

**TAMPA COLLEGE**

(Est. 1890)

1987 - 1988 CATALOG

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Tampa, FL 33609  
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St. Petersburg, FL 33705  
Phone (813) 894-2439

A member of the Summit System of Colleges and Schools



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

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## **GENERAL INFORMATION**

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

It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge, the attainment of useful skills and the exposure to diverse cultural experiences. The programs offered by the College manifest this philosophy. It is the objective of these programs to provide specialized education in business, business administration, allied health, and other career opportunities at the college level and to provide a broad base of general education. The results are programs that enable students to contribute to the cultural growth, social ethics and financial prosperity of the nation

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 field, 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 1953, the College was chartered by the State of Florida as a non-profit degree-granting institution. Under this charter, the College is governed by a Board of Trustees, and all income in excess of operating expenses must be devoted to providing better equipment and educational facilities. In 1975, the College, with additional facilities in Clearwater and Pinellas Park, was accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools.

### **ACCREDITATION**

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

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

### **THE TAMPA AREA**

Tampa and the surrounding areas offer unlimited opportunities for extra-curricular enjoyment. The Gulf beaches and Busch Gardens are popular attractions for both residents and for visitors. The white sands and temperate waters of the nearby beaches on the Gulf of Mexico 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. Nearby St. Petersburg offers Sunken Gardens, The London Wax Museum and Tiki Gardens.

Professional sports are well represented and include the Tampa Bay Buccaneers, a National Football League team and winter training facilities for the Cincinnati Reds.

Culturally, Tampa affords a varied blend of attractions, including the Florida Gulf Coast Symphony, Tampa Community Theater, Tampa Bay Art Center and many others. Each year, the city hosts Gasparilla week with its parades, parties and "pirate invasion". The Florida State Fair is conducted each February in the newly completed State Fairgrounds. Convention facilities are provided by Curtis Hixon Hall, and supported by more than 8,000 rooms in the city's hotels and motels. Curtis Hixon, along with the Bayfront Auditorium in St. Petersburg and Ruth Eckerd Hall in Clearwater, offers the finest of concerts, plays, art shows and ballet presentations.

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, handling 42 million tons of shipping annually. Tampa, one of the world's largest shrimp 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 five 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 tastefully-decorated contemporary facilities, totaling over 76,000 square feet, are ranked among Florida's finest educational sites.

The College's main campus on Hillsborough Avenue near North Dale Mabry is in a specially-designed modern building consisting of spacious lecture rooms, fully-equipped teaching labs for not only business and information science programs, but also for medical, dental and commercial art programs and administrative and faculty offices. Comfortable lounges offer friendly gathering places between classes.

An additional campus center in Tampa is easily accessible on Kennedy Boulevard near Dale Mabry Avenue. Other campus centers are located in Clearwater on U.S. Hwy. 19, on Park Boulevard near U.S. Hwy. 19 in Pinellas Park, and 1011 1st Avenue North, St. Petersburg, Florida.

Medical Education programs are offered in three of Tampa College's locations. Each of these facilities is fully equipped with modern functional classroom furnishings, training aids which include computers, typing, transcription and tape labs, medical labs and movie and overhead projectors. Administrative and faculty offices are easily accessible to students to provide quick assistance and service. Comfortable lounges offer friendly gathering places between classes.

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

### **STUDENT LIFE**

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

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

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

### **HOUSING**

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

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

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

### **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, you understand that should you anticipate a transfer of credits earned at Tampa College or to enroll in advanced studies, you must have already inquired with those institutions to which you wish recognition of your academic work at Tampa College and have independently determined whether or not your program, course or courses of study, will be accepted by those other institutions into which you intend to enroll in the future.

### **PLACEMENT ASSISTANCE**

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

### **LIBRARY**

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

### **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, extra-curricular activities, and promise of future accomplishment. Selection to membership is made by a committee consisting 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 Owls currently field a men's and women's cross-country, indoor track and outdoor track program.

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

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

The scholarships are as follows:

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

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

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

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

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

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

**ASSOCIATE DEGREE SCHOLARSHIPS**

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. Graduates of Accredited Business and Technical Schools, Community and Junior College or Four-Year Colleges or Universities, whose students terminate their education at the end of two years with the awarding of an Associate Degree, are eligible to apply. This is a tuition scholarship available in the form of a total award valued at \$450 to be used for the three successive quarters, following matriculation and before the student achieves a total of 131 quarter hours of credit, and is not renewable. The tuition is to be credited at the rate of \$150 per quarter. The Associate Degree Scholarship is available only for full-time students (at least 13.5 credit hours per term).

The scholarship program is available to:

1. Students who have earned a two year (Associate) degree, and
2. Are transferring to Tampa College immediately after earning the two year degree, and
3. Are enrolled as full-time students at Tampa College, and
4. Are pursuing a Bachelor's degree.

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

## **ADMISSIONS**

### **GENERAL ADMISSIONS REQUIREMENTS**

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) tests or equivalent. Mature students may be admitted on an equivalency basis after formally passing an examination which shows the ability to complete the program selected. Applicants admitted on an equivalency basis must successfully complete the requirements for a GED diploma within two quarters or 24 weeks. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. Students may apply for entry at any time.

### **EARLY ADMISSION**

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

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

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

### **INTERNATIONAL STUDENTS**

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

### **ORIENTATION**

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

## **CREDIT FOR LIFE EXPERIENCE AND OTHER CREDIT OPPORTUNITIES**

In school residency may be considerably time-shortened by the many opportunities for enrolled students to present up to a maximum of 63 credits toward an Associate Degree or 135 credits toward a Baccalaureate Degree through Transfer Credit, Examination and/or Life Experience provided credit has not been previously earned for duplicate course work or already accepted in transfer. Methods of achieving a time-shortened residency are described in the following four paragraphs.

### **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. A reduced credit fee is charged for all credit by examination (see Tuition and Fee Schedule).

### **LIFE EXPERIENCE EVALUATION**

Enrolled students may earn credit for life experience through the College LEAP Program (Life Experience for Advanced Placement). A special program designed to reward the student for the many experiences covered during living and working that can be translated into Academic Credit. Procedures for applying for credit through life experience are available in the Dean's office. The procedures identify the classes for which credit may be earned, the application process, and associated fees. Application forms are available from the Dean of Education. A reduced credit fee is charged for life experience credit (see special LEAP Tuition and Fee Schedule).

### **TRANSFER STUDENTS**

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

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

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

The College accepts credits transferred from the College Level Examination Program (CLEP) and DANTES subject testing. Official test scores must be sent to the office of the Registrar.

### **AUDITING COURSES**

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

### **STUDENT FINANCIAL ASSISTANCE**

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



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

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

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

### **FINANCIAL ASSISTANCE PROGRAMS**

#### **PELL GRANT**

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

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

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

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

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

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

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

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

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

## **INSTITUTIONAL SCHOLARSHIPS**

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

## **OTHER SOURCES OF FINANCIAL ASSISTANCE**

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

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

### **VETERANS ASSISTANCE PROGRAMS**

Veteran Education and Employment  
Assistance Act of 1976, as Amended

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

### **WAR ORPHAN EDUCATIONAL ASSISTANCE**

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

### **VOCATIONAL REHABILITATION FOR VETERANS**

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

## **TUITION AND FEES**

Tuition and Fees of courses offered at the College, are stated in separate Supplements to the Catalog.

## **STUDENT ACCOUNTS**

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

## **REFUND POLICY**

The operating budget of the College provides for the engagement of faculty, expenses and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full academic year from all accepted students. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. Refund Policies have been established appropriate to the program followed. Each programs' refund policy will be explained in the section of the Catalog in which the program appears. Refunds are made in a fair and equitable manner.

## **ACADEMIC INFORMATION**

### **CALCULATION OF GRADE POINT AVERAGE**

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

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

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

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

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

## **GRADUATION**

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

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

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

## **ACADEMIC DEFICIENCIES**

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

## **STANDARDS OF PROGRESS FOR UNDERGRADUATE STUDENTS**

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

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

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

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

## **ACADEMIC SUSPENSION AND DISMISSAL**

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

## **REGULATIONS GOVERNING STUDENT CONDUCT**

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

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

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

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

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

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

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

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

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

## **FAMILIARITY WITH COLLEGE REGULATIONS**

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

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

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

## THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS

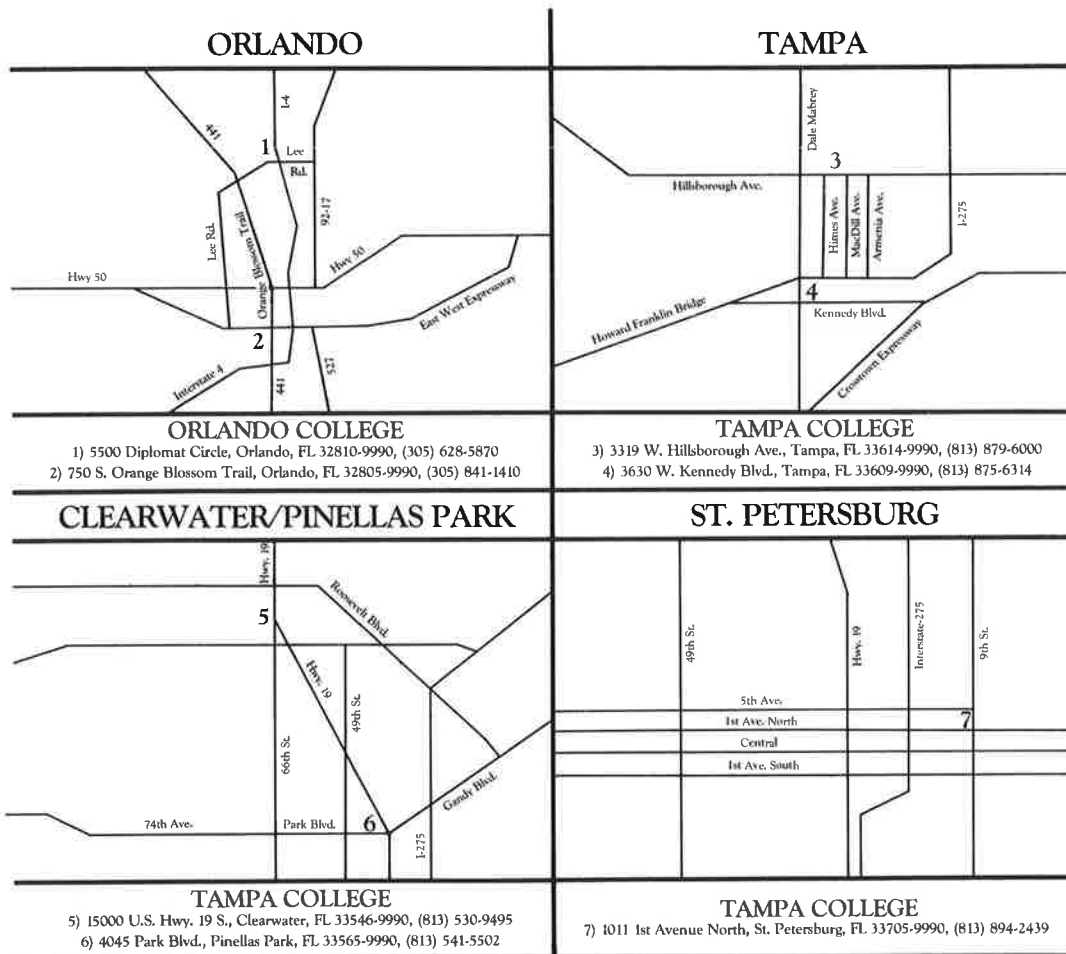
The Summit System of Colleges and Schools was founded in 1981 as a direct result of the Board of Trustees' recognition that certain common bonds were shared by the member institutions comprising the Summit System. These member institutions are Orlando College and Tampa College. Under these Senior Colleges of Business reside the Business and Computer Information Programs, the Medical Education Programs, the Secretarial Sciences and Court Reporting Programs at Orlando College, the Career Development Programs, and the Media Arts Program.

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

### FOR ADDITIONAL INFORMATION

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

### CONVENIENT LOCATIONS



## ACADEMIC PROGRAMS

	TAMPA COLLEGE	ORLANDO COLLEGE
<b><u>BUSINESS AND COMPUTER INFORMATION PROGRAMS</u></b>		
Master of Business Administration	X	X
Bachelor of Science Degree		
Accounting Major	X	X
Management/Marketing Major	X	X
Computer Information Science Major	X	X
Business Information Science Major	X	X
Professional Accounting Major (Fifth Year)	X	X
Bachelor of Business Administration	X	X
Associate in Science		
Accounting Major	X	X
Computer Information Science Major	X	X
Management/Marketing Major	X	X
Hotel and Restaurant Administration Major	X	X
Associate in Business Degree	X	X
<b><u>MEDICAL EDUCATION PROGRAMS</u></b>		
Associate in Science Degree		
Medical Lab Technician Major	X	
Diploma Programs		
Pharmacy Technician	X	X
Medical Assistant	X	X
Medical Receptionist	X	X
Medical Transcriptionist	X	X
Dental Laboratory Technician	X	
<b><u>SECRETARIAL SCIENCES AND COURT REPORTING PROGRAMS - ORLANDO COLLEGE ONLY</u></b>		
Associate in Applied Science Degree		
Court Reporting		X
Office Management		X
Professional Legal Secretarial		X
Diploma Programs		
Court Reporting		X
Legal Assistant		X
Legal Secretarial		X
Office Management		X
Professional Legal Secretarial		X
Secretarial/Word Processing Specialist		X
Executive Secretarial/Word Processing Specialist		X
<b><u>CAREER DEVELOPMENT PROGRAMS</u></b>		
Certificate Programs		
Data Entry	X	X
Nursing Assistant	X	X
Office Specialist	X	X
<b><u>MEDIA ARTS PROGRAM</u></b>		
Commercial Art Diploma Program	X	X

\* Please note all of the Programs listed above may not be offered at all Tampa or Orlando College campus locations. Ask your Admissions Representative for further information.

***“The point is the Tampa College system, including the excellent instructor staff which comes from the local business community, has been instrumental in my success.”***

*“ . . . When I look back at what my time here at Tampa College did for me it has to be acquiring the analytical skills to identify the problem and the communication skills to express solutions to the problem. These two facilities are crucial for someone entering today's business world. Yet, they tend to be the most overlooked, ignored, and frankly, avoided by some students. The feeling I've gotten from talking to some students is that these writing assignments are a needless chore with no value other than to make a student's life miserable. After all, 'doesn't the instructor know I have other classes to work on?'*

*Those of us who have said that from time to time, are not in touch with what the purpose is of a college education. We're not here to regurgitate facts as they are fed to us by instructors. We're here to learn how to think, how to synthesize these thoughts into a plausible concept, and most important, how to communicate ideas to others.*

*The importance of these communication skills is evident by reading the employment advertisements in the newspapers. Many positions in the Professional and Administrative sections stress 'good communication skills', or 'well developed oral and written communication skills', or 'good communicator'. In fact, I have recently been successful in obtaining a position with a very prestigious data processing firm whose interview cycle consisted of one telephone interview lasting twenty minutes, three face-to-face interviews lasting between one to two hours, and an eight-page application, five of which were essay style answers to questions.*

*The point is the Tampa College system, including the excellent instructor staff which comes from the local business community, has been instrumental in my success. For this, I am grateful . . . ”*

Robert Andrade  
Class of '86



# Business And Computer Information Science Programs





**ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION FOR  
STUDENTS ENROLLED IN THE BUSINESS AND COMPUTER PROGRAMS**

**FOR ALL GRADUATE AND UNDERGRADUATE STUDENTS**

**APPLICATION PROCEDURE**

Qualified applicants must submit a completed Application for Admission to the College with the application fee of \$15 which is nonrefundable. A high school transcript of work completed through date of application is also required. High school officials should be requested to mail transcripts directly to the College. If a transcript is not available at the time of application, the College will make every effort to assist the applicant in obtaining one. See application in the back of the catalog.

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

**REFUND POLICY**

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

Refunds of tuition and fees to Undergraduate and Graduate students enrolled in Business and Information Science Programs are made in the following manner:

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

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

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

**STUDENTS ENROLLED UNDER THE QUARTERLY COLLEGE CALENDAR**

- who withdraw through the Last Date for Schedule change as specified in the College Calendar will be charged Registration and other fees only.
- who withdraw from the Last Day of Schedule Change through the 30th calendar day of the quarter will be charged 75% of the Quarterly Tuition.
- who withdraw after the 30th calendar day of the quarter will be charged 100% of the Quarter Tuition.

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

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

### **QUARTER HOUR OF CREDIT**

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

### **GRADING SYSTEM AND PROGRESS REPORTS**

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

The following grading system is used:

<b>GRADE EVALUATION</b>	<b>GRADE POINTS PER QUARTER HOUR</b>
-------------------------	--

A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
W Withdrawal	0
F Failure	0
I Incomplete	0

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

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

X Exemption	not calculated
V Audit	not calculated
Z Directed Study in Progress	not calculated

### **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, but the cumulative grade point average will be recomputed to count the last attempt only.

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

### **GRADUATION WITH HONORS**

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

### **ATTENDANCE REQUIREMENTS**

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

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

### **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 programs is to present students to employers in a way which will increase their post-graduation employment potential.

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

### **COOPERATIVE EDUCATION PLANS**

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

1. The Parallel Plan
2. The Alternating Plan

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

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

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

### **COOPERATIVE EDUCATION CREDIT**

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

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

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

### COOPERATIVE EDUCATION COURSES

#### PARALLEL PLAN COURSES

Quarter  
Hours

COE2041	PARALLEL WORK I	4.5
COE2042	PARALLEL WORK II	4.5
COE3041	PARALLEL WORK III	4.5
COE3042	PARALLEL WORK IV	4.5
COE4041	PARALLEL WORK V	4.5
COE4042	PARALLEL WORK VI	4.5

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

#### ALTERNATING PLAN COURSES

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

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

### 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 45 appropriate quarter hours in addition to the requirements of the first degree have been earned. In cases where the requirements of two majors have been met and only one degree is involved, a notation denoting both majors will be entered on the transcript.

#### Two Degrees

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

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

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

## THE MASTER'S PROGRAM

### Philosophy

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

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

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

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

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

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

### GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

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

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

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

1. Official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Completed admissions forms must be accompanied by a \$15 non-refundable application fee.
3. Applicants must demonstrate satisfactory performance in the following areas to enroll in graduate courses for Academic Credit: (Matriculation is a prerequisite to, but does not guarantee admission to degree candidacy.)

Categories of Matriculation:

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

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

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

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

In addition, Statistics or another form of abstract mathematics is highly recommended prior to taking Quantitative Methods.

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



### REGULAR STUDENTS (RS)

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

### PROVISIONAL STUDENTS (PS)

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

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

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

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

### **TRANSFER OF CREDIT**

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

## STANDARDS OF PROGRESS FOR THE MBA PROGRAM

A student pursuing the Master of Business Administration Degree must be able to graduate from the program with a 3.0 grade point average required for graduation. Minimum grade point averages must be maintained at key points designated by quarter hours completed. Failure to meet the minimum grade point average will result in the student being placed on final academic probation. 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. Students 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>Quarter 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 are found to be present that may have caused the student's grade point average to fall below the minimum standards above, a letter from the student requesting reinstatement may be submitted to the Graduate Academic Committee for its review and decision consisting of either a probationary reinstatement or an upholding of the dismissed decision.

### TUITION

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

# Master of Business Administration

## MASTER OF BUSINESS ADMINISTRATION

AREA I -	GRADUATE BUSINESS COMPONENT	Quarter Hours
COP 5000	Computers and Executive Application	4
MAN 5125	Industry, Government and Society	4
PSY 5206	Organizational Behavior	4
MAN 5311	Management of Human Resources	4
ACC 5315	Accounting for Planning and Control	4
QMB 5413	Quantitative Methods	4
ECO 5705	Managerial Economics	4
TOTAL GRADUATE BUSINESS COMPONENT		28
AREA II -	MAJOR COMPONENT	
MAN 5130	Management Communication	4
MAN 5428	Financial Management	4
MAN 5721	Business Policy and Strategy	4
MAN 5785	Marketing Management	4
MAN 5900	Directed Study Project	6
	Elective - to be chosen from courses in the 5000 series	4
TOTAL MAJOR COMPONENT		26
TOTAL MINIMUM QUARTER HOURS REQUIRED FOR GRADUATION		54

## ADDITIONAL INFORMATION

### SPECIAL CERTIFICATE PROGRAM

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

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

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

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

Area I -	Business Component	31.5 (minimum)
Area II -	Major Component	31.5 (minimum)
Area III -	General Educational Component	27 (minimum)
<b>TOTAL QUARTER HOURS REQUIRED</b>		<b>90 (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; 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 quarter. (Summer Quarter excepted.)

# Professional Accounting

## BACHELOR OF SCIENCE DEGREE PROFESSIONAL ACCOUNTING

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

Accounting Area Component		QUARTER HOURS
ACC 4050	Accounting Information Systems	4.5
ACC 4860	Governmental Accounting	4.5
ACC 4221	Advanced Accounting II	4.5
ACC 4621	Auditing II	4.5
CORE TOTAL		<u>18</u>

### Approved Electives Component

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.

COMPONENT TOTAL	<u>27</u>
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Total Additional Credits Needed to Qualify for the Second Degree	45
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# Business and Computer Information Programs

## AREA I BUSINESS ADMINISTRATION COMPONENT

### REQUIRED FOR ALL BUSINESS STUDENTS

The following courses, listed under the appropriate degree columns, comprise the total quarter hours required for the Major Component for all Associate and Bachelor Degree programs.

		REQUIRED COURSES	
		Associate Degree	Bachelor Degree
		QUARTER CREDIT HOURS	QUARTER CREDIT HOURS
ACC 2001	Principles of Accounting I	4.5	4.5
ACC 2021	Principles of Accounting II	4.5	4.5
COC 1000	Introduction to Computers	4.5	4.5
MAN 2050	Business Applications on the Microcomputer	4.5	4.5
BUL 2100	Business Law I	4.5	4.5
MAN 2000	Principles of Management	4.5	4.5
MAR 1023	Introduction to Marketing	4.5	4.5
FIN 3401	Principles of Finance	4.5	4.5
ECO 3013	Principles of Economics I	4.5	4.5
ECO 3023	Principles of Economics II	4.5	4.5
		<u>31.5</u>	<u>45</u>

## AREA II MAJOR COMPONENT

### CHOSEN FROM ONE OF THE FOLLOWING MAJORS

A complete Associate or Bachelor's program consists of the required subjects listed under the degree in Area I in addition to required Major subjects within Area II, the General Education subjects in Area III, and the approved electives for the Bachelor's in Area IV.

		Associate in Business	Bachelor of Business Administration
<b>BUSINESS ADMINISTRATION</b>			
Business Electives to be selected in consultation with the Faculty Advisor or Dean from among the Business and Business related courses listed in the catalog.		31.5 Credits	45 Credits
		<hr/>	
		Associate in Science	Bachelor of Science
<b>ACCOUNTING</b>			
ACC 3300	Managerial Accounting	4.5	4.5
ACC 3101	Intermediate Accounting I	4.5	4.5
ACC 3121	Intermediate Accounting II	4.5	4.5
ACC 3401	Cost Accounting	4.5	4.5
ACC 3501	Federal Taxation I	4.5	4.5
ACC 4521	Federal Taxation II	4.5	4.5
ACC 4201	Advanced Accounting I	4.5	4.5
ACC 4601	Auditing I	4.5	4.5
	* Electives	9.0	9.0
		<u>31.5</u>	<u>45</u>
		<hr/>	
<b>COMPUTER INFORMATION SCIENCE</b>			
COC 1211	Computer Concepts	4.5	4.5
COP 2100	Computer Programming BASIC	4.5	4.5
COP 2121	Computer Programming COBOL	4.5	4.5
COP 3121	Computer Programming Advanced COBOL	4.5	4.5
CIS 2321	Systems Analysis Methods	4.5	4.5
COC 4998	Any Approved Programming Language	4.5	4.5
CIS 3321	Structured Systems Analysis & Design	4.5	4.5
COP 3530	Data Base Program Development	4.5	4.5
	* Electives	9.0	9.0
		<u>31.5</u>	<u>45</u>

**AREA II  
CONTINUED**

**MAJOR  
COMPONENT**

**CHOSEN FROM  
ONE OF THE  
FOLLOWING  
MAJORS.**

**MANAGEMENT/MARKETING**

ADV 3000	Advertising		
MAR 3503	Consumer Behavior	4.5	4.5
MAN 3344	Principles of Supervision	4.5	4.5
MAN 3800	Small Business Management	4.5	4.5
MAR 4613	Marketing Research	4.5	4.5
MAR 4344	Promotional Strategies		4.5
MAN 3300	Personnel Management		4.5
MAN 4060	Business Policy and Administration		4.5
	* Electives	9.0	9.0
		<u>31.5</u>	<u>45</u>

Associate in  
Science  
QUARTER  
CREDIT  
HOURS

Bachelor of  
Science  
QUARTER  
CREDIT  
HOURS

**BUSINESS INFORMATION SCIENCE**

COC 1211	Computer Concepts		
COP 2100	Computer Programming BASIC		
CIS 2321	Systems Analysis Methods		
CIS 3321	Structured Systems Analysis and Design		
COP 3530	Data Base Program Development		
ACC 3101	Intermediate Accounting I		
ACC 3121	Intermediate Accounting II		
ACC 3401	Cost Accounting		
ACC 4201	Advanced Accounting I		
ACC 4050	Accounting Information Systems		

Associate  
Degree not  
offered in  
this major.

4.5  
4.5  
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4.5  
45

**HOTEL & RESTAURANT ADMINISTRATION**

HFT 1000	Hotel and Restaurant Organization and Management		
HFT 1510	Marketing, Sales and Public Relations	4.5	
HFT 2420	Hotel and Restaurant Accounting and Control	4.5	
HFT 2999	Internship in Hotel and Restaurant Admin.	4.5	
COC 1211	Computer Concepts	4.5	
	* Electives	9.0	
		<u>31.5</u>	

Bachelor's  
Degree not  
offered in  
this major.

\* Electives to be selected in consultation with the Faculty Advisor or Dean from among the Business and Business Related courses listed in the Catalog.

**AREA III  
GENERAL  
EDUCATION  
COMPONENT**

**REQUIRED FOR ALL  
BUSINESS STUDENTS**

ENG 1540	English Usage	4.5	4.5
ENC 1312	Written Communications	4.5	4.5
POS 2041	American National Government	4.5	4.5
PSY 2012	General Psychology	4.5	4.5
MAC 1132	Fundamentals of College Math I	4.5	4.5
MAC 1133	Fundamentals of College Math II or		
STA 3014	Statistics	4.5	4.5
SPC 3010	Effective Speaking		4.5
SPC 3420	Conference and Discussion Techniques		4.5
MAN 3100	Human Relations		4.5
	Electives (General Education)		13.5
		<u>27</u>	<u>54</u>

**AREA IV  
APPROVED  
ELECTIVE  
COMPONENT**

**REQUIRED FOR  
ALL MAJORS**

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.

No additional  
electives  
required for  
Associate  
Degree

36  
Credits

**MINIMUM TOTAL QUARTER HOURS  
REQUIRED FOR GRADUATION**

## COURSE DESCRIPTIONS

### BUSINESS

#### ACCOUNTING

- ACC 2001 Principles of Accounting I** 4.5 Quarter Hours  
This course defines accounting objectives and their relation to business. The student is taught fundamental principles of accounting, the recording of transactions in elementary journals, and posting ledgers. The trial balance, working papers, financial statements, and the opening and closing of books are included.
- ACC 2021 Principles of Accounting II** 4.5 Quarter Hours  
This course is a continuation of ACC 2001 with application to more advanced transactions. Emphasis is placed on the opening of the books, classification and control of accounts, safeguarding of cash; notes, acceptances, discounts, capital investments and withdrawals, and the adjusting and closing of books. Prerequisite: ACC 2001.
- ACC 3101 Intermediate Accounting I** 4.5 Quarter Hours  
A comprehensive study of accounting theory above the level of basic accounting principles. Primary emphasis is on accounting for assets, income and expenses. Prerequisite: ACC 2021 or ACC 3300.
- ACC 3121 Intermediate Accounting II** 4.5 Quarter Hours  
A continuation of ACC 2101. Primary emphasis is on accounting for ownership; liabilities, capital and corporate net worth.
- ACC 3300 Managerial Accounting** 4.5 Quarter Hours  
This course stresses the use of accounting for managerial planning and control and emphasizes the role of accounting in decision-making. It covers retailing, wholesaling, manufacturing and administrative operations. Prerequisite: ACC 2021.
- ACC 3401 Cost Accounting** 4.5 Quarter Hours  
An introductory course which includes job order and process cost accounting systems, elements of cost, direct and indirect costs, stores ledger and control, work in process and finished goods inventories, valuation of materials, accounting for labor, monthly closing entries, analytical statements and comparative statements. Prerequisite: ACC 2041.
- ACC 3501 Federal Taxation I** 4.5 Quarter Hours  
A thorough study of federal income tax laws and their application to individual, partnership, and corporate income. What constitutes incomes and deductible expenditures is given special emphasis. Specimen returns and problems are used in the development of skills in preparation of tax returns, particularly individual returns.
- ACC 4201 Advanced Accounting I** 4.5 Quarter Hours  
Property acquisition, revaluation and retirement, and depreciation principles and practice are studied in greater depth. Intangible assets, current and long term debt, pension plans, corporation formation and capital stock transactions are covered. Financial statement analysis, funds flow and related statements are given a thorough treatment. Frequent reference is made to pronouncements by the Securities Exchange Commission and the American Institute of Certified Public Accountants. Prerequisite: ACC 2121.
- ACC 4521 Federal Taxation II** 4.5 Quarter Hours  
An advanced study of the principles of taxation applied to corporations, estates and trusts. Prerequisite: ACC 3501.



**ACC 4601 Auditing I** 4.5 Quarter Hours  
An introductory course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACC 2121.

**ACC 4998 Selected Topics in Accounting** 4.5 Quarter 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, determined by the course material and instructor.

**ACC 4999 Internship in Accounting** 4.5 Quarter Hours  
As part of the preparation of a career in accounting, the student is permitted to serve an internship in public accounting firms, accounting departments of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

#### **POST-BACCALAUREATE AND GRADUATE CLASSES \***

**ACC 4050 or ACC 5050 Accounting Information Systems** 4.5 Quarter Hours  
This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACC 2121; ACC 3401

**ACC 4221 or ACC 5221 Advanced Accounting II** 4.5 Quarter Hours  
Accounting theory and current practices are studied in depth with emphasis on the concepts and standards prevailing in the accounting profession. Coverage is afforded such topics as partnership formation, dissolution and liquidation, installment and consignment sales, home office and branch accounting and consolidations. Prerequisite: ACC 4201.

**ACC 4621 ACC 5621 Auditing II** 4.5 Quarter Hours  
A continuation of ACC 4601, which is prerequisite. Stress is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, the responsibility for them, and the duty in testifying in connection with them in court. Prerequisite: ACC 4601.

**ACC 4860 ACC 5860 Governmental Accounting** 4.5 Quarter Hours  
Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 2041.

**ACC 5315 Accounting for Planning and Control** 4.0 Quarter Hours  
Decision-making and financial planning through the use of accounting systems, by the interpretation, use and analysis of accounting data. Prerequisite: Accounting Principles.

\* 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. Only two such courses may be applied as electives for the Master of Business Administration Degree. Graduate students taking a dual numbered accounting course as a 5000 level course must do additional research at the MBA level.

**ACC 5900 Directed Study Project**

6.0 Quarter 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 informed of the students 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 Quarter Hours

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

**COMPUTER INFORMATION SCIENCE**

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

**COC 1000 Introduction to Computers**

4.5 Quarter 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 micro-computer applications of word processing, spread sheet analysis, accounting applications, business graphics, and data base management techniques.

**COC 1211 Computer Concepts**

4.5 Quarter 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.

**COP 2100 Computer Programming - BASIC**

4.5 Quarter Hours

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

**COP 2121 Computer Programming - COBOL**

4.5 Quarter Hours

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

**COP 2161 Computer Programming - RPG II**

4.5 Quarter 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 1211.

- CIS 2321            Systems Analysis Methods** 4.5 Quarter 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 1211, or any Computer Language Course.
- COP 3121            Computer Programming - Advanced COBOL** 4.5 Quarter Hours  
 This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming utilizing sequential, relative and indexed sequential file organization, access methods, the linkage facility of the COBOL language, as well as the language's sort feature and debug aids. Prerequisite: COP 2121.
- CIS 3321            Structured Systems Analysis and Design** 4.5 Quarter Hours  
 Advanced study of structured systems development. Emphasis on strategies and techniques and structured analysis and structured design for producing logical methodologies for dealing with complexity in the development of information systems. Prerequisite: CIS 2321 and COP 2120.
- COP 3530            Data Base Program Development** 4.5 Quarter Hours  
 Introduction to application program development in a database environment with an emphasis on loading, modifying and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network and relational. Discussion of storage devices, data administration and data analysis, design and implementation. Prerequisite: CIS 3321.
- CIS 4000            Advanced Data Base Concepts** 4.5 Quarter Hours  
 Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems. In-depth practicum in data modeling and system development in a database environment. Overview of future trends in data management. Prerequisite: COP 3530.
- CIS 4160            Distributed Data Processing** 4.5 Quarter Hours  
 The features of centralized, decentralized and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. Technology implications of computer hardware, software and communications are discussed as they relate to the design, development and implementation of distributed data processing systems. Prerequisite: COP 3530.
- COC 4170            Applied Software Development Project** 4.5 Quarter 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: CIC 3321.
- CIS 4300            Office Automation** 4.5 Quarter 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, word processing, micro and reprographics, and (tele-) communications. The course includes discussion of person/machine interfaces and appraisals of current and future technological trends and their impacts on data processing and on the office environment. Prerequisite: CIS 2321 Systems Analysis Methods.
- CIC 4360            Data Communications** 4.5 Quarter Hours  
 Data communications (tele-processing), batch, remote job entry, on-line realtime and interactive operation, communications resources (types and grades of transmission facilities) and terminal hardware concepts. Prerequisite: COP 2100 or COP 2120.

**MAN 4810 Management Information Systems** 4.5 Quarter 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; assessing the installation's current state; determining processing, staffing, software, hardware and financing approaches. Review of hardware, software and services information sources. Prerequisite: COC 1211.

**COC 4998 Selected Topics in Data Processing** 4.5 Quarter 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 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** 4.5 Quarter 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: 3.0 GPA and departmental approval.

**COP 5000 Computers and Executive Application** 4.5 Quarter 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 best advantage.

### **HOTEL AND RESTAURANT ADMINISTRATION**

**HFT 1000 Hotel and Restaurant Organization and Management** 4.5 Quarter Hours  
An introduction to the hotel and restaurant industry with emphasis on organization and management. Analysis of typical internal organizational structures in the industry and of the various levels of management roles and function.

**HFT 1300 Housekeeping, Plant Engineering and Maintenance** 4.5 Quarter 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** 4.5 Quarter Hours  
A study of sales, promotion and marketing practices of the hotel and restaurant industry.

**FSS 2251 Food and Beverage Management** 4.5 Quarter 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** 4.5 Quarter 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** 4.5 Quarter 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** 4.5 Quarter 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 organization acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer.

**HFT 3603 Laws of Innkeeping** 4.5 Quarter 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.

**HFT 3713 World Tourism** 4.5 Quarter 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** 4.5 Quarter Hours  
A study of the characteristics and functions of business in the free enterprise environment, including opportunities, ownership, management, organization, marketing, physical plant, finance, ethics and law.

**MAR 1023 Introduction to Marketing** 4.5 Quarter Hours  
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.

**MAN 2000 Principles of Management** 4.5 Quarter 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** 4.5 Quarter 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 powerful tools to use in typical business situations. Prerequisite: COC 1000.

**BUL 2100 Business Law I** 4.5 Quarter 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** 4.5 Quarter Hours  
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments and insurance.

- ADV 3000 Advertising** 4.5 Quarter 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.
- RMI 3015 Risk and Insurance** 4.5 Quarter Hours  
 The basic principles of sound risk management including risk identification and evaluation. Insurance as a risk management tool; its nature, applicable laws, and analysis of policies are included. Prerequisite: MAN 2000.
- MAR 3101 Salesmanship** 4.5 Quarter 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** 4.5 Quarter 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.
- MAN 3300 Personnel Management** 4.5 Quarter 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.
- MAR 3321 Public Relations** 4.5 Quarter Hours  
 A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed.
- MAN 3344 Principles of Supervision** 4.5 Quarter Hours  
 A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.
- FIN 3401 Principles of Finance** 4.5 Quarter 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.
- MAR 3503 Consumer Behavior** 4.5 Quarter Hours  
 An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.
- MAN 3800 Small Business Management** 4.5 Quarter Hours  
 This course examines the various aspects of starting, acquiring and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.
- MAN 4060 Business Policy and Administration** 4.5 Quarter Hours  
 A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2000.

- MAR 4344 Promotional Strategy** 4.5 Quarter 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. Prerequisite: MAR 1023; ADV 3000.
- MAN 4410 Labor Relations and Collective Bargaining** 4.5 Quarter Hours  
 A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2000.
- MAN 4600 Management of International Business** 4.5 Quarter Hours  
 A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000.
- MAR 4613 Marketing Research** 4.5 Quarter 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.
- MAR 4722 Marketing Administration** 4.5 Quarter 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
- MAN 4998 Selected Topics in Management** 4.5 Quarter 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** 4.5 Quarter Hours  
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites, if any, are determined by the course material and instructor. Prerequisite: MAR 1023
- MAN 4999 Internship in Management** 4.5 Quarter 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** 4.5 Quarter 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 organization acceptable to the College. Arrangements for the internship training provided for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.
- MAN 5125 Industry, Government and Society** 4.0 Quarter Hours  
 This course focuses on the legal and ethical environment within which managers must operate in the role of business and industry as it relates to the structure of government and society.

**MAN 5130 Management Communication** 4.0 Quarter 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 Quarter Hours  
This course is a human resource management course, which covers recruitment, planning, supervision, training, promotion, management and control of personnel in organizational settings.

**MAN 5428 Financial Mangement** 4.0 Quarter 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 Business Policy and Administration** 4.0 Quarter Hours  
An advance study primarily concerned with the analysis of the decision-making process and the use of managerial decision-making techniques at the executive level. Prerequisite: Principles of Management.

