice dictation is introduced. Prerequisite: CR-SES 1326.

CR-SES 2121 Court and Conference Dictation II 8.0 Quarter Hours
This course emphasizes the clarity of notes and more difficult dictating material for complete utilization of theory. Instructor dictation and student read-back assures a continual incremental learning process 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: CR-SES 2111.

CR-SES 2131 Court and Conference Dictation III 8.0 Quarter Hours
A continual incremental learning process of instructor dictation and student read-back provides 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: CR-SES 2121.

CR-SES 2141 Court and Conference Dictation IV 8.0 Quarter Hours
A continuation of Court and Conference Dictation III featuring the incremental learning process begun in CR-SES 2120 between the instructor and student, 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: CR-SES 2131.

CR-SES 2151 Court and Conference Dictation V 8.0 Quarter 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: CR-SES 2140.

CR-SES 2161 Court and Conference Dictation VI 8.0 Quarter Hours
A continuation of Court and Conference Dictation V. Through instructor dictation and student read-back, students will be expected to attain the following speeds: 180 Literary, 200 Jury Charge, 225 Q & A. Prerequisite: CR-SES 2151.

SES 2240 Computer-Aided Transcription 2.0 Quarter Hours
An introductory course in the use of the computer to transcribe stenograph notes. The student will develop hands-on skills for use in transcription by computer. Prerequisite: CR-SES 2121.

SES 2998 Internship 2.0 Quarter Hours
Students are required to complete an internship of 60 hours of courtroom and free-lance reporting under the supervision of practicing reporters, with appropriate turnaround time. Dress, attitude, and demeanor are emphasized. Prerequisite: CR-SES 2141.

ECONOMICS

FIN 1100 Introduction to Finance 2.0 Quarter Hours
A study of typical financial problems faced by the individual. Topics will include budgeting, consumer credit, time payments, mortgages, personal investing, and loan default management.

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

GRADUATE LEVEL

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

RESEARCH STUDIES

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

STUDENT DEVELOPMENT

- STD 1080 Introduction to the Personal Computer 4.0 Quarter Hours
This course provides a hands-on presentation of the micro-computer as a tool for personal development. Subject matter includes a basic introduction to PC operation; using the PC for communication, personal finance, organization, as a tool for study, and entertainment.
- STD 1200 College Survival 4.0 Quarter Hours
A course designed to assist the new college student into integrating fully into the college experience. Emphasis is placed on orientating to the college environment, study habits and study skills, interpersonal relations.
- ENG 1000 Basic English Studies 4.0 Quarter Hours
A comprehensive review of grammar, spelling, and vocabulary intended to strengthen the student's English background and to prepare the student for more advanced studies.
- REA 1000 Basic Reading Skills 4.0 Quarter Hours
Intended for students who must develop better reading skills in order to undertake more advanced studies. Concentration is upon the mechanics of reading, vocabulary development, and comprehension.
- MAT 1000 Basic Mathematics Studies 4.0 Quarter Hours
A comprehensive review of the skills and concepts of arithmetic intended to strengthen the student's mathematical background and to prepare the student for more advanced studies.
- STD 2082 Career Strategy 4.0 Quarter Hours
A course designed to assist the student with personal and professional development for successful employment with concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation.

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 4.0 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 2 (the grade point total for a C). The grade points for that class would be 8. Adding the total number of grade points, 16 and 8, the student would have 24 grade points. The student attempted 8 credits. The grade points of 24, divided by the 8 quarter hours attempted, would result in a grade point average of 3.0.

ATTENDANCE POLICY

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

Students are required to attend on a full-time basis and to attend each class session unless conditions over which they have no control prevent their being present. Student attendance must be separately tracked and recorded by class hours for each class in which the student is enrolled. While absences may be classified as excused or unexcused for purposes of allowing make-up work, all absences, regardless of the reasons, must be considered in applying the attendance policy. Excessive absences will cause the student to be withdrawn from the class(es). The actual last date of attendance will be used in reporting the student's final attendance date.

Total (Cumulative) Hours Absent - Students must be withdrawn from any class in which their total hours of absence equal a predetermined limit as noted in the chart below. Students must be withdrawn from the college when their total hours of absence equal the limit in all classes in which they are enrolled.

