



1981-1982 CATALOG OF

JONES COLLEGE ORLANDO

1505 East Colonial Drive
Orlando, Florida 32803
(305) 896-2407

5600 Diplomat Circle
Orlando, Florida 32810
(305) 628-6870

**JONES COLLEGE ORLANDO
MEDICAL EDUCATION CENTER**

5310 Diplomat Circle
Parkland Medical Center
Orlando, Florida 32810
(305) 628-5885

Information on Medical Education Center courses is listed in the
Catalog Supplement and is available on request.

A member of the Summit System of Colleges and Schools

GENERAL INFORMATION

STATEMENT OF PHILOSOPHY AND OBJECTIVES

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

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

HISTORY

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

ACCREDITATION

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

The College is a non-profit, non-sectarian, coeducational institution chartered by the State of Florida with authority to confer collegiate degrees. The College is a member of the Florida Association of Colleges and Universities. It is approved by the Florida Bureau of Veteran's Affairs and is registered with the Florida State Board of Independent Colleges and Universities.

STUDENT LIFE

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

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

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

Students who show outstanding qualities of leadership, character and scholarship can be nominated for membership in a national honor and social fraternity or sorority. Local chapters of Phi Theta Pi Fraternity and Alpha Iota Sorority are active on campus with various community projects frequently undertaken and enjoyable social events planned. An active Student Government provides a vehicle for the development of leadership qualities in students as well as an effective means for input to the College Administration.

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.

PLACEMENT ASSISTANCE

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

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) tests or equivalent. Applicants without successful prior college credits are required to take a Placement Test to determine their potential success in college level studies. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. As a result of the evaluation of the qualifications, it may be necessary to schedule the student to take developmental courses which will prepare the student for a collegiate program. These courses will be in addition to the required courses for all programs and they will count toward the fulfillment of the overall credit hour requirements. Students may apply for entry at any time.

EARLY ADMISSION

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

ADMISSION FOR RECENT HIGH SCHOOL GRADUATES

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

APPLICATION PROCEDURE

Qualified applicants must submit a completed Application for Admission to the College with the application fee of \$10 which is paid only once and is non-refundable. A high school transcript of work completed through date of application is also required. High school officials should be requested to mail transcripts directly to the College. If a transcript is not available at the time of application, the College will make every effort to assist the applicant in obtaining one. See application in the back of the catalog.

Upon notification of acceptance, a \$100 registration fee will be required. This fee reserves your space in class and will be applied against the first quarterly tuition charges.

NON-TRADITIONAL CREDIT OPPORTUNITIES

ESTABLISHMENT OF CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of B, proficiency examinations given by the College. Students may apply for examination in any course for which credit has not been earned or accepted on transfer up to a maximum of 22.5 quarter hours.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College accepts credits earned through the College Level Examination Program (CLEP) for up to 25% of the credit hours required by the degree program in which the student is enrolled. Scores of the 40th percentile and above are accepted for the credit hours and specific courses approved by the Dean. Necessary information may be obtained from the Admissions Office.

CREDIT FOR NON-COLLEGIATE TRAINING

Credit may be granted for military, industrial or professional training which parallels the offerings of the College. The amount of credit granted will be at the discretion of the Dean.

AUDITING COURSES

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

STUDENT FINANCIAL ASSISTANCE

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

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

the student completes the program or ceases to carry at least a half-time course of study and may be extended over a 10-year period. Repayment may be deferred for various reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school half-time, is undergoing rehabilitation training, or if the student is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled.

GUARANTEED STUDENT LOANS (GSL)

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

COLLEGE WORK-STUDY PROGRAM (CWSP)

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

INSTITUTIONAL SCHOLARSHIPS

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

OTHER SOURCES OF FINANCIAL ASSISTANCE

VETERANS ASSISTANCE PROGRAMS

VETERANS EDUCATION AND EMPLOYMENT ASSISTANCE ACT OF
1976, AS AMENDED

Veterans eligible for training under the G.I. Bill are entitled to a monthly allowance while attending the College in an approved program of study. Veterans with over 18 months of active duty are entitled to a maximum of 45 months of training, and those with 6 to 18 months of active duty are entitled to 1½ months of training for each month of active duty. The College will assist in preparing and submitting applications.

REFUND POLICY

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

1. **FAILURE TO ENTER** — If an accepted student does not enter classes, the full amount of any prepaid tuition, with the exception of the Registration Fee, is refunded. The Application Fee is not refundable.
2. **WITHDRAWAL** — The effective date of withdrawal is the last date of recorded attendance. The student is expected to notify the Dean or Registrar in writing or by personal interview prior to or upon the date of withdrawal from classes.

- a) In the event of withdrawal from College, tuition charges for the period of attendance are as follows:

Withdrawal	Charges
Through Last Date for Schedule or Program change as specified in the College Calendar	Registration and other fees only
From Last Date for Schedule or Program Change through 30th calendar day of quarter	50% of Quarterly Tuition
31st through 60th calendar day of quarter	75% of Quarterly Tuition
After 60th calendar day of quarter	100% of Quarterly Tuition

- b) The amount of any refund due is determined by subtracting the tuition charges as set forth above from the total amount of tuition charges paid. Approved refunds are made promptly.
 - c) Any amounts determined to be owed the College as a result of these calculations are due and payable in full on the effective date of withdrawal.
3. **REDUCTION IN CREDIT HOURS** — There is no refund or adjustment in quarterly tuition charges for reduction in credit hours after the Last Date for Schedule or Program Change for the quarter as specified in the College Calendar.
 4. **COLLEGE FEES** — The Application Fee and all other College Fees are not refundable.

class, the student would multiply 4.5 quarter hours times the grade points for a C (2) for a total of 9 grade points. Adding the total number of grade points, 18 and 9, the student would have 27 grade points. The student attempted 9 credits. The grade points of 27, divided by 9 quarter hours attempted, would result in a Grade Point Average of 3.0.

STUDENT RECORDS

The College assures the confidentiality of student educational records as required by law. Should information be desired by the student which is not contained in quarterly grade reports, requests may be made through the office of the Registrar where student records are compiled.

GRADUATION

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

DEAN'S LIST

To recognize and encourage outstanding scholastic performance, a Dean's List is published at the end of each quarter. To be eligible for this honor, a student must have earned a Grade Point Average of at least 3.5 and must have been registered for 12 or more quarter hours.

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; 3.9 and above, summa cum laude.

ATTENDANCE REQUIREMENTS

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

Classes are scheduled between 8 a.m. and 10 p.m., normally Monday through Friday. Students may also attend Saturday morning classes which are scheduled as needed. Students attending under the "Work-Study Program" may, if necessary, be scheduled for a minimum class

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

At the time of suspension, the student will be given written notification of the duration of the suspension. At the conclusion of the term of the suspension, the student may re-apply in writing for re-admission to the College.

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

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

FAMILIARITY WITH COLLEGE REGULATIONS

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

RESERVATIONS AS TO PROGRAMS AND CHARGES

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

COOPERATIVE EDUCATION PROGRAM

(Ft. Lauderdale College only)

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

Credits earned in Co-op courses are applied to the credit requirements for each degree program. Specifically, these credits apply to the elective course requirements in all areas except Area III of all degree programs offered by the College.

DEGREE PROGRAMS

Two Majors

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

Two Degrees

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

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

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

THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS

The chart on Page 20 depicts the group of Senior Colleges of Business which together form the Summit System of Colleges and Schools. Listed are the Degree and Diploma Programs offered throughout the System, and the locations at which they are available.