**MAN 5785 Marketing Management** 4.0 Quarter Hours  
Strategy and management of the operation of an organizations marketing activities. Prerequisite: Introduction to Marketing.

**MAN 5900 Directed Study Project** 6.0 Quarter 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 students 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 Quarter Hours  
A special seminar in advanced study consisting of relevant and current management problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

#### OFFICE PRACTICE

**SES 1100 Keyboarding** 4.5 Quarter Hours  
Techniques and basic skills of typing, with emphasis upon formation of correct typewriting techniques, mastery of the keyboard, operation and care of the typewriter, and performance of basic typing operations. Credit is given when the student passes a comprehensive test and demonstrates ability to type at 35-45 wpm.

**SES 2160 Word Processing Operations** 4.5 Quarter Hours  
A course in the basic operations of word processing equipment with emphasis on formating, editing, proofreading, printing and storing documents and simulated word processing projects. Prerequisite: Typing II and Written Communications.



## ECONOMICS

- ECO 3013 Principles of Economics I (Macroeconomics)** 4.5 Quarter 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; a consideration of monopoly; the laws of supply and demand; production control.
- ECO 3023 Principles of Economics II (Microeconomics)** 4.5 Quarter Hours  
This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution. Prerequisite: ECO 3013.
- ECO 4998 Selected Topics in Economics** 4.5 Quarter Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of economics. Prerequisites, if any, are determined by the course material and instructor.
- ECO 5705 Managerial Economics** 4.0 Quarter Hours  
Business decision making based upon the application of economic theory. Prerequisite: Economic Principles.

## GENERAL EDUCATION

### ENGLISH

- ENC 1312 Written Communications** 4.5 Quarter Hours  
Practical application of the principles of composition to effective written communication, including basic types of correspondence and written reports. Particular attention is devoted to the development of distinctive style and vocabulary.
- ENG 1540 English Usage** 4.5 Quarter Hours  
A systematic study of English fundamentals: grammar, punctuation, mechanics, sentence structure, vocabulary, rules and conventions that govern acceptable and efficient English usage, with explanations, examples, and drill in language operations.
- SPC 3010 Effective Speaking** 4.5 Quarter Hours  
This course develops the ability to speak clearly and effectively before an audience; to develop the ability to think and express ideas effectively; and to plan, compose, and deliver speeches and talks of various kinds.
- SPC 3420 Conference & Discussion Techniques** 4.5 Quarter Hours  
Designed to acquaint the student with principles, methods and theories of discussion and conference planning, and to assist him in developing leadership and conference skills.
- ENG 4998 Selected Topics in English** 4.5 Quarter Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in business. Prerequisites, if any, are determined by the course material and instructor.
- ACC 5900, MAN 5900 Directed Study Projects** 6.0 Quarter 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 students progress toward the chosen goal. All such anticipated projects (Thesis or directed study) must have final approval by the Chairman of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. (In lieu of the directed study project, the student may elect to take two additional 4 Credit Hour courses relative to the major field.)

### GOVERNMENT/HISTORY

**POS 2041 American National Government** 4.5 Quarter 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** 4.5 Quarter 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, POS 4998 Selected Topics in American Government or American History** 4.5 Quarter Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of American Governmnet or American History. Prerequisites, if any, are determined by the course material and instructor.

### HUMANITIES

**PHI 3600 Ethics** 4.5 Quarter 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** 4.5 Quarter 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 I** 4.5 Quarter Hours  
This course is designed to prepare the student for MAC 1133, and to bridge the gap between arithmetic and beginning Algebra. Concepts covered include number operation, informal geometry, Algebra, modern mathematics and its notation and scientific notation.

**MAC 1133 Fundamentals of College Mathematics II** 4.5 Quarter Hours  
This course deals with the following topics: Percentage in business, bank and sales records, financial charge, payroll and taxes, inventory, depreciation, business finance and compound interest. Prerequisite: MAC 1132.

**STA 3014 Statistics** 4.5 Quarter Hours  
This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing and analyzing data are presented. Prerequisite: MAC 1132 or MAT 2013.

**QMB 3700 Mathematics of Finance** 4.5 Quarter Hours  
A study of simple and compound interest, ordinary annuities, other annuities certain, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities and life insurance. Various sources of corporate funds are also studied. Prerequisite: MAC 1132.

**QMB 5413 Quantitative Methods** 4.0 Quarter Hours  
Statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisite: Statistics.

### PSYCHOLOGY/SOCIOLOGY

**PSY 2012 General Psychology** 4.5 Quarter Hours  
A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day to day behavior.

**SOC 3000 Principles of Sociology** 4.5 Quarter Hours  
Study is made of man's cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Special attention is given to current social problems in America.

**MAN 3100 Human Relations** 4.5 Quarter 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** 4.5 Quarter 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** 4.5 Quarter 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.

**PSY,  
SOC 4998 Selected Topics in Psychology or Sociology** 4.5 Quarter Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of Psychology or Sociology. Prerequisites, if any, are determined by the course material and instructor.

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

### STUDENT DEVELOPMENT

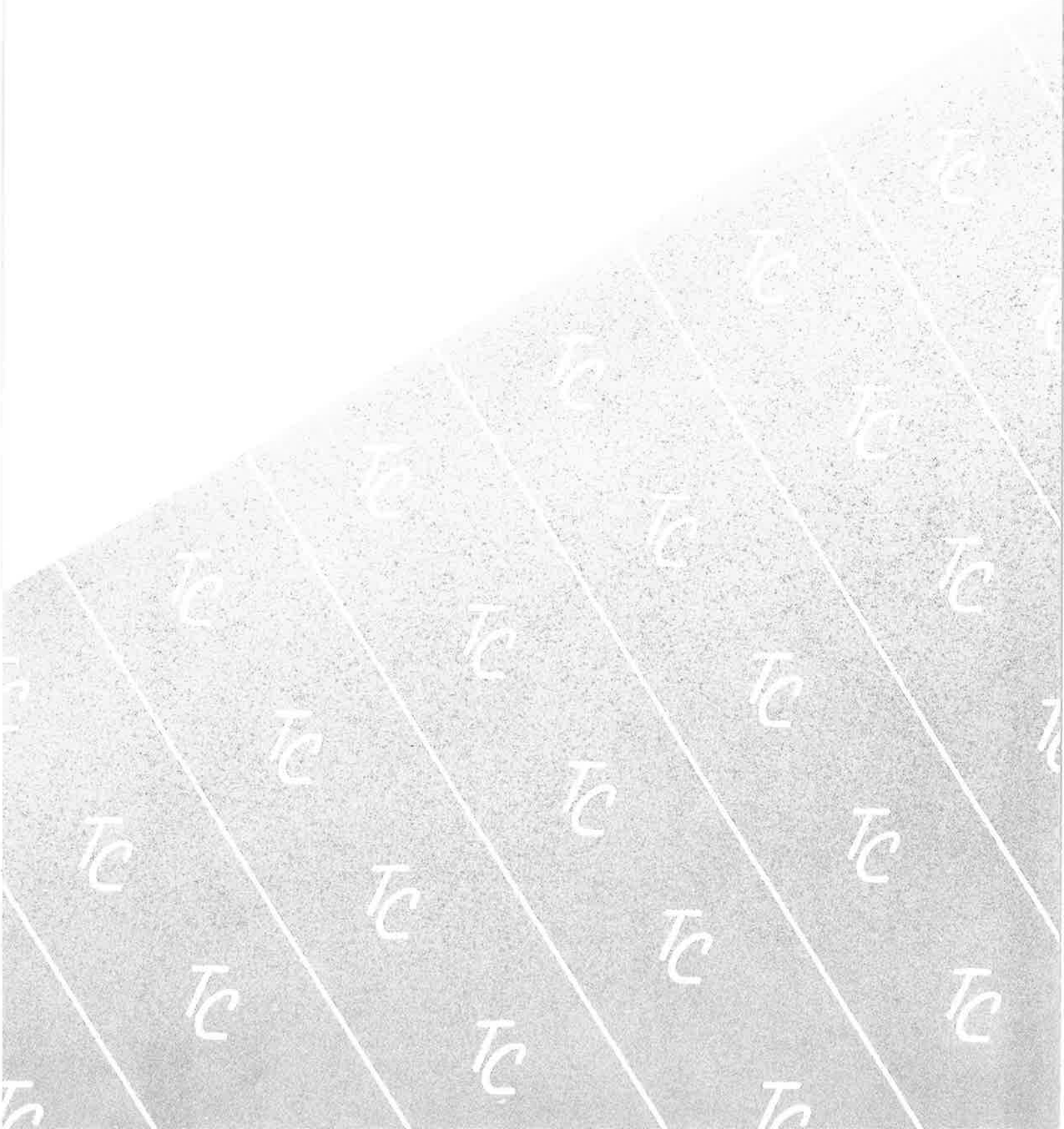
**STD 1000 College Survival Seminar** 4.5 Quarter Hours  
Through discussion and application, this seminar is designed to promote proper study habits and skills which should enable the student to successfully compete in the higher education environment.

***“I was delighted to be hired full-time at the office where I completed my externship.”***

*“Tampa College was my choice of schools due to the high reputation of their medical programs. As part of the Medical Assistant Program we’re required to have ‘on the job training’, which is excellent work experience. I was delighted to be hired full-time at the office where I completed my externship. The Medical Assistant Program took only eight months to complete and with the help of the school I’m now employed in my chosen profession.”*

Amanda Meeks  
Class of '86

# Medical Education Programs





## **ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION FOR STUDENTS ENROLLED IN THE MEDICAL EDUCATION PROGRAMS**

### **REFUND POLICY**

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

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

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

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

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

During the first 25% of the course, the institution may retain 45% of the stated course price; thereafter,

During the second 25% of the course, the institution may retain 70% of the stated course price; thereafter,

The institution may retain 100% of the stated course price.

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

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

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

### **ACADEMIC INFORMATION**

#### **CREDIT HOUR DEFINITION**

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

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

A standard class hour is 50 minutes.

### **CLASS SCHEDULES AND CALENDAR**

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

## GRADING SYSTEM - PROGRESS REPORTS

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

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

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

N	No Grade	Not Calculated
X	Exemption	Not Calculated

### CALCULATION OF GRADE POINT AVERAGE

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

### CREDIT BY EXAMINATION

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

### PROGRESS RECORDS

Student Permanent Records are maintained on each student enrolled in Medical Education Programs. Grades are given to the student by the instructors upon completion of each term.

### EXCESSIVE ABSENTEEISM

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

### LEAVE OF ABSENCE

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



## **WITHDRAWAL**

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

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

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

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

## **GRADUATION WITH HONORS**

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

## **PROGRAMS OF STUDY**

Upon completion of a medical education program of study, graduates will be granted an appropriate diploma which recognizes the completion of the program.

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

1. Complete the Total Quarter Hours listed for each program with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken in Allied Health Programs.
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 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.

# Medical and Dental Education Programs

## MEDICAL ASSISTANT



The Medical Assistant Program is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. Students learn both the administrative phase of managing a physician's office and the clinical phase of assisting with patients. The Medical Assistant student receives more intensive training in both the administrative and clinical phases. Physical therapy, psychology, nutrition, symptomatology and pharmacology are several of the additional subject areas taught through this intensive program.

		Day Program 32 Weeks (860 Cl Hrs)	Evening Program 33 Weeks (560 Cl Hrs)
APB 1200	Anatomy and Physiology	9	9
MLS 1000	Clinical Procedures	6	4.5
MEA 1302	Medical Office Practice	6	6
MEA 1340	Medical Office Procedures	3	
MSC 1531	Medical Terminology	6	
SES 1341	Professional Development	3	
SES 1100	Typing I	3	3
SES 1110	Typing II	3	
SES 1361	Transcription/Word Processing	4.5	
MLS 2300	Laboratory Procedures	4.5	
MEA 2820	Medical Assisting Techniques	4.5	
MEA 2930	Medical Assisting Externship	4.5	
MEA 1301	Medical Office Skills		3
MEA 1350	Medical Office Assisting Procedures		6
SES 1360	Transcription and Forms		4.5
MEA 2931	Medical Assisting Evening Externship		2
<b>TOTAL CREDIT HOURS</b>		<b>57</b>	<b>38</b>

## MEDICAL RECEPTIONIST



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

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

		Day Program 24 Weeks (600 Cl Hrs)	Evening Program 28 Weeks (400 Cl Hrs)
APB 1200	Anatomy and Physiology	9	7.5
MLS 1000	Clinical Procedures	6	6
MEA 1302	Medical Office Practice	6	6
MEA 1340	Medical Office Procedures	3	
MSC 1531	Medical Terminology	6	
SES 1341	Professional Development	3	
SES 1100	Typing I	3	3
SES 1110	Typing II	3	
SES 1361	Transcription/Word Processing	4.5	
SES 1362	Transcription II	1.5	
MEA 1301	Medical Office Skills		3
SES 1360	Transcription and Forms		4.5
<b>TOTAL CREDIT HOURS</b>		<b>45</b>	<b>30</b>

### MEDICAL TRANSCRIPTIONIST

The Medical Transcriptionist Program is designed to prepare graduates in performance of high speed skills for medical transcription in special departments of Hospitals, Professional Corporations, Multi-Specialty Clinics, Health Maintenance Organizations, Nursing Homes and Medical Transcription Companies. Students receive an intense training program in transcribing medical dictations, medical terminology and knowledge of various report forms. The graduate will have been trained in radiology, pathology, physiotherapy and surgery report formats.

Program Length: 24 Weeks (600 Cl Hrs)		CREDIT HOURS
APB 1200	Anatomy and Physiology	9
MSC 1531	Medical Terminology	6
SES 1100	Typing I	3
SES 1111	Typing, Advanced	3
SES 1362L	Transcription	6
SES 1363L	Advanced Transcription	6
SES 1342	Career Development and Communication	6
<b>TOTAL CREDIT HOURS</b>		<b>39</b>

### PHARMACY TECHNICIAN PROGRAM

The Pharmacy Technician Program is designed to prepare students in assisting the pharmacist in filling medical prescriptions. Those who choose the profession will work directly with the pharmacist and/or the drug store manager in reading and preparing prescriptions, purchasing, inventory and a variety of other clerical and routine functions. 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, human physiology and other vital knowledge associated with the profession.

Program Length: 28 Weeks (640 Cl Hrs)		CREDIT HOURS
APB 1200	Anatomy and Physiology	9.0
MSC 1531	Medical Terminology	3.0
MEA 1302	Office Practice	6.0
SES 1341	Professional Development	3.0
SES 1100	Typing	4.5
PHA 1100	Pharmacy Procedures	6.0
PHA 1000	Pharmacology	4.5
PHA 2930	Pharmacy Technician Externship	4.0
<b>TOTAL CREDIT HOURS</b>		<b>40</b>

### DENTAL LABORATORY TECHNICIAN PROGRAM

The Dental Laboratory Technician Program provides students with the knowledge and skills necessary to work as Dental Laboratory Technicians. The student learns dental anatomy and occlusion through the carving of teeth and progresses through production of complete and partial dentures, crowns and bridges, and ceramic onlays. Numerous commercial and private dental laboratories employ technicians that render such services to the dentist and orthodontist. The Dental Laboratory Technician graduate is trained in a highly skilled, technical, and demanding profession that allows professional growth parallel to the technician's level of expertise.

Program Length: 10 Months (1000 Cl Hrs)		CREDIT HOURS
DTE 1110	Complete Dentures I	5
DTE 1120	Complete Dentures II	5
DTE 1130	Removable Partial Dentures I	5
DTE 1140	Removable Partial Dentures II	5
DTE 1150	Crown and Bridge/Anatomy I	5
DTE 2160	Crown and Bridge/Anatomy II	5
DTE 2170	Ceramics I	5
DTE 2180	Ceramics II	5
DTE 2190	Specialty I	5
DTE 2200	Specialty II	5
<b>TOTAL CREDIT HOURS</b>		<b>50</b>

### ASSOCIATE IN SCIENCE MEDICAL LABORATORY TECHNICIAN PROGRAM

The Medical Laboratory Technician Program is designed to train individuals in the exciting field of medical technology. Students learn to perform and interpret a variety of analyses which aid physicians in patient diagnosis. Such skilled technical services are provided to physicians, hospitals, medical colleges, insurance companies, clinical laboratories or other institutions offering or requiring laboratory services. The trend toward specialization has brought about the establishment of many more clinics as well as the expansion of existing medical facilities. The medical laboratory field offers financial rewards, interesting work and opportunities for advancement.

Program Length: 70 Weeks (1880 Cl Hrs)		CREDIT HOURS
ENG 1540	English Usage	4.5
MAC 1132	Fundamentals of College Math I	4.5
CHM 1000	General Chemistry	4.5
CHM 2200	Organic Chemistry	4.5
PSY 2012	Introduction to Psychology	4.5
ENC 2312	Career Communications	4.5
APB 1200	Anatomy and Physiology	4.5
BCH 1000	Biochemistry	4.5
BSC 2012	Parasitology	4.5
BSC 2012L	Parasitology, Laboratory	2.5
PCB 2060	Genetics	4.5
MLS 1300	Hematology I	4.0
MLS 1301	Hematology II	4.0
MLS 1302	Hematology III	3.0
MLS 1610	Clinical Chemistry I	4.0
MLS 1611	Clinical Chemistry II	4.0
MLS 2620	Clinical Chemistry III	3.0
MLS 2500	Serology I	3.0
MLS 2501	Serology II	3.0
MLS 1549	Blood Banking I	3.0
MLS 1550	Blood Banking II	3.0
MLS 1540	Urinalysis I	3.0
MLS 2401	Microbiology I	4.0
MLS 2402	Microbiology II	3.0
MLS 2403	Microbiology III	3.0
MLS 2400	Mycology and Virology	1.0
MLS 3999	Clinical Internship	6.0
<b>TOTAL CREDIT HOURS</b>		<b>101.5</b>

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



## COURSE DESCRIPTIONS

### MEDICAL ASSISTANT PROGRAM MEDICAL RECEPTIONIST PROGRAM DAY PROGRAM

- APB 1200 Anatomy and Physiology** 9.0 Credit Hours  
120 Clock Hours  
Major systems of the human body including skeletal, muscular, circulatory, nervous, digestive and respiratory systems.
- MLS 1000 Clinical Procedures** 6.0 Credit Hours  
80 Clock Hours  
Inner office procedures; height, weight, temperature, blood pressure, cardiopulmonary resuscitation, and patient histories.
- MEA 1302 Medical Office Practice** 6.0 Credit Hours  
80 Clock Hours  
Office procedures including bookkeeping, insurance, filing, billing, purchasing, and office communications.
- MEA 1340 Medical Office Procedures** 3.0 Credit Hours  
40 Clock Hours  
Examining procedures, instruments and equipment, emergencies, first aid and nutrition.
- MSC 1531 Medical Terminology** 6.0 Credit Hours  
80 Clock Hours  
A study of the root words, suffixes, prefixes, word combinations and short forms unique to the medical profession.
- SES 1341 Professional Development** 3.0 Credit Hours  
40 Clock Hours  
Office decorum, human relations, personal appearance, telephone techniques, the maintenance of an appointment system and jurisprudence.
- SES 1100 Typing I** 3.0 Credit Hours  
40 Clock Hours  
An introductory course expressing keyboard knowledge, touch techniques and good typing habits.
- SES 1110 Typing II** 3.0 Credit Hours  
40 Clock Hours  
A combination of Typing I with an increased emphasis on speed.
- SES 1361 Transcription I** 3.0 Credit Hours  
40 Clock Hours  
Machine transcription with emphasis placed on methods of transcribing and production of quality work.
- SES 1362 Transcription II** 3.0 Credit Hours  
40 Clock Hours  
A continuation of Transcription I with emphasis placed on speed.
- MLS 2300 Laboratory Procedures** 3.0 Credit Hours  
40 Clock Hours  
Basic Laboratory procedures and functions.

**MEA 2820 Medical Assisting Techniques** 4.5 Credit Hours  
60 Clock Hours  
Basic clinical procedures including injections, venipunctures and EKG administration.

**MEA 2930 Medical Assisting Externship** 4.5 Credit Hours  
160 Clock Hours  
A four week, practical, in-service experience in a physician's office or hospital.

**MEDICAL ASSISTANT PROGRAM  
MEDICAL RECEPTIONIST PROGRAM  
EVENING PROGRAM**

**APB 1200 Anatomy and Physiology** 9.0 Credit Hours  
120 Clock Hours  
An introductory study of the main systems of the human body, including the skeletal, muscular, nervous, digestive, urinary, reproductive, circulatory and respiratory.

**MLS 1001 Clinical Procedures** 4.5 Credit Hours  
60 Clock Hours  
An introduction to basic clinical procedures including among others, the measurement of blood pressure and temperature.

**MEA 1300 Medical Office Practice** 6.0 Credit Hours  
80 Clock Hours  
An introduction to the "front-office" functions of a medical office. Students are introduced to such topics as bookkeeping, insurance, filing and billing.

**MEA 1301 Medical Office Skills** 3.0 Credit Hours  
40 Clock Hours  
A course designed to develop the basic language and office skills required of individuals employed to work in a "front-office" capacity in a medical office. Included are such topics as Medical Vocabulary and Telephone Techniques.

**MEA 1350 Medical Assisting Procedures** 6.0 Credit Hours  
80 Clock Hours  
An introductory study of the "back-office" functions of the medical office. Included are such topics as Hematology and Urinalysis.

**SES 1100 Typing I** 3.0 Credit Hours  
40 Clock Hours  
An introductory course emphasizing keyboard knowledge, touch techniques and good typing habits.

**SES 1360 Transcription and Forms** 4.5 Credit Hours  
60 Clock Hours  
An introduction to machine transcription and medical forms with emphasis placed on methods of transcribing and the production of quality work.

**MEA 2931 Medical Assisting Evening Externship** 2.0 Credit Hours  
80 Clock Hours  
An eighty hour, practical, in-service experience in a physician's office or hospital.

**MEDICAL LABORATORY TECHNICIAN PROGRAM**

**ENG 1540 English Usage** 4.5 Credit Hours  
50 Clock Hours  
A systematic study of English fundamentals: grammar, punctuation, mechanics, sentence structure, vocabulary, rules and conventions that govern acceptable and efficient English usage, with explanations, examples, and drill in language operations.

- MAC 1132 Fundamentals of College Math I** 4.5 Credit Hours  
50 Clock Hours  
This course is designed to bridge the gap between arithmetic and beginning algebra. Concepts covered include number operation, informal geometry, algebra, modern mathematics and its notation, and scientific notation.
- PSY 2012 Introduction to Psychology** 4.5 Credit Hours  
50 Clock Hours  
A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day to day behavior.
- CHM 1000 General Chemistry** 4.5 Credit Hours  
50 Clock Hours  
Fundamentals of basic Chemistry. Includes an introduction to the metric system, the periodic chart, the elements, chemical bonding, molecular formulas, chemical equations, oxidation-reduction and acids-bases.
- ENC 2312 Career Communications** 4.5 Credit Hours  
50 Clock Hours  
This course will help the student analyze and organize a communication problem. Students use these principles plus rhetorical devices to improve skills in writing themes, letters, memos and short reports. In addition, some of the communicative techniques of oral presentation are studied.
- CHM 2200 Organic Chemistry** 4.5 Credit Hours  
50 Clock Hours  
A study of carbon compounds to include bonding, reactions, functional groups, aromatic compounds. Includes an in-depth analysis of carbohydrates, proteins, lipids, and nucleic acids. Prerequisite: CHM 1000.
- APB 1200 Anatomy and Physiology** 4.5 Credit Hours  
50 Clock Hours  
This course deals with the structure, function and chemistry of the human body. Covers the skeletal, muscular, circulatory, digestive, endocrine, respiratory and reproductive systems.
- BCH 1000 Biochemistry** 4.5 Credit Hours  
50 Clock Hours  
A review of organic chemistry as applied to biology and human physiology. Emphasis is placed on the organism's functional utilization of organic compounds. Prerequisite: CHM 1000.
- MLS 1300 Hematology I** 4.0 Credit Hours  
75 Clock Hours  
Fundamentals of the science of Hematology. Includes blood collection, preservation and storage. Also emphasizes developmental aspects of hematopoiesis of the erythroid cell system. Includes introduction to the problem of anemia, bone marrow failure, function and disorders of heme synthesis, megaloblastic anemias, injuries at the red cell membrane, defects in red blood cell metabolism and other properties of hemoglobin and disorders of hemoglobin synthesis.

- MLS 1301 Hematology II** 4.0 Credit Hours  
75 Clock Hours  
A continuation of Hematology I. Major topics include: White Blood Cells: structure, kinetics, function and hematopoiesis. Also includes discussion of leukemias, myeloproliferative syndromes, lymphoproliferative diseases, with emphasis on laboratory diagnosis and normal values.
- MLS 1302 Hematology III** 3.0 Credit Hours  
50 Clock Hours  
An introduction to hemostasis: normal mechanisms and a diagnostic approach to disorders of hemostasis. Course material also covers vascular defects, platelet disorders and other disorders of coagulation.
- MLS 1610 Clinical Chemistry I** 4.0 Credit Hours  
75 Clock Hours  
Fundamentals of Clinical Chemistry: interpretations and techniques. Course discussions include general clinical chemistry laboratory information, laboratory instruments, photometry, electrodes and electrophoresis, electrolytes, pH, blood gases, carbohydrate metabolism, mineral metabolism and normal values.
- MLS 1611 Clinical Chemistry II** 4.0 Credit Hours  
75 Clock Hours  
A continuation of Clinical Chemistry I. Course topics include: proteins in body fluids, laboratory tests for renal function, quality control, precision and accuracy and normal values.
- MLS 2620 Clinical Chemistry III** 3.0 Credit Hours  
50 Clock Hours  
A continuation of Clinical Chemistry II. Course topics include: the liver and tests for hepatic function, enzymes and their diagnostic usage, lipid metabolism, thyroid hormones and normal values.
- BSC 2012 Parasitology** 4.5 Credit Hours  
50 Clock Hours  
To provide a concise description of the biology and epidemiology of human parasites. Discussion of pathogenesis and life-cycles of parasitic organisms.
- BSC 2012L Parasitology, Laboratory** 2.5 Credit Hours  
50 Clock Hours  
Techniques and procedures used for identification of various parasitic organisms. To be taken in conjunction with BSC 2012.
- MLS 2500 Serology I** 3.0 Credit Hours  
50 Clock Hours  
Introduction to the study of sera; antigen-antibody reactions and interactions, immunity and allergic responses. Emphasis on humoral responses to invasion by foreign material in the body. The student will describe principles of precipitation, agglutination, complement fixation, neutralization, immunofluorescence and titration test principles. Laboratory section includes: syphilis serology, C-reactive protein, rheumatoid arthritis testing and heterophile antibodies in infectious mononucleosis.
- MLS 2501 Serology II** 3.0 Credit Hours  
50 Clock Hours  
A continuation of Serology I. Major topics to be discussed will include: antibody responses to bacterial and viral infections, Streptococcus MG, Antistreptolysin O, agglutination tests for febrile diseases, influenza infections and the hemagglutination inhibition reaction, antinuclear factors in lupus erythematosus, serological tests for pregnancy and human serum complement levels.

- MLS 1549 Bloodbanking I** 3.0 Credit Hours  
50 Clock Hours  
An introduction to bloodbanking including the screening of donors and preparation of recipients. Lecture emphasis placed on the ABO and Rh systems with respect to human genetics and laboratory emphasis placed on ABO and Rh testing and the preparation and use of blood and blood components.
- MLS 1550 Bloodbanking II** 3.0 Credit Hours  
50 Clock Hours  
A continuation of Bloodbanking I. Lecture discussion will include all other major blood group systems with laboratory emphasis being placed on antibody screening and identification, compatibility testing and special tests encountered in identification procedures.
- MLS 1540 Urinalysis** 3.0 Credit Hours  
50 Clock Hours  
Introduction to the analysis of routine urine specimens collection, gross examination, physical, chemical and microscopic examination techniques and interpretation.
- PCB 2060 Genetics** 4.5 Credit Hours  
50 Clock Hours  
A study of the basics of heredity to include an overview of dominant/recessive traits, Mendelian theory, co-dominance, allelic function, the major modes of inheritance, and chromosomal abnormalities.
- MLS 2401 Microbiology I** 4.0 Credit Hours  
75 Clock Hours  
Fundamentals of Microbiology. This course is designed to present the basic concepts of microbiology as well as the role of microorganisms in human disease. Major emphasis is placed on bacterial morphology of gram positive procaryotic cells and clinical techniques of isolation and identification.
- MLS 2402 Microbiology II** 3.0 Credit Hours  
50 Clock Hours  
A continuation of Microbiology I. Major emphasis will be placed on gram negative procaryotic organisms, bacterial metabolism, and techniques for isolation and identification of enteric and systemic gram negative pathogens.
- MLS 2403 Microbiology III** 3.0 Credit Hours  
50 Clock Hours  
A continuation of Microbiology II. Major topics for discussion include: anaerobic bacteria and metabolism as well as acid-fast organisms. Lab procedures stress isolation and identification techniques.
- MLS 2400 Mycology and Virology** 1.0 Credit Hours  
25 Clock Hours  
An introduction to the isolation, identification, and pathogenesis of eucaryotic fungi and viruses.
- MLS 3999 Clinical Internship** 6.0 Credit Hours  
480 Clock Hours  
This course is designed to allow the student to apply technical knowledge and skills learned within the college facility in selected clinical laboratories in the community. The student will practice laboratory techniques in the major disciplines. Emphasis will also be placed on workload organization, interrelationships with other members of the Allied Health team within the facility and in gaining the self-confidence and experience necessary to become an effective employee.



## MEDICAL TRANSCRIPTIONIST PROGRAM

- MSC 1531 Medical Terminology** 6.0 Credit Hours  
80 Clock Hours  
A study of the root words, suffixes, prefixes, word combinations and short forms unique to the medical profession.
- SES 1110 Typing** 3.0 Credit Hours  
40 Clock Hours  
Typing with an increased emphasis on speed to a minimum of 40 words per minute.
- SES 1111 Typing, Advanced** 3.0 Credit Hours  
40 Clock Hours  
Typing with an increasing emphasis on speed to a minimum of 50 words per minute.
- SES 1342 Career Development and Communication** 6.0 Credit Hours  
80 Clock Hours  
A general course established to round out the students knowledge of office communications, human relations, patient histories, jurisprudence and personal development.
- SES 1362L Transcription** 6.0 Credit Hours  
120 Clock Hours  
Machine Transcription with emphasis placed on methods of transcribing and production of quality work.
- SES 1363L Advanced Transcription** 6.0 Credit Hours  
120 Clock Hours  
Introduction to word processing with hands-on training to an appropriate level of performance with the main emphasis on high-speed, accurate medical transcription. The student is required to transcribe 25 lines of medical material in fifteen minutes.

## PHARMACY TECHNICIAN PROGRAM ADDITIONAL COURSES

- PHA 1000 Pharmacology** 4.5 Credit Hours  
60 Clock Hours  
A course that provides the basics of pharmacology with a breakdown of drug classifications and the common drugs associated with each. Includes drug identification, function, dosages, and contraindications.
- PHA 1100 Pharmacy Procedures** 6.0 Credit Hours  
80 Clock Hours  
An accurate study of prescriptions, sickroom supplies, basic math and drug calculations is covered in some detail.
- PHA 2930 Pharmacy Technician Externship** 4.0 Credit Hours  
160 Clock Hours  
A practical in-service experience in a drug store and/or pharmacy that allows the student to apply skills and knowledge in the professional environment.

## DENTAL LABORATORY TECHNICIAN PROGRAM

- DTE 1110 Complete Dentures I** 5.0 Credit Hours  
100 Clock Hours  
The student will have knowledge in performing basic laboratory procedures of pouring casts, fabricating custom impression trays, trial baseplates and occlusal rims. An introduction to articulation vertical dimension and angle classification.
- DTE 1120 Complete Dentures II** 5.0 Credit Hours  
100 Clock Hours  
The arrangement of artificial teeth according to angle classification and contouring of gingival areas for proper esthetics in wax. The dentures are processed, finished and polished. The repair and relining of dentures is also instructed. Prerequisite: DTE 1110.
- DTE 1130 Removable Partial Dentures I** 5.0 Credit Hours  
100 Clock Hours  
This course is an introduction to removable partial denture construction. The fundamentals of survey and design, waxing, investing, casting and metal finishing will be learned through the fabrication of removable partial denture frameworks.
- DTE 1140 Removable Partial Dentures II** 5.0 Credit Hours  
100 Clock Hours  
The arrangements of teeth for partial dentures, as well as investing, processing and finishing partial denture bases will be introduced. Repair of the partial denture framework by electro soldering and torch soldering will also be discussed. Prerequisite: DTE 1130.
- DTE 1150 Crown and Bridge/Anatomy I** 5.0 Credit Hours  
100 Clock Hours  
This course teaches the components of dental anatomy and occlusion through the carving of teeth, labeling of anatomical landmarks, and demonstrating the relationship of each tooth to its antagonist. It also is an introduction to restorations including inlays, onlays, post crowns, and simple bridges. Preparation of models and dies, forming wax patterns, investing, casting, and finishing will be presented.
- DTE 2160 Crown and Bridge/Anatomy II** 5.0 Credit Hours  
100 Clock Hours  
The student will refine wax carving techniques and understanding of occlusal morphology through the carving of full coverage wax patterns to opposing models. Emphasis is placed on metal design for crowns and bridges including semi-precision attachments. Fabrication procedures for resin veneering will be presented. Prerequisite: DTE 1150
- DTE 2170 Ceramics I** 5.0 Credit Hours  
100 Clock Hours  
A study of techniques for fabricating porcelain to metal restorations, including metal design, preparation and the fusing of porcelain to metal. Prerequisite: DTE 2160.
- DTE 2180 Ceramics II** 5.0 Credit Hours  
100 Clock Hours  
A continuation of DTE 2170 with emphasis on multiple unit bridges. Introduction to the porcelain jacket crown and the staining of ceramic restorations. Prerequisite: DTE 2170.

**DTE 2190 Specialty I**

**5.0 Credit Hours**

**100 Clock Hours**

In this phase of the students program, one of the four previous activities will be chosen for specialization and advanced individualized work. Projects will be assigned to students in their specialty choice.

**DTE 2200 Specialty II**

**5.0 Credit Hours**

**100 Clock Hours**

A continuation of DTE 2190

***“I took the first step to becoming better skilled in today’s market.”***

*“When I first decided to go back to school, I was like many others, a little apprehensive about starting school all over again. I wanted to better myself, upgrade the skills I already had. I took the first step to becoming better skilled in today’s market.*

*The staff at TCCDC (Tampa College Career Development Center) were more than willing to help in whatever capacity that they could.*

*I had to quit my job to continue my education, and needed a job. I watched the postings in the Job Placement Department for positions in which I would be interested. I picked out several on the board, and proceeded to ask for direction regarding the ones in which my qualifications fit. Job Placement helped me in several ways . . .*

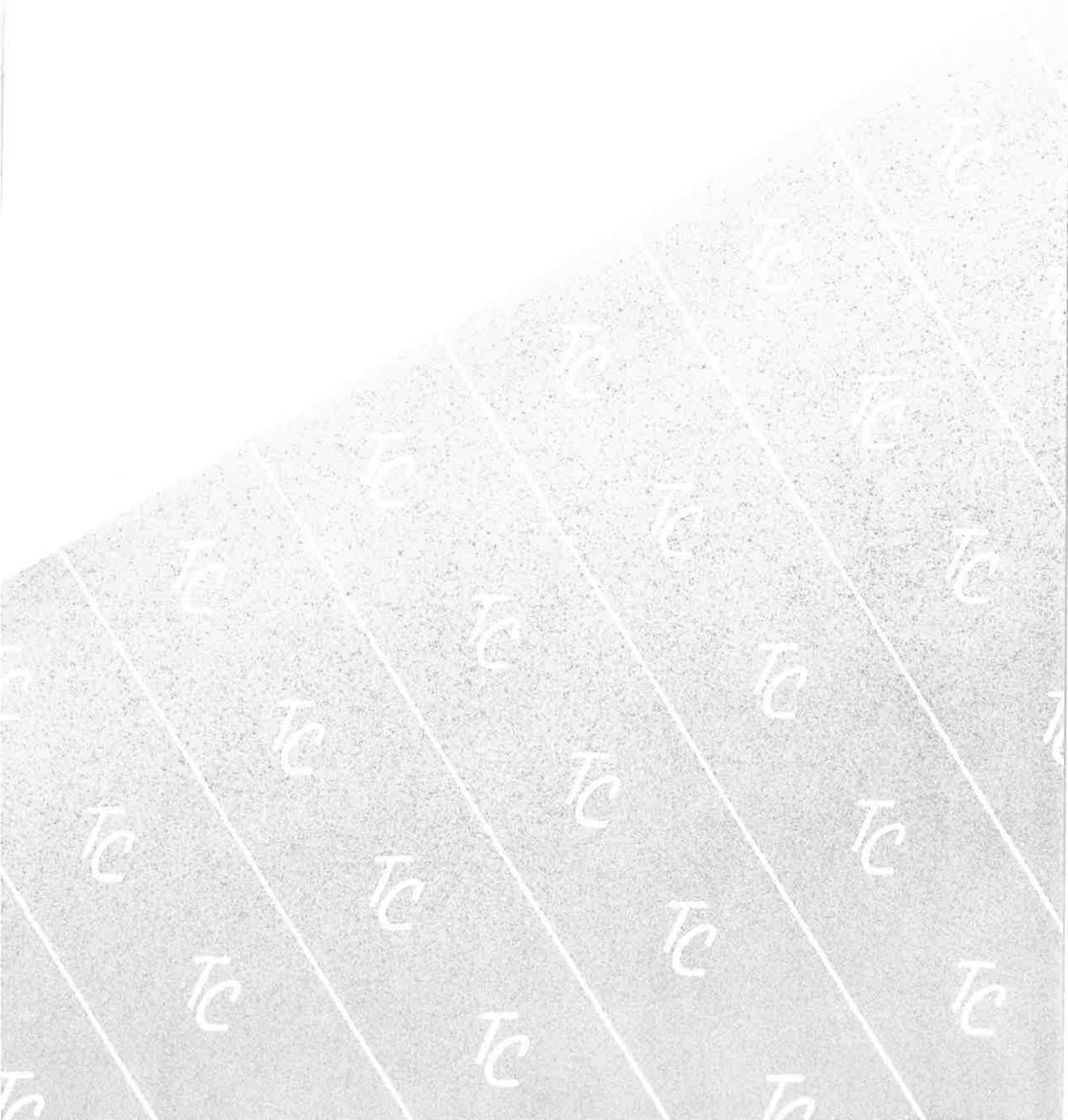
*Take advantage of everything you possibly can. Keep a positive attitude, work hard, push yourself, no one else will; keep in touch with Job Placement. Without Job Placement, time would not have been taken to answer the advertisement for my current position.*

*Aim higher than you think you possibly can achieve. We all can achieve, to whatever level we desire. When we do not aim high enough then we are disappointed. It is a growing process and cannot be acquired overnight. Do not be disappointed if you slip and fall, we all do, it makes a better foundation for future success.*

*Good Luck!!”*

Sharon La Gue  
Class of '86

# Career Development Programs





**ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION FOR  
STUDENTS ENROLLED IN THE CAREER DEVELOPMENT PROGRAMS**

**ADMISSIONS**

**GENERAL ADMISSIONS REQUIREMENTS**

An enrollment interview with an Admissions Representative is required of all applicants for admission into Career Development Programs. This assures each applicant the opportunity to ask questions relating to the curriculum and the potential success in their field of study. Parent(s) and/or spouse of the applicant are also encouraged to attend the interview.

Career Development Programs operate continuously, 12 months per year, with starting dates approximately every six weeks for new students.

In order to be admitted to any program, an applicant must:

1. Have earned a high school diploma or equivalent and successfully complete an entrance examination with a passing score.

or

2. If not a high school graduate, an applicant may demonstrate the ability to benefit from the program by successfully completing an entrance examination with a passing score and the applicant may be accepted as an "adult student".

Requests for transcripts of all previous education or GED Documents must be made at the time of application for admission.

The following items are required for a complete enrollment file:

- Application for Admission (must be signed by parent or guardian if applicant is under 18 years of age)
- Enrollment Agreement (must be signed by parent or guardian if applicant is under 18 years of age)
- Request for high school or college transcript or GED Certificate
- Valid Test answer sheet

**REFUND POLICY**

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

The last date of attendance is considered the date of withdrawal. The amount of tuition charged to students who withdraw from school is shown below.

After the third day of the first phase week:

Weeks 1 and 2	10% of total course price
Weeks 3 and 4	20% of total course price
Weeks 5 through 8	45% of total course price
Weeks 9 through 15	70% of total course price
Weeks 16 through 30	100% of total course price

Students who withdraw and later restart their program in a later phase shall be charged based upon their original Last Date of Attendance (LDA) until they pass the same point in the program after restarting. For example, if a student attends two weeks in Phase I, drops out of school, restarts and attends three weeks, and drops again, that student is charged based upon three weeks of attendance.

As long as a student remains in the same program, he/she should be charged only the total course price even if longer than thirty weeks is required for that student to complete the program and/or if the student withdraws and later restarts.

### **GRADING SYSTEM AND PROGRESS REPORTS**

Grades are reported at the completion of each Five Week Phase and are provided each student. If mailed, they are sent to the student's home address.

The following grading system is used:

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

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

X Exemption	not calculated
N No Grade	not calculated

(awarded if a student withdraws from a class under approved mitigating circumstances)

### **CALCULATION OF GRADE POINT AVERAGE**

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

### **ATTENDANCE POLICY**

When you are working, your employer needs you on the job. Promotion and salary increases do not go to those with records of excessive absences. That is why the College maintains an attendance policy parallel to that of the business community. Therefore:

1. Students are expected to attend all scheduled classes in order to achieve the learning goals of their program.
2. Mandatory attendance shall be stressed as part of their preparation for employment.



3. Attendance and tardiness will be recorded for each class meeting. Three tardies shall be considered equal to one class absence.
4. Students who accumulate more than three (3) days of absence in any phase must see the Academic Coordinator for counseling before being readmitted to their classes.
5. Students who accumulate more than six (6) days or 30 classroom hours of absence in any phase may be suspended from school and given a grade of "N" or "W" in each class. (See Rule 7 below)
6. Every class hour of absence is counted toward the limit.
7. A student, who is suspended for non-attendance, may restart one (1) time without a grade point average penalty for the courses from which he was withdrawn. (N grades will be issued.) Any additional entry beyond the one time may be made only after mitigating circumstances were approved by the Director after counseling with the Director has taken place. Any further withdrawals by the student beyond the one (1) time limit will require that "W" grades be issued for all courses from which the student was withdrawn.
8. Students may be permitted to make up class hours on the same day the class was missed if another section of the same course is available.

### **GRADUATION**

Graduation exercises are held once every six months for graduates. Courses of study are graded on the basis of achievement of job-related standards of progress within each grading period. The minimum cumulative grade point average for graduation is 2.0. Students are presented their certificates at the time all the course work for their program is completed and those students are included in the graduating class of that period. All graduates must fulfill their financial obligations to the College before their certificate is released, however.

# Career Development Programs



## DATA ENTRY

The Data Entry Program is designed to prepare the graduate to be a data entry operator. Training is on keyboard-to-diskette equipment. The program includes training in supportive skills which allows graduates flexibility in seeking a variety of entry level jobs.

The curriculum is comprised of forty-two (42) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.

		CREDIT HOURS
Program Length: 30 Weeks		
SES 020	Office Systems and Practical Application	4
SES 010	Basic Filing	2
DAE 020	Introduction to Keyboarding	3
DAE 021	Keyboard Data Entry I	3
DAE 022	Keyboard Data Entry II	3
DAE 023	Keyboard Data Entry III	3
DAE 024	Keyboard Data Entry IV	3
DAE 025	Keyboard Data Entry V/Word Processing	3
MAT 020	Recordkeeping	4
ENG 080	Language Skills	2
ENG 081	Semantics	2
MAT 080	Principles of Arithmetic	4
MAN 145	Professional Development	<u>4</u>
TOTAL CREDIT HOURS		42

## OFFICE SPECIALIST/WORD PROCESSING

The Office Specialist is prepared for entry-level employment in a variety of clerical and secretarial tasks common to most business office operations.

This curriculum is comprised of forty-two (42) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.

		CREDIT HOURS
Program Length: 30 Weeks		
ENG 080	Language Skills	2
ENG 081	Semantics	2
ENC 082	Writing Skills	2
MAT 080	Principles of Arithmetic	4
MAN 145	Professional Development	4
MAT 020	Recordkeeping	4
SES 010	Basic Filing	2
SES 020	Office Systems and Practical Application	4
TYP 011	Typing I	3
TYP 012	Typing II	3
TYP 013	Typing III	3
TYP 014	Typing IV	3
TYP 015	Typing V	3
TYP 016	Typing VI/Word Processing	<u>3</u>
TOTAL CREDIT HOURS		42

## NURSING ASSISTANT

The Nursing Assistant Program is designed to prepare graduates as allied members of the health care team in (non-critical) patient care in hospitals, nursing homes, and health care agencies, under the direction of the nursing and medical staff. Upon completion the student is awarded a certificate.

This curriculum is comprised of forty-eight (48) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.

		CREDIT HOURS
Program Length: 30 Weeks		
ENG 080	Language Skills	2
ENG 081	Semantics	2
MAN 145	Professional Development	4
MAT 079	Arithmetic for the Nursing Assistant	2
NUA 011	Nursing Module A	6
NUA 012	Nursing Module B	6
NUA 013	Nursing Module C	6
NUA 014	Nursing Module D	6
NUA 015	Nursing Module E	6
NUA 016	Nursing Module F	<u>8</u>
TOTAL CREDIT HOURS		48

## COURSE DESCRIPTIONS

### DATA ENTRY

**DAE 020 Introduction to Keyboarding** 3 Credit Hours  
50 Clock Hours

This course is designed to introduce the student to basic skills of typewriting. Keyboard learning and basic skills are the areas covered.

**DAE 021 Keyboard Data Entry I** 3 Credit Hours  
50 Clock Hours

This course is designed to introduce the principles and techniques of keyboard data entry from key-to-diskette video display units. Emphasis is on building keystroke rate and accuracy through varied job applications. Prerequisite: DAE 020.

**DAE 022 Keyboard Data Entry II** 3 Credit Hours  
50 Clock Hours

This course is a continuation of DAE 021. Prerequisite: DAE 021.

**DAE 023 Keyboard Data Entry III** 3 Credit Hours  
50 Clock Hours

This course is designed to further advance the student's understanding of the key-to-diskette video display units. Emphasis is placed on speed and accuracy through various job applications. Prerequisite: DAE 022.

**DAE 024 Keyboard Data Entry IV** 3 Credit Hours  
50 Clock Hours

This course is designed to further advance and complete the student's training on key-to-diskette video display units. Emphasis is on speed and accuracy through various business job applications. Prerequisite: DAE 023.

**DAE 025 Keyboard Data Entry V/Word Processing** 3 Credit Hours  
50 Clock Hours

This course is designed to summarize all previous training on data entry devices. Speed and accuracy are maximized and emphasis is placed upon the measurement of both speed and accuracy. Prerequisite: DAE 024.

**MAT 020 Recordkeeping** 4 Credit Hours  
50 Clock Hours

This course reviews basic mathematics and introduces the student to personal recordkeeping and business recordkeeping.

### NURSING ASSISTANT

**NUA 011 Nursing Module A** 6 Credit Hours  
75 Clock Hours

This module is designed to introduce the principles and techniques the nursing assistant will use for the care of the patient. The mastery of the skills for personal care, range of motion, body alignment, ambulation, body mechanics, communication, and observation are emphasized.

**NUA 012 Nursing Module B** 6 Credit Hours  
75 Clock Hours

This module is designed to introduce the principles and techniques the nursing assistant will use for the care of the patient. The master of the skills for measuring and recording vital signs, intake and output, height and weight, proper use of the enema, collection of specimens, use of restraints, and the testing of specimens will be emphasized.

**NUA 013 Nursing Module C** 6 Credit Hours  
75 Clock Hours  
This module is designed to introduce the nursing assistant to maternal and child health, labor and delivery, the newborn, child development, child abuse, and care of the pediatric patient. It will emphasize mastery of skills of child care, isolation techniques, and the feeding of the patient.

**NUA 014 Nursing Module D** 6 Credit Hours  
75 Clock Hours  
The module is designed to introduce the nursing assistant to first aid techniques and emergency care as well as techniques for care of patients with special needs. Topics covered include body structure and functions, pre- and post-operative care, CPR and first aid, perineal care, oxygen therapy, wounds, and infections of wounds.

**NUA 015 Nursing Module E** 6 Credit Hours  
75 Clock Hours  
This module is designed to introduce the nursing assistant to the process of aging, the needs of the aging, death and dying, cancer, and changes of body image. It will emphasize the mastery of skills of post mortem care, ostomy care, admitting, discharge and transfer of the patient, diabetes, medical records, and the patient in pain.

**NUA 106 Nursing Module F** 8 Credit Hours  
100 Clock Hours  
During this phase the student will participate in a simulated work environment or an externship program at a health care facility. The student will be observed and evaluated by staff members of the health care facility as well as by faculty members. Seminars will be held to discuss the professional work experience. Prerequisite: NUA 011, NUA 012, NUA 013, NUA 014, NUA 015.

### LIBERAL ARTS

**ENC 082 Writing Skills** 2 Credit Hours  
25 Clock Hours  
Writing Skills is an intensive, activity oriented course designed to teach basic principles of writing and approaches for writing various types of communications. The course presents simplified guides and depends heavily upon illustrations and exercises to teach basic writing principles.

**ENG 080 Language Skills** 2 Credit Hours  
25 Clock Hours  
Language Skills is a basic English course that concentrates on foundations of grammar and punctuation.

**ENG 081 Semantics** 2 Credit Hours  
25 Clock Hours  
The purpose of this course is to build student's vocabulary in an organized and effective way. Larger vocabularies and a greater familiarity with words and word functions make possible more satisfying progress in the other liberal arts courses that a student might attempt.

**MAN 145 Professional Development** 4 Credit Hours  
50 Clock Hours  
This course is designed to develop the confidence needed to function in a business career. Aims, objectives, techniques of leadership, creativity, social communications, and appearance are also discussed. This course also presents a study of all skills associated with joining the work force and growing with a job. Topics included are: vita preparation, interview behavior, attire, and job responsibilities and benefits.

**MAT 079 Arithmetic for the Nursing Assistant** 2 Credit Hours  
25 Clock Hours  
A short review of basic arithmetic functions and their application to a Nursing Assistant's Career.

**MAT 080 Principles of Arithmetic** 4 Credit Hours  
50 Clock Hours  
This course covers basic arithmetic functions and their applications in problem solving.

### OFFICE SPECIALIST

**SES 010 Basic Filing** 2 Credit Hours  
25 Clock Hours  
The student is taught the classification, retention, protection, and disposal of records. Emphasis is placed on the proper controlling of records.

**SES 020 Office Systems and Practical Applications** 4 Credit Hours  
50 Clock Hours  
This is a practical course which integrates the basic office skills of using a typewriter and ten-key adding machines plus telephone communication, mailing, office technologies, reprographics, planning, filing methods and general office procedures.

**TYP 011 Typing I** 3 Credit Hours  
50 Clock Hours  
This course is designed to introduce the basic skill of typewriting.

**TYP 012 Typing II** 3 Credit Hours  
50 Clock Hours  
This course is a continuation of the student's typing training. Topics covered are centering, tabulation, and letter forms. Prerequisite: TYP 011.

**TYP 013 Typing III** 3 Credit Hours  
50 Clock Hours  
This course is a continuation of the student's typing training. Topics covered are business letters, envelopes, and reports. Prerequisite: TYP 012.

**TYP 014 Typing IV** 3 Credit Hours  
50 Clock Hours  
This course is a continuation of the student's typing training. The emphasis in this course is on tabulation and on-the-job related activities. A great deal of emphasis is on skill building through the use of timed writings. Prerequisite: TYP 013.

**TYP 015 Typing V** 3 Credit Hours  
50 Clock Hours  
This course is designed to develop speed building and typing productivity of executive materials. Prerequisite: TYP 014.

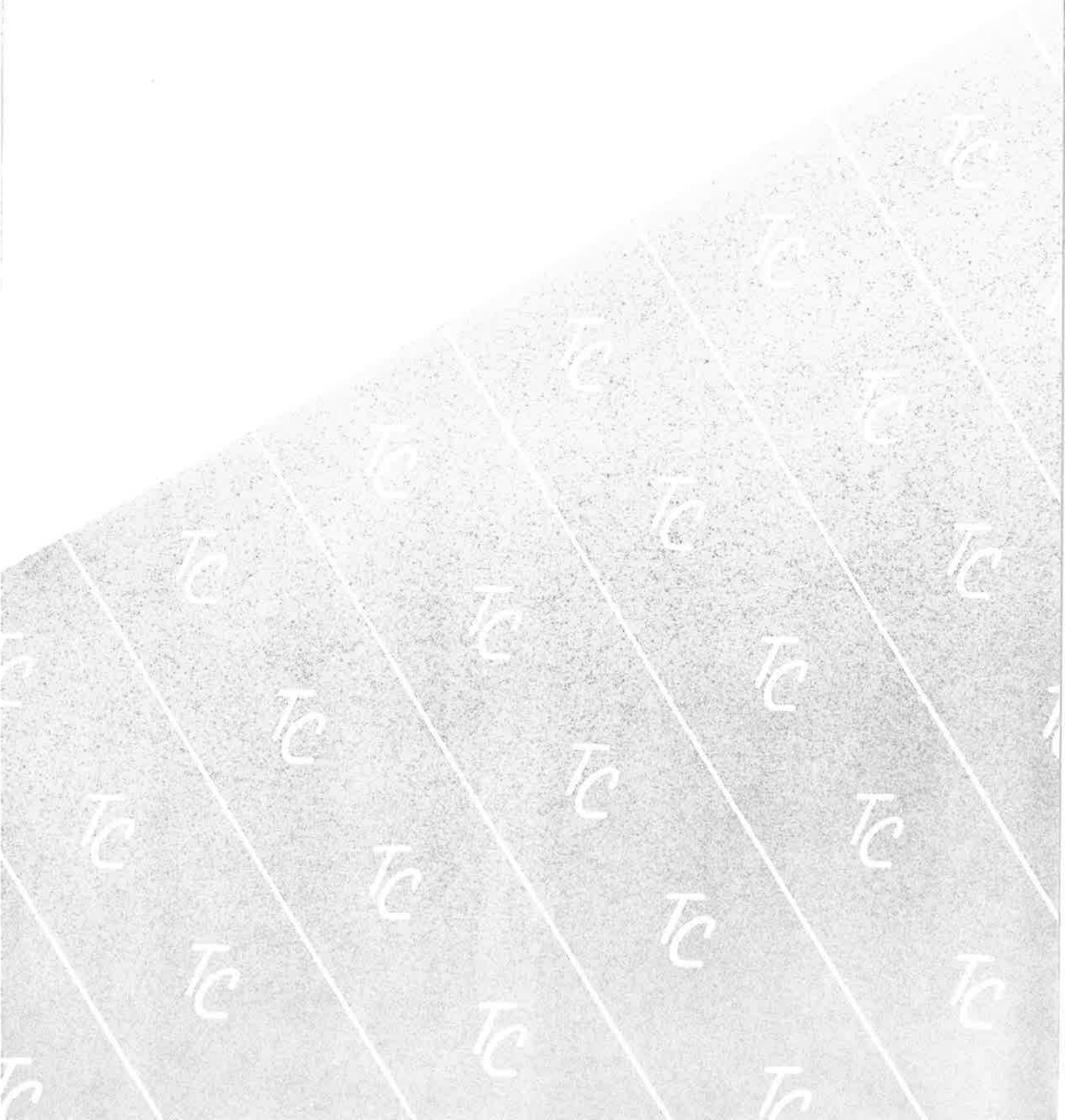
**TYP 016 Typing VI/Word Processing** 3 Credit Hours  
50 Clock Hours  
This course is designed to develop accuracy and speed in production work. Prerequisite: TYP 015.

***“I’ve always enjoyed art, but I never imagined how much I could do with it.”***

*“I like the friendly atmosphere—it helps me work easily, and it’s neat how we’ve all become friends. I’ve always enjoyed art, but I never imagined how much I could do with it. I actually enjoy coming to class because I am excited about what I just might get out of it. I’ve learned and experienced things I didn’t think were possible, and it’s amazing how much I’ve improved.”*

Susan Burnite  
Class of '86

# Media Arts Program







**ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION FOR  
STUDENTS ENROLLED IN THE MEDIA ARTS PROGRAM**

**REFUND POLICY**

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

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

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

A student enrolled in the Media Arts Program of Tampa College who has attended more than 50% of the stated course length of that program will receive no tuition adjustment if changing to a shorter course.

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

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

**ACADEMIC INFORMATION**

**QUARTER HOUR OF CREDIT**

A quarter hour of credit is equivalent to approximately eighteen hours of classroom instruction.

A standard class hour is 50 minutes.

**Class Hours**

Morning Session . . . . . 8:00 a.m. to 12:30 p.m. Monday through Thursday  
Afternoon Session . . . . . 1:00 p.m. to 5:30 p.m. Monday through Thursday  
Evening Session . . . . . 6:00 p.m. to 9:00 p.m. Tuesday through Thursday  
(Evening students attend half time and require  
18 months to complete the program)

## Special Assistance

Instructors will be available for remedial and extra credit work 12:30 p.m. to 1:00 p.m. and 5:30 p.m. to 6:00 p.m. Monday through Thursday. Fridays from 8:00 a.m. to 11:00 a.m. are set aside for special assistance. Instructors and the school's facilities will be available to students requiring remedial assistance and for students working on extra-credit projects, free-lance jobs, and personal art projects. Students who have not completed their assignment or do not get satisfactory grades on their tests will be required to attend the Friday session.

## GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

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

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

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

X	Exemption	not calculated
V	Audit	not calculated

## CALCULATION OF GRADE POINT AVERAGE

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

## HOMEWORK

The majority of work given can be completed in the classroom thus enabling students who are working their way through school to do so without undue hardship. However, there are some instances where assignments may require additional practice. These assignments may be worked on during the hours set aside for special assistance or at home with the permission of the instructor.

## **TESTING**

All students will be issued study guides on Thursday for the coming week(s) unit of study. All testing is based on the material covered in the study guide and lectures. A written and/or practical exam will be given at the conclusion of each unit of study. A written and practical exam will be given at the end of each phase covering the entire phase.

## **REFRESHER PROGRAM**

Any graduate of this Program may return and refresh any portion of the original course at no cost. A new agreement must be signed; however, at the current tuition rate to cover new course material subsequently implemented by the College due to today's rapidly changing technology.

## **FIELD TRIPS**

Field trips are an integral part of the College's program and may include trips to a printer, typesetter, television station, outdoor advertising company, newspaper, and advertising agency as well as museums, art shows, and trade shows.

## **JUDGING**

At the completion of each unit of study all artwork receiving a grade between 91 and 100 and meeting completion deadlines is eligible to be judged by a panel of faculty. Those judged to be best are awarded ribbons.

## **ADVISORY COUNCIL**

The Media Arts Program has an advisory council comprised of professionals in the field. The council meets twice yearly to review the curriculum and to keep the College informed of current changes in the state of the art. Council members are sometimes called upon to give special lectures or to host field trips to their places of business.

## **STUDENT ARTWORK**

Samples of student artwork have great importance to the College. Student artwork samples are used as examples in the teaching of other students and as a permanent display demonstrating the nature of the program to visitors. Student artwork is also used by admissions representatives to show prospective students and counselors examples of students' achievements.

The College reserves the right to make use of student artwork for these purposes and to select and retain one piece of work from each student for its permanent collection. The artwork thus retained by the college will be replaced in the student's portfolio with a full-color photographic reproduction and a statement of the location of the original.

## **PORTFOLIO REVIEW**

At graduation, students will possess a well-rounded portfolio of commercial artwork, a resume', and business cards incorporating their personal logo, and a set of slides of their portfolio for submission to employers. In addition, local employers will be invited to a portfolio review of graduate's work hosted by the school.

## **PROGRESS RECORDS**

The Media Arts Program of the College maintains Permanent Records on each student enrolled. Grades are given to the student by the instructors upon completion of each phase.

**COMMERCIAL ART PROGRAM**

The Commercial Art Program consists of nine (9) months of intensive training for students who have a strong art background. It 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, layout and illustration. Students will also acquire a sound understanding of printing methods, business practices and the jargon of the industry.

The instructional program content is based upon an occupational analysis of the commercial art field, years of vocational art instruction experience and is adjusted to reflect employment needs and opportunities as determined by the instructors, administrators and outside experts within the field.

Program Length: 9 Months Day 18 Months Evening		CLOCK HOURS	CREDIT HOURS
ART 1212C	Composition	36	2
GRA 1221C	Lettering/Typography I	54	3
ART 1300C	Basic Drawing	36	2
ART 1320C	Illustration I	54	3
ART 1330C	Illustration II	90	5
GRA 1541C	Graphic Design I	90	5
GRA 2223C	Lettering/Typography II	36	2
GRA 2234C	Production Art I	72	4
GRA 2235C	Production Art II	72	4
GRA 2542C	Graphic Design II	72	4
GRA 2543C	Layout	<u>36</u>	<u>2</u>
TOTAL HOURS		648	36

## COURSE DESCRIPTIONS

- ART 1212C Composition** 2 Credit Hours  
36 Clock Hours  
A study of the basic elements of good composition and how they are applied to advertising, commercial illustration and design.
- GRA 1221C Lettering/Typography I** 3 Credit Hours  
54 Clock Hours  
An introduction to letterforms and typefaces includes instruction in the rendering of letterforms both free-hand and using drafting tools.
- GRA 1223C Lettering/Typography II** 2 Credit Hours  
36 Clock Hours  
Emphasis is placed on the integration of letterforms into commercial designs and their use as a creative element.
- ART 1300C Basic Drawing** 2 Credit Hours  
36 Clock Hours  
The course is designed to develop realistic drawing skills through a series of exercises that develop the student's observation abilities. Basic shapes, shading, texture, tone, and perspective are also covered.
- ART 1320C Illustration I** 3 Credit Hours  
54 Clock Hours  
Includes a study of portraiture, with emphasis on accurate observation to achieve a realistic likeness. An introduction to the color spectrum includes instruction in how to use it effectively in illustration and design.
- ART 1330C Illustration II** 5 Credit Hours  
90 Clock Hours  
Instruction in illustration techniques from simple high contrast renderings to more advanced pen and ink techniques. A study of creatively visualizing shapes into arbitrary images for illustrative design is also covered.
- GRA 1541C Graphic Design I** 5 Credit Hours  
90 Clock Hours  
A study of the principles and concepts of graphic communication and methods for creative problem solving in a variety of design projects.
- GRA 2234C Production Art I** 4 Credit Hours  
72 Clock Hours  
An introduction to the preparation of artwork for printing, includes instruction in the proper use of tools, procedures, techniques and the specification of ink colors and paper stock. A study of print reproduction methods covers letterpress, offset, gravure and silk screen and relates them to their specific art requirements.
- GRA 2235C Production Art II** 4 Credit Hours  
72 Clock Hours  
Instruction in more complicated mechanical assembly of artwork for reproduction. Includes the use of overlays and the preparation of color separated artwork; options such as die-cutting and embossing are also covered.

**GRA 2542C Graphic Design II**  
72 Clock Hours

4 Credit Hours

A more advanced study of design principles applied to a variety of projects including two and three dimensional package design.

**GRA 2543C Layout**  
36 Clock Hours

2 Credit Hours

An introduction to the fundamentals of effective retail advertising. Students learn design principles that direct the viewer's eye and emotive responses. Marker rendering techniques are also covered.

**THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

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

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

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

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

St. Petersburg Campus  
1011 1st Avenue North  
St. Petersburg, FL 33705  
Phone (813) 894-2439

ORLANDO COLLEGE

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

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

## **BOARD OF TRUSTEES**

**Chairman**  
**Douglas F. Devaux**  
**Summit System of Colleges and Schools**  
**Clearwater, Florida**

**Jeanie Austin**  
**Chairman**  
**Republican Party of Florida**  
**Tallahassee, Florida**

**David MacNamara**  
**Administrator**  
**Diocese of St. Petersburg**  
**St. Petersburg, Florida**

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

**Terry McMahan**  
**Attorney at Law**  
**Zimmer Corporation**  
**Pompano, Florida**

**Donald C. Jones**  
**President**  
**Summit System of Colleges**  
**and Schools**  
**Clearwater, Florida**

**Dr. Charles E. Palmer**  
**Chairman of the Board**  
**Strayer College**  
**Charleston, South Carolina**



# THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS

 ORLANDO COLLEGE

 TAMPA COLLEGE

## APPLICATION FOR ADMISSION

(Application Fee of \$15  
must accompany application)

Paid \$ \_\_\_\_\_

Date \_\_\_\_\_

Receipt # \_\_\_\_\_

### PERSONAL INFORMATION (Please Print)

Last or Married Name		First Name	Middle Name	Maiden Name
Mailing Address: Street		City	State	County
Residence Phone ( )	Business Phone ( )	<b>RACE (required by U.S. Office of Education Title VI Civil Rights Act, 1964)</b> Check only one: <input type="checkbox"/> Alaskan Native or American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> White Non-Hispanic (Note: Resident-Aliens, check one of the above categories and note Alien number from I-551/155: _____)		
Social Security Number	<input type="checkbox"/> Male <input type="checkbox"/> Female	office use only Code: _____		
Have you been a resident of Florida for at least two years? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Birth Date	Birth Place			
Applicant's Employer				
Full Name of Parent, Legal Guardian, or Next of Kin other than spouse (For Emergency Contact)			Relationship	Telephone Number
Legal Address of Above Person: Street		City	State	County
				Zip Code

### PREVIOUS EDUCATION

Are you a graduate of a Florida High School?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Last High School Attended	City	State	County	Zip Code	Year Graduated
Equivalency Diploma or G.E.D. Date of Issue _____		Where Issued _____					
Have you received a baccalaureate degree from another institution? <input type="checkbox"/> Yes <input type="checkbox"/> No or <input type="checkbox"/> No Prior College							
List all Colleges attended (You must request official transcripts from each)							
Name	City & State	From (Mo. & Yr.)	To (Mo. & Yr.)	Degree Earned			

### ENROLLMENT DATA

How did you find out about the college?	
<input type="checkbox"/> Newspaper <input type="checkbox"/> Direct Mail <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Billboard <input type="checkbox"/> Friend: _____ <input type="checkbox"/> Other	
Educational Program in which I wish to enroll:	I plan to attend Quarter: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring                   Year 19 ____ Other: _____, 19 ____
Credit Hours: _____	I will attend: <input type="checkbox"/> Day Classes <input type="checkbox"/> Night Classes <input type="checkbox"/> Alternate
I will need financial assistance <input type="checkbox"/> Eligible for Veteran's Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No                   If yes, VA Claim No.: _____	
I have been provided the Catalog and appropriate Supplements for the Division of the College to which I am applying for admission and I understand I am responsible for reading these documents and understanding the provisions concerning my enrollment. The information I have submitted in this application is true and I agree any inaccuracy or false statement will entitle the College to deny admission to me. If accepted, I agree to abide by the policies of the College.	<b>FOR OFFICE USE ONLY</b> ENROLLMENT STATUS (Refer to Catalog Enrollment Agreement) <input type="checkbox"/> Clear <input type="checkbox"/> Conditional (Academic Probation) <input type="checkbox"/> Provisional
	Recommended by _____ Admissions Representative _____ Date _____ Approved by Admissions Committee _____ Chairman _____ Date _____
Signature of Applicant _____ Date _____	
This Application for Admission of the above applicant to the college is submitted with my consent and approval. (Required if applicant is under 18 years of age.)	
Signature of Parent or Guardian _____ Date _____	



The College does not discriminate on the basis of age, race, color, national and ethnic origin, sex, or handicap in the administration of educational policies, admission policies, financial aid, employment, or any other College program or activity.



CUT ON LINE AND MAIL OR BRING APPLICATION TO THE COLLEGE

# Notes



**TAMPA COLLEGE**

**Current Tuition and Lab Fees**

Effective for applications taken after February 25, 1987  
and for classes starting after March 25, 1987

**I. BUSINESS AND INFORMATION SCIENCE PROGRAMS**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
Master of Business Administration	54 cr	1+ yr	\$100.00 cr
Bachelor's Degrees	180 cr	4 yrs	70.00 cr
Associate Degrees	90 cr	2 yrs	70.00 cr
Diploma or Selected Subjects			70.00 cr

**II. ALLIED HEALTH PROGRAMS**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Associate Degree</u>			
Medical Lab Technician	101.5 cr	70 wks	6,335.00
Lab Fee \$400			
<u>Diploma Programs</u>			
Medical Assistant (Day)	57 cr	32 wks	3,420.00
Lab Fee \$100			
Medical Assistant (Eve)	38 cr	33 wks	2,660.00
Lab Fee \$100			
Medical Receptionist (Day)	45 cr	24 wks	2,700.00
Medical Receptionist (Eve)	30 cr	28 wks	2,100.00
Medical Transcriptionist (Day)	39 cr	24 wks	2,340.00
Dental Laboratory Technician	50 cr	10 mos	3,500.00
Lab Fee \$400			
Pharmacy Technician	40 cr	28 wks	2,400.00

**III. CAREER DEVELOPMENT PROGRAMS**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Certificate Programs</u>			
Date Entry	42 cr	7 mos	\$3,395.00
Nursing Assistant	48 cr	7 mos	3,395.00
Office Specialist	42 cr	7 mos	3,395.00

**IV. MEDIA ARTS PROGRAM**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Diploma</u>			
Commercial Art (Day)	36 cr	9 mos	\$3,995.00
Commercial Art (Eve)	36 cr	18 mos	3,995.00

**V. ELECTRONICS PROGRAM**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Diploma</u>			
Computer Repair Technician (Day)	42 cr	24 wks	\$3,360.00
Lab Fee \$150			
Tool Kit Fee \$350			
Computer Repair Technician (Eve)	42 cr	48 wks	3,360.00
Lab Fee \$150			
Tool Kit Fee \$350			

**\* ALL TUITION IS SUBJECT TO CHANGE \***

**FEES SCHEDULE**

**LABORATORY FEES** - Any course that requires the use of the computer lab or word processing lab will require a \$30 laboratory fee in addition to the tuition.

**ADDITIONAL FEES** -

An Application Fee of \$15 (nonrefundable) must accompany an Application for Admission. A Re-entry fee of \$10 (nonrefundable) must accompany a Re-entry Application.

A Graduation Fee of \$35 shall be paid by graduating students prior to commencement.

The College charges no fee for scheduled final examinations. If a student is excused from taking a final examination when scheduled, that student must contact the Dean's office for makeup. A fee of \$20 will be paid for each final exam taken at a later date. All examination makeups must be completed within 10 days after the official ending date of the quarter.

A fee of \$35 will be paid for each examination taken to establish credit by examination, and an Academic Credit Fee of \$30 per credit hour will be paid for each course for which academic credit is established by special proficiency examination. Arrangement for such examinations must be made in advance to insure timeliness for scheduled test dates.

For Life Experience Evaluation Information & Fees, see separate Supplement available in the Life Experience office.

# Faculty and Staff

The image shows a decorative graphic consisting of a grid of diagonal lines. The lines are blue and intersect to form a series of slanted rectangular cells. In the center of each cell, the letters 'TC' are printed in a blue, serif font. The text 'Faculty and Staff' is written in a larger, bold, blue serif font across the middle of the grid. The background is a light, textured blue.

### FACULTY GRADUATE PROGRAM

Eichholz, Gerhard Carl B.S., State University of New York  
M.S., Bowling Green University  
Ph.D., Ohio State University  
Frost, Charles B.S., Hofstra University  
M.B.A., New York University  
Huddings, Merit B.B.A., University of Miami  
M.S., Louisiana State University  
E.D.D., Virginia Polytechnic Institute  
and State University  
Jones, Mark B.S., State University of New York  
M.S., State University of New York  
Nichols, Jerry B.A., Columbia Pacific University  
M.B.A., Columbia Pacific University  
Ph.D., Columbia Pacific University  
Palladino, Daniel B.A., University of Tampa  
M.A., University of Florida  
Ryan, Leo B.A., Boston University  
M.A., New Mexico Highlands University  
Theodore, John Ph.D., University of Colorado  
B.S., Peabody College  
M.A., Western Kentucky University  
S.B.A., Central Missouri State University  
Ph.D., Aristotelian University of  
Thessalonica  
Ph.D., University of Kansas  
D.B.A., University of South Africa  
Troxell, Raymond B.A., Lafayette College  
M.A., Lehigh University (International  
Relations)  
M.A., Lehigh University (Education  
Administration)  
Ph.D., Southwestern University  
B.S., Sophia University  
Windsor, George B.A., University of South Florida  
M.A.C.C., University of South Florida

### UNDERGRADUATE FACULTY BUSINESS PROGRAMS

Alexander, Lilla B.A., University of South Florida  
M.A., University of Colorado  
Baskin, John B.S., University of Tennessee  
Boylan, Matthew B.S., Upsilon College  
Chancellor, Harold B.A., University of Missouri  
Cousin, Raymond J.D., University of Southern California  
Davis, Michael B.S., University of Arkansas  
B.A., University of Washington  
Elliott, Charles B.A., University of Louisville  
B.S., Cornell University  
M.A., Cornell University

Ryan, Solona  
Shelton, Kenneth  
Stamp, Roberta  
Stein, Carmen  
Stephen, Edward  
Szczeniakowski, Alexander  
Theodore, John  
Tighe, Michael  
Troxell, Raymond  
Wall, Nancy  
Walsh, Edward  
Washbaugh, Richard  
Wells, Cheyney Tyla  
White Jr., Robert  
Windsor, George  
Wren, Stephen

B.A., Eckerd College  
B.S., Fairleigh Dickinson University  
M.B.A., Fairleigh Dickinson University  
B.S., Denison University  
B.S., University of Arizona  
B.A., University of Tampa  
M.A., University of South Florida  
B.S., Colorado State University  
B.A., University of Maryland  
M.S., Troy State University  
B.S., Peabody College  
M.A., Western Kentucky University  
S.B.A., Central Missouri State Univ.  
Ph.D., Aristotelian University of  
Thessalonica  
Ph.D., University of Kansas  
D.B.A., University of South Africa  
B.A., Wittenburg University  
M.B.A., North Texas State University  
B.A., Lafayette College  
M.A., Lehigh University (International  
Relations)  
M.A., Lehigh University (Education  
Administration)  
Ph.D., Southwestern University  
B.A., Iowa Wesleyan College  
B.A., City College of New York  
B.A., St. Joseph's Seminary  
M.A., Catholic University  
M.A., New York University  
Ph.D., New York University  
A.A., St. Petersburg Junior College  
B.A.E., University of Florida  
M.E.D., University of Florida  
Ed.D., University of Florida  
B.A., Jacksonville University  
M.A., Florida State University  
B.S., State University of New York  
B.S., Sophia University  
B.A., University of South Florida  
M.A.C.C., University of South Florida  
B.A., St. Leo College  
M.P.A., Golden Gate University

### FACULTY MEDICAL PROGRAMS

Anderson, Teresa  
Bahney, Connie  
Ballard, Karen

B.S., Alabama State University  
Medical Assistant, Tampa College  
L.P.N., Tomlinson School of Practical  
Nursing  
B.A., Ohio State University  
A.S., St. Petersburg Junior College

Fitzgibbons, Mark  
 Frederick, Michelle  
 Geraci, John  
 Girard, Ron  
 Giersten, Robert  
 Grandy, Cheryl  
 Hall, Jay  
 Harris, Earl  
 Jenkins, Morris  
 Jensen, Dan  
 Kraebel, William  
 Kramer, Russell  
 Lagrande, Louis  
 Leduc, Nelson  
 Locasio, Rosario  
 Mathias, William  
 Morgenstern, Marvin  
 Morrison, James  
 Nichols, Harry  
 Palladino, Daniel  
 Paquette, Rise Mary  
 Plossl, Theodore  
 Roach, James  
 Ryan, Leo

B.A.E., University of Florida  
 J.D., University of Mississippi  
 L.L.M., Georgetown University Law Center  
 B.A., Canisius College  
 B.B.A., Tampa College  
 B.A., Geneva College  
 M.A., University of Pittsburgh  
 M.E.D., University of Pittsburgh  
 B.B.A., St. John's University  
 M.S.B.A., University of Boston  
 B.A., University of South Florida  
 B.S., Northwestern State University of Louisiana  
 M.S., Troy State University  
 M.A.C.C., University of South Florida  
 B.A., Ripon College  
 M.B.A., Northeastern University  
 B.A., Southern Illinois University  
 M.S., Illinois State University  
 A.A., Manatee Junior College  
 B.S., Drexel University  
 B.S., University of Maryland  
 B.S., Tampa College  
 B.A., Clarflin College  
 J.D., Stetson University  
 B.M.E., Florida State University  
 B.S., Long Island University  
 M.B.A., Fordham University  
 B.S., University of Maryland  
 B.A., University of South Florida  
 M.A., University of South Florida  
 B.B.A., University of Miami  
 M.S.M., Rollins College  
 B.S.C.S., New York Institute of Technology  
 M.B.A., Nova University  
 B.A., St. Leo College  
 M.S., Golden State University  
 B.A., Union College  
 J.D., Columbia University  
 B.S., University of Maryland  
 B.A., Columbia Pacific University  
 M.B.A., Columbia Pacific University  
 Ph.D., Columbia Pacific University  
 B.A., University of Tampa  
 M.A., University of Florida  
 B.S., Concordia University  
 A.A.S., Orange County Community College  
 B.A., University of Illinois  
 M.S., University of Illinois  
 B.A., Boston University  
 Ph.D., University of Colorado

Billings, Joanna  
 Blansett, Stephanie  
 Cummings, Catherine  
 Daw, Nancy  
 Duffy, Linda  
 Dundo, Laura  
 Fritzen, Brenda  
 Lanester, Barbara  
 Lemke, Carmen  
 May, Constance  
 Mullen, Helen  
 Niles, Mary  
 Perceval, Roland  
 Perdue, Vicki  
 Phillips, Eva  
 Russ, Brenda  
 Stovall, Joyce  
 Tepper, Denise  
 Villella, John  
 Weigand, Teresa  
 Wilson, Mark

B.A., Eckerd College  
 A.A.S., Pace University  
 M.I.T., Tampa College  
 B.A., University of South Florida  
 B.S., Wilkes College  
 B.S., Radford College  
 B.S.M.T., State University of New York at Stonybrook  
 Medical Assistant, Career Academy of New York City  
 Medical Assistant, Tampa College  
 B.S., Guayacuil National School  
 B.A., University of Tampa  
 B.B.A., Bernard Baruch College  
 L.P.N., Tomlinson School of Practical Nursing  
 B.D.S.T., London Hospital  
 B.S., Florida State University  
 A.A./L.P.N., Albany Vocational Technical Institute  
 M.I.T., Career Medical Academy  
 C.D.T., National Board for Certification  
 A.A., Hillsborough Community College  
 B.A., Gettysburg College  
 M.S., University of Michigan  
 P.H.D., University of Michigan  
 B.S., Columbia Union College  
 C.D.T., City and Guilds of London Institute  
 C.B.T., City and Guilds of London Institute

Ashie, Bette  
 Benedict, Ann  
 Campbell, Carol  
 Carpenter, Colleen  
 Harazin, Martin  
 Legg, Diana  
 Mark, Stephen  
 Mock, Tracy Lynn  
 Ochpintit, Sharon  
 Register, Deborah  
 Rowland-Smith, Judy  
 Scogninigo, Antonio  
 Smith, Barbara Anne  
 Valdes, Yvonne  
 Wiedeman, John

B.S., Oakwood College  
 B.S., New Jersey State Teachers College  
 L.P.N., Manatee Area Vocational School  
 B.S., University of Texas at Houston  
 B.B.A., Tampa College  
 B.S., Tampa College  
 B.A., University of South Florida  
 B.A., University of South Florida  
 Nurse Assistant, Tampa College  
 B.A., University of South Florida  
 M.A., University of South Florida  
 Medical Assistant, Tampa College  
 B.A., State University of New York at Albany  
 A.A., St. Petersburg Junior College  
 B.S., University of Tampa  
 M.A., University of South Florida  
 A.S.N., St. Petersburg Junior College  
 B.S., Hyles-Anderson College  
 M.S., Faithway Baptist College

**FACULTY CAREER DEVELOPMENT PROGRAMS**

### FACULTY COMMERCIAL ART PROGRAM

Hug, Margaret  
Morgan, Thomas  
Zimmer, Paul

C.C.A., Hillsborough County Evening  
Vocational School  
A.A., Art Institute of Pittsburgh

### FACULTY COMPUTER REPAIR TECHNICIAN PROGRAM

Wohlbold, Otto

A.A., Indian Hills Community College

### TAMPA COLLEGE STAFF

Donald C. Jones  
David C. Zorn  
Daniel Palladino  
Richard Washabaugh  
Cheyney Tyla Wells  
Ed Huechker  
Russell Kramer  
Mark Page  
Vickie Perdue  
Isabelle Gibson  
Margaret Hug  
Edward Tarantino  
Otto Wohlbold  
Douglas Devaux, Jr.  
Mamie Garrett-Tapp  
Larry Harrison  
Madeline Lock  
Carolyn Abernathy  
Cynthia Agle  
Mark Altimari  
Renae Allen  
Guy Ashton  
Francesco Bissaro  
Mary Campbell  
Michael Centers  
Patricia Couchman  
Catherine Cummings  
Marlene Dee

President, Chief Executive Officer  
Vice President, Chief Administrative Officer  
Coordinator of Graduate Studies  
Dean of Instruction, Hillsborough  
Associate Dean, Pinellas Center  
Cluster Coordinator, Brandon, Lakeland  
Director, Medical Education Programs  
Assistant Director, Medical Education Programs  
Registrar  
Director, Commercial Art  
Director, Computer Information Systems  
Director, Electronics and Computer Repair  
Facility Administrator, St. Petersburg  
Facility Administrator, Kennedy  
Special Projects Manager  
Librarian, Hillsborough  
Admissions, St. Petersburg  
Admissions, Hillsborough  
Coach, Cross-Country and Track, Hillsborough  
Financial Aid, St. Petersburg  
Assistant Registrar, Hillsborough  
Maintenance, Hillsborough  
Accounts Receivable, Hillsborough  
Admissions, Pinellas Center  
Business Office, Hillsborough  
Deans Office, Hillsborough  
Admissions, Pinellas Park

David Destrooper  
Kimberly Destrooper  
Elaine Dewey  
Anthony D'Onofrio  
Maureen Farling  
Janis Feaster  
Sara Fleer  
Frank Fulena  
Susan Griffin  
Audrey Henry  
Debra Hill  
Jeannie Hill  
Patricia Hill  
Terri Hood  
Verdie Mae Ingram  
Sylvia Johnson  
Rebecca Justice  
Christi Lee  
James Lester  
Kathleen McGregor  
Barbara Melendez  
Jim Merchant  
Mary Miller  
Pamela Mompierre  
Rosemarie Optiz  
Judy Page  
Karen Perez  
John Perzia  
Pamela Phillips  
Teresa Reese  
Lisa Risch  
Hilda Rodriguez  
Faye Rutledge  
Sandra Salvatore  
Deborah Seder  
Lisa St. John  
Richard Tarvin  
Michael Tanner  
Christina Tepper  
Margaret Thiel  
Stacy Thiel  
Tim Thorpe  
David Underwood  
Mary Wallace  
Lynn Weir

Administrative Assistant, St. Petersburg  
Records Clerk, St. Petersburg  
Bookstore, Hillsborough  
Maintenance, Hillsborough  
Receptionist, Pinellas Center  
Receptionist, Pinellas Park  
Secretary to the Dean, Hillsborough  
Admissions, Hillsborough  
Assistant Librarian, Pinellas Center  
Job Placement, Pinellas Park  
Records Clerk, Hillsborough  
Financial Aid, Pinellas Center  
Receptionist, St. Petersburg  
Admissions, Hillsborough  
Evening Receptionist, Pinellas Center  
Financial Aid, Kennedy  
Administrative Assistant, Pinellas Center  
Job Placement, Pinellas Center  
Bookstore, Hillsborough  
Evening Receptionist, Hillsborough  
Administrative Assistant, Kennedy  
Admissions & Information Representative  
Administrative Assistant to the Vice President  
Senior Financial Aid Officer, Hillsborough  
Business Office, Hillsborough  
Senior Admissions Representative, Pinellas Center  
Senior Financial Aid Officer, Hillsborough  
Admissions, Pinellas Center  
Veteran/Foreign Student Records, Hillsborough  
Business Office, Hillsborough  
Receptionist, Hillsborough  
Job Placement, St. Petersburg  
Computer Operator, Hillsborough  
Records Clerk, Kennedy  
Records Clerk, Graduate Office, Hillsborough  
Financial Aid, Pinellas Park  
Maintenance, Hillsborough  
Admissions, St. Petersburg  
Business Office, Hillsborough  
Admissions, St. Petersburg  
Job Placement, Hillsborough  
Admissions, Kennedy  
Maintenance, Pinellas Center  
Financial Aid, Hillsborough  
Evening Receptionist, Pinellas Park



Facility Administrators -

corrected fees schedule is attached -

please use in place of old one -

photocopy as needed.

M. Page

4/29/88



## FEES SCHEDULE

LABORATORY FEES - Certain courses that require the use of the computer lab or word processing lab will require a \$30 laboratory fee in addition to the tuition.

### ADDITIONAL FEES -

An Application Fee of \$25 (nonrefundable) must accompany an Application for Admission for all programs except Data Entry. A \$15 Application Fee (nonrefundable) must accompany all Applications for Admission to the Data Entry Programs. A Re-entry fee of \$10 (nonrefundable) must accompany a Re-entry Application.

A Graduation Fee of \$45 shall be paid by undergraduate students prior to commencement. A Graduation Fee of \$60 will be paid by Master's students prior to commencement.

The College charges no fee for scheduled final examinations. If a student is excused from taking a final examination when scheduled, that student must contact the Dean's office for makeup. A fee of \$20 will be paid for each final exam taken at a later date. All examination makeups must be completed within 10 days after the official ending date of the quarter.

A non-refundable fee of \$35 will be paid for each special proficiency examination taken to establish credit and is applied to the Academic Credit Fee for each course for which academic credit is established. The Academic Credit Fee per credit hour will vary dependent upon the program in which the student is enrolled. Arrangement for such examinations must be made in advance to insure timeliness for scheduled test dates.

After one course change has been made after classes begin, a fee of \$5 will be charged for each subsequent course change.

For Life Experience Evaluation Information & Fees, see separate Supplement available in the Life Experience office.



**TAMPA COLLEGE**  
**Current Tuition and Lab Fees**  
 Effective for classes starting after February 1, 1988

**I. BUSINESS AND INFORMATION SCIENCE PROGRAMS**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
Master of Business Administration	54 cr	1+ yr	\$100.00 cr
Master of Public Administration	54 cr	1+ yr	\$100.00 cr
Bachelor's Degrees	180 cr	4 yrs	75.00 cr
Associate Degrees	90 cr	2 yrs	75.00 cr
Diploma or Selected Subjects			75.00 cr

(Textbooks are not included in tuition rates above)

**II. MEDICAL EDUCATION PROGRAMS**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Associate Degree</u>			
Medical Laboratory Technician	101.5 cr	70 wks	\$7,410.00
Lab Fee \$400			
<u>Diploma Programs</u>			
Medical Assistant (Day)	57 cr	32 wks	4,161.00
Lab Fee \$100			
Medical Assistant (Eve)	38 cr	33 wks	3,154.00
Lab Fee \$100			
Medical Receptionist (Day)	45 cr	24 wks	3,285.00
Medical Receptionist (Eve)	30 cr	28 wks	2,490.00
Medical Transcriptionist (Day)	38 cr	24 wks	2,847.00
Pharmacy Technician	40 cr	28 wks	3,650.00

(Tuition for Medical Education Programs includes the cost of textbooks)

**III. DATA ENTRY PROGRAMS**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Diploma Programs</u>			
Data Entry, Word Processing (Day)	40 cr	32 wks	\$3,395.00
Data Entry, Word Processing (Eve)	40 cr	40 wks	3,395.00
Data Entry, Computer Applications (Day)	40 cr	32 wks	3,395.00
Data Entry, Computer Applications (Eve)	40 cr	40 wks	3,395.00

(Tuition for Data Entry Programs includes the cost of textbooks)

**IV. MEDIA ARTS PROGRAM**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Diploma</u>			
Commercial Art w/Externship (Day)	38 cr	10 mos	\$4,560.00
Commercial Art (Eve)	36 cr	13.5 mos	4,320.00

(Tuition includes textbooks and tools for Media Arts Programs)



## V. ELECTRONICS PROGRAM

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Diploma</u>			
Computer Repair Technician (Day) Lab Fee \$150	42 cr	24 wks	\$4,200.00
Computer Repair Technician (Eve) Lab Fee \$150	42 cr	48 wks	4,200.00

(Tuition for Electronics Programs includes the cost of textbooks)

**\* ALL TUITION IS SUBJECT TO CHANGE \***

### FEES SCHEDULE

LABORATORY FEES - Any course that requires the use of the computer lab or word processing lab will require a \$30 laboratory fee in addition to the tuition.

### ADDITIONAL FEES -

An Application Fee of \$25 (nonrefundable) must accompany an Application for Admission for all programs except Data Entry. A \$15 Application Fee (nonrefundable) must accompany all Applications for Admission to the Data Entry Programs. A Re-entry fee of \$10 (nonrefundable) must accompany a Re-entry Application.

A Graduation Fee of \$45 shall be paid by undergraduate students prior to commencement. A Graduation Fee of \$60 will be paid by Master's students prior to commencement.

The College charges no fee for scheduled final examinations. If a student is excused from taking a final examination when scheduled, that student must contact the Dean's office for makeup. A fee of \$20 will be paid for each final exam taken at a later date. All examination makeups must be completed within 10 days after the official ending date of the quarter.

A fee of \$35 will be paid for each examination taken to establish credit by examination, and an Academic Credit Fee of \$75 per credit hour will be paid for each course for which academic credit is established by special proficiency examination.

Arrangement for such examinations must be made in advance to insure timeliness for scheduled test dates.

After one course change has been made after classes begin, a fee of \$5 will be charged for each subsequent course change.

For Life Experience Evaluation Information & Fees, see separate Supplement available in the Life Experience office.






# The Summit System

## HOME OFFICE

### MEMORANDUM

TO: Tampa College Undergraduate Students      DATE: 12/29/87  
Enrolled Under the Quarterly College Calendar

FROM: Donald C. Jones, President, Tampa College 

SUBJECT: Amendment to Tuition and Fee Schedule

For those students attending and enrolled in one of the Undergraduate Business or Information Science Programs, tuition charges for classes starting and for applications taken on or after February 1, 1988, will increase from the current charge of \$70 per credit hour to \$75 per credit hour.

Tampa College has not increased its credit hour tuition rate for the past two years and we are pleased that we have been able to maintain through effective budgeting and cost containment this two year tuition rate. However, due to increased costs, the Executive Committee under the authority of the Board of Trustees recently determined that a \$5 per credit hour increase for tuition fees would be appropriate.

DCJ/sls





# The Summit System

## HOME OFFICE

### MEMORANDUM

TO: Summit System Business Officers and Admissions Representatives      DATE: 12/29/87

FROM: Donald C. Jones *DCJ*

SUBJECT: Corporately Sponsored Tuition Remission, etc.

Effective immediately, no student will be allowed to enroll (certify for enrollment) whenever his or her tuition is to be reimbursed by the employer at the end of the Quarter upon the presentation of passing or above average grades unless he makes arrangements with the business office to either pay for his tuition or seek, on his own, reimbursement from the employer or is part of a training program that has been established directly by the College's Management Team with an employer.

Both Orlando and Tampa College have experienced a significant increase of undergraduate students attending our institutions who are reimbursed in whole or in part by their employer. Approximately 25% of our undergraduate student body are now attending our schools under some reimbursement arrangement through their workplace. However, we have been enrolling these students, giving them the impression that they need not pay for their tuition until such time as they have completed the Quarter, grades have been posted, and they have had an opportunity to submit those grades to their employers. This "notion" that this is acceptable college policy must cease and the student must be made known of his or her direct, personal, and financial obligation to the College.

Should the student or prospective student seek advice on how to spread the cost during the Quarter while he or she is attending and awaiting to be reimbursed by the employer, one suggestion is that the use of a Visa Card, Master Card, etc. be used and that the balance carried on the student's personal credit card can be reduced when the employer makes a direct payment to the student. Frankly, we simply cannot afford to carry 25% of our undergraduate student body for an entire Quarter without collecting tuition from them. I know of no business or institutional practice which can exist in the private sector applying this type of philosophy.

DCJ/sls

cc: Executive Committee  
Richard Ashley






# The Summit System

## HOME OFFICE

### MEMORANDUM

TO: All Summit System Bookstore Managers and Business Officers      DATE: 12/29/87

FROM: Donald C. Jones 

SUBJECT: Policy Regarding Charging of Books

Effective immediately, the policy of both Orlando and Tampa College is not to allow students to charge their books under those circumstances whenever the student is not enrolled in a program where book charges are included within the tuition charge.

In most cases, circumstances have occurred in the past where an undergraduate student attending one of the Business and Information Science courses (undergraduate degree programs) is allowed to take delivery of books from the bookstore at the beginning of the Quarter and "charge" his unpaid bookstore account to his student ledger card. This arrangement will no longer be allowed. The student must make his own independent arrangements by which he may purchase his books at the beginning of the Quarter. Obviously, in the event he does not have cash or other resources, please remind him that Master Charge and Visa are available for this activity.

DCJ/sls

cc: Executive Committee






# The Summit System

## HOME OFFICE

### MEMORANDUM

TO: Richard Ashley, Ouida Kirby, David Zorn      DATE: 12/29/87  
Richard Washabaugh, Chele McArdle, Nancy Rogers

FROM: Douglas Devaux 

SUBJECT: New Admissions Requirements

Enclosed are new admissions requirements to be used effective for all students entering new classes that begin after January 12, 1988. Please read them carefully. All students without prior college credits will be tested using the Wunderlich Test. Passing is a raw score of 19 or an adjusted score, if adjustments are called for, of 19 for all applicants. If the conversion table attached is used, the student applicant's adjusted score should be equal to or above the 35th percentile standard as shown in the last column. Please record either the raw score of 19 or above or the adjusted score on the student's test answer sheet. In addition, all students who do not have a high school diploma, GED, or an official high school equivalency but who have made a minimal 19 test score, must also be counseled by a designated counselor concerning the program in which they wish to enroll. A student failing the Wunderlich test, may retest at a future date, one time, using another form of the same examination.

We are setting up developmental courses to be taken either prior to or concurrent with required courses for students who may need additional help in Math and English. These courses will be available after January 26. Additional testing information will be available before January 12, 1988 concerning developmental classes.

With these new admissions standards, there will be only one classification for students entering and that will be a clear entry. The applicant either enters or not. There is no conditional or probational entry.

Since I do not know everyone who should receive this information, please distribute it to those who need it.

DFD/sls  
Enclosure

cc: Donald C. Jones  
Tamara Zorn





**Supplement to 1987 - 1988 Tampa College Catalog  
Effective January 12, 1988**

**GENERAL ADMISSIONS REQUIREMENTS**

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) tests or equivalent. All applicants without prior college credits are required to satisfy a nationally recognized assessment test to determine their potential success in college level studies. Adult students with a recognized ability to benefit from a postsecondary education, who do not possess a high school or GED diploma, may also be admitted on the equivalency 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. As a result of the evaluation of the qualifications, it may be necessary to schedule the student to take developmental courses. These courses will be in addition to and may be taught concurrently with the required courses for all programs. Students may apply for entry at any time.



The normative data by position-applied-for confirms that the use of the MMQR will result in essentially equal selection ratios for white and black job applicants. (see Selection Ratios Tables, page 24). We expect that use of an MMQR of 17-27 for Hispanic applicants will result in the same selection ratio as the MMQR of 16-27 provides for black applicants.

Once an applicant has qualified based upon the MMQR, test score is not used for further selection. Final job awards will be made based upon other factors including prior work history, skill tests, and job interview.

**Summary**—The MMQR allows a hard and fast minimum test score requirement to be used that is essentially the same for all racial-ethnic groups. This minimum is at a higher level than would be possible under any other approach. The sacrifice at the high end is the loss of individuals who would be adaptable to more complex, unstructured jobs and therefore promotable substantially beyond the entry level.

### Percentile Selection through The Ethnic Conversion Table

Percentile Selection is a simple change from using the actual test score (number of correct answers) to using the percentile standing of the score. This is the same way scores for scholastic achievement and aptitude have been reported for many years. The change from test score to percentile standing is recommended for it allows direct comparison of test results for all racial and ethnic applicants without creating an adverse impact upon minority groups.

The Ethnic Conversion Table (below) summarizes the detailed statistical information found in the Wonderlic research reports "Performance Norms for Affirmative Action" and "Negro Norms for Affirmative Action."

#### How To Use Percentile Selection

Percentile Selection is easy to use. It adds only one simple step to the process of scoring the Personnel Test. The complete process of administering, scoring, and reviewing the results of the Personnel Test may be summarized in these five steps:

- 1) Instruct the applicant how to take the Test.
- 2) Give the signal to start, time exactly 12 minutes, and give the signal to stop.
- 3) Score the Test using the key provided.
- 4) Refer to the Ethnic Conversion table to locate the percentile standing for the score.
- 5) Compare this percentile standing with the level desired for the job to be filled.

The first three of these steps are explained in detail elsewhere in this Manual of Instructions.

### Ethnic Conversion Table (Step 4)

The Ethnic Conversion Table presents the Personnel Test scores for percentile levels 5% through 95% in 5-point intervals. From the 20th percentile level up to the 75th percentile level, each 5-point increase reflects a 1-point increase in Test score. Both above and below this level, each 5-point increase reflects a 2 or more point increase in Test score.

Separate columns are given for the test scores for each racial and ethnic group. When converting a test score to percentile standing, simply locate the appropriate column for the applicant, proceed down the column to the test score, and then across to the percentile column. If the applicant's score falls in the high or low end of the percentile range and is not shown in the table, proceed to the next lower score shown and then back across to the percentile column. Do not attempt to interpolate.

The percentile standing found from the Ethnic Conversion Table may be used for comparison of individual job applicants, to each other and to the desired level for the job vacancy.

### Interpretation of Percentile Standing (Step 5)

The Ethnic Conversion Table provides a column of test scores for the total of all racial and ethnic groups. If you have completed a validation study or if you have found through your usage of the Personnel Test that a particular scoring level is best suited for a particular job, you may establish the desired percentile standing by locating that score in the Total—All Job Applicants column and then proceeding across to the percentile column.

Ethnic Conversion Table

Table 18

Education Level	Approx. Percentile Standing	Wonderlic Personnel Test Scores					Approx. Percentile Standard	
		Total—All Job Applicants	Caucasian	Negro	Spanish Sur-named	Oriental American Indian		
College (16)	95	35	36	28	29	33	34	95
	90	32	33	25	27	31	30	90
	85	30	31	23	25	29	29	85
15	80	28	30	22	23	28	27	80
	75	27	28	20	22	26	26	75
	70	26	27	19	21	25	24	70
14	65	25	26	18	20	24	23	65
	60	24	25	17	19	23	22	60
	55	23	24	16	18	22	22	55
High School	50	22	23	15	17	21	21	50
	45	21	22	14	16	20	20	45
	40	20	21	13	15	19	19	40
11th	35	19	20	12	14	18	18	35
	30	17	19	11	13	17	17	30
	25	16	18	10	11	16	16	25
10th	20	15	17	9	10	15	15	20
	15	13	15	8	9	13	13	15
	10	11	13	7	7	11	10	10
8th	10	11	13	7	7	11	10	10
	5	8	10	5	5	9	9	5

Sources: Performance Norms on Job Applicants, Wonderlic 1970  
Performance Norms for Affirmative Action, Wonderlic 1972

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3. Schedule—how carefully are the units organized to follow one upon another with a clearly defined inter-relationship.
4. Instruction material—how abstract, written, oral is the instruction versus concrete, object oriented through demonstration.
5. Transfer to the job—how much time and practice is allowed to mesh training with on-the-job demands.

Higher scores on the Personnel Test indicate ability to more quickly learn through less organized training and become more quickly proficient on the job.

Source of conflict—employers are naturally eager to minimize training expenses and seek new employees who will become most quickly productive on the job. This translates into hiring the highest scoring applicants who meet other job qualifications. The conflict arises when, after a brief flurry of intense mental activity, the new employee finds the job itself a bore—and quits. The reduced cost of training is replaced with the high cost of losing, and having to replace, productive employees. Each employer must seek a resolution of this training vs. turnover expense that suits the nature of the job, applicant availability, and the resources of the company. Let us say that simply hiring the highest scoring applicant can be self-defeating.

The normative data by education level provides a good starting point for evaluating applicants in terms of ability to learn. Since the source of these norms is adult job applicants, the indicated level of education is the highest level achieved by those persons. Thus, eighth grade norms are based upon adults who completed no more than eight years of formal education; high school graduate (12 years) are adults who did not go on to college; and the 14 year level norms are adults who completed two years of post secondary education and no more. This normative base makes the Personnel Test norms particularly appropriate for use with the adult population.

### Test Score by Education Level

Years of Education Completed	Central Tendency
7 or less	9
8	11
9	13
10	15
11	17
12 High School Graduate	21
13	24
14	26
15	27
16 College Graduate	29
17	30
18 and more	30

At each level of education there is a distribution of scores around a well defined central tendency score. While the full distribution of scores demonstrates that persons of a wide variety of ability levels are present (with, to be sure, a wide variety of reasons for leaving school), the central tendency score reveals the normal level of ability that is

expected to complete the academic material to that level. This central tendency level progressively increases with each education year, forming a pattern that remains regardless of job applicant age. Table 6 provides median test scores by education levels 7 through 18 for five year age groups 15–19 to 60+.

### Norms By Sex

Table 5 shows the difference between male and female median scores for each education level and separately for white, black and hispanic job applicants. Our conclusion is that there is no difference. Women predominately make up the middle of the scoring range due to the high frequency use of the Personnel Test for clerical jobs and the high volume of females looking for those jobs. Males dominate the extremes, both high and low scoring levels, due to their higher frequency at managerial, technical and labor jobs. All differences that do appear in the test scores of men and women are considered to be the result of our dependence on job applicants. When we are able to control education level, age and race, the differences disappear. No adjustments or evaluative changes should be made due to sex.

### Norms By Age

Table 6 demonstrates the effects of age on median test score for each level of education and our 1983 data base as a whole. Table 7 and the table below provide our suggested adjustments to equate the scores of older job applicants.

A recent in-depth study by the U.S. Navy (in anticipation of recruiting from older sections of the population) examined changes in cognitive ability with age. While significant changes do occur, verbal ability and the ability to draw upon past experience to solve problems remain very high and in fact show some increase. We cannot review the study in detail here, but we can report that the Navy is, as a result, optimistic about its future recruiting. The age adjustments given below are consistent with the Navy study findings.

### Score Adjustment for Age

Age	Adjustment
15–29	Add 0 to 12 min. raw score
30–39	1
40–49	2
50–54	3
55–59	4
60+	5

For example: After adjusting for age, the 40 year old who had a raw score of 24 would have an adjusted score of 26.

Evidence of the validity of the age adjustments comes from the improved correlations of test score with job performance once the adjustment is made. Recently, Dodrill (1981) demonstrated that Personnel Test prediction of Weschler Adult Intelligence Scale—Full Scale I.Q.'s is substantially improved when raw score is adjusted following the above recommended age adjustment.




# The Summit System

HOME OFFICE

MEMORANDUM

TO: Vicki Perdue, Jack Coniam,  
Doug Devaux, Jr., Larry Harrison

DATE: July 28, 1987

FROM: David Zorn 

SUBJECT: Tuition Increase

Attached please find our new rates for tuition and fees. Please inform each department, i.e. Admissions, Financial Aid, of this change.

Thank you.

DZ/se

cc: Richard Ashley  
Karen Perez  
Mark Page  
Pat Couchman  
Isabelle Gibson

The Summit System  
of Colleges and Schools







**TAMPA COLLEGE**  
**Current Tuition and Lab Fees**  
 Effective for applications taken after July 31, 1987  
 and for classes starting after August 15, 1987

**I. BUSINESS AND INFORMATION SCIENCE PROGRAMS**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
Master of Business Administration	54 cr	1+ yr	\$100.00 cr
Bachelor's Degrees	180 cr	4 yrs	70.00 cr
Associate Degrees	90 cr	2 yrs	70.00 cr
Diploma or Selected Subjects			70.00 cr

(Textbooks are not included in tuition rates above)

**II. ALLIED HEALTH PROGRAMS**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Associate Degree</u>			
Medical Laboratory Technician	101.5 cr	70 wks	\$7,410.00
Lab Fee \$400			
<u>Diploma Programs</u>			
Medical Assistant (Day)	57 cr	32 wks	4,161.00
Lab Fee \$100			
Medical Assistant (Eve)	38 cr	33 wks	3,154.00
Lab Fee \$100			
Medical Receptionist (Day)	45 cr	24 wks	3,285.00
Medical Receptionist (Eve)	30 cr	28 wks	2,490.00
Medical Transcriptionist (Day)	39 cr	24 wks	2,847.00
Dental Laboratory Technician	50 cr	10 mos	3,650.00
Lab Fee \$400			
Pharmacy Technician	40 cr	28 wks	2,920.00

(Tuition for Allied Health Programs includes the cost of textbooks)

**III. CAREER DEVELOPMENT PROGRAMS**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Certificate Programs</u>			
Data Entry	42 cr	7 mos	\$3,395.00
Nursing Assistant	48 cr	7 mos	3,395.00
Office Specialist	42 cr	7 mos	3,395.00

(Tuition for Career Development Programs includes the cost of textbooks)

**IV. MEDIA ARTS PROGRAM**

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Diploma</u>			
Commercial Art w/Externship (Day)	38 cr	10 mos	\$4,560.00
Commercial Art (Eve)	36 cr	13.5 mos	4,320.00

(Tuition includes textbooks and tools for Media Arts Programs)



## V. ELECTRONICS PROGRAM

<u>PROGRAM</u>	<u>CREDITS</u>	<u>LENGTH</u>	<u>TUITION</u>
<u>Diploma</u>			
Computer Repair Technician (Day)	42 cr	24 wks	\$4,200.00
Lab Fee \$150			
Tool Kit Fee \$350			
Computer Repair Technician (Eve)	42 cr	48 wks	4,200.00
Lab Fee \$150			
Tool Kit Fee \$350			

(Tuition for Electronics Programs includes the cost of textbooks)

**\* ALL TUITION IS SUBJECT TO CHANGE \***

### FEES SCHEDULE

LABORATORY FEES - Any course that requires the use of the computer lab or word processing lab will require a \$30 laboratory fee in addition to the tuition.

#### ADDITIONAL FEES -

An Application Fee of \$15 (nonrefundable) must accompany an Application for Admission. A Re-entry fee of \$10 (nonrefundable) must accompany a Re-entry Application.

A Graduation Fee of \$35 shall be paid by graduating students prior to commencement.

The College charges no fee for scheduled final examinations. If a student is excused from taking a final examination when scheduled, that student must contact the Dean's office for makeup. A fee of \$20 will be paid for each final exam taken at a later date. All examination makeups must be completed within 10 days after the official ending date of the quarter.

A fee of \$35 will be paid for each examination taken to establish credit by examination, and an Academic Credit Fee of \$35 per credit hour will be paid for each course for which academic credit is established by special proficiency examination.

Arrangement for such examinations must be made in advance to insure timeliness for scheduled test dates.

For Life Experience Evaluation Information & Fees, see separate Supplement available in the Life Experience office.



ERRATA

TAMPA COLLEGE CATALOG - 1987 - 1988

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Additional Information

Application Procedures for Career Development.....55  
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Graduation Requirements .....10,16,43,57

Additional Information - Commercial Art Program

For Graduation Requirements for Commercial Art -  
Refer to page 43 under titles Required Levels of Performance  
for Graduation, Graduation with Honors, and Programs of Study -  
Use information presented substituting Commercial Art for all  
references made to Medical Education or Allied Health.

COURSE DESCRIPTIONS OR LISTINGS

- Page 20 Categories of Matriculation Number 2 and 3 - Any reference made to Orlando College should be changed to Tampa College
- Page 28 Under Course number ACC 3121 - A Continuation of ACC 2101 - should be ACC 3101  
Under Course number ACC 3401 - Prerequisite: ACC 2041 - should be ACC 2021  
Under Course number ACC 4201 - Prerequisite: ACC 2121 - should be ACC 3121
- Page 29 Under Course number ACC 4601 - Prerequisite: ACC 2121 - should be ACC 3121  
Under Course number ACC 4050 - Prerequisite: ACC 2121 - should be ACC 3121  
Under Course number ACC 4860 - Prerequisite: ACC 2041 - should be ACC 2021
- Page 31 Under Course number CIS 3321 - Prerequisite: COP 2120 - should be COP 2121  
Under Course number CIC 4360 - Prerequisite: COP 2120 - should be COP 2121
- Page 32 Course number COP 5000 - 4.5 Quarter Hours - should be 4.0 Quarter Hours
- Page 36 MAN 5721 Business Policy and Administration - should be Business Policy and Strategy

- Page 44 Under Medical Assistant Program Listing and Medical Receptionist Listing - Evening School - APB 1200 - should be 7.5 credits  
MLS 1000 - should be - MLS 1001 - 6.0 credits - MEA 1302 should be MEA 1300
- Page 45 Under Medical Transcriptionist Program Listing SES 1100 - Typing I should be SES 1110  
 Typing - Prerequisite: net typing skill of 20 wpm - 3 minute timed writing
- Page 46 SES 1361 Transcription I - 3.0 credit hours - should be Transcription/Word Processing  
60 clock hours 4.5 credit hours  
 SES 1362 - Transcription II - 3.0 credit hours - should be 20 clock hours - 1.5 credit hours  
 MLS 2300 - 3.0 credit hours - should be 4.5 credit hours - 60 clock hours
- Page 47 APB 1200 - 9.0 credit hours - should be 7.5 credit hours - 100 clock hours  
 MLS 1001 - 4.5 credit hours - should be 6.0 credit hours - 80 clock hours  
 MEA 1350 - Correct Title - Medical Office Assisting Procedures
- Page 51 **PHARMACY TECHNICIAN**

#### Additional Course Listings

- SES 1100 - Typing I - 4.5 credit hours - 60 clock hours  
 MSC 1531 - Medical Terminology - 3.0 credit hours - 40 clock hours  
 APB 1200 - Anatomy and Physiology - 9.0 credit hours - 120 clock hours  
 MEA 1302 - Medical Office Practice - 6.0 credit hours - 80 clock hours  
 SES 1341 - Professional Development - 3.0 credit hours - 40 clock hours

All Credit Hours Values in the catalog are expressed in Quarter Hours.

Page 7 and 8 - Reference made to Financial Assistance and the types of loan programs has been changed to the following: (Veterans Assistance Programs remains the same)

### STUDENT FINANCIAL ASSISTANCE

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

### SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS

1. Applicants seeking financial assistance should contact the College Financial Assistance Office for complete information on all financial assistance programs available.

2. Based upon the information provided, each student's application for financial assistance will be evaluated by a College Financial Assistance Officer. If eligible, an appropriate award package will be developed and will normally include a combination of the various types of financial assistance available. Prior to the actual disbursement of any financial assistance, each student must complete a verification process which will document certain information provided. During the student's financial assistance interview, a College Financial Assistance Officer will provide information on the types of documentation required.
3. Students eligible for financial assistance are cautioned that all awards are made based on the availability of program funds to the College. Reductions in funding programs, over which the College has no control, may amend initial awards. Additionally, students must maintain good standing and satisfactory progress toward completion of their respective academic programs in order to continue eligibility for financial assistance. (See "Standards of Progress for Undergraduate Students" guidance listed herein.)

## FINANCIAL ASSISTANCE PROGRAMS

### PELL GRANT

The Pell Grant is designed to assist needy students to continue their education beyond high school and it also attempts to provide students with a "floor" of financial aid to help defray the cost of post-secondary education. The amount of the grant, which need not be repaid, is determined by the student's need and the cost of attendance at the College.

### SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

The Supplemental Educational Opportunity Grant (SEOG) is available to students with exceptional need who, without the grant, would be unable to continue their education. The student must show evidence of academic or creative promise and the capability of maintaining good standing. The amount of the grant, and the number of students who may receive the grant, depends on the availability of funds from the U.S. Department of Education. In no instance may a student receive more than \$4,000 during an academic year under this program.

### FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The Florida Student Assistance Grant (FSAG) is available 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 via College media facilities when applications may be submitted.

### GUARANTEED STUDENT LOAN (GSL)

The Guaranteed 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. Repayment of the GSL generally begins six months after a student has left school (a student is also considered to have left school if the student falls below half-time enrollment).

Effective for periods of enrollment beginning on or after January 1, 1987, a student who is enrolled on at least a half-time basis is eligible for the following GSL loan amounts:

1. Students enrolled in programs which are normally completed in two academic years or less are eligible for a GSL up to \$2,625 per academic year regardless of the actual length of time it takes them to complete the program.
2. A student who the College determines has not yet completed the first or second year of an undergraduate program may borrow up to \$2,625 per academic year.

3. A student who the College determines has successfully completed the first and second year of an undergraduate program, but who has not yet completed the undergraduate program, may borrow up to \$4,000 per academic year.
4. Graduate students may borrow up to \$7,500 per academic year.

#### PERKINS LOAN (Formerly the National Direct Student Loan)

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

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

Repayment of the NDSL begins six or nine months after a student has left school, depending on when the student first received the loan.

#### 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 GSL or SLS programs. Repayment usually begins within 60 days after the loan is disbursed.

#### SUPPLEMENTAL LOANS FOR STUDENTS (SLS)

A new program of Supplemental Loans for Students (SLS) was recently enacted. 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. These loan limits do not include amounts borrowed under the GSL or PLUS programs.

#### COLLEGE WORK STUDY PROGRAM (CWS)

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

#### FINANCIAL ACCOMMODATION SERVICES (FAS)

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

#### INSTITUTIONAL SCHOLARSHIPS

A listing of institutional scholarships can be found elsewhere in this catalog (see Table of Contents).