Consecutive Hours Absent - Students must be withdrawn from any class in which their consecutive hours of absence equal the limits noted below. Students must be withdrawn from the college when their consecutive hours of absence in all classes in which they are enrolled equal the limit noted below.

NUMBER OF CLASS HOURS OF ABSENCE GENERATING WITHDRAWAL

Total (cumulative) Hours Absence Limit [in courses with 1000-2000 level prefixes]	Not more than 12 hours
Total (cumulative) Hours Absence Limit [in courses with 3000-6000 level prefixes]	Not more than 16 hours
Consecutive Hours Absence Limit [all classes]	Not more than 8 hours

Although there are no provisions for a leave of absence, deviations from the stated attendance policy because of mitigating circumstances must have the approval of the Dean of Education and must be evidenced by a doctor's excuse, copy of military or work hours, conflict, etc.

Being dropped from an individual class may not necessarily result in suspension from school, however, it may result in a change from full-time status to part-time status which could have a negative affect upon the student's financial aid awards or VA benefits.

RE-ADMISSION OF WITHDRAWN STUDENTS

Withdrawn students requesting re-entry must petition the Re-Admission Committee. Information concerning the re-admission procedure may be obtained by calling the Dean's Office. Re-entry is limited to one time unless documented mitigating circumstances are provided.

ORLANDO COLLEGE
Addendum to
1992-1993 Catalog

THIS ADDENDUM TO THE ORLANDO COLLEGE 1992-1993 CATALOG
REPLACES THE FOLLOWING PAGES IN THE CATALOG:

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THIS ADDENDUM ALSO CHANGES THE FOLLOWING:

ATTENDANCE POLICY, Page 15

ECONOMICS COURSE DESCRIPTION, page 52

STUDENT DEVELOPMENT COURSE DESCRIPTION, Page 67

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 4.0 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 2 (the grade point total for a C). The grade points for that class would be 8. Adding the total number of grade points, 16 and 8, the student would have 24 grade points. The student attempted 8 credits. The grade points of 24, divided by the 8 quarter hours attempted, would result in a grade point average of 3.0.

ATTENDANCE POLICY

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Students are required to attend on a full-time basis and to attend each class session unless conditions over which they have no control prevent their being present. Student attendance must be separately tracked and recorded by class hours for each class in which the student is enrolled. While absences may be classified as excused or unexcused for purposes of allowing make-up work, all absences, regardless of the reasons, must be considered in applying the attendance policy. Excessive absences will cause the student to be withdrawn from the class(es). The actual last date of attendance will be used in reporting the student's final attendance date.

Total (Cumulative) Hours Absent - Students must be withdrawn from any class in which their total hours of absence equal a predetermined limit as noted in the chart below. Students must be withdrawn from the college when their total hours of absence equal the limit in all classes in which they are enrolled.

Consecutive Hours Absent - Students must be withdrawn from any class in which their consecutive hours of absence equal the limits noted below. Students must be withdrawn from the college when their consecutive hours of absence in all classes in which they are enrolled equal the limit noted below.

NUMBER OF CLASS HOURS OF ABSENCE GENERATING WITHDRAWAL

Total (cumulative) Hours Absence Limit [in courses with 1000-2000 level prefixes]	Not more than 12 hours
Total (cumulative) Hours Absence Limit [in courses with 3000-6000 level prefixes]	Not more than 16 hours
Consecutive Hours Absence Limit [all classes]	Not more than 8 hours

Although there are no provisions for a leave of absence, deviations from the stated attendance policy because of mitigating circumstances must have the approval of the Dean of Education and must be evidenced by a doctor's excuse, copy of military or work hours, conflict, etc.

Being dropped from an individual class may not necessarily result in suspension from school, however, it may result in a change from full-time status to part-time status which could have a negative affect upon the student's financial aid awards or VA benefits.

RE-ADMISSION OF WITHDRAWN STUDENTS

Withdrawn students requesting re-entry must petition the Re-Admission Committee. Information concerning the re-admission procedure may be obtained by calling the Dean's Office. Re-entry is limited to one time unless documented mitigating circumstances are provided.

