

# Tampa College

*Celebrating Our 101st Year!*

1991 - 1993 CATALOG



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Phone (813) 686-1444

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

Tuition and Fee Schedules; Faculty and Staff Listings are separate supplements to the Tampa College catalog.

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# General Information

## STATEMENT OF PURPOSE

It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge and the attainment of useful skills. The programs offered by the College manifest this philosophy. It is the objective of these programs to provide specialized education in business, business administration, medical education, and other career opportunities at the college level and to provide a base of general education. Change is always present. Faculty and administration work closely with the individual student. The ongoing success of our educational process, evidenced by our many graduates who are now employed in their chosen fields, assures the continued success and realization of our objectives and philosophy.

## HISTORY

Tampa College, founded by B. F. Euston in August, 1890, is the oldest business college in the State of Florida. A program which originally offered specialized business training has been expanded to meet the needs of a student body pursuing relevant professional education. In 1975, the College was accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools. Today, the College provides educational offerings in four locations throughout the Tampa Bay area.

## ACCREDITATION

The College is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized professional accrediting agency by the United States Office of Education and by the Council on Postsecondary Accreditation (COPA). The College is listed as an institution of higher education in the Directory of Higher Education.

## MEMBERSHIPS, APPROVALS, AND AFFILIATIONS

### Affiliations

American Registry of Medical Assistants  
American Association of Medical Transcriptionists

### Approvals

Bureau of Immigration and Naturalization  
Florida State Approving Agency for Veterans Training

### Memberships

Tampa Advertising Federation  
American Assembly of Collegiate Schools of Business  
Data Processing Management Association  
Greater Tampa Chamber of Commerce  
Florida Association of Student Financial Aid Administrators  
Southern Association of Student Financial Aid Administrators  
National Association of Student Financial Aid Administrators  
National Association for Foreign Student Advisors  
Clearwater Chamber of Commerce  
Brandon Chamber of Commerce  
City of Tampa Private Industry Council  
Lakeland Chamber of Commerce  
Florida Association of Collegiate Registrars & Admissions Officers  
Southern Association of Collegiate Registrars and Admissions Officers  
Southeastern Association of Private Colleges and Schools  
Florida Association of Accredited Private Schools  
Lakeland Better Business Council

In addition, qualified fifth-year Accounting graduates are permitted to sit for the Florida State Board of Accountancy examination. The College is registered with the Florida State Board of Independent Colleges and Universities.

### **THE TAMPA BAY AREA**

The greater Tampa Bay area offers residents a kaleidoscope of extra-curricular activities to fulfill the interests of persons of all ages and walks of life. Busch Gardens, the nearby Disney World/Epcot Center, and Sea World are popular attractions for both residents and visitors.

The white sands and temperate waters of the nearby beaches on the Gulf of Mexico and surrounding lakes and rivers have helped make the greater Tampa Bay area synonymous with swimming, boating, and fishing. The 94 parks and playgrounds serve other outdoor interests, along with the 18 golf courses and numerous other recreational areas.

Tampa's Busch Gardens, dedicated to preserving our dwindling animal population, is a unique wildlife refuge which allows the visitor to view wild animals living in a natural setting. Pinellas County offers Sunken Gardens, the London Wax Museum, and Tiki Gardens. Polk County's Cypress Gardens and Bok Tower are beautiful natural setting attractions.

Professional sports are well represented and include the Tampa Bay Buccaneers, a National Football League team, and spring training facilities for many major league baseball teams such as the Cincinnati Reds, Philadelphia Phillies, New York Mets, and Detroit Tigers.

Culturally, the Tampa Bay area affords a varied blend of attractions, including the Performing Arts Center, the Florida Gulf Coast Symphony, Tampa Community Theater, the Museum of Science and Industry, the Dali Museum, Polk Museum of Art, and many others. The Florida State Fair is conducted each February at the Florida State Fairgrounds. The Bayfront Auditorium in St. Petersburg, Ruth Eckerd Hall in Clearwater, the Tampa Bay Convention Center, and the Lakeland Civic Center each offer the finest of concerts, plays, art shows, and ballet presentations.

Tampa's famous Ybor City provides visitors with an authentic look at the history of Tampa and its famous cigar factories and includes the opportunity for visitors to taste authentic local cuisine.

Harbor Island, adjacent to downtown Tampa, connects the island to the city by a futuristic people mover. Harbor Island makes available to the public fine restaurants and its unique "Market" offers shops for buyers and browsers of all tastes.

Transportation needs of the area are served through airline, bus, rail, and water-borne commerce. Tampa International Airport, widely acclaimed as the most modern and convenient in the world, handles more than 7 million passengers annually. The Port of Tampa is itself a major attraction. Tampa, one of the world's largest shrimping centers, also boasts a fleet of more than 250 shrimp boats.

### **PHYSICAL PLANT AND FACILITIES**

Because community service has been a vital part of Tampa College since its inception, the College operates in four locations in the Tampa Bay area on or near major thoroughfares linking the expanding population centers into one of the nation's most rapidly growing areas. The contemporary facilities are ranked among Florida's finest educational sites.

The College provides campuses on Hillsborough Avenue near North Dale Mabry in Tampa, on Buffalo Avenue near 301 and the Florida State Fairgrounds in East Tampa, on U.S. Highway 19 South between Ulmerton Road and East Bay Drive in Clearwater, and on U.S. Highway 98 South in Lakeland.

All campus facilities are in specially designed modern buildings with spacious lecture rooms and fully equipped teaching laboratories. Student lounges offer comfortable gathering places between classes.

All college facilities are accessible to and usable by handicapped persons.

### **STUDENT LIFE**

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

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

The faculty is prepared to counsel each student on personal or academic problems at any time. Faculty members have regular office hours and students should seek a conference when guidance is needed.

### **HOUSING**

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

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

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

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

The College reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to rearrange its programs 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, upon written request and for reasonable cause. Course substitutions may be made only by the Dean or by the College Academic Committee. The total hours specified in each area of the degree or the program total are the minimum requirements for completion.

### **TRANSFER TO OTHER COLLEGES**

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

### **CAREER PLANNING AND PLACEMENT**

Tampa College is dedicated to assisting graduates in securing employment in their chosen fields. Students must understand that securing of employment is a cooperative effort.

The College Placement Assistance/Career Planning Officer promotes, through personal contact, media advertising, announcement letters, and employment surveys, the availability of Tampa College graduates for employment. Assistance is given in the completion of employment applications, successful resume writing, and proper interviewing techniques.

Prior to graduation, students are assigned an interview with the Placement Assistance/Career Planning Officer. At that time, a series of questionnaires will be completed to determine the student's qualifications, personal characteristics, employment interests, and general location of employment desired.

After completion of this interview, the Placement Assistance/Career Planning Officer will attempt to arrange employment interviews with firms that are compatible with the student's qualifications and employment goals.

Students must aid the placement effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectation. Should a student fail to meet a scheduled employment interview without properly notifying the prospective employer and the College, the student will not be considered for subsequent employment interviews.

Tampa College will prepare the students educationally for employment and will assist the student in all employment matters but does not, in any way, guarantee employment.

### **LIBRARY**

The College's library supports the curriculum and provides information for students, faculty, and staff. A professional librarian, or library assistant is available to help students during the College's posted operating hours.

### **OBTAINING OFFICIAL TRANSCRIPTS**

Any student or former student of Tampa College may request that an official copy of the student's college transcript be issued. There is a charge of \$3.00 for each copy of the student's transcript.

Transcripts shall be requested through the office of the Dean and in writing. No student may have an official copy of his or her transcript issued unless the student's academic file at Tampa College is complete and all financial obligations to the college have been met. Approximately seven to ten days are required in most cases for preparation of an official transcript.

### **TEXTBOOKS**

All textbooks and workbooks required for students at Tampa College will be issued through the Bookstore in accordance with official school policies. At the time of issuing, textbooks become the responsibility of the student. The school is not responsible for replacing any lost textbooks; however, students may purchase replacements from the College bookstore.

### **PROCEDURES FOR MEDICAL EMERGENCIES**

Standard operating procedures for medical emergencies are categorized below and shall be followed by all staff and faculty in dealing with students, faculty or staff medical emergencies:

#### **PHYSICAL MEDICAL EMERGENCY**

This situation can best be described as existing when a person appears to have one or a combination of the following symptoms: weakness, dizziness, paleness, chest pains, shortness of breath, nausea, high pulse rate, heart palpitations, and /or fainting.

Any of the above symptoms would require immediate medical attention and the following steps should be taken by staff or faculty member, unless otherwise specified by the individual:

1. Make the individual as comfortable as possible and attempt to keep him or her calm. Isolate the person from other students or employees for safety and health-related reasons.
2. Contact Emergency Medical Service immediately by dialing 911 and advise the dispatcher to come to the front or rear of the college, whichever is nearer the individual.
3. Notify the following individuals immediately: College Director, Dean, Department Chairpersons.
4. Inform the individual that Emergency Medical Service has been called and that trained technicians will determine his/her condition.
5. If upon arrival and in the opinion of the trained technicians it is determined that the individual warrants further medical attention, he or she will be transported to the nearest hospital or a hospital of the individual's choice served by Emergency Medical Service.
6. Inform the individual that the college will contact a family member on the individual's behalf. Caution should be taken in contacting the family member and reassuring them that medical procedures were taken and that the individual is in the hands of trained technicians.

### SIMPLE INJURIES

This type of injury can be described as one that occurs from an accident while the individual is on campus. A First-Aid Kit is available in the office of the Dean. Notification should be made to the College Director, Dean, and Departmental Chairpersons and action, if any, will be determined as the extent of the injury dictates.

The Director is charged with the responsibility of reporting illnesses, accidents, and injuries to the Occupational Safety and Health Administration. The staff or faculty members immediately involved with such incidents will meet with the Director within 48 hours of the accident so that information required for reporting such incidents can be determined.

Tampa College shall endeavor in all cases to follow these established policies for medical emergencies; however, the institution is not liable for physical medical emergencies and /or simple injuries which may occur while a student is in attendance at Tampa College.

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

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

### **INTERCOLLEGIATE ATHLETICS**

In 1983, Tampa College inaugurated an intercollegiate athletic program. The College presently competes as an Independent in the National Little College Athletic Association.

The Fight'n Dragons currently fields a cross-country, indoor track, and outdoor track program.

### **ANNUAL SCHOLARSHIPS FOR TAMPA COLLEGE STUDENTS**

Each Tampa College campus annually awards honor scholarships at the end of each Fall Term. These scholarships consist of either a \$200 or a \$100 tuition credit for one Sophomore, one Junior, and one Senior Honor Scholarship (Annual award of \$300 per class scholarship). To be eligible to apply for one of these scholarships, the student must:

1. be a full-time student (minimum 36.0 credit hours per academic year)
2. have earned a cumulative grade point average of 3.95 or better at the end of the Fall term
3. have completed an application for scholarship
4. have demonstrated a satisfactory attendance record
5. have been in attendance at Tampa College for a minimum of two successive terms
6. provide two letters of recommendation from faculty (one of the letters must be from a faculty member within your program of study)
7. write an essay of 50 words minimum on why the applicant is deserving of the scholarship

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

**SOPHOMORE HONOR SCHOLARSHIP  
(Must have completed 48 credit hours)**

1. A tuition credit of \$200 is awarded the full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at Tampa College.
2. A tuition credit of \$100 is awarded the full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at Tampa College.

**JUNIOR HONOR SCHOLARSHIP  
(Must have completed 96 credit hours)**

1. A tuition credit of \$200 is awarded the full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at Tampa College.
2. A tuition credit of \$100 is awarded the full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at Tampa College.

**SENIOR HONOR SCHOLARSHIP  
(Must have completed 144 credit hours)**

1. A tuition credit of \$200 is awarded the full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at Tampa College.
2. A tuition credit of \$100 is awarded the full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at Tampa College.

**UPPER DIVISION SCHOLARSHIP**

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



Eligible to apply are graduates of accredited business and technical schools, community and junior colleges, or four-year colleges or universities, whose students terminate their education at the end of two years with the awarding of an associate degree. This is a tuition scholarship available in the form of a total award of \$450. It is to be used for the academic year following enrollment and before the student achieves a total of 144 hours of credit. The scholarship is not renewable. The tuition is to be credited at the rate of \$150 per term.

The scholarship program is available to students who:

1. Have earned a two-year (associate) degree, and
2. Are transferring to or continuing in Tampa College immediately or no more than one term after earning the two-year degree, and
3. Are enrolled as full-time students at Tampa College, and
4. Are pursuing a baccalaureate degree.

Application for admission to the College plus an official supporting transcript will serve as the application for this scholarship.

## **Admissions/Academics**

### **GENERAL ADMISSIONS REQUIREMENTS**

Graduation from high school or its equivalent is prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or equivalent. All applicants in the undergraduate programs are required to satisfy a nationally recognized assessment test to determine their potential success in college level studies. Adult students who do not possess a high school or GED diploma may also be admitted on an ability to benefit basis after formally satisfying the assessment test. In addition, this student must be interviewed and counseled before entering class. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. Students may apply for entry at any time.

### **EARLY ADMISSION**

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

### **INTERNATIONAL STUDENTS**

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program, and a TOEFL Score of 450 or its equivalent is required for entry into an undergraduate degree or diploma program (not required for applicants whose native country has English as a primary language). A TOEFL Score of 550 or its equivalent is required for entry into the graduate program.

A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and a deposit of full-time fees and tuition toward the first academic year.

With these exceptions, the conditions for admission of foreign students are identical to those for American students.

## **APPLICATION PROCEDURE**

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

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

## **ORIENTATION**

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

## **KNOWLEDGE OF RULES AND REGULATIONS**

The college reserves the right to change any provision or requirements in this catalog at any time without notice. The college further reserves the right to require a student to withdraw from the college for just cause, defined as any cause deemed detrimental to the college, as determined by the President and/or Dean.

Failure to read this catalog, or other published or posted material, does not excuse students from requirements and regulations described herein.

Admissions to, employment by, and promotion in Tampa College shall be on the basis of merit, and there shall be no discrimination on the basis of race, age, color, creed, religion, sex, or national origin.

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

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

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

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

## **ACADEMIC LOAD**

Students at Tampa College are required to be in full-time status. A full-time student at Tampa College is one who is enrolled in courses totaling at least 36.0 credit hours per academic year for an undergraduate student or 24.0 credit hours per academic year for a graduate student.

## HOUR OF CREDIT

A credit hour is equivalent to a minimum of 10 hours of lecture or theory instruction with appropriate out-of-class study, or 20 hours of laboratory instruction, or 30 hours of externship experience. Certain courses are combinations of both lecture instruction and laboratory instruction are awarded credit at a combined rate, usually one credit for each 15 hours of classroom instruction and laboratory experience. A class hour of instruction constitutes a 50 minute instructional session.

## ATTENDANCE REQUIREMENTS

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.

Any student who is absent with consecutive unexcused absences for a three week period will be suspended. A minimum of 75% attendance is expected for each course attended. A student may appeal the attendance suspension in writing. The written appeal must be directed to the academic office.

During a mini-session a student who is absent with three consecutive unexcused absences or three cumulative absences in a class will be suspended. A student may appeal the attendance suspension in writing. The written appeal must be directed to the academic office.

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

## GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

GRADE EVALUATION		GRADE POINTS PER CREDIT HOUR
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
W	Withdrawal, Penalty	0
F	Failure	0
I	Incomplete	0
N	No Grade (Non-Penalty)	not calculated
(An "N" grade may be awarded if a student withdraws from a class or fails to complete all course requirements under approved mitigating circumstances.)		
U	Audit	not calculated
Z	Directed Study in Progress	not calculated

W or N grades are assigned to those students who withdraw from a class during week two through week eleven of a regular term or week two through week five of a mini-term. There is no penalty for dropping or changing a class the first week of a term.

"I" grades are assigned to those students who, having made prior arrangements with the instructor, fail to take their scheduled final examinations. The student has two weeks after the end of the term to make up the final exam. If the final exam is not taken within this time period, the "I" grade reverts to a grade of "F."

## CLASS SCHEDULES

Tampa College adheres to the philosophy that students who are sincerely interested in obtaining an education desire to pursue their education at the fastest possible rate; therefore, classes are held twelve months of the year.

All students will be issued class schedules at the beginning of the term indicating day and time of class meetings. Pre-scheduling times are available for students to meet with faculty advisors and academic officials each term. All changes in a student's schedule must be approved by the Dean.