FOR ADDITIONAL INFORMATION:

1. Review the program offerings in the following pages to identify your area of interest;

THE BACHELOR OF SCIENCE DEGREE

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

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

		Quarter Hours
Area I —	Business Administration Component	36 (minimum)
Area II —	Major Component	45 (minimum)
Area III —	General Education Component	54 (minimum)
Area IV —	Approved Elective Component	45 (minimum)
	TOTAL QUARTER HOURS REQUIRED	180 (minimum)

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

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

DATA PROCESSING MAJOR

			Quarter Hours
A.	Required Core		
	COC 1211	Computer Concepts	4.5
	COP 2100	Computer Programming — Basic	4.5
	COP 2120	Computer Programming — COBOL	4.5
	COP 2160	Computer Programming — RPG	4.5
	COP 3530	Data Base Management	4.5
	COP 3110	Computer Programming — FORTRAN	4.5
	CIS 4360	Data Communications	4.5
	CORE TOTAL		31.5
B.	Major Electives		
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
	ELECTIVE TOTAL		13.5
	COMPONENT TOTAL		45.0

INTERNATIONAL BUSINESS MAJOR

			Quarter Hours
A.	Required Core		
	ECS 3003	Comparative Economic Systems	4.5
	MAN 3300	Personnel Management	4.5
	MAN 4060	Business Policy and Administration	4.5
	MAN 4600	Management of International Business	4.5
	ECO 4702	Principles of International Economics	4.5
	MAN 4998	Selected Topics in Management	4.5
	CORE TOTAL		27.0
B.	Major Electives		
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
	ELECTIVE TOTAL		18.0
	COMPONENT TOTAL		45.0

AREA III—General Education Component (Required for all Majors)	Quarter Hours
A. Required Core	
ECO 1013 Principles of Economics I	4.5
ECO 1023 Principles of Economics II	4.5
POS 2041 American National Government	4.5
PSY 2012 General Psychology (Select two English)	4.5
ENG 1540 English Usage I,	
ENG 1541 English Usage II,	
ENC 2102 English Composition, or	
ENC 2135 English Composition II (Select two Math)	9.0
MAC 1132 Fundamentals of College Mathematics I,	
MAC 1133 Fundamentals of College Mathematics II,	
MAT 2013 College Algebra, or	
GEB 3111 Statistics (Recommended for Accounting Majors)	9.0
CORE TOTAL	36.0
B. General Education Electives To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.	
ELECTIVE TOTAL	18.0
AREA III—COMPONENT TOTAL	54.0

AREA IV—Approved Elective Component
To be selected in consultation with the Faculty
Advisor, Registrar or Dean to effectuate a
balanced educational program in keeping with
the personal objectives and career ambitions of
the student.

AREA IV—COMPONENT TOTAL	45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	180

THE ASSOCIATE IN SCIENCE DEGREE

AREA I—Business Component			Quarter
(Required for all Majors)			Hours
ACC	2001	Principles of Accounting I	4.5
ACC	2021	Principles of Accounting II	4.5
GEB	1012	Introduction to Business Enterprise	4.5
BUL	2100	Business Law I	4.5
COC	1000	Data Processing Fundamentals	4.5
SES	1100	Introductory Typing	4.5
AREA I—COMPONENT TOTAL			27.0

AREA II—Major Components (Chosen from one of the following Majors)

ACCOUNTING MAJOR

A. Required Core			Quarter
			Hours
ACC	2041	Principles of Accounting III	4.5
ACC	2101	Intermediate Accounting I	4.5
ACC	2121	Intermediate Accounting II	4.5
BUL	2122	Business Law II	4.5
MAN	2000	Principles of Management	4.5
CORE TOTAL			22.5
B. Major Electives			
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog. It is recommended that ACC 3401 Cost Accounting I and ACC 2501 Federal Taxation be taken to enhance your career objectives.			
ELECTIVE TOTAL			13.5
COMPONENT TOTAL			36.0

MANAGEMENT MAJOR

	Quarter
	Hours
A. Required Core	
MAN 2000 Principles of Management	4.5
MAN 1344 Principles of Supervision	4.5
BUL 2122 Business Law II	4.5
MAN 2800 Small Business Management	4.5
MAR 1023 Introduction to Marketing	4.5
CORE TOTAL	22.5
B. Major Electives	
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
ELECTIVE TOTAL	13.5
COMPONENT TOTAL	36.0

MARKETING MAJOR

	Quarter
	Hours
A. Required Core	
MAR 1023 Introduction to Marketing	4.5
MAR 1101 Salesmanship	4.5
MAR 2151 Retailing	4.5
ADV 2000 Advertising	4.5
BUL 2122 Business Law II	4.5
CORE TOTAL	22.5
B. Major Electives	
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
ELECTIVE TOTAL	13.5
COMPONENT TOTAL	36.0

- B. General Education Electives
To be selected in consultation with the Faculty Advisor or Dean from among the General Education Courses listed in the catalog.

ELECTIVE TOTAL	9.0
COMPONENT TOTAL	27.0
TOTAL QUARTER HOURS REQUIRED FOR GRADUATION WITH AN ASSOCIATE IN SCIENCE DEGREE	90.0

ASSOCIATE IN SCIENCE DEGREE COURT REPORTING MAJOR

BUSINESS COMPONENT (All required)	Quarter Hours
A. Required Core	
SES 1221 Machine Shorthand Theory I	6.0
SES 1222 Machine Shorthand Theory II	6.0
SES 1224 Court and Conference Dictation I	6.0
SES 2225 Court and Conference Dictation II	6.0
SES 5226 Court and Conference Dictation III	6.0
SES 5227 Court and Conference Dictation IV	6.0
SES 5228 Court and Conference Dictation V	6.0
SES 5230 Court and Conference Dictation VI	6.0
SES 1100 Introductory Typing	4.5
SES 1110 Intermediate Typing	4.5
SES 1120 Advanced Typing	4.5
SES 1145 Expert Typing	3.0
SES 1436 The Law and Legal Terminology	4.5
SES 2248 Anatomy and Medical Terminology	4.5
SES 2256 Medical Dictation	3.0
SES 2220 Court Reporting and Transcription Preparation	4.5
SES 2221 Dictation Techniques	4.5
SES 2998 Court Reporting Testing	3.0
SES 2999 Court Reporting Testimony (Intern.)	1.5
TOTAL BUSINESS COMPONENT	90.0

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

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

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

	Quarter Hours
Area I — Business Administration Component	81 (minimum)
Area II — General Education Component	54 (minimum)
Area III — Approved Elective Component	45 (variable)
TOTAL QUARTER HOURS REQUIRED	180 (minimum)

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

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

AREA II—General Education Component	Quarter Hours
A. Required Core	
ECO 1013 Principles of Economics I	4.5
ECO 1023 Principles of Economics II	4.5
POS 2041 American National Government	4.5
PSY 2012 General Psychology (Select two English)	4.5
ENG 1540 English Usage I,	
ENG 1541 English Usage II,	
ENC 2102 English Composition I, or	
ENC 2135 English Composition II (Select two Math)	9.0
MAC 1132 Fundamentals of College Mathematics I,	
MAC 1133 Fundamentals of College Mathematics II,	
MAT 2013 College Algebra, or	
GEB 3111 Statistics	9.0
CORE TOTAL	36.0
B. General Education Electives To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education Courses listed in the catalog.	
ELECTIVE TOTAL	18.0
COMPONENT TOTAL	54.0

AREA III—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.

COMPONENT TOTAL 45.0

MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION 180.0

THE ASSOCIATE IN BUSINESS DEGREE

AREA I—Business Component	Quarter Hours
A. Required Core	
GEB 1012 Introduction to Business Enterprise	4.5
BUL 2100 Business Law I	4.5
COC 1000 Data Processing Fundamentals	4.5
ACC 2001 Principles of Accounting I	4.5
ACC 2021 Principles of Accounting II	4.5
SES 1100 Introductory Typing	4.5
CORE TOTAL	27.0
B. Business Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the catalog.	
ELECTIVE TOTAL	18.0
COMPONENT TOTAL	45.0

AREA II—General Education Component	Quarter Hours
A. Required Core	
(Select two English)	
ENG 1540 English Usage I,	
ENG 1541 English Usage II,	
ENC 2102 English Composition I	
ENC 2135 English Composition II	9.0
(Select two Math)	
MAC 1132 Fundamentals of College Mathematics I,	
MAC 1133 Fundamentals of College Mathematics II,	
MAT 2013 College Algebra	
GEB 3111 Statistics (Recommended for Accounting Majors)	9.0
CORE TOTAL	18.0

COOPERATIVE EDUCATION COURSES

COE 211 COOPERATIVE EDUCATION SEMINAR

First Co-op course to acquaint the student with the Co-op program and to prepare for a subsequent work assignment. This seminar is conducted on campus. In this seminar, each student will prepare a cover letter and resume to be presented to employers. The student will also be prepared for the various interviewing techniques used by employers.

PARALLEL PLAN COURSES

		Quarter Hours
COE 241	PARALLEL WORK I	4.5
COE 242	PARALLEL WORK II	4.5
COE 341	PARALLEL WORK III	4.5
COE 342	PARALLEL WORK IV	4.5
COE 441	PARALLEL WORK V	4.5
COE 442	PARALLEL WORK VI	4.5

The above courses are normally taken during the sophomore, junior and senior years. COE 241 and 242 are available to students pursuing an Associate Degree. Since each student's Co-op program is designed specifically for him, these courses are taken, one per quarter, simultaneously with other on-campus courses.

ALTERNATING PLAN COURSES

COE 361	ALTERNATING WORK I	6
COE 362	ALTERNATING WORK II	6
COE 461	ALTERNATING WORK III	6
COE 462	ALTERNATING WORK IV	6

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

ACC 3300 Managerial Accounting

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

4½ Quarter Hours

ACC 3401 Cost Accounting I

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

4½ Quarter Hours

ACC 3421 Cost Accounting II

A further study of cost data for planning, control and decision-making purposes. Prerequisite: ACC 3401.

4½ Quarter Hours

ACC 3521 Federal Taxation II

An advanced study of the principles of taxation applied to corporations, estates, and trusts. Prerequisite: ACC 2501.

4½ Quarter Hours

ACC 3860 Government Accounting

Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 1041.

4½ Quarter Hours

ACC 4201 Advanced Accounting I

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

4½ Quarter Hours

ACC 4221 Advanced Accounting II

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

4½ Quarter Hours

ACC 4601 Auditing I

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

4½ Quarter Hours

ACC 4621 Auditing II

A continuation of ACC 4601, which is prerequisite. Stress is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, the responsibility for them, and the duty in testifying in connection with them in court.pl100

4½ Quarter Hours

SES 2226 Court and Conference Dictation II

A continuation of Court and Conference Dictation II. Specialized vocabulary is emphasized, as well as literary, Congressional material, and Q & A. Speed of 140 is attained in this course.

The National Shorthand Reporters Association series of textbooks is used to study court reporting punctuation, grammar and English. Varied multi-voice material, including courtroom testimony, depositions, statements, commission hearings, evidentiary hearings, etc., are dictated in class and transcribed. Prerequisite: Minimum 110 words a minute.

6 Quarter Hours

SES 2220 Court Reporting Procedures and Transcription Preparation

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; structure of courts locally, statewide; increasing notereading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turnaround time schedules.

4½ Quarter Hours

SES 2221 Dictation Techniques

Detailed instruction and practice in the use of dictating and transcribing equipment and its relation to efficient, accurate, productive reporting. How to train typists also included in this course.

4½ Quarter Hours

SES 2227 Court and Conference Dictation IV

A continuation of Court and Conference Dictation III. Speed of 170 words a minute will be developed. Multi-voice testimony is emphasized. Practice in writing notes for a notereader. Dictation includes motions, evidentiary hearings, depositions, with technical, specialized material emphasized. Salable transcripts are produced. Prerequisite: Minimum 140 words a minute.

6 Quarter Hours

SES 2228 Court and Conference Dictation V

A continuation of Court and Conference Dictation IV. Speeds of 180-200 words a minute will be developed. Prerequisite: Minimum 170 words a minute.

6 Quarter Hours

SES 2230 Court and Conference Dictation VI

A continuation of Court and Conference Dictation V. A speed of 225 words a minute will be developed. A study of Court Reporting as a profession; the role of the Court Reporter as a professional. Dictation, transcription and presentation of daily copy, arbitrations, and grievance hearings. Prerequisite: 200 words a minute.

6 Quarter Hours

SES 2256 Medical Dictation

A course designed to familiarize the student with the dictation and transcription of material containing medical terminology such as case histories, operation and x-ray reports, and medical articles.

3 Quarter Hours

SES 2999 Court Reporting Testimony (Internship)

Students are required to complete an internship of 50 hours of courtroom and/or free-lance reporting under the supervision of practicing court reporters. Excerpts of each day's notes dictated and typed by the students, with appropriate turnaround time. Dress, attitude and demeanor also graded. Prerequisite: 200 words a minute.

1½ Quarter Hours

COP 2120 Computer Programming — COBOL

This course provides a foundation for the use of COBOL (Common Business Oriented Language) as a computer language. The student is expected to learn and apply the basic facilities of this language utilizing sequential access methods.

Prerequisites: COC 1211, SES 1100.

4½ Quarter Hours

COP 2160 Computer Programming — RPG

This course provides a foundation for the use of RPG (Report Program Generator) as a computing language. The student is expected to learn and apply the basic facilities of this language utilizing sequential access methods. Prerequisites: COC 1211, SES 1100.

4½ Quarter Hours

CIS 2321 Business Systems Analysis and Design

This course in business data processing operations is concerned with the design and maintenance of forms, records, and office systems. Included is a study of punched cards, and other input/output systems, work-flow planning, office layout, work measurement, types of business equipment and office tools available and the writing of business procedure specifications. Also included is information retrieval research techniques and tools as they apply to systematic principles of management decision making. Prerequisite: COC 1211.

4½ Quarter Hours

COC 2400 The Computer Society and the Individual

A course designed to introduce computer technology and its impact on society and the individual. The focus of this introduction is non-technical.

4½ Quarter Hours

COP 3110 Computer Programming — FORTRAN

This course provides a foundation for the use of FORTRAN (Formula Translation). FORTRAN is a scientific-engineering language which is problem-centered. It permits the solution of quantitative business problems with relative ease. The student is expected to learn and apply the basic facilities of this language in solving problems. Prerequisites: COC 1211, MAT 2013.

4½ Quarter Hours

COP 3121 Computer Programming — Advanced COBOL

This course provides advanced concepts of COBOL as a computing language. The student is expected to learn and apply the advanced facilities of this language utilizing access methods. Prerequisite: COP 2120.

4½ Quarter Hours

COP 3160 Computer Programming — Advanced RPG

This course provides advanced concepts of RPG as a computing language. The student is expected to learn and apply the advanced facilities of this language utilizing direct access methods. Prerequisite: COP 2160.

4½ Quarter Hours

COP 3530 Data Base Management

This course introduces the student to the various methods of organizing and structuring data and files for access and use in advanced programming applications. Prerequisite: COP 2120 or COP 2160.

4½ Quarter Hours

CIS 4360 Data Communications

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

4½ Quarter Hours

FAM 2101 Basic Modeling

Retail modeling, wholesale modeling, photographic modeling, and professional make-up are included.

4½ Quarter Hours

FAM 2201 Professional Modeling

Professional modeling sessions, promotional modeling, television modeling, voice control, and character improvisation are included.

4½ Quarter Hours

HHA 2320 Interior Design

A study of decorating, room planning, floor covering, textiles, and accessories.

4½ Quarter Hours

MKA 2409 Fashion Coordination

An introduction to, and practice in, writing copy for fashion publications. Fashion show coordination and commentary are included.

4½ Quarter Hours

CTE 2998 Selected Topics in Fashion Merchandising

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

Variable Credit

CTF 2999 Internship in Fashion Merchandising

As part of the preparation for a career in fashion merchandising, the student is permitted to serve an internship in retail and wholesale establishments, manufacturing concerns, and other organizations and 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.

4½ Quarter Hours

HOTEL AND RESTAURANT ADMINISTRATION

HFT 1000 Hotel and Restaurant Organization and Management

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

4½ Quarter Hours

HFT 1300 Housekeeping, Plant Engineering and Maintenance

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

4½ Quarter Hours

HFT 1510 Marketing, Sales, and Public Relations

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

4½ Quarter Hours

FSS 2251 Food and Beverage Management

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

4½ Quarter Hours

BUL 2122 Business Law II

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, and insurance. *4½ Quarter Hours*

MAR 2763 Credits and Collections

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

4½ Quarter Hours

MAN 2800 Small Business Management

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

4½ Quarter Hours

PAD 3000 Public Administration

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

4½ Quarter Hours

RMI 3015 Risk and Insurance

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

4½ Quarter Hours

ECP 3220 Occupational Safety and Health

This course will provide the student with an understanding of the Occupational Safety and Health Act (Williams/Stiger) of 1970 and fundamental information and skills required to function in the areas of health, safety, and facility security.

4½ Quarter Hours

MAN 3300 Personnel Management

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

4½ Quarter Hours

TRA 4010 Transportation

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

4½ Quarter Hours

MAN 4060 Business Policy and Administration

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

4½ Quarter Hours

MGT 4320 Financial Management

A study of sources of funds, capital budgeting, analysis of financial statements, and financial institutions. The course will also involve financial forecasting and short and long-term financing of the corporate structure. Prerequisites: ACC 2021, STA 1014.

4½ Quarter Hours

MAR 3203 Marketing Channels and Distribution

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

4½ Quarter Hours

MAR 3321 Public Relations

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

4½ Quarter Hours

MAR 3343 Marketing Communications

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

4½ Quarter Hours

MAR 3344 Promotional Policies and Strategy

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

4½ Quarter Hours

MAR 4613 Marketing Research

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

4½ Quarter Hours

MAR 4722 Marketing Management

This course is a managerial approach to the overall marketing function and includes analysis of product development, promotion, pricing, physical distribution, and marketing strategy. Prerequisite: MAR 1023.

4½ Quarter Hours

MAR 4998 Selected Topics in Marketing

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

Variable Credit

MAR 4999 Internship in Marketing

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

4½ Quarter Hours

OFFICE PRACTICE**SES 1300 Records Management**

An introduction to the use and management of the various records that a secretary will encounter in a functioning business office.

3 Quarter Hours

REE 2205 Real Estate Finance

A study of the fundamentals of mortgage lending; sources of funds; organization and control of lending operations; FHA and Veterans Administration loan programs; servicing and collecting loans.

4½ Quarter Hours

REE 2801 Real Estate Brokerage

A study of the real estate brokerage office; planning for and organizing operations; selecting and training sales personnel; managing sales activities; marketing practices and policies.

4½ Quarter Hours

REE 3008 Real Estate Law

A study of the legal aspects of real property ownership, development, transfer and brokerage.

4½ Quarter Hours

REE 3040 Real Estate Principles and Practices I

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

6 Quarter Hours

REE 3041 Real Estate Principles and Practices II

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

6 Quarter Hours

REE 3101 Real Estate Appraising

Designed to train students in the techniques and art of real estate appraising, this course includes studies of valuation procedures via the cost, market and income approaches to real estate values.

4½ Quarter Hours

REE 2999 Internship in Real Estate

As part of the preparation for a career in real estate, the student is permitted to serve an internship in real estate or in the real estate 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.

4½ Quarter Hours

SHORTHAND

SES 1210 Shorthand Theory

An introduction to the basic principles of shorthand through demonstrations using oral and visual techniques with practice in reading shorthand material. Emphasis is on learning proper outlines, brief forms, and phrases as the foundation for development of the ability to accurately record and transcribe shorthand outlines.

4½ Quarter Hours

SES 1145 Expert Typing

A course which focuses on the building of speed and accuracy on a variety of straight copy material. Credit is given when a student demonstrates the ability to type accurately at 60 words a minute.

3 Quarter Hours

SES 2130 Professional Typing Applications

Emphasizes the development of decision-making skills and completing documents, preparing typed letters, reports, tabulations, handwritten drafts, and in transcribing machine dictation. Maintenance of professional habits and production levels is stressed. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 60 wpm (net). Prerequisite: SES 1120.

- A. Legal Emphasis
- B. Medical Emphasis

4½ Quarter Hours

SES 2140 Production Typing

Emphasizes the production of mailable office documents originating in office style. By work on office routines and use of the best methods to increase typing production, the student is taught how to produce mailable letters, bills, statements, invoices, and a wide variety of other documents in volume. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 60 wpm (net). Prerequisite: SES 1120.

4½ Quarter Hours

ECO 3622 American Economic History

A study of the industrial development of America; exploitation of natural resources; history of manufacturing, banking, trade, transportation, etc.; the evolution of industrial centers; factors contributing to the growth of the United States.

4½ Quarter Hours

ECO 4504 Public Finance

A study of the principles of public finance; consideration of classical and modern attitudes toward government revenues and expenditures; problems related to public debt and budget making; and the evaluation of fiscal policy as an instrument of control. Prerequisite: ECO 1023.

4½ Quarter Hours

ECO 4702 Principles of International Economics

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

4½ Quarter Hours

ENGLISH

REA 0002 Developmental Reading I

This course will offer a systematic procedure for developing reading comprehension and speed skills to assist students in functioning more efficiently in their college work. Emphasis is upon reading comprehension and speed, vocabulary, listening skills, and basic sentence functions. In addition, the students will receive instruction concerning the skills of studying, classroom notetaking, and test-taking.

4½ Quarter Hours

REA 0005 Developmental Reading II

This course is designed to develop further proficiency in reading comprehension and speed. In addition, the following concepts will be stressed: basic composition skills, in-depth grammar, writing skills, textbook utilization, word etymology, and library and dictionary skills. Prerequisite: REA 0002.

4½ Quarter Hours

ENI 0101 English Conversation I

This section is designed to enable the student to practice the structure presented in a conversational manner, in situations, given to the student. The class will group in diads and triads for conversation drills.

4½ Quarter Hours

ENI 0102 English Conversation II

A continuation of structures practice presented in class in diad and triad grouping. A student will start presentations on his own to motivate other students' participation in class.

4½ Quarter Hours

ENI 0103 English Conversation III

True life situations and consumer education will be presented to the students.

4½ Quarter Hours

ENI 0201 English and Comprehension I

This section will include all the structures learned in paradigms of declensions and the introduction of approximately 600 words in each level. Questions, both oral and written, will follow all reading materials. Tests and quizzes will be included as part of the classwork.

4½ Quarter Hours

ENC 2102 English Composition I

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

4½ Quarter Hours

ENC 2135 English Composition II

A continuation and expansion of ENC 2102. This course includes study and practice in theme, report and research writing.

4½ Quarter Hours

MMC 3000 Mass Media

This course is an analysis of print and electronic media, including evaluation of their roles, their influences on the individual, and their impact on society as a whole.

4½ Quarter Hours

JOU 3004 Journalism

A study of reporting, newswriting, copywriting, and other activities relating to journalistic practices with emphasis on accuracy and direct expression.

4½ Quarter Hours

ENG 3230 The Short Story

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

4½ Quarter Hours

ENG 3301 The Novel

This course deals with representative novels with attention given to the historic background for the genre, and to the background, ideas, and styles of major novelists.

4½ Quarter Hours

ENG 3400 Drama

The purpose of this survey is to introduce the student to the dramatic experience. The plays studied range in time from Classical Greece to Contemporary America.

4½ Quarter Hours

ENG 3711 Poetry

A study of poetic diction, imagery, versification, traditional forms and structure.

4½ Quarter Hours

AML 4103 Early American Literature

The beginnings of American literature including the Colonial Period. The literature of the New Republic and of the American Renaissance is presented. Special attention is given to the writings of Franklin, Irving, Poe, Longfellow, Emerson and Hawthorne.

4½ Quarter Hours

AML 4109 Modern American Literature

The rise and development of modern poetry, the modern short story, and an introduction to the twentieth century American novel.

4½ Quarter Hours

GOVERNMENT

POS 2041 American National Government

A study of the Constitutional structure and dynamics of the American federal system. Included is an examination of the current structure, organization, powers and procedures of the American national government.

4½ Quarter Hours

HUMANITIES

SPN 1100 Conversational Spanish I

A basic course for students who wish to develop the ability to speak and understand the Spanish language; emphasis is placed on phrasing, idioms, and everyday vocabulary.

4½ Quarter Hours

SPN 1101 Conversational Spanish II

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

4½ Quarter Hours

HUM 1210 Survey of Early Western Culture

A study of the structure, processes, models and cultural laws of early Western Civilizations. Material is included from the anthropological study of socio-economic systems and cultural heritage.

4½ Quarter Hours

HUM 1230 Survey of Contemporary Western Culture

A study of native culture areas and advanced civilizations. Metropolitan cultures and the meshing of cultural differences in selected and geographically varied nation-states, and selected urban and agrarian subcultures.

4½ Quarter Hours

PHI 2010 Philosophy

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

4½ Quarter Hours

HUM 2420 Afro-American Culture

This is a survey course designed to acquaint the student with and stimulate interest in the cultural contributions of Afro-Americans. Included are such topics as art, music, dance and literature.

4½ Quarter Hours

PHI 3600 Ethics

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

4½ Quarter Hours

PHI 4100 Logic

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

4½ Quarter Hours

MATHEMATICS

MAT 0002 Developmental Math I

This course is designed to assist the student in increasing the efficiency of his computational skills in basic mathematics. Concepts covered can include whole numbers; primes; order of operations; fractions; decimals; ratios; proportion and percent; and English/Metric conversion.

4½ Quarter Hours

CLP 3144 Abnormal Psychology

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

4½ Quarter Hours

DEP 3401 Adult Psychology

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

4½ Quarter Hours

SOP 4003 Social Psychology

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

Prerequisite: PSY 2012.

4½ Quarter Hours

SCIENCES

HES 1000 Community Health and Recreation

A survey of community health issues including mental health, physical fitness, marriage and family living and recreation.

4½ Quarter Hours

APB 1200 Anatomy and Physiology

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

4½ Quarter Hours

EVR 2011 Man and Environment

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

4½ Quarter Hours

SES 2248 Anatomy and Medical Terminology

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

4½ Quarter Hours

ANT 2402 Cultural Anthropology

An examination of the nature of cultural institutions and their influence on man with special emphasis on such variables as economic structure, art, religion, language, and others.

4½ Quarter Hours

SOCIOLOGY

SOC 2000 Principles of Sociology

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

4½ Quarter Hours

CALENDAR 1981-1982

FALL QUARTER, 1981

Registration and Orientation	Tuesday-Monday	September 8-14
Classes Begin	Tuesday	September 15
Last Date to Enter Classes	Tuesday	September 22
End of Fall Quarter	Wednesday	November 25

WINTER QUARTER, 1982

Registration and Orientation	Wednesday-Saturday	December 2-5, 1981
Classes Begin	Monday	December 7
Last Date to Enter Classes	Monday	December 14
Christmas Vacation	Wednesday-Sunday	December 23, 1981-January 3, 1982
Classes Resume	Monday	January 4
End of Winter Quarter	Saturday	February 27

SPRING QUARTER, 1982

Registration and Orientation	Wednesday-Monday	March 3-8
Classes Begin	Tuesday	March 9
Last Date to Enter Classes	Monday	March 15
Easter Holiday	Friday-Sunday	April 9-11
Classes Resume	Monday	April 12
End of Spring Quarter	Thursday	May 27

SUMMER QUARTER, 1982

Registration and Orientation	Monday-Saturday	June 7-12
Classes Begin	Monday	June 14
Last Date to Enter Classes	Monday	June 21
Independence Day Holiday	Monday	July 5
End of Summer Quarter	Friday	August 27

FALL QUARTER, 1982

Registration and Orientation	Tuesday-Saturday	September 7-11
Classes Begin	Monday	September 13
Last Date to Enter Classes	Monday	September 20
End of Fall Quarter	Wednesday	November 24

STAFF

Donald C. Jones	President
Ouida B. Kirby	Vice President and Chief Administrative Officer
Thomas J. Porter	Dean of Instruction
Donald Cadwallader	Assistant Dean
Susan Cooper	Assistant Dean
Jean B. Newbury	Registrar
Robert W. Miller	Coordinator, Admissions Activities
Pamela Lee Arcand	Administrative Assistant, North Campus
Linda C. Bratton	Administrative Assistant
David E. Coon	Coordinator, Data Systems
Mary Fernandez	Secretary, Registrar's Office
David Lee Crow	Admissions Representative
Sue Carole Denmark	Coordinator, Student Financial Accounts
Douglas C. Fife	Coordinator, Office of Veteran Affairs
James P. Foley	Supervisor of Maintenance
Barbara A. Francis	Administrative Assistant, North Campus
Kathleen Goble	Financial Assistance Officer
Dorothy Loudermilk	Librarian
Barbara L. Haller	Receptionist
Judith C. Harrison	Veterans Control Officer
Ann Corbitt	Assistant to the Registrar
Janice Leach	Coordinator, Placement & Internship Activities
Starla J. Milhoan	Receptionist
Barbara Narragon	Financial Assistance Officer
Cindy Ann Necrason	Cashier
Silver L. Newton	Secretary, Financial Assistance Office
Jenifer J. Olson	Admissions Representative
Doris C. Proctor	Secretary, Chief Administrative Officer
Judith Ann Roberts	Financial Assistance Officer
Phyllis J. Smith	Secretary to the Dean

Medical Education Center Staff

Walter Olsen	Director
Barbara P. Pfeffer	Coordinator, Academic Programs
Debbie Glasheen	Administrative Assistant
Cecilia F. Kreager	Financial Aid Officer
Gay M. Cichra	Coordinator, Student Financial Accounts
Nancy C. Rogers	Admissions Representative
Robert McIntyre	Admissions Representative

JONES COLLEGE
MEDICAL EDUCATION CENTER
ORLANDO

1981 – 1982
CATALOG SUPPLEMENT

JONES COLLEGE MEDICAL EDUCATION CENTER
5310 Diplomat Circle
Orlando, Florida 32810
(305) 628-5885

Approved for eligible students to participate in Social Security Benefits.

Approved for training by the Florida Department of Health and Rehabilitative Services.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission. It is not necessary for applicants to have had prior medical training in high school or college. The Center's programs are designed to provide quality training regardless of previous educational experience.

ADMISSIONS PROCEDURE

The admissions procedure is dependent upon a free exchange of information between the applicant and the Center. The Center maintains a staff of representatives responsible for this liaison. High schools are visited to provide information about the Medical Education Centers to prospective students. Our representatives conduct personal interviews with prospective applicants before any decision is made to submit an application for training. During the interview, the representatives will discuss the Center's programs in relation to the applicant's career preferences, training needs and individual motivations.

Students in need of tuition financing must submit an appropriate application as early as possible prior to entry.

FINANCIAL ASSISTANCE

Students attending the Medical Education Center are eligible for student financial assistance through federal grant, work and loan programs. See the separate brochure provided for details. The school also provides financial assistance through the Financial Accommodations Services, Inc.

HOUSING

Inasmuch as most Medical Education Center students reside within commuting distance, the Center does not maintain dormitory facilities. Special arrangements can be made for out-of-town students desiring local residence during their stay. For information about private housing, interested students should communicate with the admissions representative or the Center business office.

TUITION AND FEES

Tuition will be charged according to the program price stated, beginning on page 9.

FEES:

An Application Fee of \$25 (non-refundable) must accompany an Application for Admission.

A non-refundable Registration Fee of \$50 shall be paid immediately upon acceptance of the Application for Admission. A student may not start classes unless the Registration Fee is paid. This fee will be applied to the tuition charges.

VETERAN REFUND POLICY

(Pinellas Park-Medical Assisting & Medical Receptionist only)

In the event the veteran or eligible person fails to enter the course, the Center will retain \$10 and all other funds paid will be fully refunded.

In the event the veteran or eligible person withdraws from training after the commencement of classes, the Center will retain the exact pro rata portion of such tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of instructional days in the course.

ACADEMIC INFORMATION

CREDIT HOURS DEFINITION

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

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

A standard class hour is 50 minutes.

GRADING SYSTEM – PROGRESS REPORTS

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

GRADE	EVALUATION	GRADE POINT
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
W	Withdrawal	0
F	Failure	0
N	No Grade	Not Calculated

The manner of calculating grade point average and progress regulations may be found in the current College Catalog. C average required for graduation.

ESTABLISHMENT OF CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of B, proficiency examinations given by the College. Students may apply for examination in any course for which credit has not been earned or accepted on transfer up to a maximum of 22.5 quarter hours.

WITHDRAWAL

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

CLASS SCHEDULES AND CALENDAR

Medical Education Center offers learning on a continuous year-round basis. Potential students will be advised of all class schedules before enrollment and all students are expected to adhere to their schedules.

REGULATIONS GOVERNING STUDENT CONDUCT

All students are held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interests of the Center and of the student body. The Center reserves the right to dismiss from the Center any student at any time when such action is deemed to be in the best interest of the student, the student body, or the Center, and to do so without setting forth the cause for such action.

SUSPENSION AND DISMISSAL

A student may be suspended from the Medical Education Center for the following reasons: Failure to adhere to the rules and regulations of the school, failure to notify the school of absence, accumulating four or more unexcused absences within one calendar month, failure to maintain financial obligations as stated in the enrollment agreement, or failure to maintain academic course requirements. The center will notify the student of termination in writing. Students who have been suspended by the Center or have withdrawn voluntarily may apply for re-entry after counseling with the Administrator. A fee of \$2.50 will be charged to the student for re-entry.

The Center reserves the right to dismiss any student for misconduct or for unsatisfactory progress. Dismissal is a terminal action. Students who have been dismissed from the Center are not permitted to re-enter.

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

Students must satisfy all academic and skill requirements set forth by the Center for the specific program in which they are enrolled. In all courses, any grade below 70% is unsatisfactory and will not meet the academic requirement. Specific skill requirements will vary according to the program of study. A list of specific skill requirements will be presented at orientation. All students must complete a specific number of clock hours (according to their course) of internship arranged by the Center. Internship may be waived in lieu of employment with approval of the appropriate faculty.

PROGRESS RECORDS

The Center maintains Student Permanent Records on each student enrolled. Copies are issued to the students quarterly upon request. Grades are given to the student by the instructors upon completion of major tests.

PROGRAMS OF STUDY

Upon completion of all programs of study offered by the Medical Education Center, graduates will be granted a diploma which recognizes the completion of the program.

Program length, as described below, is an estimate only. Program length may be determined by such factors as withdrawal, attendance, enrollment in evening schedule, and failure of one or more classes.

MEDICAL ASSISTANT PROGRAM

57 Credit Hours

Program Length: 32 weeks

860 Clock Hours

Tuition: \$ 2,505

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

COURSE TITLE

CREDIT HOURS

Anatomy and Physiology	9
Clinical Procedures	6
Medical Office Practice	6
Medical Office Procedures	3
Medical Terminology	6
Professional Development	3
Typing I	3
Typing II	3
Transcription I	3
Transcription II	3
Laboratory Procedures	3
Medical Assisting Techniques	4
Medical Assisting Externship	5
TOTAL	57

MEDICAL RECEPTIONIST PROGRAM

45 Credit Hours

Program Length: 24 weeks

600 Clock Hours

Tuition: \$ 1,975

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

COURSE TITLE	CREDIT HOURS
Clinical Procedures	3
Medical Office Skills	3
Medical Office Practice	6
Typing I	3
Transcription I	<u>3</u>
TOTAL	18

NURSING ASSISTANT/ORDERLY

24 Credit Hours

Program Length: 18 weeks

380 Clock Hours

Tuition: \$900

This program is designed to train the student in all phases of patient care in either a hospital or nursing home situation under the direction of the nursing and medical staff. Upon completion, the student is awarded a diploma.

COURSE TITLE	CREDIT HOURS
Patient Care	6
Introduction to Nursing Procedures	15
Externship and Clinical Hours	<u>3</u>
TOTAL	24

Subjects Covered Include:

Orientation to Health Care Facilities

General Patient Care

Special Treatments

Anatomy and Physiology

Medical Terminology

Specimen Collection

First Aid

C.P.R.

Vital Signs

Nutrition

NURSE'S ASSISTANT/ORDERLY PROGRAM

(Orlando Only)

10 Credit Hours

Program Length: 13 Weeks

168 Clock Hours

Tuition: \$385

The Nurse's Assistant/Orderly Program is designed to train the student in all phases of patient care in either a hospital or nursing home situation under the direction of the nursing and medical staff. Upon completion, the student is awarded a diploma.

Crown and Bridge III	4
Crown and Bridge IV	4
Crown and Bridge V	3
Crown and Bridge VI	3
Porcelain I	6
Porcelain II	6
Advanced Porcelain I	6
Advanced Porcelain II	5
Advanced Porcelain III	5
TOTAL	<u>90</u>

DENTAL TECHNICIAN PROGRAM

74 Credit Hours

Program Length: 50 Weeks

1500 Clock Hours

Tuition: \$4,190

Students enrolled in the Dental Technician Program are taught the fundamentals of the art of Dental Prosthesis and are carefully led into the accomplishment of the more complex and challenging aspects of these techniques. The student is trained to construct and repair dental appliances according to the dentist's prescription.

Graduates of the Dental Technician Program will be qualified Dental Technicians. As such, they will experience the pride and satisfaction every craftsman derives and be fully able to fill the need of patients for dental appliances as determined by the dentist.

COURSE TITLE	CREDIT HOURS
Introduction to Dental Technology	1
Dental Materials	1
Dental Anatomy I	3
Dental Anatomy II	3
Complete Dentures I	2
Complete Dentures II	3
Complete Dentures III	1
Complete Dentures IV	4
Complete Dentures V	3
Complete Dentures VI	3
Partial Dentures I	3
Partial Dentures II	3
Partial Dentures III	3
Partial Dentures IV	4
Partial Dentures V	3
Partial Dentures VI	2
Crown and Bridge I	4
Crown and Bridge II	2
Crown and Bridge III	4
Crown and Bridge IV	4
Crown and Bridge V	3
Crown and Bridge VI	3
Porcelain I	6
Porcelain II	6
TOTAL	<u>74</u>

Serology I	3
Serology II	3
Bloodbanking I	3
Bloodbanking II	3
Chemistry	4.5
Fundamentals of College Mathematics	4.5
English Usage I	4.5
Laboratory Orientation	4.5
TOTAL	92

COURSE DESCRIPTIONS

MEDICAL ASSISTANT PROGRAM MEDICAL RECEPTIONIST PROGRAM

COURSE TITLE	CREDIT HOURS
APB 1200 ANATOMY AND PHYSIOLOGY, 120 Clock Hours. Major systems of the human body including skeletal, muscular, circulatory, nervous, digestive and respiratory systems.	9
MLS 1000 CLINICAL PROCEDURES, 80 Clock Hours Inner office procedures; height, weight, temperature, blood pressure, cardiopulmonary resuscitation, and patient histories.	6
MEA 1300 MEDICAL OFFICE PRACTICES, 80 Clock Hours. Office procedures including bookkeeping, insurance, jurisprudence, ethics, filing, and billing.	6
MEA 1340 MEDICAL OFFICE PROCEDURES, 40 Clock Hours. Examining procedures, instruments and equipment, emergencies and first aid.	3
MSC 1531 MEDICAL TERMINOLOGY, 80 Clock Hours A study of the root words, suffixes, prefixes, word combinations and short forms unique to the medical profession.	6
SES 1341 PROFESSIONAL DEVELOPMENT, 40 Clock Hours. Office decorum, human relations, personal appearance, telephone techniques and the maintenance of an appointment system.	3
SES 1100 TYPING I, 40 Clock Hours. Emphasizes keyboard knowledge, typewriter functions, touch techniques, and typewriting habits.	3

MEA 1350 MEDICAL ASSISTING PROCEDURES, 120 Clock Hours. An introductory study of the "back-office" functions of the medical office. Included are such topics as Hematology and Urinalysis.	9
SES 1100 TYPING I, 40 Clock Hours. An introductory course expressing keyboard knowledge, touch techniques and good typing habits.	3
SES 1361 TRANSCRIPTION, 40 Clock Hours. An introduction to machine transcription with emphasis placed on methods of transcribing and the production of quality work.	3

NURSE'S ASSISTANT/ORDERLY PROGRAM

COURSE TITLE	CREDIT HOURS
PATIENT CARE, 80 Clock Hours Total care of the patient, including personal care with emphasis on maintaining patient's privacy and integrity.	6
INTRODUCTION TO NURSING PROCEDURES, 196 Clock Hours. A study of the techniques and skills used in a patient care facility to maintain patient comfort, and carry out doctor's orders.	15
EXTERNSHIP AND CLINICAL HOURS, 104 Clock Hours. One clinical practical day per week and a one-week practical, in-service experience in a health care facility under the supervision of staff personnel, enabling the student to practice skills they have learned in the classroom.	3

NURSE'S ASSISTANT/ORDERLY PROGRAM (Orlando Only)

COURSE TITLE	CREDIT HOURS
PATIENT CARE, 60 Clock Hours Total care of the patient, including personal care with emphasis on maintaining patient's privacy and integrity.	4
INTRODUCTION TO NURSING PROCEDURES, 28 Clock Hours. A study of the techniques and skills used in a patient care facility to maintain patient comfort, and carry out doctor's orders.	2
EXTERNSHIP, 80 Clock Hours. A four week, practical, in-service experience in a health care facility under the supervision of staff personnel, enabling the student to practice skills they have learned in the classroom.	4

MLS 2400 MICROBIOLOGY , 120 Clock Hours. Fundamentals of microbiology, examination of bacteriological morphology, laboratory equipment and procedures with emphasis placed on microbial control, infection and resistance.	6
MLS 2401 MICOLOGY AND VIROLOGY I , 65 Clock Hours. An introductory examination of fungi.	3
MLS 2402 MICOLOGY AND VIROLOGY II , 60 Clock Hours. An introductory examination of viruses.	3
MLS 2403 PARASITOLOGY I , 65 Clock Hours. A study of parasites common to man and of intermediate hosts.	3
MLS 2404 PARASITOLOGY II , 65 Clock Hours. A continuation of Parasitology I with emphasis placed on the detection and identification of various parasites.	3
APB 1200L ANATOMY AND PHYSIOLOGY FOR THE CLINICAL LABORATORY TECHNICIAN , 60 Clock Hours. Structure and major systems of the human body with emphasis on elements of anatomical study.	3
APB 1201L MEDICAL VOCABULARY FOR THE CLINICAL LABORATORY TECHNICIAN , 60 Clock Hours. An extension of Anatomy and Physiology for the Clinical Laboratory Technician with increased emphasis on medical terms.	3
MLS 2500 SEROLOGY I , 60 Clock Hours. A study of serums and their actions as well as the theory of serological determinations.	3
MLS 2501 SEROLOGY II , 60 Clock Hours. A continuation of Serology I with emphasis placed on techniques and procedures.	3
MLS 1549 BLOODBANKING I , 65 Clock Hours. An introduction to bloodbanking including the screening of donors and the preparation of recipients.	3
MLS 1550 BLOODBANKING II , 65 Clock Hours. A continuation of Bloodbanking with an emphasis placed on blood grouping, crossmatching of compatibles and incompatible bloods, and the preparation and use of blood components.	3
PSY 2012 GENERAL PSYCHOLOGY , 40 Clock Hours A comprehensive survey of the diverse and rapidly expanding field of human psychology research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day to day behavior.	4.5

DTE 1101 COMPLETE DENTURES I , 40 Clock Hours. An introduction to complete dentures. Topics will include preparing edentulous casts and impression trays, preliminary and master casts, and custom trays. The student will perform a series of basic laboratory procedures in complete dentures.	2
DTE 1102 COMPLETE DENTURES II , 60 Clock Hours. The student will prepare edentulous casts, impression trays, base plates and occlusion rims, and will study the basic technique of articulation and vertical dimension.	3
DTE 1103 COMPLETE DENTURES III , 20 Clock Hours. Central bearing devices of all types including intra oral tracers and extra oral tracers and their use in relating the mandible to the temporomandibular joint.	1
DTE 1104 COMPLETE DENTURES IV , 80 Clock Hours. The setting of maxillary teeth, mandibular teeth, balanced occlusion, cross-bites including class I, II, and III. Set-ups and waxing dentures for try-in.	4
DTE 1105 COMPLETE DENTURES V , 60 Clock Hours. Continued introduction in the fabrication of complete dentures, including finishing and polishing. Emphasis will be placed on balanced occlusion.	3
DTE 1106 COMPLETE DENTURES VI , 60 Clock Hours. The student will be instructed in the fabrication of denture relines, rebases and repairs.	3
DTE 1121 PARTIAL DENTURES I , 60 Clock Hours. The components of removable partial dentures and methods of surveying and designing various types of clasps will be discussed.	3
DTE 1122 PARTIAL DENTURES II , 60 Clock Hours. Duplicating of the surveyed master cast and pouring in a refractory material preparatory to waxing and spruing.	3
DTE 1123 PARTIAL DENTURES III , 60 Clock Hours. The process of investing, burning out, casting, and the recovery of partial dentures.	3
DTE 1124 PARTIAL DENTURES IV , 80 Clock Hours. Finishing, fitting and polishing of partial dentures.	4
DTE 1125 PARTIAL DENTURES V , 60 Clock Hours. Repairing of partial framework, assembling of broken parts, investing and drying, torch soldering and electric or spot soldering.	3
DTE 1126 PARTIAL DENTURES VI , 40 Clock Hours. The setting and arranging of teeth for partial dentures. Emphasis will be placed on investing, processing and finishing partial denture acrylic.	2

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Admissions Representative

SUPPLEMENT TO 1981-82 COLLEGIATE CATALOG

JONES COLLEGE ORLANDO

DEGREE/PROGRAM OBJECTIVES for those Degree/Programs shown on page 20 of

1981-82 Catalog as being offered at Jones College Orlando.

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

The Bachelor of Business Administration Degree program is planned in a way that will give the student the broadest possible exposure to a wide range of business interests. Rather than majoring in one area of business, the B.B.A. student selects a cross section of courses in management, accounting, marketing, data processing, and others.

In this degree program, the student has maximum flexibility to design a business program of studies to meet personal academic goals. The advice and guidance of the faculty are essential.

The Bachelor of Business Administration Degree program is especially advantageous to students who are not yet certain of their career goals or to students who have work experience in a specific business area but wish to broaden their educational background for career advancement opportunities.

THE ASSOCIATE IN BUSINESS DEGREE

This is a college level program which prepares the student for immediate employment. It also possesses significant capability for accumulation of knowledge and credits which may be applied to meeting the requirements for the Bachelor of Business Administration Degree should the student subsequently decide to enter that program.

Flexibility in the selection of courses and adaptability in the recognition of educational and occupational goals are characteristics of this program. Skills previously achieved through training or work experience are accepted for advanced standing.

The Associate in Business Degree is a logical extension of the Diploma programs. Full academic credit is allowed and the student pays tuition only for the few additional general education courses usually required.

The outlook for employment in a data processing field is excellent. This is a growth industry and graduates with a data processing major may expect employment in a wide variety of work ranging from Computer Operator, Methods and Procedures Analyst, Supervisor of a Data Processing Department. Advancement in data processing positions is also excellent.

COURT REPORTING

Probably the greatest use of reporters today is by the courts of our country where the record prepared by the official court reporter is used by attorneys during or after a trial or in an appeal to a higher court to determine whether error was committed at the trial. Not so familiar as court trials are hearings conducted by departments and agencies of government. In those instances where the hearings are subject to review by the courts, once more it is the transcript of the Hearing Reporter that presents the picture of the original hearing. Legislative Reporters are employed in the halls of Congress and in various state legislatures to record the speeches and debates of the legislators. The General or Freelance Reporter is in practice for himself and his reporting assignments can be extremely varied, including those in a law office, a conference room of a corporation, or going door to door with an insurance claims agent taking statements of people in the area where an accident has occurred.

The field of shorthand reporting has shown remarkable growth in the last twenty-five years. The rising membership roster of the National Shorthand Reporters Association is an excellent barometer of the increase in the number of reporters. It is estimated that today there are approximately 25,000 reporters in the United States. Opportunities in the field are and will continue to be open equally to men and women.

The Court Reporting program is approved by the National Shorthand Reporters Association and prepares the student for the professional and demanding role of the reporter.

FACULTY

<u>ALI, Malik</u>	Small Business Mgt. Bus. Pol. & Admin.	B.S., Pratt Institute M.B.A., Harvard Business
<u>ARNOLD, Carolyn</u>	English, Psychology, Sociology	A.B., B.S., Western Carolina University M.A.Ed., Eastern Carolina College
<u>ATTERBURY, Frederick</u>	Intro. to Business Enterprise Labor Rel. & Col. Bargaining	MCS Rollins College B.A. Univ. of South Florida
<u>BARBER, George E.</u>	Accounting Auditing	B.S. Florida Southern MBA Rollins College
<u>BELBECK, Michael</u>	Accounting	B.S., Florida State Univ. MBA Iona College
<u>BLAKELY, Angela</u>	Risk & Insurance	J.D., MBA, B.S., University of South Carolina
<u>BOBER, Thomas</u>	Marketing Communications	B.S., Northern Illinois Univ. MBA, Northern Illinois Univ.
<u>BROTEMARKLE, David</u>	Management	M.A., B.S., University of Maryland
<u>CALDWELL, William</u>	Math	B.S., U.S. Military Academy M.E.D., Temple University
<u>CHRISTY, Joan</u>	English, Speech	B.S., Slippery Rock State
<u>DeROUIN, Kathleen</u>	Typing	MS., BS, Bernard M. Baruch College
<u>DONAHUE, James</u>	Real Estate	B.S., West Point M.A., New York University
<u>DREW, Charlotte</u>	Accounting	B.S., Florida Tech. University
<u>GERRITY, Michael</u>	Marketing, Data Processing	BEE City College of New York MCS Rollins College
<u>GREER, Anne</u>	Court Reporting	A.S., Jones College
<u>GUNDERSON, Randee</u>	Court Reporting	Ct. Rptg. Degree Minn. School of Business
<u>HOLMAN, Richard</u>	Spanish	B.A., Thomas A. Edison College MAT Rollins College EdD Kensington University

<u>RASHY, Morris</u>	Data Processing	MBA, Rollins College BBA, City College of New York
<u>RICKETT, C.C.</u>	English Short Story	MA, Bread Loaf Middlebury College Ph.D., St. Andrews University
<u>RUFENACHT, Carol</u>	Typing	M.S.Ed, Univ. of Central Florida B.S., Florida Southern College
<u>RUMELT, Warren</u>	Court Reporting	Merchants and Bankers Business School, Court Reporting Diploma Diploma, Hotel/Motel Management School
<u>SEIBERT, Edward</u>	Math	A.A., Seminole Community College B.A., University of Central Fl. M.Ed., Rollins College
<u>SELPH, Carl</u>	Accounting	BBA, Stetson University CPA
<u>SMISSMAN, Clarine</u>	International Management	MBA, JD, University of Kansas BS, Ohio State
<u>TODD, Shirley</u>	Risk & Insurance	BA, Univ. of North Carolina MSM, Rollins College
<u>TRUNK, Catalina</u>	Spanish	B.A. University of Texas
<u>TRUNK, James</u>	Ethics, American National Government	B.A., St. Edwards University M.A., University of Mid Florida
<u>VANDERLUGT, Robert</u>	Business Law	B.A., Hope College LL.B., Indiana Univ. Sch. of Law
<u>WELLES, Robert</u>	Math	B.S., Jones College
<u>WILBANKS, Ronald</u>	Money & Banking Public Relations	MBA, Babson College
<u>WILLIAMS, Ruth</u>	Typing	A.A., Seminole Jr. College B.A., Florida Tech. University
<u>WILLS, Dave</u>	American Nat'l Govt. General Psychology	B.A., University of Maryland M.A.T., Rollins College
<u>WRIGHT, Sheila</u>	Devel. Reading & Math	B.A. University of Central Fl.