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

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hrs</u>	<u>Bachelor Degree Quarter Hrs</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
COC 1000 Introduction to Computers	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
FIN 1100 Introduction to Finance	4.0	4.0
FIN 3401 Principles of Business Finance		4.0
Electives		8.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
Business Electives to be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business and Business-related courses listed in the Catalog.	48.0	60.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENG 1540 English Usage	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
PSY 2500 Dynamics of Behavior	4.0	4.0
STD 2082 Career Strategy	4.0	4.0
Electives	4.0	32.0
Total General Education Component Quarter Hours	24.0	56.0
 <u>Approved Elective Component</u>		
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student		40.0
Total Approved Elective Component Quarter Hours		40.0
 Total Quarter Hours Required for Graduation	 96.0	 192.0

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

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter Hours</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
FIN 3401 Principles of Business Finance		4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
FIN 1100 Introduction to Finance	4.0	4.0
Electives		8.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
ACC 3101 Intermediate Accounting I	4.0	4.0
ACC 3121 Intermediate Accounting II	4.0	4.0
ACC 3131 Intermediate Accounting III	4.0	4.0
ACC 3411 Cost Accounting I	4.0	4.0
ACC 3412 Cost Accounting II <u>or</u>		4.0
ACC 3501 Federal Taxation I	4.0	4.0
ACC 4521 Federal Taxation II		4.0
ACC 4201 Advanced Accounting I		4.0
ACC 4601 Auditing I		4.0
Electives-Business and Business Related	28.0	24.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1312 Written Communications	4.0	4.0
ENG 1540 English Usage	4.0	4.0
ENG 3540 Professional Report Writing		4.0
MAT 2013 College Algebra	4.0	4.0
SPC 3010 Effective Speaking		4.0
STA 3014 Statistics		4.0
PSY 2500 Dynamics of Behavior	4.0	4.0
STD 2082 Career Strategy	4.0	4.0
Electives	4.0	24.0
Total General Education Component Quarter Hours	24.0	56.0
 <u>Approved Elective Component</u>		
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		40.0
Total Approved Elective Component Quarter Hours		40.0
Total Quarter Hours Required for Graduation	96.0	192.0

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

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter Hours</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
FIN 3401 Principles of Business Finance		4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
FIN 1100 Introduction to Finance	4.0	4.0
Electives		8.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
COC 1000 Introduction to Computers	4.0	4.0
COP 1050 Disk Operating System	4.0	4.0
COC 1212 Programming Logic	4.0	4.0
COP 1300 Intro to Programming	4.0	4.0
COP 2121 Computer Programming - COBOL	4.0	4.0
CIS 2321 Systems Analysis Methods	4.0	4.0
COP 3121 Computer Programming - Advanced COBOL		4.0
COP 3530 Data Base Program Development		4.0
COP 3600 Computer Programming - "C"		4.0
CIS 3321 Structured Systems Design		4.0
Any Approved Programming Language		4.0
Electives - Business and Business-Related	24.0	16.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1312 Written Communications	4.0	4.0
ENG 1540 English Usage	4.0	4.0
MAC 1132 Fundamentals of College Math	4.0	
STA 3014 Statistics		4.0
PSY 2500 Dynamics of Behavior	4.0	4.0
STD 2082 Career Strategy	4.0	4.0
Electives	4.0	36.0
Total General Education Component Quarter Hours	24.0	56.0
 <u>Approved Elective Component</u>		
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student		40.0
Total Approved Elective Component Quarter Hours		40.0
Total Quarter Hours Required for Graduation	96.0	192.0

Requirements for
 THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE
 Legal Assistant/Paralegal Major

This degree prepares students for an entry-level position in law firms, banks, insurance companies, legal aid societies, or government agencies.

Graduates perform a variety of tasks under the supervision of an attorney, including searching and checking public records and the law, conducting interviews, preparing briefs and documents. This is a terminal course - not preparation for law school.

Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter Hours</u>
BUL 2100 Business Law I	4.0	4.0
CAP 2060 Word Processing/WordPerfect	4.0	4.0
FIN 1100 Introduction to Finance	4.0	4.0
MAN 2000 Principles of Management		4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
Electives	8.0	16.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
LEA 1015 Legal Research I	4.0	4.0
LEA 2015 Legal Research II	4.0	4.0
LEA 1232 Civil Litigation	4.0	4.0
LEA 1403 Business Organizations/Bankruptcy	4.0	4.0
LEA 1503 Family Law	4.0	4.0
LEA 2002 Introduction to Legal Assisting	4.0	4.0
LEA 2204 Real Estate	4.0	4.0
LEA 2222 Probate Procedure	4.0	4.0
LEA 2303 Criminal Procedure	4.0	4.0
LEA 2997 Paralegal Externship	4.0	4.0
MLS 1531 Medical Terminology, Medical Law & Ethics	4.0	4.0
SES 1100 Typing	2.0	2.0
SES 1160 Word Processing Applications	2.0	2.0
LEA 4010 Contracts/Torts		4.0
LEA 3215 Administrative Law		4.0
LEA 4100 Bankruptcy		4.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1312 Written Communications	4.0	4.0
ENG 1540 English Usage	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
PSY 2500 Dynamics of Behavior	4.0	4.0
STD 2082 Career Strategy	4.0	4.0
Electives	4.0	32.0
Total General Education Component Quarter Hours	24.0	56.0

Orlando College
Addendum to:
1992-93 Catalog
Effective August 24, 1992

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

	40.0	40.0
Total Approved Elective Component Quarter Hours		
Total Quarter Hours Required for Graduation	96.0	192.0

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

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter Hours</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
COC 1000 Introduction to Computers	4.0	4.0
FIN 3401 Principles of Business Finance	4.0	4.0
FIN 1100 Introduction of Finance	4.0	4.0
Electives		8.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
ADV 2331 Advertising	4.0	4.0
MAN 2000 Principles of Management	4.0	4.0
MAN 2050 Business Application of the Microcomputer	4.0	4.0
MAN 3300 Personnel Management		4.0
MAN 3344 Principles of Supervision	4.0	4.0
MAN 3800 Small Business Management	4.0	4.0
MAN 4344 Promotional Policies & Strategy		4.0
MAR 1023 Introduction to Marketing	4.0	4.0
MAR 3503 Consumer Behavior	4.0	4.0
MAR 4613 Marketing Research		4.0
Electives - Business and Business Related	20.0	20.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1312 Written Communications	4.0	4.0
ENG 1540 English Usage	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
PSY 2500 Dynamics of Behavior	4.0	4.0
STD 2082 Career Strategy	4.0	4.0
Electives	4.0	32.0
Total General Education Component Quarter Hours	24.0	56.0
 <u>Approved Elective Component</u>		
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student		40.0
Total Approved Elective Component Quarter Hours		40.0
 Total Quarter Hours Required for Graduation	 96.0	 192.0

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

<u>Business Administration Component</u>		<u>Associate Degree Quarter Hours</u>
BUL	2100 Business Law I	4.0
CAP	2090 Desktop Publishing	4.0
COC	1000 Introduction to Computers	4.0
FIN	1100 Introduction to Finance	4.0
	Electives	8.0
Total Business Administration Component Quarter Hours		24.0
<u>Major Component</u>		
ART	1301 Drawing and Illustration	8.0
ART	1421 Advanced Illustration and Composition	8.0
ART	1531 Design/Typography	8.0
GRA	2301 Advertising Layout	8.0
GRA	2421 Graphic Design	4.0
GRA	2531 Production Art	4.0
GRA	2641 Advanced Production Art	4.0
	Elective (Choose one from ART 2751 or GRA 2999)	4.0
Total Major Component Quarter Hours		48.0
<u>General Education Component</u>		
ENC	1312 Written Communications	4.0
ENG	1540 English Usage	4.0
MAC	1132 Fundamentals of College Math I	4.0
PSY	2500 Dynamics of Behavior	4.0
STD	2082 Career Strategy	4.0
	Electives	4.0
Total General Education Component Quarter Hours		24.0
Total Quarter Hours Required for Graduation		96.0

Requirements for
 THE ASSOCIATE IN SCIENCE DEGREE
 Computer-Aided Design Major

This program is designed to build manual and computerized drafting skills. Students will study blueprints, schematics and dimension of objects on the computer. Entry-level opportunities in engineering firms, governmental agencies, or architectural firms are varied and challenging.

Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree</u> <u>Quarter Hours</u>	
BUL	2100	Business Law I	4.0	
COC	1000	Introduction to Computers	4.0	
FIN	1100	Introduction to Finance	4.0	
MAN	2050	Business Applications on the Microcomputer	4.0	
		Electives	8.0	
Total Business Administration Component Quarter Hours				24.0
 <u>Major Component</u>				
ARC	1015	Site Technology	4.0	
ARC	2001	Residential Design I	4.0	
ARC	2010	Residential Design II	4.0	
ARC	2020	Commercial Design I	4.0	
ARC	2030	Commercial Design	4.0	
ARC	1030	Structural Design I	4.0	
ARC	2050	Structural Design II	4.0	
ARC	2700	Building Service System	4.0	
EGN	1000	Engineering Drawing	4.0	
ETD	1030	Introduction to Computer-Aided Drafting	4.0	
ETD	2510	Computer Aided Drafting I	4.0	
ETD	2520	Computer Aided Drafting II	4.0	
Total Major Component Quarter Hours				48.0
 <u>General Education Component</u>				
ENG	1540	English Usage	4.0	
ENC	1312	Written Communications	4.0	
MAT	2013	College Algebra	4.0	
PSY	2500	Dynamics of Behavior	4.0	
STD	2082	Career Strategy	4.0	
		Electives	4.0	
Total General Education Component Quarter Hours				24.0
Total Quarter Hours Required for Graduation				96.0

Requirements for
 THE ASSOCIATE IN SCIENCE DEGREE
 Computer Applications Major

This program prepares graduates to pursue entry-level careers in data-entry, word processing, and database system utilization on micro computers.

Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	
ACC 2001 Principles of Accounting I	4.0	
ACC 2021 Principles of Accounting II	4.0	
BUL 2100 Business Law I	4.0	
FIN 1100 Introduction to Finance	4.0	
MAN 2050 Business Applications on the Microcomputer	4.0	
Elective	4.0	
Total Business Administration Component Quarter Hours		24.0
 <u>Major Component</u>		
COC 1000 Introduction to Computers	4.0	
CAP 2060 Word Processing (Word Perfect)	4.0	
CAP 2070 Spreadsheets (Lotus 1-2-3)	4.0	
CAP 2080 Data Base (dBase III Plus)	4.0	
COP 1050 Disk Operating System (IBM-PC DOS)	4.0	
SES 1010 Keyboarding	2.0	
SES 2100 Advanced Keyboarding	2.0	
Electives - Business or Business Related	24.0	
Total Major Component Quarter Hours		48.0
 <u>General Education Component</u>		
ENC 1312 Written Communications	4.0	
ENG 1540 English Usage	4.0	
Choose from one Math from among courses with MAC, MAT, or STA prefixes	4.0	
PSY 2500 Dynamics of Behavior	4.0	
STD 2082 Career Strategy	4.0	
Electives	4.0	
Total General Education Component Quarter Hours		24.0
Total Quarter Hours Required for Graduation		96.0

Requirements for
 THE ASSOCIATE IN SCIENCE DEGREE
 Computer Operations Major
 Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>
COC 1000 Introduction to Computers	4.0
ACC 2001 Principles of Accounting I	4.0
ACC 2021 Principles of Accounting II	4.0
MAN 2050 Business Applications on the Micro	4.0
BUL 2100 Business Law	4.0
Elective	4.0
Total Business Administration Quarter Hours	24.0
 <u>Major Component</u>	
SES 1010 Keyboarding	2.0
COP 1050 Disk Operating Systems	4.0
COP 1300 Introduction to Programming	4.0
CAP 1900 Basic Computer Operations	4.0
CAP 2200 Advanced Computer Operations	2.0
CIS 2300 Basic Data Communications	4.0
CIS 2321 Systems Analysis Methods	4.0
CIS 2400 Business Information Systems	4.0
Elective Business Courses	20.0
Total Major Component Quarter Hours	48.0
 <u>General Education Component</u>	
ENG 1540 English Usage	4.0
ENC 1312 Written Communication	4.0
MAT 1132 Fundamentals of College Math	4.0
PSY 2500 Dynamics of Behavior	4.0
Electives	8.0
Total General Education Quarter Hours	24.0
Total Quarter Hours Required for Graduation	96.0