### SATISFACTORY PROGRESS FOR ALL STUDENTS

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

Credit Hours	Overall Grade Point Average
0-12	1.50
13-24	1.60
25-36	1.75
37 and above	2.00

### MAXIMUM TIME IN WHICH TO COMPLETE PROGRAMS

A student, whether full or part time, will be ineligible to continue his or her studies if that student has not completed the total credit hours of the stated program objective within 150% of the minimum total credit hours attempted. The college will determine at the halfway point of the maximum time (150%) whether the student cumulatively has successfully completed at least 60 percent of the credit hours attempted toward the educational objective.

### INCOMPLETE GRADES

An incomplete grade automatically changes to "F" if course requirements are not completed satisfactorily within two weeks after the official ending date of the term.

### WITHDRAWAL

"W" or "N" grades are assigned to those students who withdraw from a class during week two through week eleven of a regular term or week two through week five of a mini-session. There is no penalty for dropping or changing a class the first week of a term. An "N" (non-punitive) grade may be awarded if a student withdraws from a class or fails to complete all course requirements under approved mitigating circumstances. A "W" (punitive) grade may be awarded if a student withdraws from a class or fails to complete all course requirements. Students not attending classes according to the attendance requirements (page 9) will be withdrawn with a "W" grade.

### LEAVE OF ABSENCE

The college does not grant a leave of absence.

### REPETITION

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

## PASS/FAIL

The college does not offer classes on a pass/fail basis. All course work attempted will receive a grade as defined in the grading system on page 9 of the catalog.

## STANDARDS OF PROGRESS FOR VETERAN STUDENTS

A veteran student must maintain the Standards of Satisfactory Progress as described on page 10 of the College catalog in order to remain as an active student and receive veteran benefits.

A veteran student whose cumulative grade point average has fallen below the required minimum will be placed on Academic Probation for the following grading period.

Failure to achieve the required minimum cumulative grade point average during the grading period of Academic Probation will, regardless of the grades received for that grading period, result in the veteran student being placed on Final Academic Probation for the next grading period.

Should the veteran student's cumulative grade point average fail to rise to the required minimum at the end of the grading period of Final Academic Probation, the student will be suspended from veteran's benefits.

## ACADEMIC SUSPENSION/DISMISSAL

A student placed on Academic Suspension may not return for re-admittance and further study for at least one full term. The student may then apply for re-admittance in a probationary status. If the required minimum 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.

## GRADES/PROGRESS RECORDS

The College maintains current progress records on each student. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

## **ACADEMIC PROBATION AND APPEALS PROCESS**

Any student not maintaining the required overall average is placed on Academic Warning. Academic Warning is a formal and official warning to the student to reassess his or her study habits, class loads, or program selections. If a student on Academic Warning fails to meet the grade point average required, that student will be placed on Academic Probation for the following term. If a student on Academic Probation fails to meet the grade point average required, that student will be suspended or dismissed as described above.

If a student feels that there are mitigating circumstances that have impeded academic progress, the student may present these circumstances in a written appeal to the Academic Committee of the College. If the appeal is approved the student may continue for another grading period. A student returning to the college after suspension will be on Academic Probation during the first term of return.

## **CALCULATION OF GRADE POINT AVERAGE**

The grade point average of a student is determined by dividing the total number of grade points earned per term by the number of credit hours attempted. If, for example, a student earned an A in one 4.0 credit hour class, the student would multiply 4.0 credit hours times 4 (the grade point total for an A). The grade points for that class would be 16. If the student earned a C for a second 4.0 credit hour class, the student would multiply 4.0 credit hours times 2 (the grade point total for a C). The grade points for that class would be 8. Adding the total number of grade points, 16 and 8, the student would have 24 grade points. The student attempted 8 credits. The grade points of 24, divided by the 8 credit hours attempted, would result in a grade point average of 3.0.

## **REPEATING COURSES**

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

This policy may be used only three times at no charge. Any additional repeats will be charged at the current tuition rate.

## **CANCELLATION OF CLASSES**

The College reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled.

## **WITHDRAWAL PROCEDURES**

Students finding it necessary to withdraw from the college are requested to notify the college in writing as to why and when the withdrawal is necessary and complete out-processing.

Withdrawal from any individual course must be approved by the Dean, and grades upon withdrawal will be assigned in accordance with the Grading System indicated in this catalog.

## **DRESS**

Students are expected to dress in a manner which would not be construed as detrimental to the student body and the educational process at Tampa College.

## **TELEPHONES**

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

## **REFERRAL SERVICES**

The College does not permit or condone the use or possession of marijuana, alcohol, or any other drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus may be cause for dismissal. Any individuals suffering from addiction to alcohol or controlled substances or having knowledge of others that may have a potential problem in this regard are urged to consult the Dean for appropriate counseling and community services referral.

## **REGULATIONS GOVERNING STUDENT CONDUCT**

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

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

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

Dismissal is a terminal action. A student who has been dismissed from the College is not permitted to reenter.

## **DRUG ABUSE PREVENTION**

Students must certify in writing that they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of their enrollment. Students may be referred to counseling or suspended/dismissed from the College, dependent on the circumstances surrounding violation of this policy.

## **ADVANCED STANDING**

In-school residency may be time-shortened through transfer credit, exemption examinations, and/or experiential learning validation, provided that credit has not been previously earned for duplicate course work or accepted in transfer. A student may earn a maximum of 48 credits toward an associate degree or 144 credits toward a baccalaureate degree through these methods. Methods of achieving a time-shortened residency are described in the following four paragraphs:

### TRANSFER STUDENTS

Students with earned college credit from another college or university may apply for credit transfer to the College. Approval will be given by the Registrar for the maximum number of credit hours already completed that are compatible with the College program.

Students wishing to transfer credits must have an official transcript of those credits mailed directly to the College for evaluation.

### STANDARDIZED TESTING

The College accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain professional certification examinations recognized by the American Council of Education. Official test scores must be sent to the Office of the Registrar.

### IN-HOUSE CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of B, proficiency examinations given by the College.

### EXPERIENTIAL LEARNING EVALUATION

Enrolled students may earn college credit through the Experiential Learning Program for Advanced Placement. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Experiential Learning Program Coordinator's office. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. Application forms are available from the Experiential Learning Program Coordinator. A reduced credit fee is charged for experiential learning credit (see special Experiential Learning Tuition and Fee Schedule).

Should credit for prior training or experience be granted, tuition and training time will be proportionally reduced with the Veterans Administration and the eligible student will be notified in writing.

## **INDEPENDENT STUDY**

Adult education is the long-standing commitment of the College. This philosophy is further expanded by the creation of the Independent Studies Department which recognizes that certain adults, although highly motivated to learn, are not in a timely position to disrupt their personal and professional activities in order to attend formal classroom training. Through Independent Study, supervised by qualified faculty members, the College has adopted this unique approach which offers the responsible student another opportunity to earn college credit. For more information concerning credit for Independent Study the student should contact the Director of Independent Studies. Assignment to Independent Study courses is at the discretion of the Dean.

## **AUDITING COURSES**

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

## **COOPERATIVE EDUCATION PROGRAM**

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

By combining traditional on-campus courses with off-campus Cooperative Education courses, under the joint supervision of a sponsoring company supervisor and the College Coordinator of Cooperative Education, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose of the program is to present students to employers in a way which will increase their post-graduation employment potential.

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

### **COOPERATIVE EDUCATION PLAN**

The Cooperative Education Plan offered by the College is a parallel plan designed for students who elect to register for one cooperative education course simultaneously with at least two other courses, either in residence or through Independent Study.

Students who elect to participate in Cooperative Education must obtain academic counseling prior to entering the Plan to assure that their Cooperative Education courses are properly integrated into their overall academic program of studies.

### **COOPERATIVE EDUCATION CREDIT**

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

PARALLEL WORK COURSES		Credit Hours
COE 2041	Sophomore Parallel Work I	4.0
COE 2042	Sophomore Parallel Work II	4.0
COE 3041	Junior Parallel Work I	4.0
COE 3042	Junior Parallel Work II	4.0
COE 4041	Senior Parallel Work I	4.0
COE 4042	Senior Parallel Work II	4.0

The above courses are normally taken during the sophomore, junior, and senior years. COE 2041 and 2042 are available to students pursuing an associate degree.

Since each student's Cooperative Education program is designed specifically for him or her, these courses are taken, one per term, simultaneously with other on-campus courses.

## UNDERGRADUATE DEGREE PROGRAMS

### TWO MAJORS

Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirements of two majors, a student will be awarded only ONE degree unless a minimum of 48 appropriate hours in addition to the requirements of the first degree have been earned. In cases where the requirements of two majors have been met and only one degree is involved, a notation denoting both majors will be entered on the transcript.

### TWO DEGREES

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

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 48 appropriate hours in residence in addition to the requirements of the first degree have been earned.

Care must be taken in scheduling for a second degree or major. Veterans' educational benefits, under certain circumstances, may not be available for subjects other than those specifically required for the second degree or major. Scheduling of courses must be done in consultation with the Dean or Registrar.

## GRADUATION

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

## **GRADUATION WITH HONORS**

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

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

To recognize and encourage outstanding scholastic performance, a Dean's List 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 if an undergraduate student, or 8 credit hours or more if a graduate student. The Director's Honor Roll lists all full-time students who have maintained a 4.00 grade point average during the term.

# **Financial Information**

## **TUITION CHARGES**

The college quotes standard tuition prices for each regular program offered. Tuition charges are stated in the current tuition supplement to the catalog.

## **STUDENT ACCOUNTS**

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

## **REFUNDS**

The college is entirely self-supporting. The registration of a student results in the assignment of a class place, the employment of instructors, and other provisions by the administration that must be contracted in advance. For these reasons there will be no refund of tuition except as outlined below:

### **REFUND POLICY-PRIOR TO ENTRANCE DATE**

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

## REFUND POLICY-AFTER ENTRANCE

Percentage refund of tuition based on length of attendance, according to the following table:

<b>For Termination During</b>	<b>Amount Refunded</b>	<b>Amount Retained</b>
First Day of First Academic Year	100% Tuition	0% Tuition
First Week of Academic Yr.	90% Tuition	10% Tuition
Next Three Weeks of Academic Yr.	80% Tuition	20% Tuition
First 25% of Academic Yr.	55% Tuition	45% Tuition
Second 25% of Academic Yr.	30% Tuition	70% Tuition
Remaining 50% of Academic Yr.	None	All

Refunds after entrance will be issued within 30 days of the determination of the last date of attendance at the College.

NOTE: Percentage of completion is based on the length of the program in time as stated in the enrollment agreement and computed from the published term start date to last date of actual attendance. Time attended, rather than units of credit earned, is the criterion.

For programs longer than one academic year in length (9 calendar months), 100% of stated tuition attributable to the period beyond the first academic year will be refunded when a student withdraws during the prior period. Any unused portion of book fee will be refunded upon withdrawal, if applicable.

## REFUND ORDER

Refunds due to students who are on financial aid will be made in the following order:

- A. SLS
- B. Stafford
- C. Perkins
- D. SEOG
- E. Pell Grant
- F. State Grant
- G. Other (if applicable)
- H. Student

All students are encouraged to investigate the various financial aid programs available before making a decision regarding whether or not to seek financial aid.

## FINANCIAL ASSISTANCE POLICIES

Any student wishing consideration for financial aid must complete all the necessary application forms on time and submit them according to instructions with accurate information.

The primary and most essential condition of an applicant's eligibility for financial aid is that he is in need of the requested aid in order to pursue his course of study during the period for which the application is made.

Need is defined as the difference between the student's need (direct educational expenses and living expenses) and the amount the student and his family can be expected to pay towards meeting these educational expenses. The amount of a student's need is determined from the Application for Federal Student Aid which is analyzed using a Congressionally approved method. The analysis takes into consideration such items as family income, assets, family size, number of family members in college; therefore, need for financial aid is not based on a strict income cut-off level.

The total amount of financial assistance offered to a student by the College is determined by a student's cost of education less all personal resources available to the student.

To be eligible for financial aid, a student must meet the following requirements:

1. have financial need
2. have a high school diploma, a GED, or demonstrate the ability to benefit from the program or training offered.
3. be enrolled as a regular student in an eligible program.
4. be a U.S. citizen or eligible non-citizen
5. make satisfactory academic progress
6. sign a statement of educational purpose/certification statement on refunds and default
7. sign an Anti-Drug Abuse Act Certification
8. sign a statement of updated information
9. sign a statement of registration status

The applicant must apply for a Pell Grant before he/she can be considered for any of the other college-based aid programs.

In order to receive financial aid, the applicant must be making satisfactory academic progress toward the completion of his/her course of study or be allowed to continue financial aid eligibility by an eligibility ruling of the Financial Aid Committee.

In order to receive financial aid, the applicant must certify that he/she does not owe a repayment on a Pell Grant, Basic Grant, Supplemental Educational Opportunity Grant, or State Student Incentive Grant that he/she received to attend any school. He/she must certify he/she is not in default on any loan received under the Perkins Loan program (formerly National Direct Student Loan program), or the Stafford (Guaranteed Student) loan program, the Federal Insured Student Loan program, or the PLUS/SLS programs for attendance at any school.

In many cases, a student may be eligible for a "package" of financial aid which may include a partial grant, a partial loan, and/or a part-time job. Every effort is made to put together a balanced aid "package," taking into consideration the student's financial need and academic progress.

The award of financial aid funds will be made in writing by the Financial Aid Officer and awards are accepted or declined by the student in writing.

Any financial aid commitment involving the use of federal funds is tentative and conditional upon subsequent Congressional appropriation, actual receipt of the funds by the College, and completion of the necessary forms by the student.

The Financial Aid Officer reserves the right to review and cancel or revise an award at any time because of changes in the student's financial or academic status.

### STUDENT RESPONSIBILITIES

The aid from the federal aid programs is not automatically continued from one year to the next; therefore, students must reapply for each July-June award year.

The student must provide any documentation, verification, corrections, and/or new information requested by the Financial Aid Officer or the agency to which the application was submitted, and it is the responsibility of the student to ensure that all documentation is provided and accurate.

Aid received from federal financial aid programs must be used for educational purposes only. Before receiving any funds, each student must sign a Statement of Educational Purpose, certifying that he/she will use the money for educational purposes only and agreeing to repay any money received that was not used for educational purposes.

Tuition, books and fees are the primary educational expenses and must be paid in full before financial aid may be applied to any other educational purpose.

If a student transfers to the College from another school, his/her financial aid does not automatically transfer and he/she must check with the Financial Aid Office to see what aid is available. Transfer students must submit a financial aid transcript from their prior school to verify the types and amounts of aid previously received.

Payments through the College Work Study Program are disbursed by check from the employing agency to the work-study for students working off campus positions. On campus student employees are paid twice monthly. Each check is based on the number of hours actually worked by the student.

Any College refund of tuition and fees will be refunded in accordance with the refund policy established and published in this catalog.

All students are encouraged to investigate the various financial aid programs available before making a decision regarding whether or not to seek financial aid.

Pursuant to Title IX of the Educational Amendments of 1972, and other applicable statutes and regulations, the College may not, and does not, discriminate on the basis of sex, race, color, national origin, age, religion, or handicap against participants in its educational programs or activities, or in the awarding of financial aid.

## **FINANCIAL AID DEPARTMENT**

Tampa College has a full-time financial aid staff which is available to assist any student or prospective student with matters dealing with financial aid programs. Students should investigate the possibility of eligibility for financial aid with the Financial Aid Department. All forms necessary to apply are available in this office. **IMPORTANT:** Students should realize that eligibility for financial aid may be affected by many different situations, such as a change in family situation, income status, place of residence, class schedule, major field of study, academic standing, and others.

The Financial Aid Officer will counsel each student applying for financial aid to inform him or her of rights and responsibilities concerning his or her financial aid package.

## **FINANCIAL ASSISTANCE PROGRAMS**

### **PELL GRANT**

The Pell Grant is designed to assist needy students in continuing their education beyond high school and also to attempt to provide students with a "floor" of financial assistance to help defray the cost of postsecondary education. The amount of the grant, which need not be repaid, is determined by the student's needs and the student's cost of attendance at the College. It is not available to students who have received baccalaureate degrees. For students who receive their first Pell Grant awards in the 1987-88 award year or thereafter, the duration of eligibility for a Pell Grant is limited to the following:

- (1) the full-time equivalent of five (5) academic years of study if enrolled in an undergraduate degree or certificate program of four (4) years or less, or
- (2) the full-time equivalent of six (6) academic years if enrolled in an undergraduate program that requires more than four (4) years of study to complete.

The Student Aid Report (SAR) which you will receive in the mail will verify your eligibility to participate in the Pell Grant Program. The SAR must be submitted to the school's Financial Aid Department to process any eligible award.

#### SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)

The Supplemental Education Opportunity Grant (SEOG) is available to students with exceptional need. The amount of the grant and the number of students who may receive the grants depends on the availability of funds from the U.S. Department of Education. In no instance may students receive more than \$4,000 during an academic year under this program. It is not available to students who have received baccalaureate degrees.

#### FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The Florida Student Assistance Grant (FSAG) is available only to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily available to all.

Students are advised by the Financial Aid Department when applications may be submitted. It is not available to students who have received baccalaureate degrees.

#### STAFFORD STUDENT LOAN PROGRAM Formerly the Guaranteed Student Loan (GSL)

The Stafford Student Loan (GSL), 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. (Information regarding current interest rates is available from your Financial Aid Officer.) Repayment of the GSL 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 enrolled in programs which are normally completed in two academic years or less: up to \$2,625 per academic year, regardless of the actual length of time it takes to complete the program.
2. 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.
3. 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.

4. 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.

For additional information on disbursements, deferments, fees, repayment, and/or eligibility, see your Financial Aid Officer.

**PERKINS LOAN**  
Formerly the National Direct Student Loan (NDSL)

The Perkins Loan is another low-interest loan to help pay for the cost of education after high school. Maximum aggregate amounts that eligible students may borrow are:

1. \$4,500 for students who have not completed two academic years of study.
2. \$9,000 for students who have completed two academic years of study toward a baccalaureate degree, but have not received the degree.
3. \$18,000 for study toward a graduate degree, including loans borrowed for undergraduate study.

Repayment of the Perkins Loan generally begins six or nine months after students have left school, depending on when students first received the loan. For additional information on disbursements, deferments, fees, repayment, and/or eligibility see your Financial Aid Officer.

**SUPPLEMENTAL LOANS FOR STUDENTS (SLS)**

Under this program, 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. Repayment usually begins within 60 days after the loan is disbursed.

For additional information on disbursements, deferments, fees, repayment, and/or eligibility see your Financial Aid Officer.

**PLUS LOAN**

Eligibility for a 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 Stafford or Supplemental Loans for Students programs.

Repayment usually begins within 60 days after the loan is disbursed. For additional information on disbursements, deferments, fees, repayment, and/or eligibility, see your Financial Aid Officer.

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

This is a program for eligible students who require employment in order to meet their education-related expenses. Students' work schedules are arranged in conjunction with their class schedules. For additional information on disbursements, deferments, fees, repayment, and/or eligibility see your Financial Aid Officer.

**INSTITUTIONAL SCHOLARSHIPS**

A listing of institutional scholarships can be found beginning on page five of this catalog.

**VETERANS ASSISTANCE PROGRAMS**  
 Veteran Education and Employment  
 Assistance Act of 1976, as Amended

Veterans eligible for training under the G.I. Bill are entitled to a monthly allowance while attending the College in certain approved programs of study. Veterans with over 18 months of active duty are entitled to a maximum of 45 months of training, and those with 6 to 18 months of active duty are entitled to 1 1/2 months of training for each month of active duty. The College will assist in preparing and submitting applications. Not all of the College's programs or locations are approved for Veteran's assistance. Contact the Dean's office at your campus for further information on Veteran's assistance.

**WAR ORPHAN EDUCATIONAL ASSISTANCE**

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

**VOCATIONAL REHABILITATION FOR VETERANS**

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

**NOTE: Not all financial aid programs are available at all campus locations. The checklist that follows identifies the financial aid programs available at each campus:**

**FINANCIAL AID CHECKLIST**

	<b>Tampa</b>	<b>Brandon</b>	<b>Pinellas</b>	<b>Lakeland</b>
Pell Grant	x	x	x	x
Supplemental Education Opportunity Grant (SEOG)	x	x		
Florida Student Assistance Grant (FSAG)	x	x	x	x
Stafford Student Loan (Formerly GSL)	x	x	x	x
Perkins Loan (Formerly NDSL)	x			
Supplemental Loans for Students (SLS)	x	x	x	x
PLUS Loan	x	x	x	x
College Work Study	x	x		
Institutional Scholarships				
Sophomore Honor Scholarship	x	x	x	x
Junior Honor Scholarship	x	x	x	
Senior Honor Scholarship	x	x	x	
Upper Division Scholarship	x	x	x	
Veterans Assistance Programs	x		x	
War Orphan Educational Assistance	x		x	
Vocational Rehabilitation for Veterans	x		x	



## SATISFACTORY ACADEMIC PROGRESS

A student must maintain satisfactory academic progress to receive Title IV federal financial assistance. Satisfactory academic progress is measured in two categories: grade point average and progression toward completion of the degree or objective. These standards apply to all students.

### VERIFICATION OF ELIGIBILITY FOR FINANCIAL ASSISTANCE

Either the Department of Education or the school may select you for a process called "verification." This means you will have to prove that what you reported on your application is correct

### DURATION OF ELIGIBILITY FOR FINANCIAL ASSISTANCE

A student, either full-time or part-time, will be ineligible to receive Title IV Financial Assistance if that student has not completed the total credit hours of the stated program objective after attempting 150% of the minimum total credit hours required for the program. Interim progress for standard term programs will be measured at the end of each academic year. Progress for non-standard term programs will be measured at the end of each payment period (1/2 the hours in the academic year). At the time of measurement, a student will also lose financial assistance eligibility by failure to satisfactorily complete at least 2/3 of the credit hours attempted.

The student may appeal the reduction or loss of financial assistance as follows:

1. If a student feels that there are mitigating circumstances that have impeded academic progress, the student may present these circumstances and appeal the resulting loss of financial assistance eligibility. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by the Academic Committee of the College. If the appeal is approved and all eligibility requirements are met, the student may continue for another grading period and receive financial assistance. Mitigating circumstances may include but are not limited to serious illness, death in the family, etc.
2. If a student feels that there are circumstances that have otherwise resulted in the reduction and/or loss of financial assistance eligibility, the student may present these circumstances and appeal the reduction and/or loss. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by a Financial Aid Officer 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. Approval of an appeal does not infer that the experienced reduction and/or loss of financial assistance eligibility will be reinstated.

The Standards of Satisfactory Progress for all students became effective at the beginning of the first payment period subsequent to January 1, 1984.

#### Grade Point Average

Credit Hours	Cumulative GPA Necessary
0-12	1.50
13-24	1.60
25-36	1.75
37 and above	2.00

A student not maintaining the minimum cumulative GPA required will be placed on financial aid probation for the next grading period. If the minimum GPA is not re-established at the end of the probationary period, the student will be ineligible to receive Title IV funding for a minimum of one grading period unless the Financial Aid Committee re-establishes the eligibility of the student based upon documentation recorded in the student's financial file which indicates hardship or acceptable academic progress to the satisfaction of the committee that these standards are achievable by the student within a reasonable period of time.

In the event of extraordinary circumstances, loss of eligibility for Title IV funding may be appealed by the student to the Financial Aid Committee through the Director of Financial Aid. In these unusual cases, the decision of the committee is final and must be fully documented in the student's financial aid file.

An ineligible student may petition the Financial Aid Committee for reinstatement of Title IV funding.

### INCOMPLETE GRADES

An incomplete grade automatically changes to "F" if course requirements are not completed satisfactorily within two weeks after the official ending date of the term.

### WITHDRAWAL

"W" or "N" grades are assigned to those students who withdraw from a class during week two through week eleven of a regular term or week two through week five of a mini-session. There is no penalty for dropping or changing a class the first week of a term. An "N" (non-punitive) grade may be awarded if a student withdraws from a class or fails to complete all course requirements under approved mitigating circumstances. A "W" (punitive) grade may be awarded if a student withdraws from a class or fails to complete all course requirements. Students not attending classes according to the attendance requirements (page 9) will be withdrawn with a "W" grade.

### LEAVE OF ABSENCE

The college does not grant a leave of absence.

### REPETITION

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

### PASS/FAIL

The college does not offer classes on a pass/fail basis. All course work attempted will receive a grade as defined in the grading system on page 9 of the catalog.

### REMEDIAL/DEVELOPMENTAL COURSES

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

### CERTIFICATE OF COMPLETION

A degree seeking student enrolled in an Associate's degree program may be awarded a certificate in General Business upon the successful completion (minimum of 2.0 GPA) of 36 credit hours (28 business, 8 general education).

# Academic Programs

	TAMPA	PINELLAS	BRANDON	LAKELAND
Master of Business Administration	X	X	X	
Master of Science in International Business	X	X		
Bachelor of Science Degree				
Accounting Major	X	X	X	
Computer Information Science Major	X	X	X	
Criminal Justice Major	X	X	X	
Management/Marketing Major	X	X	X	
Professional Accounting Major (Fifth Year)	X	X		
Bachelor of Business Administration	X	X	X	
Associate in Science Degree				
Accounting Major	X	X	X	X
Commercial Art Major	X			
Computer Applications/Data Entry Major	X	X	X	X
Computer Information Science Major	X	X	X	X
Court Reporting Major			X	
Criminal Justice Major	X	X	X	X
Hotel and Restaurant Administration Major		X		
Management/Marketing Major	X	X	X	X
Medical Assistant Major	X	X	X	
Medical Secretary Major	X		X	X
Office Management Major	X	X	X	X
Paralegal Major	X	X	X	X
Pharmacy Technician Major	X			
Associate in Business Degree	X	X	X	X

# Graduate Program Requirements and Information

## PHILOSOPHY

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

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

1. Complete a minimum of 54 hours with an average grade of "B" (grade point average of 3.0) or higher for all courses taken. All course work must be in the 5000 series or higher. The final 36 hours must be completed at the College.
2. Abide by all College rules and regulations including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the College prior to graduation.
3. Participate in the first College commencement exercises following completion of all program requirements.

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

## GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

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

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

In addition to the requirement of a baccalaureate degree, admissions requirements for the student wishing to enroll in the graduate program are listed below:

1. Provide official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Provide completed admissions forms.
3. All foreign students from non-English speaking countries who are entering from institutions other than a member institution must present a TOEFL score of not less than 550 or equivalent 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 receive an acceptable score on the Graduate Record Examination (GRE) in order to become a candidate for a Master's degree.

### **2. Provisional Students**

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

### **3. Special Students**

A student, provided he or she has a baccalaureate degree, who wishes to take graduate level courses may enroll without applying for admission or candidacy to a degree program. Such students will be classified as Special Students. Special Students may wish to take selected courses for personal or professional development or to remedy deficiencies in certain areas of their undergraduate curriculum. These students must meet the 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.

## **PREREQUISITE REQUIREMENTS**

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

Previous exposure to a course(s) in Accounting, Economics and Statistics, although not a requirement, is helpful. All graduate students are urged to take an undergraduate course in these specific areas prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods or Accounting for Planning and Control.

## **TRANSFER OF CREDIT**

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

## ACADEMIC LOAD - GRADUATE STUDENT

Students at Tampa College are required to be full-time status. A full-time student is one who is enrolled in courses totaling at least 24 credit hours per academic year.

### STANDARDS OF PROGRESS FOR GRADUATE PROGRAMS

A student pursuing a Master's degree must be able to graduate from the program with a 3.0 grade point average. Minimum grade point averages must be maintained at key points designated by hours completed. Failure to meet the minimum grade point average will result in the student's being placed on Final Academic Probation. If otherwise eligible, a student may receive financial assistance during the Final Academic Probation grading period. Failure to raise the grade point average above the minimum specified within the next term will result in academic dismissal. Regardless of the grade point average minimum, two or more grades of F will also result in the academic dismissal of the student. A student will be permitted to complete 16 hours of graduate work before the application of the standards enumerated below. Upon completion of 16 residential hours, the student will have the grade point average calculated using the grades achieved based only upon courses taken at the College.

<u>Hours Completed</u>	<u>Minimum GPA</u>
16 - 27	2.50
28 - 39	2.70
40 - 49	2.90
50 or more	3.00

In all cases of academic dismissal, the student will be notified by the Coordinator of Graduate Studies.

If extreme mitigating circumstances that may have caused the student's grade point average to fall below the minimum standards above are found to be present, a letter from the student requesting reinstatement may be submitted to the Graduate Academic Committee for review and decision, consisting of either a probationary reinstatement or an upholding of the dismissal decision.

### TUITION

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

### INDEPENDENT STUDY AND ADVANCED STANDING

A graduate student may complete a maximum of four courses through any combination of (1) transfer credit, (2) independent study, or (3) experiential learning evaluation. Only two of these courses may be completed through independent study, and only two may be completed through experiential learning evaluation. Experiential learning credit may not be granted for the Directed Study Project. For further information, the student should contact the Coordinator of Graduate Studies.

### SECOND GRADUATE DEGREE

A student pursuing a second Master's Degree at the College must fulfill all the published requirements for the second degree as listed in the catalog. The GRADUATE CORE COMPONENT (24 credits) taken by all majors will be used as partial fulfillment for the second degree.

The student will complete the additional credits required for the new MAJOR COMPONENT of the second degree before the second degree is issued.

The second Master's Degree may be awarded when the following conditions have been met:

- 1) Course requirements for the second degree major have been completed as certified by the appropriate academic credits, and
- 2) A minimum of 30 appropriate credit hours, or 32 appropriate credit hours in lieu of a directed study, have been completed in residence in addition to the requirements of the first degree.

Standards of progress of the second degree require that the cumulative grade point average for the second degree be maintained at least at a 3.0 average. Failure to do so will result in the student's being placed on Academic Probation for the next grading period. Failure to raise the grade point average above the minimum 3.0 required for graduation within the next term will result in the student's being placed on Final Academic Probation for the next grading period. If otherwise eligible, a student may receive financial assistance during the Probation and Final Academic Probation grading periods. Failure to raise the grade point average above the cumulative 3.0 average specified within the next term will result in dismissal from the second degree program.

### **SPECIAL CERTIFICATE PROGRAM**

A degree-seeking student enrolled in a Graduate Program will be awarded a **CERTIFICATE IN ADVANCED MANAGEMENT STUDIES** upon completion of 24.0 credit hours in residence with a minimum grade point average of 3.0.

# MASTER'S DEGREES

## PHILOSOPHY

The graduate programs continue to expand the basic philosophy of Tampa College, that is, acquisition of knowledge and the ever-continuing attainment and refinement of useful skills so necessary in the changing and constantly evolving world of business. The graduate programs will emphasize initiative and responsibility on the part of the student.

### MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration was designed to enhance the individual's effectiveness in business and industry in the areas of accounting, economics, management, and marketing.

### MASTER OF SCIENCE IN INTERNATIONAL BUSINESS

The Master of Science in International Business was designed to develop the student's understanding of the impact of internationalization on modern business and to enhance the student's ability to interact effectively on a national or international level with this increasing globalization.

#### Graduate Core Component

(To Be Taken By All Majors)

Credit Hours

COP 5000	Computers and Executive Application	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
ACC 5315	Accounting For Planning & Control	4.0

TOTAL CORE COMPONENT	24.0
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#### Major Component

##### BUSINESS ADMINISTRATION

##### INTERNATIONAL BUSINESS

Credit Hours

Credit Hours

MAN 5428	Financial Management	4.0	MAN 5608	International Business	4.0
ECO 5705	Managerial Economics	4.0	ECO 5709	International Economic Systems	4.0
MAN 5785	Marketing Management	4.0	FIN 5636	International Finance	4.0
MAN 5721	Business Policy and Strategy	4.0	MAR 5246	International Marketing	4.0
	Electives*	16.0		Electives*	16.0
TOTAL MAJOR COMPONENT			TOTAL MAJOR COMPONENT		
32.0			32.0		

#### CREDITS REQUIRED FOR GRADUATION:

**GRADUATE CORE COMPONENT**

**MAJOR COMPONENT**

**TOTAL**

**CREDIT HOURS**

24.0

32.0

56.0

\*MAN 5900 Directed Study Project 6.0

In lieu of 8 hours of electives, the student may elect to take a Directed Study Project (6.0 hours). The student would then graduate with 54.0 credit hours.



# Undergraduate Programs Requirements and Information

## BACCALAUREATE DEGREE

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

1. Complete a minimum of 192 hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College, with a minimum of 68 hours in the 3000 and 4000 series or higher. The final 48 hours must be completed at the College.
2. Meet the specified graduation requirements, including the following area hour requirements.

Area I - Business Administration Component	36.0 (minimum)
Area II - Major Component	60.0 (minimum)
Area III - General Education Component	56.0 (minimum)
Area IV - Approved Elective Component	40.0 (minimum)

<b>TOTAL HOURS REQUIRED</b>	<b>192.0 (minimum)</b>
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## ASSOCIATE DEGREE

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

1. Complete a minimum of 96 hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 48 hours must be completed at the College.
2. Meet the specified graduation requirements, including the following area credit hour requirements, 36 of which must be in 2000 or above level. Upper division courses may be used to satisfy the requirements if approved by the Dean.

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

All students seeking any of the degrees stated above must abide by all College rules and regulations, including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned credits are recorded; and settle all financial obligations to the College prior to graduation.

In addition, all students must participate in the first College commencement exercises following completion of all program requirements.

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

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

This is a special post-baccalaureate (fifth year) second major program for accounting majors who wish to qualify to sit for the Certified Public Accountant Examination.

<b>Accounting Area Component</b>	<b>Credit Hours</b>
ACC 4050     Accounting Information Systems	4.0
ACC 4860     Governmental Accounting	4.0
ACC 4221     Advanced Accounting II	4.0
ACC 4621     Auditing II	4.0
ACC 4531     Tax Research and Planning	4.0
<b>Total Accounting Area Component Credit Hours</b>	<b>20.0</b>
 <b>Approved Elective Component</b>	 <b>28.0</b>
<p>To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced program in Professional Accounting to satisfy C.P.A. examination candidacy requirements.</p>	
<b>Total Approved Elective Component Credit Hours</b>	<b>28.0</b>
<b>Total additional credits needed to qualify for the second degree.</b>	<b>48.0</b>

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

The program in Business Administration is offered for students whose career goals require a broad knowledge of the functional areas of business rather than specialization in a specific area.

The Associate in Business program is designed to prepare graduates for employment in entry-level positions in business, industry or government.

The Bachelor of Business Administration Degree program is designed to prepare graduates for employment in middle-management positions in business, industry, or government.

The program is designed primarily for graduates planning to enter a small business or business environment where a specialization is not as appropriate an educational background as is extensive upper-division coursework in three or four functional areas (management/marketing, data processing, accounting, economics).

		Associate Degree	Bachelor Degree
		Credit Hrs.	Credit Hrs.
<b>Business Administration Component</b>			
✓	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
	MAN 2100 Business Law I	4.0	4.0
✓	MAN 2000 Principles of Management	4.0	4.0
○	Electives (3000-4000 Level)		12.0
<b>Total Business Administration Component Credit Hours</b>		<b>24</b>	<b>36</b>
<b>Major Component</b>		<b>48.0</b>	<b>60.0</b>
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.			
<b>Total Major Component Credit Hours</b>		<b>48</b>	<b>60</b>
<b>General Education Component</b>			
	ENG 1540 English Composition I	4.0	4.0
	ENG 1542 English Composition II	4.0	4.0
	MAC 1132 Fundamentals of College Math, <u>or</u>		
	MAT 2013 College Algebra, <u>or</u>		
	STA 3014 Statistics	4.0	4.0
	SPC 3010 Effective Speaking		4.0
	Electives	12.0	40.0
<b>Total General Education Component Credit Hours</b>		<b>24</b>	<b>56</b>
<b>Approved Elective Component</b>			
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.			40.0
<b>Total Approved Elective Component Credit Hours</b>			<b>40</b>
<b>Total Credit Hours Required for Graduation</b>		<b>96</b>	<b>192</b>

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

Accounting is the language of business, and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry level positions in business, industry, and governmental accounting fields available to accounting students who are pursuing the Associate in Science Degree in Accounting.

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

			Associate Degree Credit Hrs	Bachelor Degree Credit Hrs
<b>Business Administration Component</b>				
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
MAN	2000	Principles of Management	4.0	4.0
		Electives (3000-4000 Level)		12.0
<b>Total Business Administration Component Credit Hours</b>			<b>24</b>	<b>36</b>
<b>Major Component</b>				
ACC	3411	Cost Accounting I	4.0	4.0
ACC	3412	Cost Accounting II	4.0	4.0
ACC	3101	Intermediate Accounting I	4.0	4.0
ACC	3121	Intermediate Accounting II	4.0	4.0
ACC	3131	Intermediate Accounting III <u>or</u>		4.0
ACC	3501	Federal Taxation I	4.0	4.0
ACC	4521	Federal Taxation II		4.0
ACC	4201	Advanced Accounting I		4.0
ACC	4601	Auditing I		4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
		Electives-Business and Business Related	24.0	20.0
<b>Total Major Component Credit Hours</b>			<b>48</b>	<b>60</b>
<b>General Education Component</b>				
ENG	1540	English Composition I	4.0	4.0
ENG	1542	English Composition II	4.0	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
SPC	3010	Effective Speaking		4.0
		Electives	12.0	40.0
<b>Total General Education Component Credit Hours</b>			<b>24</b>	<b>56</b>
<b>Approved Elective Component</b>				40.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
<b>Total Approved Elective Component Credit Hours</b>				<b>40</b>
<b>Total Credit Hours Required for Graduation</b>			<b>96</b>	<b>192</b>

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

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

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

			Associate Degree Credit Hrs	Bachelor Degree Credit Hrs
<b>Business Administration Component</b>				
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
MAN	2000	Principles of Management	4.0	4.0
		Electives (3000-4000 Level)		12.0
<b>Total Business Administration Component Credit Hours</b>			<b>24</b>	<b>36</b>
<b>Major Component</b>				
COC	1212	Programming Logic	4.0	4.0
COP	2100	Computer Programming-BASIC	4.0	4.0
COP	2121	Computer Programming-COBOL	4.0	4.0
COP	3121	Computer Programming-Advanced COBOL	4.0	4.0
CIS	2321	Systems Analysis Methods	4.0	4.0
COC	4998	Any Approved Programming Language		4.0
COP	3530	Data Base Program Development		4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
		Electives-Business and Business Related	24.0	28.0
<b>Total Major Component Credit Hours</b>			<b>48</b>	<b>60</b>
<b>General Education Component</b>				
ENG	1540	English Composition I	4.0	4.0
ENG	1542	English Composition II	4.0	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
SPC	3010	Effective Speaking		4.0
		Electives	12.0	40.0
<b>Total General Education Component Credit Hours</b>			<b>24</b>	<b>56</b>
<b>Approved Elective Component</b>				40.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
<b>Total Approved Elective Component Credit Hours</b>				<b>40</b>
<b>Total Credit Hours Required for Graduation</b>			<b>96</b>	<b>192</b>

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

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

			<b>Associate Degree Credit Hrs</b>
<b>Major Component</b>			
SES	1100	Typing	4.0
SES	1110	Intermediate Typing	4.0
SES	1225	Machine Theory I	8.0
SES	1326	Machine Theory II	8.0
SES	2237	Computer-Aided Transcription	2.0
LES	1702	Legal Terminology	4.0
SES	2998	Internship (60 hours)	2.0
CR-SES	1327	Court & Conference Dictation I	4.0
CR-SES	2110	Court & Conference Dictation II	8.0
CR-SES	2120	Court & Conference Dictation III	8.0
CR-SES	2130	Court & Conference Dictation IV	8.0
CR-SES	2140	Court & Conference Dictation V	8.0
CR-SES	2150	Court & Conference Dictation VI	8.0
CR-SES	2160	Court & Conference Dictation VII	8.0
CR-SES	2220	Court Reporting Procedures	2.0
<b>Total Major Component Credit Hours</b>			<b>86</b>
<b>General Education Component</b>			
APB	2248	Anatomy and Medical Terminology	4.0
ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
STD	1100	Interpersonal Relations	4.0
		Electives	8.0
<b>Total General Education Component Credit Hours</b>			<b>24</b>

**Total Credit Hours Required for Graduation** **110**

**Requirements for Graduation:**

1. Typing: 60 net words per minute and
2. Must pass two five minute tests with 97% accuracy (all the way through) at the following speeds:

225 words per minute-Q & A	180 words per minute-Literacy
200 words per minute-Jury Charge	180 words per minute-Medical Q & A
3. Complete 60 verified hours of actual writing time during internship training.

A student unable to achieve the required speed at the end of the term in each Court & Conference Dictation class will receive an "F" for the class. The student must repeat the class to achieve the speed required to enter the next Court & Conference dictation class. The student may use the repeat policy three times during his/her program of study to remove an "F" grade.

**Requirements for  
THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE  
Criminal Justice Major  
Suggested Curriculum**

The Criminal Justice Program provides a broad understanding of the criminal justice system and a fundamental knowledge of the social and behavioral sciences that are an intricate part of understanding the elements at play within the system. Graduates will be able to seek career opportunities in probation, corrections, law enforcement and/or security. This is not a training program for policemen or policewomen.

			Associate Degree Credit Hours	Bachelor's Degree Credit Hours
<b>Business Administration Component</b>				
ACC	1350	Office Finance and Accounting, <u>or</u>		
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2021	Principles of Accounting II		4.0
ACC	2031	Principles of Accounting III		4.0
BUL	2100	Business Law I	4.0	4.0
COC	1000	Introduction to Computers	4.0	4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
ACC	3501	Federal Taxation		4.0
COC	1212	Programming Logic		4.0
		Electives	8.0	4.0
<b>Total Business Administration Component Credit Hours</b>			<b>24</b>	<b>36</b>
<b>Major Component</b>				
CCJ	1101	Introduction to Criminal Justice	4.0	4.0
CCJ	2230	Criminal Evidence	4.0	4.0
CCJ	1502	Constitutional Law and Legal Procedures	4.0	4.0
CCJ	2500	Juvenile Delinquency	4.0	4.0
CCJ	1010	Criminology	4.0	4.0
CCJ	1800	Criminal Investigation & Police Procedures	4.0	4.0
CCJ	2010	Pharmacology/First Aid	4.0	4.0
CCJ	2303	Criminal Procedure	4.0	4.0
CCJ	3300	Probation & Parole		4.0
CCJ	4620	Gang Activity and Drug Operations		4.0
CCJ	4452	Criminal Justice Management		4.0
CCJ	4528	Computer Fraud	4.0	4.0
		Electives	12.0	12.0
<b>Total Major Component Credit Hours</b>			<b>48</b>	<b>60</b>
<b>General Education Component</b>				
ENG	1540	English Composition I	4.0	4.0
ENG	1542	English Composition II	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
MAT	1132	Fundamentals of College Math, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
SPC	3010	Effective Speaking		4.0
SOC	3000	Principles of Sociology		4.0
		Electives	8.0	32.0
<b>Total General Education Component Credit Hours</b>			<b>24</b>	<b>56</b>
<b>Approved Elective Component</b>				40.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				<b>40</b>
<b>Total Approved Elective Component Credit Hours</b>				
<b>Total Credit Hours Required for Graduation</b>			<b>96</b>	<b>192</b>

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

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

The Bachelor of Science Degree program in Management/Marketing includes additional studies in marketing research, consumer behavior, and personnel management to prepare the graduate for middle-management positions in business and industry.

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

			Associate Degree Credit Hrs	Bachelor Degree Credit Hrs
<b>Business Administration Component</b>				
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
MAN	2000	Principles of Management	4.0	4.0
		Electives (3000-4000 Level)		12.0
<b>Total Business Administration Component Credit Hours</b>			<b>24</b>	<b>36</b>
<b>Major Component</b>				
MAR	1023	Introduction to Marketing	4.0	4.0
ADV	2331	Advertising	4.0	4.0
MAR	3503	Consumer Behavior	4.0	4.0
MAN	3344	Principles of Supervision	4.0	4.0
MAN	3800	Small Business Management	4.0	4.0
MAN	3300	Personnel Management		4.0
MAR	4613	Marketing Research		4.0
MAR	4344	Promotional Policies & Strategy		4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
		Electives-Business and Business Related	24.0	24.0
<b>Total Major Component Credit Hours</b>			<b>48</b>	<b>60</b>
<b>General Education Component</b>				
ENG	1540	English Composition I	4.0	4.0
ENG	1542	English Composition II	4.0	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	4.0
SPC	3010	Effective Speaking		4.0
		Electives	12.0	40.0
<b>Total General Education Component Credit Hours</b>			<b>24</b>	<b>56</b>
<b>Approved Elective Component</b>				40.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
<b>Total Approved Elective Component Credit Hours</b>				<b>40</b>
<b>Total Credit Hours Required for Graduation</b>			<b>96</b>	<b>192</b>



**Requirements for  
THE ASSOCIATE IN SCIENCE DEGREE  
Hotel and Restaurant Administration Major  
Suggested Curriculum**

The Hotel and Restaurant Administration program prepares students for employment in the Hotel/Restaurant service industry and provides training in basic management and operational skills peculiar to these specialized areas. The program deals with specific areas of hospitality industry operations and management, such as sales, organization, and management. Students rotate through different departments of their internship for practical experience. Students are provided with a background in management, marketing, and accounting as it relates to the hotel/restaurant industry.

			<b>Associate Degree Credit Hours</b>
<b>Business Administration Component</b>			
GEB	1012	Introduction to Business Enterprise	4.0
BUL	2100	Business Law I	4.0
COC	1000	Introduction to Computers	4.0
MAN	2000	Principles of Management	4.0
		Electives	8.0
<b>Total Business Administration Component Credit Hours</b>			<b>24</b>
 <b>Major Component</b>			
MAR	1023	Introduction to Marketing	4.0
HFT	1000	Hotel and Restaurant Organization and Management	4.0
HFT	1510	Marketing, Sales, and Public Relations	4.0
HFT	2420	Hotel and Restaurant Accounting and Control	4.0
HFT	2999	Internship in Hotel and Restaurant Administration	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
		Electives - Business and Business Related	24.0
<b>Total Major Component Credit Hours</b>			<b>48</b>
 <b>General Education Component</b>			
ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	12.0
<b>Total General Education Component Credit Hours</b>			<b>24</b>
<b>Total Credit Hours Required for Graduation</b>			<b>96</b>

**Requirements for  
THE ASSOCIATE IN SCIENCE DEGREE  
Computer Applications/Data Entry Major  
Suggested Curriculum**

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

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

			<b>Associate Degree Credit Hours</b>
<b>Business Administration Component</b>			
ACC	1350	Office Finance & Accounting	4.0
GEB	1012	Introduction to Business Enterprise	4.0
COC	1000	Introduction to Computers	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
		Electives	4.0
<b>Total Business Administration Component Credit Hours</b>			<b>24</b>
 <b>Major Component</b>			
SES	1000	Keyboarding	4.0
SES	2100	Advanced Keyboarding	4.0
SES	1100	Typing	4.0
CAP	1801	Spreadsheets	4.0
CAP	1156	Word Processing - WordPerfect	4.0
CAP	1806	Database - dBase III	4.0
		Electives - Business or Business- Related	24.0
<b>Total Major Component Credit Hours</b>			<b>48</b>
 <b>General Education Component</b>			
ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	12.0
<b>Total General Education Component Credit Hours</b>			<b>24</b>
<b>Total Credit Hours Required for Graduation</b>			<b>96</b>

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

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

			<b>Associate Degree Credit Hours</b>
<b>Business Administration Component</b>			
GEB	1012	Introduction to Business Enterprise	4.0
CAP	1156	Word Processing-Word Perfect	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
		Electives	8.0
<b>Total Business Administration Component Credit Hours</b>			<b>24</b>
 <b>Major Component</b>			
APB	1100	Anatomy and Physiology I	4.0
APB	1110	Anatomy and Physiology II	4.0
MEA	1450	Clinical Assisting	4.0
MEA	1460	Office Administration and Management	4.0
MLS	1440	Diagnostics and Special Procedures	4.0
MLS	2300	Laboratory Procedures I	2.0
MLS	2301	Laboratory Procedures II	2.0
MLS	1531	Medical Terminology	4.0
SES	1100	Typing	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
MEA	2930	Medical Assistant Externship	4.0
ACC	1350	Office Finance & Accounting	4.0
		Elective	4.0
<b>Total Major Component Credit Hours</b>			<b>48</b>
 <b>General Education Component</b>			
ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	12.0
<b>Total General Education Component Credit Hours</b>			<b>24</b>
<b>Total Credit Hours Required for Graduation</b>			<b>96</b>

**Requirements for  
THE ASSOCIATE IN SCIENCE DEGREE  
Medical Secretary Major  
Suggested Curriculum**

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

			<b>Associate Degree Credit Hours</b>	
<b>Business Administration Component</b>				
GEB	1012	Introduction to Business Enterprise	4.0	
CAP	1156	Word Processing-Word Perfect	4.0	
BUL	2100	Business Law I	4.0	
MAN	2000	Principles of Management	4.0	
		Electives	8.0	
<b>Total Business Administration Component Credit Hours</b>				<b>24</b>
 <b>Major Component</b>				
APB	1100	Anatomy and Physiology I	4.0	
APB	1110	Anatomy and Physiology II	4.0	
MEA	1460	Office Administration and Management	4.0	
MLS	1440	Diagnostics and Special Procedures, <u>or</u>		
SES	1401	Records Management	4.0	
MLS	1531	Medical Terminology and Orientation	4.0	
SES	1100	Typing	4.0	
SES	1360	Transcription	4.0	
MAN	2050	Business Applications on the Microcomputer	4.0	
ACC	1350	Office Finance & Accounting	4.0	
		Electives	12.0	
<b>Total Major Component Credit Hours</b>				<b>48</b>
 <b>General Education Component</b>				
ENG	1540	English Composition I	4.0	
ENG	1542	English Composition II	4.0	
MAC	1132	Fundamentals of College Math, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	
		Electives	12.0	
<b>Total General Education Component Credit Hours</b>				<b>24</b>
<b>Total Credit Hours Required for Graduation</b>				<b>96</b>

**Requirements for  
THE ASSOCIATE IN SCIENCE DEGREE  
Pharmacy Technician Major  
Suggested Curriculum**

The Pharmacy Technician graduate is filling a long overdue void of being able to provide individuals to assist pharmacists who are well-versed in medical terminology, pharmacology, physiology, and other vital information and skills associated with the profession. The program prepares students to assist in filling prescriptions, purchasing, inventory, and a variety of other routine and clerical functions.

			<b>Associate Degree Credit Hours</b>
<b>Business Administration Component</b>			
ACC	1350	Office Finance & Accounting	4.0
GEB	1012	Introduction to Business Enterprise	4.0
COC	1000	Introduction to Computers	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
		Electives	4.0
<b>Total Business Administration Component Credit Hours</b>			<b>24</b>
<b>Major Component</b>			
APB	1100	Anatomy and Physiology I	4.0
APB	1110	Anatomy and Physiology II	4.0
PHA	1004	OTC Drugs and Supplies	4.0
PHA	1120	Pharmacy Management	4.0
PHA	1100	Prescriptions and Procedures	4.0
PHA	1000	Pharmacology I	4.0
PHA	1001	Pharmacology II	4.0
PHA	1110	Math and Drug Calculations	4.0
PHA	2300	Pharmacy Laboratory Procedures	4.0
PHA	2930	Pharmacy Technician Externship	4.0
MLS	1531	Medical Terminology	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
<b>Total Major Component Credit Hours</b>			<b>48</b>
<b>General Education Component</b>			
ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
SES	1000	Keyboarding	4.0
		Elective	8.0
<b>Total General Education Component Credit Hours</b>			<b>24</b>
<b>Total Credit Hours Required for Graduation</b>			<b>96</b>

**Requirements for  
THE ASSOCIATE IN SCIENCE DEGREE  
Paralegal Major  
Suggested Curriculum  
(Terminal Program-Not A Preparation For Law School)**

Legal Assistants, under the direction of a lawyer, use their knowledge of law and legal procedures to assist lawyers, clients, and courts in the areas of interviewing, gathering, reviewing and analyzing fact situations, researching the law and preparation and interpretation of legal documents. Legal Assistants find employment opportunities in law firms, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies.

			<b>Associate Degree Credit Hours</b>
<b>Business Administration Component</b>			
ACC	1350	Office Finance & Accounting, <u>or</u>	4.0
ACC	2001	Principles of Accounting I	
GEB	1012	Introduction to Business Enterprise, <u>or</u>	4.0
BUL	2100	Business Law I	
COC	1000	Introduction to Computers, <u>or</u>	4.0
MAN	2050	Business Applications on the Microcomputer	
MAN	2000	Principles of Management	4.0
		Electives	8.0
<b>Total Business Administration Component Credit Hrs.</b>			<b>24</b>
<b>Major Component</b>			
LES	1702	Legal Vocabulary, <u>or</u>	4.0
PAL	1400	Legal Procedures	
PAL	1450	Criminal Law	4.0
PAL	1453	Domestic Relations	4.0
PAL	1456	Real Estate	4.0
PAL	1457	Legal Research I	4.0
PAL	1458	Civil Litigation, <u>or</u>	4.0
PAL	1454	Contracts	
PAL	1459	Legal Document Writing	4.0
PAL	1451	Torts	4.0
		Electives	16.0
<b>Total Major Component Credit Hours</b>			<b>48</b>
<b>General Education Component</b>			
ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	12.0
<b>Total General Education Component Credit Hours</b>			<b>24</b>
<b>Approved Elective Component</b>			
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.			
<b>Total Credit Hours Required for Graduation</b>			<b>96</b>

**Requirements for  
THE ASSOCIATE IN SCIENCE DEGREE  
Office Management Major  
Suggested Curriculum**

This program is designed to provide the graduate with typing and word processing skills along with a base in general business, accounting, and English skills. The graduate of this program will be prepared to seek entry-level employment in business, industry, or government offices as an administrative assistant, secretary or office manager.

			<b>Associate Degree Credit Hours</b>
<b>Business Administration Component</b>			
ACC	1350	Office Finance & Accounting, <u>or</u>	
ACC	2001	Principles of Accounting I	4.0
GEB	1012	Introduction to Business Enterprise	4.0
COC	1000	Introduction to Computers	4.0
BUL	2100	Business Law I	4.0
MAN	2000	Principles of Management	4.0
		Elective	4.0
<b>Total Business Administration Component Credit Hours</b>			<b>24</b>
 <b>Major Component</b>			
CAP	1156	Word Processing - WordPerfect	4.0
SES	1100	Typing	4.0
SES	1110	Intermediate Typing	4.0
SES	2401	Office Practices	4.0
SES	1401	Records Management	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
		Electives - Business or Business-Related	24.0
<b>Total Major Component Credit Hours</b>			<b>48</b>
 <b>General Education Component</b>			
ENG	1540	English Composition I	4.0
ENG	1542	English Composition II	4.0
MAC	1132	Fundamentals of College Math, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.0
		Electives	12.0
<b>Total General Education Component Credit Hours</b>			<b>24</b>
<b>Total Credit Hours Required for Graduation</b>			<b>96</b>

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

The Commercial Art Program is designed to prepare students for employment in the print media as production artists, layout artists, graphic designers, and illustrators. Students will acquire proficiency in such areas as drawing, production art, typography and lettering, graphic design, and layout.

			<b>Associate Degree Credit Hours</b>	
<b>Business Administration Component</b>				
GEB	1012	Introduction to Business Enterprise	4.0	
MAR	1023	Introduction to Marketing	4.0	
ADV	2331	Advertising	4.0	
		Electives	12.0	
<b>Total Business Administration Component Credit Hours</b>				<b>24</b>
<b>Major Component</b>				
ART	1300C	Illustration and Composition I	4.0	
ART	1310C	Illustration and Composition II	4.0	
ART	1320C	Illustration and Composition III	4.0	
ART	1220C	Lettering/Typography I	4.0	
GRA	1500C	Advertising Design I	4.0	
GRA	1510C	Advertising Design II	4.0	
GRA	2300C	Illustration and Composition IV	4.0	
GRA	2500C	Advertising Design III	4.0	
GRA	2510C	Advertising Design IV	4.0	
GRA	2520C	Introduction to Desktop Publishing	4.0	
GRA	2999C	Portfolio and Externship	4.0	
		Elective	4.0	
<b>Total Major Component Credit Hours</b>				<b>48</b>
<b>General Education Component</b>				
ENG	1540	English Composition I	4.0	
ENG	1542	English Composition II	4.0	
MAC	1132	Fundamentals of College Math, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.0	
		Electives	12.0	
<b>Total General Education Component Credit Hours</b>				<b>24</b>
<b>Total Credit Hours Required for Graduation</b>				<b>96</b>



# Course Descriptions

## BUSINESS

### ACCOUNTING

**ACC 1350 Office Finance and Accounting** 4.0 Hours

The theory and practice of the pegboard bookkeeping system is covered in detail. The course also includes a review of basic math skills, billing, collections, payroll, and purchasing procedures as performed in the office environment. Computerization of the office is discussed and practiced.

**ACC 2001 Principles of Accounting I** 4.0 Hours

This course defines financial accounting objectives and their relationship to business. The student is introduced to the fundamental principles of accounting and the accounting cycle as it applies to sole proprietorships in both manual and computerized systems.

**ACC 2021 Principles of Accounting II** 4.0 Hours

This course is a continuation of ACC 2001 with application to more complex business transactions. The accounting cycle is reexamined as it applies to partnerships and corporations in both manual and computerized systems. Prerequisite: ACC 2001 or consent of Faculty Advisor or Dean

**ACC 2031 Principles of Accounting III** 4.0 Hours

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

**ACC 2998 Topics in Accounting** 2.0 Hours

This course is designed to provide the student with specific information about certain individual accounting topics. This study appropriately develops the student's skills in developing his/her accounting capacity pertinent to the topic studied. This course may be repeated two times using different topics for a total of 4.0 credits.

**ACC 3101 Intermediate Accounting I** 4.0 Hours

A comprehensive study of financial accounting theory. Primary emphasis is on financial accounting functions and basic theory and on accounting for current assets and liabilities. Prerequisite: ACC 2031 or consent of Faculty Advisor or Dean

**ACC 3121 Intermediate Accounting II** 4.0 Hours

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

**ACC 3131 Intermediate Accounting III** 4.0 Hours

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

**ACC 3411 Cost Accounting I** 4.0 Hours

This course examines the development and operation of cost accounting systems that provide information to management and the techniques used to aid management in the use of this information for decision making. Prerequisite: ACC 2031 or consent of Faculty Advisor or Dean

- ACC 3412 Cost Accounting II** 4.0 Hours  
 A continuation of the study of managerial applications of accounting information for decision making and the uses of more sophisticated quantitative modeling methods for this purpose.  
 Prerequisite: ACC 3411 or consent of Faculty Advisor or Dean
- ACC 3501 Federal Taxation I** 4.0 Hours  
 A thorough study of federal income tax laws and their application to individual, partnership, and corporate income. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills in the preparation of tax returns, particularly individual returns. Prerequisite: Principles of Accounting is strongly recommended.
- ACC 4201 Advanced Accounting I** 4.0 Hours  
 A study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, and not-for-profit and fiduciary accounting. Prerequisite: ACC 3131 or consent of Faculty Advisor or Dean
- ACC 4521 Federal Taxation II** 4.0 Hours  
 An advanced study of the principles of taxation applied to corporations, estates, and trusts. Prerequisite: ACC 3501 or consent of Faculty Advisor or Dean
- ACC 4601 Auditing I** 4.0 Hours  
 A course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACC 3131 or consent of Faculty Advisor or Dean
- ACC 4900 Accounting Fundamentals** 1.0 Hour  
 Through a series of lectures, discussions, and demonstrations of basic accounting principles and procedures, this course will provide a better appreciation of, and familiarity with, the use of accounting information by business managers.
- ACC 4998 Selected Topics in Accounting** 2.0/4.0 Hours  
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in accounting. Prerequisites, if any, are determined by the course material and instructor.
- ACC 4999 Internship in Accounting** 4.0 Hours  
 As part of the preparation for a career in accounting, the student is permitted to serve an internship in public accounting firms; accounting departments of financial, business, and industrial organizations; or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

#### FIFTH-YEAR AND GRADUATE LEVEL

- ACC 4050 or  
 ACC 5050 Accounting Information Systems** 4.0 Hours  
 This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated.  
 Prerequisite: ACC 3131 or consent of Faculty Advisor or Dean
- ACC 4221 or  
 ACC 5221 Advanced Accounting II** 4.0 Hours  
 A continuation of the study of advanced accounting subjects including accounting for combined economic entities and consolidations and currency conversions for foreign operations.  
 Prerequisite: ACC 4201 or consent of Faculty Advisor or Dean

**ACC 4531 or  
ACC 5531 Tax Research and Planning** 4.0 Hours  
Tax law and its implications in business. A critical examination of the legal aspects of taxation and the development of federal tax law as a basis for planning business decisions. Students will do directed (independent) research of relevant tax issues and prepare well-documented reports for each of the assigned case studies. Prerequisite: ACC 4521 or consent of Faculty Advisor or Dean

**ACC 4621 or  
ACC 5621 Auditing II** 4.0 Hours  
A continuation of ACC 4601. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them. Prerequisite: ACC 4601 or consent of Faculty Advisor or Dean

**ACC 4860 or  
ACC 5860 Governmental Accounting** 4.0 Hours  
Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 2021 or consent of Faculty Advisor or Dean

**ACC 5315 Accounting for Planning and Control** 4.0 Hours  
Decision-making and financial planning through the use of accounting systems by the interpretation, use, and analysis of accounting data. Prerequisite: ACC 2001 or consent of Faculty Advisor or Dean

NOTE: Courses designated by dual-numbers ACC 4000 or ACC 5000 prefix above may be scheduled by either upper division undergraduate students, post-baccalaureate students, or graduate students. Graduate students taking a dual-numbered accounting course as a 5000 level course must do additional research at the Master's level.

**ACC 5900 Directed Study Project** 6.0 Hours  
Each student may prepare either a dissertation in the form of a thesis or an approved directed study project whose hypothesis may already have been determined. Either project selected must contain both research and writing activities. An appointed faculty member will present to the student at least three hours of formal research methodology before the student begins the direct study project, and the faculty member will act as chairman of a graduate committee to keep informed of the student's progress toward the chosen goal. All such anticipated projects (thesis or directed study) must have final approval by the Coordinator of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. In lieu of the directed study project, the student may elect to take two additional 4 credit hour courses relative to the major field.

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

### **COMPUTER INFORMATION SCIENCE**

**COC 1000 Introduction to Computers** 4.0 Hours  
An overview of computer information systems. This survey course introduces computer hardware - micro, mini, and mainframe; software, procedures, systems, and human resources, and explores their integration and application in business and in other segments of society. Computers as tools in the business environment are surveyed through hands-on experiences with microcomputer applications of word processing, spreadsheet analysis, accounting applications, business graphics, and database management techniques.

**CAP 1156 Word Processing - WordPerfect** 4.0 Hours

Using the powerful and popular WordPerfect software, students will learn basic and intermediate word processing skills with hands-on training on the microcomputer. Students will create, save, edit, print, and retrieve documents; use special textual effects including multipage document handling and mailmerge; and learn how to boilerplate forms as well as standard business word processing applications.

**CAP 1160 Word Processing Operations** 4.0 Hours

A continuation of CAP 1156 with hands-on applications related to the students' occupational objectives. Prerequisite: CAP 1156 or consent of Faculty Advisor or Dean

**COC 1212 Programming Logic** 4.0 Hours

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

**CAP 1800A**

**CAP 1800B Microcomputer Software Applications** 2.0 Hours

This course is designed to provide the student with hands-on training using specific integrated microcomputer state-of-the-art software packages. This course will be sectioned and the different sections will offer training specific to the software package chosen for use in applications such as spreadsheeting, data base management, graphics, word processing, and/or generating reports. The exact topics will depend upon the software used. This course may be repeated twice using different software packages for up to 4.0 credits

**CAP 1801 Spreadsheets** 4.0 Hours

Using a popular spreadsheet software, students 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.

**CAP 1806 Database - dBase III** 4.0 Hours

This course is designed to teach the basics of programming and database functions and operations with hands-on training on the microcomputer using dBase III or dBase III+ software. Students will learn database and programming terminology, database programming, database functions and operations, and how to design and build databases with operations menus tailored to specific business applications such as name and address files and inventory files.

**CAP 2000 Advanced Microcomputer Applications** 2.0 Hours

Advanced applications in report generating, word processing, data bases, graphics, and/or spreadsheeting using state-of-the-art software packages. This course may be repeated three times, for up to 6.0 credits, using different software as a basis for each separate topic. Prerequisite: Appropriate CAP 1800 topics, MAN 2050, or equivalent experience or consent of Faculty Advisor or Dean

**COP 2100 Computer Programming - BASIC** 4.0 Hours

A continuation of COC 1212. Emphasis is on structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using BASIC. The student will be required to design, program, code, and test realistic business-type programs that illustrate arithmetic operations, basic report formatting, accumulation of intermediate and final totals, program decision-making, multiple page reports, control break logic, multi-dimension table processing methods, extract and reporting, and sequential, indexed, and direct file creation and updating. Prerequisite: COC 1212 or consent of Faculty Advisor or Dean

- COP 2121 Computer Programming-COBOL** 4.0 Hours  
 Business applications using the COBOL programming language. In-depth coverage of language syntax, basic input/output operation, arithmetic operations, report formatting, accumulation of intermediate and final totals, report editing, program decision-making, multiple page reports, control break logic, table processing, file creation, access and reporting, including data editing and validation.  
 Prerequisite: COC 1212 or consent of Faculty Advisor or Dean
- COP 2161 Computer Programming-RPG II** 4.0 Hours  
 Business applications using the RPG II programming language, including problem analysis, input/output requirements design, formatting, coding, compiling, testing, debugging, and implementation of RPG II programs.  
 Prerequisite: COC 1212
- CIS 2321 Systems Analysis Methods** 4.0 Hours  
 Overview of the system development life cycle. Emphasis on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs, and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: COC 1212 or any Computer Language Course or consent of Faculty Advisor or Dean
- COP 3121 Computer Programming-Advanced COBOL** 4.0 Hours  
 This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming utilizing sequential, relative, and indexed file organization; access methods; the linkage facility of the COBOL language, as well as the language's sort feature and debug aids.  
 Prerequisite: COP 2121 or consent of Faculty Advisor or Dean
- CIS 3321 Structured Systems Analysis and Design** 4.0 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 or consent of Faculty Advisor or Dean
- COP 3530 Data Base Program Development** 4.0 Hours  
 Introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network, and relational. Discussion of storage devices, data administration and data analysis, design, and implementation. Prerequisite: CIS 3121; CIS 3321 is strongly recommended; or consent of Faculty Advisor or Dean
- CIS 4000 Advanced Data Base Concepts** 4.0 Hours  
 Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems. In-depth practicum in data modeling and system development in a database environment. Overview of future trends in data management.  
 Prerequisite: COP 3530 or consent of Faculty Advisor or Dean
- CIS 4160 Distributed Data Processing** 4.0 Hours  
 The features of centralized, decentralized, and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. Technological implications of computer hardware, software, and communications are discussed as they relate to the design, development, and implementation of distributed data processing systems. Prerequisite: COP 3530 or consent of Faculty Advisor or Dean

**COC 4170 Applied Software Development Project** 4.0 Hours

Application of computer programming and system development concepts, principles, and practices to a comprehensive system development project. A team or individual approach is used to analyze, design, and document realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations, and group dynamics in the solution of information systems problems. Prerequisite: CIS 2321 or consent of Faculty Advisor or Dean

**CIS 4300 Office Automation** 4.0 Hours

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

**CIC 4360 Data Communications** 4.0 Hours

Data Communication (teleprocessing), batch, remote job entry, on-line realtime and interactive operation, communications resources (types and grades of transmission facilities), and terminal hardware concepts. Prerequisite: COP 2100 or COP 2121 or consent of Faculty Advisor or Dean

**CIS 4810 Management Information Systems** 4.0 Hours

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

**COC 4998 Selected Topics in Data Processing** 2.0/4.0 Hours

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

**COC 2999 or**

**COC 4999 Internship in Data Processing** 4.0 Hours

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

## GRADUATE LEVEL

**COP 5000 Computers and Executive Applications** 4.0 Hours

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

## COURT REPORTING

- SES 1225 Machine Theory I** 8.0 Hours  
An introduction to the basic principles of computer-compatible machine shorthand theory on the Digitext Accuwriter. Phonetics, symbols, finger position, brief forms, phrases, reading and writing habits will be stressed. Students begin working on terminals as an integral part of the theory process.
- SES 1326 Machine Theory II** 8.0 Hours  
Continuation 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. Reporting techniques, including Q & A and Jury Charge, are introduced. Prerequisite: SES 1225 or consent of Faculty Advisor or Dean
- SES 1327 Court and Conference Dictation I** 4.0 Hours  
Students begin working in their first Speed Building Manuals along with their correlated speed tapes. Writing techniques, principles and new briefs are reinforced. Multi-voice dictation is introduced. Literary speed of 60 words per minute, and Jury Charge speed of 80 words per minute, and Q & A speed of 100 words per minute are required.
- LES 1702 Legal Terminology** 4.0 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** 2.0 Hours  
The transcription of machine shorthand notes with emphasis on, form, accuracy, and proofreading. Preparation of a complete trial transcript in deliverable form is required. Included in this course: The role of the reporter in trials, depositions and administrative hearings; instruction in the ethics of court reporting; indexing filing, and storage of notes; increasing notereading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turnaround schedules; and the NSRA Code of Professional Responsibilities 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 systems, work processing system, and video application and a mock Video Deposition. Students are taken on field trips to Court Reporter's Offices and the Courthouse. Prerequisite: SES 1110 and CR-SES 2140 or consent of Faculty Advisor or Dean
- CR-SES 2110 Court and Conference Dictation II** 8.0 Hours  
A course which develops the skills learned in Court and Conference Dictation I and emphasizes the attainment of speed on more difficult materials. Testing is done at controlled speeds and students are expected to attain a Literary speed of 80 words per minute, a Jury Charge speed of 100 words per minute, and Q & A speed of 120 words per minute. Continue working in speed manuals. Prerequisite: CR-SES 1326 or consent of Faculty Advisor or Dean
- CR-SES 2120 Court and Conference Dictation III** 8.0 Hours  
This course emphasizes the clarity of notes and more difficult dictating material for complete utilization of theory. Continuation of speed improvement through dictation of literary, Congressional Record, Jury Charge, and Q & A material. Testing is done at controlled speeds and students are expected to attain a Literary speed of 100 words per minute, Jury Charge speed of 120 words per minute and Q & A speed of 140 words per minute. Continue working in speed manuals. Prerequisite: CR-SES 2110 or consent of Faculty Advisor or Dean

**CR-SES 2130 Court and Conference Dictation IV** 8.0 Hours

A continuation of speed improvement on Jury Charge, Literary, Congressional Record, and Q & A material. Students are expected to attain a Literary speed of 120 words per minute, Jury Charge speed of 140 words per minute, and Q & A speed of 160 words per minute. Continue working in speed manuals. Prerequisite: CR-SES 2120 or consent of Faculty Advisor or Dean

**CR-SES 2140 Court and Conference Dictation V** 8.0 Hours

A continuation of Court and Conference Dictation IV 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 Literary speed of 140 words per minute, Jury Charge speed of 160 words per minute, and Q & A speed of 180 words per minute. Continue working in speed manuals. Prerequisite: CR-SES 2130 or consent of Faculty Advisor or Dean

**CR-SES 2150 Court and Conference Dictation VI** 8.0 Hours

A continuation of Court and Conference Dictation V with increased emphasis on multi-voice dictation and speed building in Literary, Jury Charge and Q & A material. Students are expected to attain a Literary speed of 160 words per minute, Jury Charge speed of 180 words per minute, Q & A speed of 200 words per minute and Medical Q & A of 160 words per minute. Continue working in speed manuals. Prerequisite: CR-SES 2140 or consent of Faculty Advisor or Dean

**CR-SES 2160 Court and Conference Dictation VII** 8.0 Hours

A continuation of Court and Conference Dictation VI. Students will be expected to attain a Literary speed of 180 words per minute, Jury Charge speed of 200 words per minute, Q & A speed of 225 words per minute and Medical Q & A of 180 words per minute. Continue working in speed manuals. Prerequisite: CR-SES 1326 or consent of Faculty Advisor or Dean

**SES 2237 Computer-Aided Transcription** 2.0 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 2140 or consent of Faculty Advisor or Dean

**SES 2998 Internship** 2.0 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 2160 or consent of Faculty Advisor or Dean

**APB 2248 Anatomy and Medical Terminology** 4.0 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 specialities.

**CR-SES 2249 Medical Transcription** 4.0 Hours

Students receive practice using medical terminology in dictated form. This course is designed to reinforce the spelling and definitions of medical terms. Prerequisite: CR-SES 2248 or consent of Faculty Advisor or Dean



## CRIMINAL JUSTICE

- CCJ 1010 Criminology** 4.0 Hours  
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the rationale of crime-centered treatment.
- CCJ 1101 Introduction to Criminal Justice** 4.0 Hours  
Introductory course dealing with the Criminal Justice System in the United States. Includes discussion of the court systems, correctional organizations, and law enforcement agencies.
- CCJ 1502 Constitutional Law and Legal Procedures** 4.0 Hours  
Policy of the Constitution and the Supreme Court in law enforcement. The Florida Constitution is also studied in its relationship to law enforcement.
- CCJ 1800 Criminal Investigation and Police Procedures** 4.0 Hours  
Basic investigative techniques, taking witness statements, interviews and reports are covered. Overview of police procedures.
- CCJ 2010 Pharmacology/First Aid** 4.0 Hours  
A study of basic pharmacology, drugs and society, signs and symptoms of drug abuse, emergencies, first aid, and CPR. An introduction to vital sign techniques is covered in this course.
- CCJ 2230 Criminal Evidence** 4.0 Hours  
This course considers the rules of evidence and rule of exclusion. Rules of evidence as they pertain to a suspect's rights and covers the procedures for gathering evidence within the realm of legally admissible evidence rules.
- CCJ 2303 Criminal Procedure** 4.0 Hours  
This course focuses on the constitutional provisions affecting the criminal process and the Florida Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings.
- CCJ 2500 Juvenile Delinquency** 4.0 Hours  
Examination of programs and institutions including juvenile court process, intake services, and remedial procedures and practices.
- CCJ 3300 Probation and Parole** 4.0 Hours  
Overview of contemporary methods of correction and alternative methods correction in use by the judicial system. Emphasis will be placed on the role and responsibilities of the criminal justice professional.
- CCJ 4452 Criminal Justice Management** 4.0 Hours  
Elements of first-line supervision and executive development; administrative leadership, its nature, methods and traits, and recent theories and research in leadership.
- CCJ 4528 Computer Fraud** 4.0 Hours  
This course focuses on the use of the computer in the commitment of a crime.
- CCJ 4620 Gang Activity and Drug Operations** 4.0 Hours  
This course focuses on the establishment of gangs, their behavior patterns, infiltration into gangs, and the drug operations of gangs to include distribution, use, etc.

**CCJ 4998 Selected Topics in Criminal Justice** 2.0/4.0 Hours  
A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer programming. Prerequisites, if any, are determined by the course material and the instructor.

### HOTEL AND RESTAURANT ADMINISTRATION

**HFT 1000 Hotel and Restaurant Organization and Management** 4.0 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.

**HFT 1300 Housekeeping, Plant Engineering, and Maintenance** 4.0 Hours  
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.

**HFT 1510 Marketing, Sales, and Public Relations** 4.0 Hours  
A study of sales, promotion, and marketing practices of the hotel and restaurant industry.

**FSS 2251 Food and Beverage Management** 4.0 Hours  
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.

**HFT 2420 Hotel and Restaurant Accounting and Control** 4.0 Hours  
A survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions. Emphasis is placed on practical application.

**HFT 2998 Selected Topics in Hotel and Restaurant Administration** 2.0 Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in hotel and restaurant administration. Prerequisites, if any, are determined by the course material and the instructor.

**HFT 2999 Internship in Hotel and Restaurant Administration** 4.0 Hours  
As part of the preparation for a career in hotel and restaurant administration, the student is permitted to serve an internship in motels, hotels, restaurants, or other 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.

**HFT 3603 Laws of Innkeeping** 4.0 Hours  
An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. Prerequisite: BUL 2100 or consent of Faculty Advisor or Dean

**HFT 3713 World Tourism** 4.0 Hours  
The historical growth of the domestic and worldwide tourist industry and its importance to related areas. Study of the development of travel for pleasure and business. The economic, psychological, and social impact of the travel and tourist trade.

## MANAGEMENT/MARKETING

- GEB 1012 Introduction to Business Enterprise** 4.0 Hours  
A study of the characteristics and functions of business in the free enterprise environment, including opportunities, management, organization, marketing, physical plant, finance, ethics, and law.
- MAR 1023 Introduction to Marketing** 4.0 Hours  
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.
- MAN 1800 Topics In Management** 2.0 Hours  
This course is designed to provide the student with specific information about certain individual business topics. This study appropriately develops the student's skills in developing his/her management capacity pertinent to the topic studied. Examples of topics include, but are not limited to, leadership, supervision, control, hiring, or any other topic of current interest and relevance to the student pursuing a business major. This course may be repeated two times using different topics for a total of 4.0 credits.
- MAN 2000 Principles of Management** 4.0 Hours  
An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.
- MAN 2050 Business Applications on the Microcomputer** 4.0 Hours  
This course introduces the student to the more popular business applications for microcomputers: word processing, electronic spreadsheets, business graphics, and database file management. Through intensive hands-on application drills, the student will learn to put these tools to use in typical business situations.
- BUL 2100 Business Law I** 4.0 Hours  
Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations.
- BUL 2122 Business Law II** 4.0 Hours  
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, and insurance.
- ADV 2331 Advertising** 4.0 Hours  
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally.
- PAD 3000 Public Administration** 4.0 Hours  
A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policymaking in the modern governmental unit.  
Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean
- RMI 3015 Risk and Insurance** 4.0 Hours  
The basic principles of sound risk management, including risk identification and evaluation, are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included.  
Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean

- MAR 3101 Salesmanship** 4.0 Hours  
A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets.
- MAR 3203 Marketing Channels and Distribution** 4.0 Hours  
An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisite: MAR 1023 or consent of Faculty Advisor or Dean
- MAN 3300 Personnel Management** 4.0 Hours  
An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean
- MAR 3321 Public Relations** 4.0 Hours  
A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed.
- MAN 3344 Principles of Supervision** 4.0 Hours  
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.
- FIN 3401 Principles of Finance** 4.0 Hours  
This course provides an introduction and overview of the acquisition, financing, valuation, and management of business assets. The balance sheet will serve as the foundation for the evaluation of financial decisions and their effect on the firm. Prerequisite: ACC 2021 or consent of Faculty Advisor or Dean
- MAR 3503 Consumer Behavior** 4.0 Hours  
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.
- MAN 3800 Small Business Management** 4.0 Hours  
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.
- MAN 4060 Business Policy and Administration** 4.0 Hours  
A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean
- MAR 4344 Promotional Policies and Strategy** 4.0 Hours  
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1023 or consent of Faculty Advisor or Dean
- MAN 4410 Labor Relations and Collective Bargaining** 4.0 Hours  
A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean

**MAN 4600 Management of International Business** 4.0 Hours  
A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean

**MAR 4613 Marketing Research** 4.0 Hours  
In this course, research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1023 or consent of Faculty Advisor or Dean

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

**MAN 4998 Selected Topics in Management** 2.0/4.0 Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisites, if any, are determined by the course material and instructor.

**MAR 4998 Selected Topics in Marketing** 2.0/4.0 Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites, in addition to MAR 1023, are determined by the course material and instructor.

**MAN 4999 Internship in Management** 4.0 Hours  
As part of the preparation for a career in management, the student is permitted to serve an internship in management functions of financial, business, and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

**MAR 4999 Internship in Marketing** 4.0 Hours  
As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, and service firms and industrial organizations acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

#### GRADUATE LEVEL

**MAN 5130 Management Communication** 4.0 Hours  
Both oral and written communication techniques are studied for the most effective ways of transferring information within an organizational structure.

**MAN 5311 Management of Human Resources** 4.0 Hours  
This course covers recruitment, planning, supervision, training, promotion, management, and control of personnel in organizational settings.

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

**MAN 5721 Advanced Business Policy and Administration** 4.0 Hours  
An advanced study primarily concerned with the analysis of the decision-making process and the use of managerial decision-making techniques at the executive level. Prerequisite: MAN 2000 or consent of Faculty Advisor or Dean

**MAN 5785 Marketing Management** 4.0 Hours  
Strategy and management of the operation of an organization's marketing activities.  
Prerequisite: MAR 1023 or consent of Faculty Advisor or Dean

**MAN 5900 Directed Study Project** 6.0 Hours  
Each student may prepare either a dissertation in the form of a thesis or an approved directed study project whose hypothesis may already have been determined. Either project selected must contain both research and writing activities. An appointed faculty member will present to the student at least three hours of formal research methodology before the student begins the directed study project and the faculty member will act as chairman of a graduate committee to keep it informed of the student's progress toward the chosen goal. All such anticipated projects (thesis or directed study) must have final approval by the Coordinator of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. In lieu of the directed study project, the student may elect to take two additional 4 credit hour courses relative to the major field.

**MAN 6000 Seminar in Management** 4.0 Hours  
A special seminar in advanced study consisting of relevant and current management problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

### INTERNATIONAL BUSINESS

**MAN 5608 International Business** 4.0 Hours  
An analysis of the managerial aspects of business administration from an international perspective, including organization, production, human resources, technology, finance, marketing, accounting, capital markets, and the latest trends and strategies in global operations.

**ECO 5709 International Economic Systems** 4.0 Hours  
An overview of the major economic systems in the world economy. The course covers first-hand statistical and economic data, including capital, labor and trade; market mechanisms and non-market mechanisms; current economic crises; mixed economic systems; centrally planned economic systems; global economic interdependence; and characteristics of international economic order.  
Prerequisite: ECO 3013 or consent of Faculty Advisor or Dean

**FIN 5636 International Finance** 4.0 Hours  
A study of the international dimensions of finance in both the developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital and financial structure, and capital budgeting for foreign projects.

**ACC 5315 Accounting for Planning and Control** 4.0 Hours  
Decision-making and financial planning through the use of accounting systems by the interpretation, use, and analysis of accounting data. Prerequisite: ACC 2001 or consent of Faculty Advisor or Dean

**MAR 5246 International Marketing** 4.0 Hours  
This course discusses the environment of international marketing. Primary emphasis is on international marketing research, product strategy, promotional strategy, distribution strategy, pricing strategy, and present issues in international marketing.

### OFFICE PRACTICE

**SES 1000 Keyboarding** 4.0 Hours  
A first course designed so students attain complete mastery of the alphanumeric keyboard and the numeric keypad of a computer keyboard. Emphasis is placed on correct stroking, posture, and basic keyboarding techniques.

- SES 1100 Typing** 4.0 Hours  
Techniques and basic skills of typing, with emphasis upon keyboard mastery, correct techniques, operation and care of the typewriter, the performance of basic typing operations, typing accuracy, and the attainment of speed.
- SES 1110 Intermediate Typing** 4.0 Hours  
A continuation of SES 1100 with emphasis placed on the development of speed and accuracy.  
Prerequisite: SES 1100 or consent of Faculty Advisor or Dean
- SES 1120 Advanced Typing** 4.0 Hours  
A continuation of SES 1110 with emphasis placed on increasing speed and accuracy. This course will provide learning activities simulating the office environment. Prerequisite: SES 1110 or consent of Faculty Advisor or Dean
- SES 1360 Transcription I** 4.0 Hours  
An introductory course in machine transcription that includes a study of report formats, methods of transcribing, and production of quality work. Prerequisite: SES 1100 or SES 1000 or consent of Faculty Advisor or Dean
- SES 1361 Transcription II** 4.0 Hours  
A continuation of SES 1360. Emphasis is placed on the production of typed mailable copy from machine dictation. Prerequisite: SES 1360 or consent of Faculty Advisor or Dean
- SES 1401 Records Management** 4.0 Hours  
A study of the efficient control of business records. This course will cover the basic rules of filing and records management including the alphabetic, numeric, geographic, and subject systems.
- SES 2100 Advanced Keyboarding** 4.0 Hours  
A continuation of SES 1000 with special emphasis placed on increasing speed and accuracy.  
Prerequisite: SES 1000 or consent of Faculty Advisor or Dean
- SES 2200 Expert Keyboarding** 4.0 Hours  
A continuation of SES 2100 in which the student is given various business applications and drills to further increase speed and accuracy to levels acceptable for employment as a data entry operator.  
Prerequisite: SES 2100 or consent of Faculty Advisor or Dean
- SES 2401 Office Practices** 4.0 Hours  
This course provides exposure to such business office procedures as the handling of incoming and outgoing mail; the use of commonly used office equipment such as copiers, adding machines, and calculators. Other routine functions normally performed by office employees are discussed.

### ECONOMICS

- FIN 3010 Investments** 4.0 Hours  
A study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes which affect investment policy timing, selection and investment values.
- ECO 3013 Macroeconomics** 4.0 Hours  
A basic study of economics and cultural changes with research into the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control.

**ECO 3023 Microeconomics**

4.0 Hours

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

**ECO 4900 Microeconomic Concepts**

1.0 Hour

This course is an introduction to fundamental economic concepts including market structures, elasticity, labor structures, governmental regulation, international economics, resource markets, and production costs and revenue analysis of firms under perfect and imperfect competition.

**ECO 4998 Selected Topics in Economics**

2.0/4.0 Hours

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

**GRADUATE LEVEL**

**ECO 5705 Managerial Economics**

4.0 Hours

Business decision-making based upon the application of economic theory. Prerequisite: ECO 3013 or consent of Faculty Advisor or Dean

**LEGAL STUDIES**

**PAL 1400 Legal Procedures**

4.0 Hours

An introduction to Florida's legal system with emphasis on the power, functions, and procedures of the court system. The course also includes a discussion of civil and criminal procedures.

**PAL 1450 Criminal Law**

4.0 Hours

A course which investigates substantive criminal law. Theories of punishment and sentencing as well as criminal procedures are discussed.

**PAL 1451 Torts**

4.0 Hours

A discussion of torts (civil wrongs causing harm to person or property). Topics include types of wrongs, elements of liability, defenses, and remedies.

**PAL 1453 Domestic Relations**

4.0 Hours

An introduction to family law. Topics covered include marriage, divorce, support, and grounds for divorce.

**PAL 1454 Contracts**

4.0 Hours

A discussion of the basic principles of contracts including offer, acceptance, consideration, conditions, and damages. Students will be required to draft various types of sample contracts.

**PAL 1456 Real Estate**

4.0 Hours

The elements of real estate transactions are discussed. Discussion includes the contract, title abstract, closing statement, and title insurance.

**PAL 1457 Legal Research I**

4.0 Hours

An introduction to the techniques and methodology of legal research. The course includes basic research, strategy, and an analysis of legal publications available to the researcher. Sample materials are utilized.

**PAL 1458 Civil Litigation**

4.0 Hours

This course covers civil court procedure rules and filing requirements and instructs the student in the preparation of pleadings (such as complaints, answers, motions, etc.), pretrial discovery devices (interrogatories, depositions, subpoenas), and post-trial documents (satisfactions, judgments).



- PAL 1459 Legal Document Writing** 4.0 Hours  
The style and format of legal documents are discussed including bankruptcies, wills, contracts, and real estate closing documents. Sample documents are provided as a guide for exercises.
- PAL 1460 Law Office Management** 4.0 Hours  
A discussion of the managerial structure of small and large legal offices. The role of the paralegal in the legal office is discussed.
- PAL 1999 Law Office Externship** 4.0 Hours  
Students completing a Paralegal program may work as an extern for a legal office to apply learned knowledge and skills in the work environment.
- PAL 2000 Constitutional Law** 4.0 Hours  
This course begins with a general discussion of the constitutional form of government and proceeds through an analysis of the different major sections of the constitution with special emphasis on their impact in the day-to-day legal practice. The student will gain a fundamental understanding of the constitutional constraints on civil and criminal legal administration and litigation.
- LES 1702 Legal Vocabulary** 4.0 Hours  
A study of legal words, terms, and phrases normally encountered in the application of modern law in an office environment.
- LEA 3403 Business Organizations/Bankruptcy** 4.0 Hours  
This course provides the student with an overview of contract law. Students are instructed in basic contract provisions and drafting techniques. The organization and operation of various business entities, including partnerships and corporations, is also addressed. Additionally, students receive instruction in federal bankruptcy procedures regarding Chapter 7 and Chapter 13 filings.
- LEA 3222 Probate Procedure** 4.0 Hours  
Instruction is given in the drafting and executing of wills. The entire probate procedure from client interview to the distribution of estate assets and closing of the estate is covered. Primary emphasis is on the completion of the probate forms according to Florida Probate Code.
- LEA 3015 Legal Research II** 4.0 Hours  
This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Prerequisite: LEA 1015 or consent of Faculty Advisor or Dean
- LEA 3112 Administrative Law** 4.0 Hours  
This course covers the procedures followed and forms used by various federal and state administrative agencies.
- LEA 3130 Introduction to Case Law** 4.0 Hours  
A study of the history of case law development in the United States. Students receive instruction on how to brief cases in various areas of law specialties.
- LEA 3250 Constitutional Law** 4.0 Hours  
A study of the fundamental issues surrounding constitutional law and procedures.
- LEA 3040 Legal Aspects of Evidence** 4.0 Hours  
Introduces students to the rules of evidence as they pertain to a suspect's rights. Instructs students on procedures for gathering evidence within the realm of legally admissible evidence rules.

**LEA 4998 Selected Topics in Paralegal Studies**

2.0/4.0 Hours

A special study of selected topics which are of current interest and relevance to the student preparing for a career as a paralegal.

**MEDICAL EDUCATION**

**MLS 1440 Diagnostics and Special Procedures**

4.0 Hours

A study of the diagnostic aids available in medical care. The course correlates disease symptoms, clinical laboratory tests, radiology procedures, and physical and respiratory therapy procedures to the diagnosis and treatment of disease.

**MEA 1450 Clinical Assisting**

4.0 Hours

A study of the basic skills and procedures used when assisting the physician. The student will learn physical exams and positions, minor surgery assistance, surgical instruments, examination instruments, and aseptic technique. The course will also correlate types of procedures and exams to the medical specialty in which they are practiced and will introduce emergencies, first aid, vital signs, and CPR techniques.

**MEA 1460 Office Administration and Management**

4.0 Hours

A course that introduces the student to the basic operations of the administrative or "front office" of the physician's office or clinic. The course includes a discussion of appointment scheduling, telephone technique, records management, obtaining patient history, handling mail, and providing service to the handicapped or pediatric patient in the office.

**MLS 1531 Medical Terminology and Orientation**

4.0 Hours

Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes) and then combining word elements to create numerous terms common to the study of the medical professions; The course also includes an orientation to allied health fields, licensure and registration of health care personnel, interview technique, and resume writing.

**MLS 2300 Laboratory Procedures I**

2.0 Hours

A study of laboratory and clinical procedures performed in the medical office to include venipuncture, urinalysis, hematology, and clinical chemistry testing. Prerequisite: APB 1100, APB 1110, MEA 1450, MLS 1440 or consent of Faculty Advisor or Dean

**MLS 2301 Laboratory Procedures II**

2.0 Hours

A study of basic pharmacology, dosage calculations, injection technique, electrocardiography, and review of vital signs. Prerequisite: APB 1100, APB 1110, MEA 1450, MLS 1440 or consent of Faculty Advisor or Dean

**MEA 2930 Medical Assistant Externship**

4.0 Hours

A practical in-service experience in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant.

**PHARMACY**

**PHA 1000 Pharmacology I**

4.0 Hours

The basics of pharmacology to include classifications of drugs, routes of drug administration, and regulatory control of pharmaceuticals is introduced. A study of vitamins, minerals, skin medications, anti-infective drugs, eye medications, and common drugs of the urinary system to include classification, uses, side effects, contraindications, and interactions is also covered.

- PHA 1001 Pharmacology II** 4.0 Hours  
 Gastrointestinal drugs, antineoplastic drugs, autonomic nervous system drugs, analgesics, sedatives, hypnotics, psychotropic medications, musculoskeletal drugs, and anticonvulsants are studied. Each major class of drugs is discussed as to its usage, side effects, contraindications, and interactions.
- PHA 1004 OTC Drugs and Supplies** 4.0 Hours  
 A study of common over-the-counter medications and supplies available to the consumer. The student will learn basic patient assessment techniques as well as classification, contraindications, dosage, and interactions of OTC products.
- PHA 1100 Prescriptions and Procedures** 4.0 Hours  
 A basic pharmacy course that includes a study of pharmaceutical reference sources, interpretation and evaluation of prescriptions, prescription pricing, third party billing, law and ethics, aseptic techniques, preparation and usage of IV admixtures, and quality assurance in pharmacy practice.
- PHA 1110 Math and Drug Calculations** 4.0 Hours  
 A pharmacy mathematics course that provides a review of basic math, systems of measurement, and mathematical computations for oral, parenteral, and intravenous medication dosing.
- PHA 1120 Pharmacy Management** 4.0 Hours  
 A study of basic administrative functions performed in a pharmacy. Includes purchasing, inventory, and bookkeeping procedures as well as a study of over-the-counter merchandising with respect to pricing, display, and sales techniques.
- PHA 2300 Pharmacy Laboratory Procedures** 4.0 Hours  
 A course that provides practical application of skills for the Pharmacy Technician student. The student will practice reading and filling prescriptions, patient assessment of OTC products, preparation of IV admixtures, and routine recordkeeping procedures. Prerequisite: PHA1000,1001,1004,1100 or consent of Faculty Advisor or Dean
- PHA 2930 Pharmacy Technician Externship** 4.0 Hours  
 A practical in-service experience in a hospital and/or retail pharmacy that allows the student to apply learned skills in the work environment. Prerequisite: all courses with PHA prefix.

### COMMERCIAL ART

- ART 1250 Basic Design I** 4.0 Hours  
 An introduction to the basic knowledge of the elements and principles of good design and its use in visual communications.
- ART 1300 Illustration and Composition I** 4.0 Hours  
 An introduction to the basic principles of good illustration and composition skills developed by a knowledge of basic shapes, light and shade, perspective, and composition.
- ART 1310 Illustration and Composition II** 4.0 Hours  
 A further study of illustration and composition as applied to portraiture, color theory and the effective use of color in three dimensional drawings.
- ART 1320 Illustration and Composition III** 4.0 Hours  
 A continuation of drawing and composition techniques with direct application to marker rendering and airbrush.

- TYP 1200 Lettering and Typography** 4.0 Hours  
 An introduction to letterforms and typefaces includes instruction in the rendering of lettering both free-hand and with tools mechanically in pen and ink and airbrush.
- GRA 1500 Advertising Design I** 4.0 Hours  
 An introduction to the principles and concepts of graphic communication necessary for creative comprehensive designs and instruction in basic production techniques in preparing artwork for reproduction.
- GRA 1510 Advertising Design II** 4.0 Hours  
 A further study of illustration and composition and an introduction to copywriting composition and techniques.
- ART 2332 Selected Topics** 2.0/4.0 Hours  
 A special study of selected topics of current interest and relevance to the student preparing for a career in commercial art. Prerequisites, if any, are determined by the course material and the instructor.
- GRA 2500 Advertising Design III** 4.0 Hours  
 Continued study of graphic design principles and production techniques-includes color separation, letterpress, gravure and silk screen printing processes.
- GRA 2510 Advertising Design IV** 4.0 Hours  
 An advanced study of mechanical preparation of full color design for reproduction.
- GRA 2000 Introduction to Desktop Publishing** 4.0 Hours  
 This course provides the student with a hands-on introduction to the fundamentals of desktop publishing and its use in the field of commercial art and advertising.
- GRA 2999 Portfolio & Externship, Evening Freelance, or Adv Project** 4.0 Hours  
 This course includes development of personal logo design, resume, and portfolio. Job interview skills are also developed. Student Externship is a practical in-service experience that allows the student to apply and increase knowledge and skills in the actual work environment. Evening students have the option of completing a freelance or advertising project in place of Externship.
- GRA 3520 Desktop Publishing II** 4.0 Hours  
 This course will further the study of the desktop computer and its application to the field of commercial art and advertising.
- ART 3000 Anatomy and Figure Drawing** 4.0 Hours  
 A study of the skeletal and muscular structure of the human body essential in the drawing of the human figure.
- ART 3050 Advanced Illustration** 4.0 Hours  
 This course provides advanced instruction in airbrush, marker rendering, and painting and its application to product illustration.

# GENERAL EDUCATION

## APPLIED BIOLOGY

**APB 1100 Anatomy and Physiology I** 4.0 Hours  
Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, and urinary systems are studied. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems.

**APB 1110 Anatomy and Physiology II** 4.0 Hours  
A study of the various aspects of the human endocrine, integumentary, nervous, sensory, and reproductive systems. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems. The normal growth and development of the fetus, labor and delivery, and various disorders of pregnancy are also covered.

## ENGLISH

**ENG 1540 English Composition I** 4.0 Hours  
This course is designed to improve writing skills. A study of construction and composition, including word study, sentence analysis, and punctuation.

**ENG 1542 English Composition II** 4.0 Hours  
A study of paragraphs and short essay construction to further improve writing skills. Critical analysis of selected readings is included. Prerequisite: ENG 1540 or consent of Faculty Advisor or Dean

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

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

**ENG 4998 Selected Topics in English** 2.0/4.0 Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in business. Prerequisites, if any, are determined by the course material and instructor.

## GOVERNMENT/HISTORY

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

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

**AMH 4998, POS 4998**

**Selected Topics in American Government or American History**

2.0/4.0 Hours

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

**HUMANITIES**

**ART 2050 History of Art**

4.0 Hours

A comprehensive study of painting, sculpture and architecture from the Prehistoric Period to the Twentieth Century.

**PHI 3600 Ethics**

4.0 Hours

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

**PHI 4100 Logic**

4.0 Hours

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

**MATHEMATICS**

**MAC 1132 Fundamentals of College Mathematics**

4.0 Hours

This course is designed to bridge the gap between arithmetic and beginning algebra. Concepts covered include number operation, informal geometry, algebra, modern mathematics and its notation, and scientific notation.

**MTB 2103 Mathematics for Business**

4.0 Hours

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

**MAT 2013 College Algebra**

4.0 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 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 Hours

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

**QMB 4900 Introductory Quantitative Methods**

1.0 Hour

This introductory and preparatory course provides a thorough review of topics from elementary algebra to derivatives.

## GRADUATE LEVEL

- QMB 5413 Quantitative Methods** 4.0 Hours  
Statistical theory and problems relating to business and industry in supporting administrative decision-making. Prerequisite: STA 3014 or another form of abstract mathematics is highly recommended or consent of Faculty Advisor or Dean

## PSYCHOLOGY/SOCIOLOGY

- PSY 2012 General Psychology** 4.0 Hours  
A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of decision-making, the mind-body ecological system, and the emotional self.
- SOC 2995 Life History** 4.0 Hours  
The student taking this course will review his or her background for basic learning experiences that can qualify for educational credit that may result in advanced placement for the student. Under careful tutelage, the student will evaluate his or her background and will learn the proper method of organizing and describing these experiences into portfolios for evaluation for advanced college credit recognition.
- PSY 2998 Topics in Psychology**  
**SOC 2998 Topics in Sociology** 4.0 Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of Psychology or Sociology. Prerequisites, if any, are determined by the course material and the instructor.
- SOC 3000 Principles of Sociology** 4.0 Hours  
A study of man's cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Special attention is given to current social problems in America.
- MAN 3100 Human Relations** 4.0 Hours  
A study of the fundamentals of the processes of motivating, communicating, and cooperating with management, co-workers, and the public.
- SOC 3131 Crime and Delinquency** 4.0 Hours  
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population.
- SOP 4003 Social Psychology** 4.0 Hours  
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2012 or consent of Faculty Advisor or Dean
- PSY 4998 or  
SOC 4998 Selected Topics in Psychology or Sociology** 2.0/4.0 Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of psychology or sociology. Prerequisites, if any, are determined by the course material and instructor.

## GRADUATE LEVEL

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

## RESEARCH STUDIES

**RES 2000 Elements of Research**

1.0 Hour

A directed study of research methods designed to aid students in obtaining information applicable to their major field of study. This research project includes an indoctrination in the use of library systems.

**DRS 2900 Directed Study - Sophomore Research**

**DRS 4900 Directed Study - Senior Research**

2.0 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 term prior to the student's graduation with a Baccalaureate or Associate Degree and may be taken only one time.

## STUDENT DEVELOPMENT

**STD 1000 College Success Seminar**

4.0 Hours

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

**STD 1100 Interpersonal Relations**

4.0 Hours

The aspects of human interaction are set up and studied by the students with reference to their positions in society as they perceive them. General activities would encompass the students choosing the area for discussion with the instructor directing and moderating the topics chosen.

**STD 2081 Business Professionalism**

4.0 Hours

A special course which will develop the students' skills in telephone etiquette, business attire, interview procedures, resume writing, and general office behavior.

**ENG 1000 Basic English Studies**

4.0 Hours

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

**REA 1000 Basic Reading Skills**

4.0 Hours

Intended for students who must develop better reading skills in order to undertake more advanced studies. Concentration is upon the mechanics of reading, vocabulary development, and comprehension.

**MAT 1000 Basic Mathematics Studies**

4.0 Hours

A comprehensive review of the skills and concepts of arithmetic intended to strengthen the student's mathematical background and to prepare the student for more advanced studies.



# Administration

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

## Corporate Officers:

Gerald C. Phillips	Chairman of the Board
Gerald D. Adams	President
J. L. Wasson	Senior Vice President of Southeastern Area
James R. Stanley	Senior Vice President of Administration
Carole A. Fuller	Gold Coast Regional Executive Director

## Hillsborough: Main Campus

David C. Zorn	Executive Director
Daniel Palladino	Dean
Patricia Couchman	Director of Financial Aid
Cyndy Agle	Director of Adult Admissions
Christina Tedesco	Director of Career Planning/Placement

## Brandon Branch

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Vicki Hawhee	Dean
Dawn Lopez	Director of Financial Aid
Jennifer Young	Director of Admissions
Dana Gribble	Director of Career Planning/Placement

## Pinellas: Main Campus

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## Lakeland Branch

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Thomas Goldie	Dean
Janice Merrit	Director of Financial Aid
Diana Dort	Director of Adult Admissions
Tammy Perry	Director of Career Planning/Placement

# Academic Calendar 1991

## EARLY WINTER TERM 1990

November	19, 1990	Early Winter Term Classes Begin
November	22-24	Holiday-Thanksgiving
November	27, 1990	Last Day to Enter Classes
December	24-January 6, 1991	Christmas Vacation
January	7, 1991	Classes Resume
January	21, 1991	Holiday- Martin Luther King Day
February	18, 1991	Holiday- President's Day
February	22, 1991	Early Winter Term Classes End

## WINTER TERM 1991

January	14	Winter Term Classes Begin
January	19	Last Day to Enter Classes
January	21	Holiday-Martin Luther King Jr.'s Birthday
February	18	Holiday-President's Day
February	25	Winter Mini Term Classes Begin
March	29-30	Holiday-Good Friday
April	1-6	Spring Vacation
April	12	Winter Term Classes End

## EARLY SPRING TERM 1991

February	25	Early Spring Term Classes Begin
March	4	Last Day to Enter Classes
March	29-30	Holiday-Good Friday
April	1-6*	Spring Vacation
May	24	Early Spring Term Classes End

## SPRING TERM 1991

April	15	Spring Term Classes Begin
April	20	Last Day to Enter Classes
May	27	Holiday-Memorial Day
May	28	Spring Mini Term Begins
June	17**	Commencement Holiday
July	4	Holiday-Independence Day
July	5	Spring Term Classes End

\*Spring Vacation Dates Subject to Change

\*\*Holiday subject to change

# Academic Calendar 1991

## EARLY SUMMER TERM 1991

May	28	Early Summer Term Classes Begin
June	4	Last Day to Enter Classes
July	4	Holiday, Independence Day
July	29-August 3	Summer Vacation
August	23	Early Summer Term Classes End

## SUMMER TERM 1991

July	8	Summer Term Classes Begin
July	13	Last Day to Enter Classes
July	29-August 3	Summer Vacation
August	26	Summer Mini Term Classes Begin
September	2	Holiday-Labor Day
October	4	Summer Term Classes End

## EARLY FALL TERM 1991

August	26	Early Fall Term Classes Begin
August	31	Last Day to Enter Classes
September	2	Holiday-Labor Day
November	11	Holiday-Veteran's Day
November	15	Early Fall Term Classes End

## FALL TERM 1991

October	7	Fall Term Classes Begin
October	12	Last Day to Enter Classes
November	11	Holiday-Veterans Day
November	18	Fall Mini Term Classes Begin
November	28-30	Holiday-Thanksgiving
December	23-January 5, 1992	Christmas Vacation
January	6, 1992	Classes Resume
January	10, 1992	Fall Term Classes End

## EARLY WINTER TERM 1991

November	18	Early Winter Term Classes Begin
November	23	Last Day to Enter Classes
November	28-30	Holiday-Thanksgiving
December	23-Jan. 5, 1992	Christmas Vacation
January	6, 1992	Classes Resume
January	20, 1992	Holiday-Martin Luther King Day
February	17, 1992	Holiday-President's Day
February	21, 1992	Early Winter Term Classes End

# Academic Calendar 1992

## WINTER TERM 1992

December	23'91-Jan. 5, '92	Christmas Holidays
January	6	Classes Resume
January	10	Fall Term Ends
January	13	Winter Term Starts
January	20	Holiday-Martin Luther King Jr.'s Birthday
January	21	Last Day to Enter
February	17	Holiday-President's Day
February	24	Winter Mini Term Classes Begin
March	29	Holiday-Good Friday
March	30-April 3*	Spring Vacation
April	10	Winter Term/Mini Term Classes End

## EARLY SPRING TERM 1992

February	24	Early Spring Term Classes Begin
March	2	Last Day to Enter Classes
May	23	Early Spring Term Classes End

## SPRING TERM 1992

April	13	Spring Term Classes Begin
April	20	Last Day to Enter Classes
May	25	Holiday-Memorial Day
May	26	Spring Mini Term Classes Begin
June	17	Commencement Holiday
July	2	Spring Term Classes End
July	3	Holiday-Independence Day

\*Spring Vacation Dates Subject to Change

\*\*Holiday subject to change

# Academic Calendar 1992

## EARLY SUMMER TERM 1992

May            26  
June            2  
August        22

Early Summer Term Classes Begin  
Last Day to Enter Classes  
Early Summer Term Classes End

## SUMMER TERM 1992

July            6  
July            13  
August        3-7  
August        24  
September    7  
October       2

Summer Term Classes Begin  
Last Day to Enter Classes  
Summer Vacation  
Summer Mini Term Classes Begin  
Holiday-Labor Day  
Summer Term/Mini Term Classes End

## EARLY FALL TERM 1992

August        24  
August        31  
November     14

Early Fall Term Classes Begin  
Last Day to Enter Classes  
Early Fall Term Classes End

## FALL TERM 1992

October       5  
October       12  
November     11  
November     16  
November     26  
December    21-January 10, 1993  
January       11, 1993  
January       15, 1993

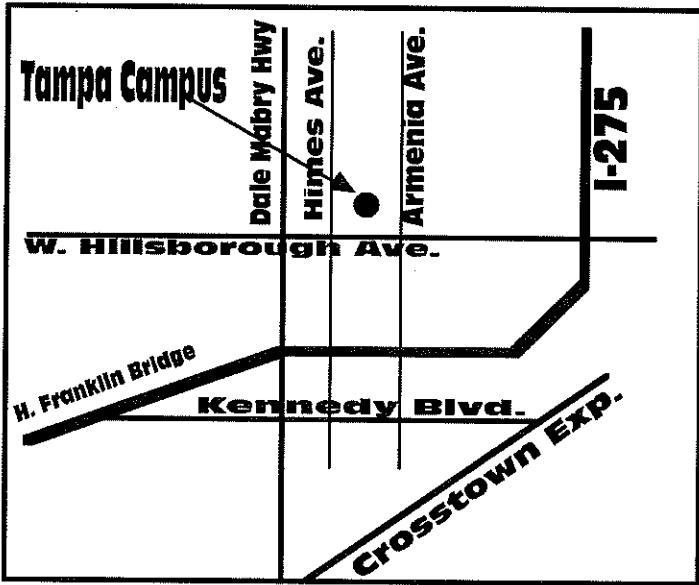
Fall Term Classes Begin  
Last Day to Enter Classes  
Holiday-Veterans Day  
Fall Mini Term Classes Begin  
Holiday-Thanksgiving  
Christmas Vacation  
Classes Resume  
Fall Term/Mini Term Classes End

## EARLY WINTER TERM 1992

November     16  
November     23  
January       13, 1993

Early Winter Term Classes Begin  
Last Day to Enter Classes  
Early Winter Term Classes End

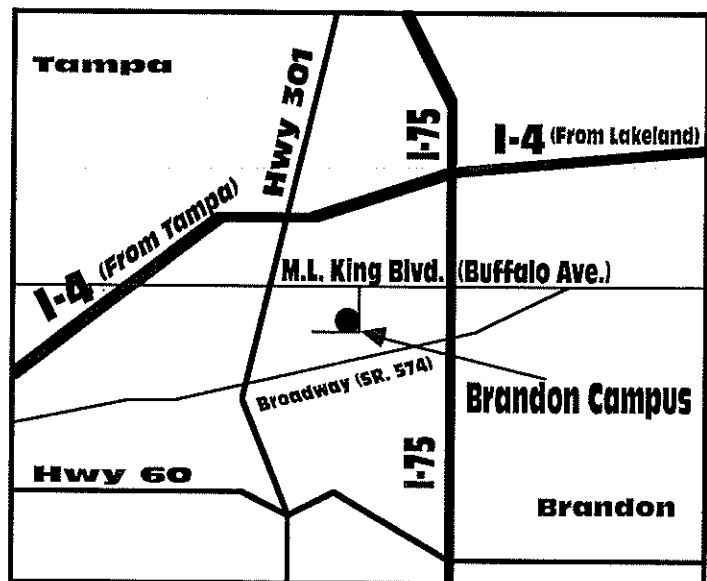
# Campus Locations



**Hillsborough County Main Campus**  
**3319 W. Hillsborough Ave.**  
**Tampa, FL 33614**  
**(813) 879-6000**

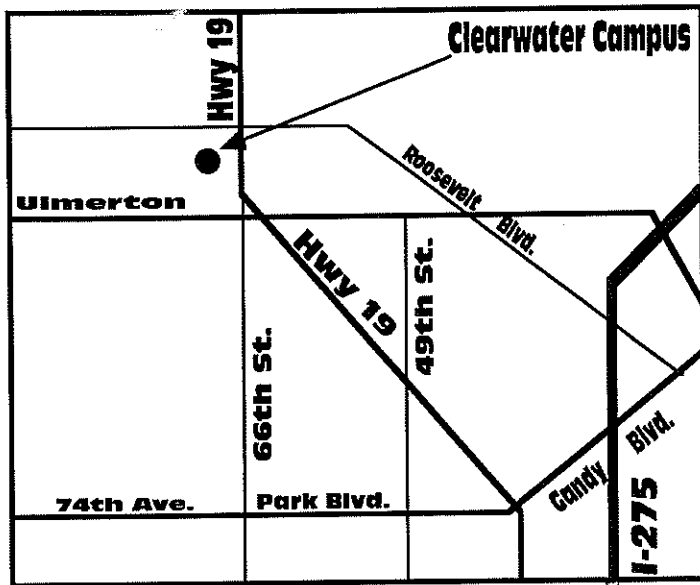
## Tampa Campus

**Brandon Branch Campus**  
**Sabal Business Center**  
**3924 Coconut Palm Dr.**  
**Tampa FL 33619**  
**(813) 621-0041**



## Brandon Campus

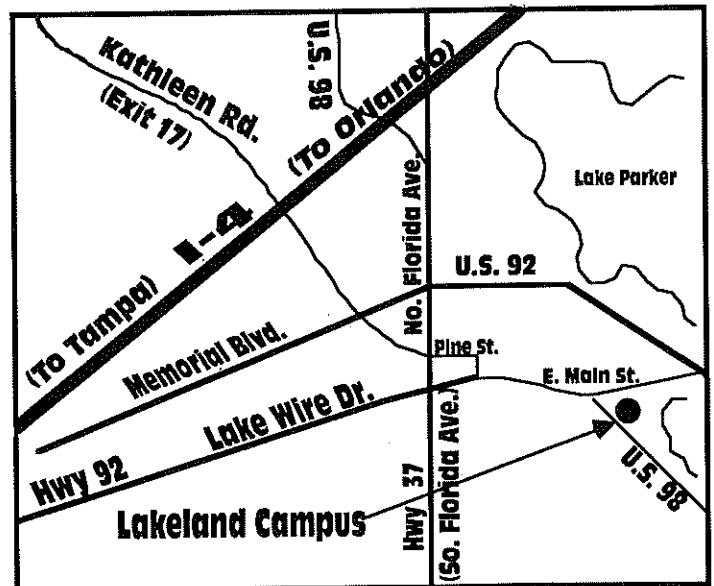
# Campus Locations



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

**Clearwater Campus**

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



**Lakeland Campus**

# Notes