Requirements for
 THE ASSOCIATE IN SCIENCE DEGREE
Court Reporting Major
 Suggested Curriculum

<u>Major Component</u>	<u>Associate Degree Quarter Hours</u>
FIN 1100 Introduction to Finance	4.0
SES 1101 Typing	2.0
SES 1111 Intermediate Typing	2.0
SES 1121 Advanced Typing	2.0
SES 1225 Machine Theory I	8.0
SES 1326 Machine Theory II	8.0
SES 2240 Computer-Aided Transcription	2.0
SES 1436 Law and Legal Terminology	4.0
SES 2998 Internship (60 hours)	2.0
CR-SES 2111 Court & Conference Dictation I	8.0
CR-SES 2121 Court & Conference Dictation II	8.0
CR-SES 2131 Court & Conference Dictation III	8.0
CR-SES 2141 Court & Conference Dictation IV	8.0
CR-SES 2151 Court & Conference Dictation V	8.0
CR-SES 2161 Court & Conference Dictation VI	8.0
CR-SES 2220 Court Reporting Procedures	4.0
Total Major Component Quarter Hours	86.0
 <u>General Education Component</u>	
APB 2248 Anatomy and Medical Terminology	4.0
ENC 1550 English Usage II	4.0
ENG 1540 English Usage I	4.0
PSY 2500 Dynamics of Behavior	4.0
STD 2082 Career Strategy	4.0
Electives	4.0
Total General Education Component Quarter Hours	24.0
Total Quarter Hours Required for Graduation	110.0

Requirements for Graduation:

1. Typing: 60 net words per minute and
2. Must pass two five minute tests with 96% accuracy at the following speeds:
 - 225 words per minute - Q & A
 - 200 words per minute - Jury Charge
 - 180 words per minute - Literacy
3. Complete 64 verified hours of actual writing time during internship training.

Requirements for
 THE ASSOCIATE IN SCIENCE DEGREE
 Medical Assistant Major

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

Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>	
BUL	2100	Business Law I	4.0	
CAP	2060	Word Processing - Word Perfect	4.0	
FIN	1100	Introduction to Finance	4.0	
MAN	2050	Business Applications on the Microcomputer Electives	8.0	4.0
Total Business Administration Component Quarter Hours				24.0
 <u>Major Component</u>				
APB	1100	Anatomy and Physiology I	4.0	
APB	1110	Anatomy and Physiology II	4.0	
MEA	1461	Office Administration and Finance	4.0	
MEA	2930	Medical Assistant Externship	4.0	
MLS	1440	Diagnostics and Special Procedures I	4.0	
MLS	1441	Diagnostics and Special Procedures II	4.0	
MLS	1532	Medical Terminology, Medical Law and Ethics	4.0	
MLS	2300	Laboratory Procedures I	4.0	
MLS	2301	Laboratory Procedures II	4.0	
SES	1101	Typing	2.0	
SES	1160	Word Processing Application	2.0	
PHA	2010	Pharmacology/First Aid Elective	4.0 4.0	
Total Major Component Quarter Hours				48.0
 <u>General Education Component</u>				
ENC	1312	Written Communications	4.0	
ENG	1540	English Usage	4.0	
MAC	1132	Fundamentals of College Math	4.0	
PSY	2500	Dynamics of Behavior	4.0	
STD	2082	Career Strategy Electives	4.0 4.0	
Total General Education Component Quarter Hours				24.0
Total Quarter Hours Required for Graduation				96.0

Requirements for
 THE ASSOCIATE IN SCIENCE DEGREE
 Video Arts and Science Major
 Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>	
BUL	2100	Business Law	4.0	
COC	1000	Introduction to Computers	4.0	
FIN	1100	Introduction to Finance	4.0	
GEB	1012	Introduction to Business Enterprise	4.0	
		Electives	8.0	
Total Business Administration Component Quarter Hours				24.0
 <u>Major Component</u>				
VID	1010	Evolution from Film to Video	4.0	
VID	1025	Broadcast Telecommunication	4.0	
VID	1210	Script Development	4.0	
VID	2410	Make-Up and Special Effects	4.0	
VID	2310	Acting and Directing	4.0	
VID	1100	Video Production I	4.0	
VID	1120	Video Production II	4.0	
VID	1130	Video Production III	4.0	
VID	2210	Advanced Video Techniques	4.0	
VID	2110	Production/Post Production	4.0	
VID	2010	Computer Graphics	4.0	
VID	2025	Advanced Computer Graphics	4.0	
Total Major Component Quarter Hours				48.0
 <u>General Education Component</u>				
ENC	1312	Written Communications	4.0	
ENG	1540	English Usage	4.0	
		Choose from one Math from among courses with MAC, MAT, or STA prefixes	4.0	
PSY	2500	Dynamics of Behavior	4.0	
STD	2082	Career Strategy	4.0	
		Electives	4.0	
Total General Education Component Quarter Hours				24.0
Total Quarter Hours Required for Graduation				96.0

CR-SES 2111 Court and Conference Dictation I 8.0 Quarter 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. Through instructor dictation and demonstration at controlled speeds and student read-back, students are expected to attain a Jury Charge speed of 75 words per minute. Literary speed of 80 words per minute, and Q & A speed of 100 words per minute. Multi-voice dictation is introduced. Prerequisite: CR-SES 1326.

CR-SES 2121 Court and Conference Dictation II 8.0 Quarter Hours
This course emphasizes the clarity of notes and more difficult dictating material for complete utilization of theory. Instructor dictation and student read-back assures a continual incremental learning process 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: CR-SES 2111.

CR-SES 2131 Court and Conference Dictation III 8.0 Quarter Hours
A continual incremental learning process of instructor dictation and student read-back provides 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: CR-SES 2121.

CR-SES 2141 Court and Conference Dictation IV 8.0 Quarter Hours
A continuation of Court and Conference Dictation III featuring the incremental learning process begun in CR-SES 2120 between the instructor and student, 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: CR-SES 2131.

CR-SES 2151 Court and Conference Dictation V 8.0 Quarter 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: CR-SES 2140.

CR-SES 2161 Court and Conference Dictation VI 8.0 Quarter Hours
A continuation of Court and Conference Dictation V. Through instructor dictation and student read-back, students will be expected to attain the following speeds: 180 Literary, 200 Jury Charge, 225 Q & A. Prerequisite: CR-SES 2151.

SES 2240 Computer-Aided Transcription 2.0 Quarter Hours
An introductory course in the use of the computer to transcribe stenograph notes. The student will develop hands-on skills for use in transcription by computer. Prerequisite: CR-SES 2121.

SES 2998 Internship 2.0 Quarter Hours
Students are required to complete an internship of 60 hours of courtroom and free-lance reporting under the supervision of practicing reporters, with appropriate turnaround time. Dress, attitude, and demeanor are emphasized. Prerequisite: CR-SES 2141.

ECONOMICS

FIN 1100 Introduction to Finance 2.0 Quarter Hours
A study of typical financial problems faced by the individual. Topics will include budgeting, consumer credit, time payments, mortgages, personal investing, and loan default management.

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

GRADUATE LEVEL

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

RESEARCH STUDIES

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

STUDENT DEVELOPMENT

STD 1080 Introduction to the Personal Computer 4.0 Quarter Hours
This course provides a hands-on presentation of the micro-computer as a tool for personal development. Subject matter includes a basic introduction to PC operation; using the PC for communication, personal finance, organization, as a tool for study, and entertainment.

STD 1200 College Survival 4.0 Quarter Hours
A course designed to assist the new college student into integrating fully into the college experience. Emphasis is placed on orientating to the college environment, study habits and study skills, interpersonal relations.

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

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

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

STD 2082 Career Strategy 4.0 Quarter Hours
A course designed to assist the student with personal and professional development for successful employment with concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation.