

# INTERNATIONAL COLLEGE

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International College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to Award Associate and Baccalaureate Degrees

### **HISTORY OF THE COLLEGE**

International College is a four-year degree granting college founded in January 1990. Policies concerning the College are formulated by the Board of Trustees.

The College offers Associate of Science and Bachelor of Science degree programs in career-related disciplines. In addition to granting degrees, the College offers Continuing Education Programs which include instruction in English as a second or foreign language and lifelong learning classes for senior citizens. Specifically designed programs and special courses are also available to businesses and professional firms seeking instruction or personalized seminars.

The College is a non-profit, tax exempt institution, whose purpose is to provide postsecondary education opportunities to students from the general Southwest Florida community. The College is located at 2654 East Tamiami Trail, Naples, Florida 34112 (telephone 941-774-4700). The College library is part of the complex. Adjacent to the classrooms and library resource center are offices for admissions information, student services, and administration.

An additional campus center was opened for classroom instruction in nearby Ft. Myers in 1992. This center, located at 8695 College Parkway, Ft. Myers, Florida 33919 (telephone 941-482-0019) is easily accessible from I-75, the main highway artery between Naples and Ft. Myers. The new center is equipped for lecture and laboratory instruction. It has instant fax contact with the Naples Main Campus, and in addition to its own library resource center, there is accessibility to the reference materials available from the College's main library holdings on the Naples campus.

### **ACCREDITATION AND LICENSURE**

International College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 : Telephone number 404-679-4501) to award Associate and Baccalaureate degrees.

The Health Information Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the American Health Information Management Association's (AHIMA) Council on Accreditation.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in accordance with the accreditation standards established by the American Association of Medical Assistants Endowment.

International College, Naples, Florida is registered and licensed with the Florida State Board of Independent Colleges and Universities under Exemption Certificate Number 1305.

Prospective students desiring additional information regarding the College may contact the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida, 32399, telephone (904) 488-8695.

## MEMBERSHIP

The College or members of the College staff hold memberships in many organizations. Some of the more important are listed below:

American Association for Artificial Intelligence  
American Association of Collegiate Registrars and Admissions Officers  
American Association of University Women  
American Association of Medical Assistants  
American Association for Paralegal Education  
American Council on Education  
American Counseling Association  
American Health Information Management Association  
American Institute of Certified Public Accountants  
American Library Association  
American Management Association  
American Philosophical Association  
American Public Health Association  
American Registry of Medical Assistants  
Association of Legal Administrators  
Association of Library and Information Science Education  
Association for Retarded Children  
Association of Schools for Allied Health Professionals  
Business Women's Network  
Cape Coral Chamber of Commerce  
College Placement Council  
Collier County Bar Association  
Council for Higher Education Accreditation  
Council on Adult and Experiential Learning  
East Naples Civic Association  
Economic Development Council of Naples  
Florida Association of Accounting Educators  
Florida Association of Accredited Private Schools  
Florida Association of Collegiate Registrars and Admissions Officers  
Florida Association of Student Financial Aid Administrators  
Florida Bar Association  
Florida Health Information Management Association  
Florida Institute of Certified Public Accountants  
Florida Library Association  
Greater Fort Myers Chamber of Commerce  
Health Managers Association of Collier County  
Health Managers Association of Lee County  
Health Resource Managers Association  
Human Resource Managers Association  
International Society for Technology in Education  
Naples Chamber of Commerce  
National Association of College and University Business Officers  
National Association of Colleges and Employers  
National Association of Foreign Student Advisors  
National Association of Fund Raising Executives  
National Association of Legal Assistants  
National Association of Student Personnel Administrators

National Association of Student Financial Aid Administrators  
National Council of Teachers of Mathematics  
Personnel Association of Collier County  
Public Relations Association of Collier County  
Southern Association of College and University Business Officers  
Southern Association for College Student Affairs  
Southern Association of Student Financial Aid Administrators  
Southwest Florida Chamber of Commerce  
Southwest Florida Health Information Management Association  
Southwest Florida Library Network  
Special Libraries Association-Florida and Caribbean Chapter  
United Arts Council of Collier County  
United Way of Collier County

### **RECOGNITIONS**

The College is recognized by various Federal and State agencies that require official documentation for the recognition of student academic achievement. The College or the College's accreditation is recognized officially by the following agencies:

Bureau of Immigration and Naturalization Services  
Florida Board of Accountancy  
Florida Bureau for Teacher Certification  
Florida Department of Administration  
Florida State Approving Agency for Veterans Affairs

### ***PHILOSOPHY AND OBJECTIVES OF INTERNATIONAL COLLEGE***

International College is a private, non-profit, coeducational institution dedicated to the development of students as fully self-actualized persons and to providing education for students of all faiths, ages and life circumstances. General and professional education at International College seeks to foster in its students measurable outcomes that will prepare them for life in the 21st century. These educational outcomes are:

- \* Critical Thinking
- \* Initiative
- \* Leadership Ability
- \* Effective Communication
- \* Research Ability
- \* Adaptability to Change
- \* Social Responsibility
- \* A Global Perspective
- \* Appreciation for Excellence
- \* Appreciation for Lifelong Learning

International College bases its educational programs on the following philosophy:

That International College, as an open, creative and community-conscious educational institution, must fulfill its mission in the climate of a changing world. That each student, as a unique person, deserves a personalized program of studies and varied experiences for personal growth without regard to race, color, sex, religion, creed,

national origin, political opinions or affiliations, disabled veteran status, disability, or age as provided by law and in accordance with the College's respect for personal dignity.

That International College can best serve its students and the community by providing professional programs associated with business, computer technology, and other related disciplines that afford life and career enrichment.

### **MISSION**

International College is dedicated to the development of human potential in all of its diversity. The Mission of International College is to offer Associate and Baccalaureate degrees as well as other programs which enhance the students' ability to achieve career objectives. International College is a teaching institution which emphasizes the practical application of knowledge in career programs, provides contemporary and experiential delivery systems conducive to the adult learner, as well as the rite of passage student, and includes within its curriculum a requisite foundation of liberal arts courses to help broaden the students' perspective. International College is committed to attending to the needs of the individual student on a personal level and is further committed to being an educational resource for the Southwest region of Florida by providing programs and services to the community. At the same time, the College recognizes its obligation to prepare its students to assimilate into a culturally diverse and global economy and, as such, seeks students of all cultures and nationalities.

### **ADMISSIONS**

#### **GENERAL ADMISSIONS REQUIREMENTS ASSOCIATE AND BACCALAUREATE PROGRAMS**

International College seeks students who desire professional education in accounting, business administration, management, computer technology, allied health, and paralegal studies. Motivation, interest, and career advancement requirements are as equally important as are academic qualifications. The College has arranged its programs to accommodate ambitious students to be successful in their chosen careers. Each applicant is requested to visit the school, meet for a personal interview with one of the College admissions coordinators, and discuss plans and career goals. An assessment test is required of all undergraduate degree and non-degree seeking applicants who do not have an associate or higher degree.

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 regular secondary school diploma will be considered for admission on the basis of the General Education Development (GED) test or equivalent.

#### **APPLICATION FOR ADMISSION**

After the interview process is complete, an application for admission needs to be filed with the College along with a non-refundable application fee. Transcripts of previous education must be obtained. Transcript request forms are available from the admissions coordinator. Those applicants living a great distance from the College who are unable to attend an interview session should mail their applications to the College as soon as possible and make their requests for high school and other prior learning transcripts. It is the responsibility of the applicant to have all transcripts sent to the College Registrar's office.

Official transcripts from all colleges or universities attended prior to applying for admission at International College must be requested and sent to the College as soon as possible so that the admission process will not be delayed.

Application may be made at any time and applicants will be informed of their acceptance status shortly after all required information is received and the applicant's qualifications are reviewed.

If the high school transcript and/or other documents required for enrollment are not available at the time of application, students may be accepted for a limited period to allow time for receipt of official transcripts from each college attended, CLEP scores, certificates of completion from military schools, high school transcripts, GED records, and other required documents. If all documentation is not provided prior to the student's second semester, unless there are extreme mitigating circumstances, the student will not be permitted to reenter until all documents are received and admissions requirements are met in full. Course work completed satisfactorily during the interim will count toward graduation.

### **ASSESSMENT EXAMINATION**

All students making application to enter International College will be required to complete an assessment examination or provide proof of an associate or higher degree from an accredited institution. The assessment examinations include SAT scores of 340 in English, 370 in math; ACT scores of 14 in English, 14 in reading, 13 in math; CPT scores of 91 in English, 91 in reading, 64 in math; or CPAt scores of 55 in language, 55 in math, with an overall score of 130. Students scoring less than 55 in language or math but with an overall score of 130 or better will be required to take English 0999 and/or Math 0999. These courses will not be used to fulfill graduation requirements. The CPAt (Career Placement Assessment Test) is the only test administered at the College; all other tests must be taken at another site within the past five years, and official scores must be received by International College prior to the class start. In addition, a writing sample will be required of all applicants during the admissions process to determine placement in English classes.

### **FAMILIARITY WITH COLLEGE REGULATIONS**

On or before entrance, each student is given the 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.

### **TUITION AND FEES**

Tuition and Fees for courses offered at the College are listed on page 74 of this catalog.

### **STUDENT ACCOUNTS**

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

It is the responsibility of the student to notify the College Registrar in writing if the student wishes to cancel or withdraw. Likewise, it is the responsibility of the student to make a refund request in writing to the Business Officer. Examples of the application of the following refund policy are available upon request in the Business Office. If the student wishes to appeal the calculation of a refund, the appeal is to be filed in writing with the Executive Vice President of Finance and Student Services.

Within 3 days of the date the student executes an enrollment agreement, he/she may cancel this contract and receive a full refund of any tuition or fees paid, less the application fee, which is non-refundable.

**FAILURE TO ENTER** - If the student does not enter classes, the full amount of any prepaid tuition is refundable. (Application fees are non-refundable.)

**WITHDRAWAL** - The last date of attendance is considered the date of withdrawal. If the student does not complete the program, a tuition charge will be made according to the following applicable schedule.

**ENTERING STUDENTS ENROLLED** - Tuition and fees for students entering International College for the first time will be charged on a pro-rata basis (rounded up to the nearest 10%) through 60% of the trimester, plus an administrative fee equal to the lesser of 5% of the charges or \$100. After 60% of the trimester, there is no refund.

**CONTINUING AND RE-ENTRY STUDENTS** - Tuition and fees shall be refunded in full, less an administrative fee of 5% of the term's tuition, if notice of withdrawal is received prior to the second class meeting. A refund of 25% of tuition and fees shall be made if the student withdraws prior to completion of the fourth week of the trimester. Continuing and re-entry students enrolled who withdraw during a mini trimester are charged as above in proportion to the number of days attendance equal to those of the full trimester.

**SINGLE CLASS WITHDRAWAL**

Students who officially withdraw from a single class, but do not withdraw completely from the College will be charged according to their last date of attendance in that class, as follows:

Last attended week one. . . . .	5% administrative fee
Last attended weeks 2 through 4: . . . . .	75% charge
Last attended weeks 5 through 15: . . . . .	100% charge

**PROCESSING OF REFUNDS**

Refunds of tuition and or other refundable charges due students will be made within thirty (30) calendar days of the students' official date of withdrawal. Refunds for the student who fails to notify the College of withdrawal will be processed within the earlier of thirty (30) calendar days from the day the College determines that the student has withdrawn or thirty (30) calendar days from the end of the trimester. The refund is based upon the student's last date of attendance. Refunds to Veterans will be made in accordance with current Veteran Administration regulation. Refunds to students receiving Title IV Financial Aid will be made in accordance with applicable regulations, and will be allocated in the following order:

- a. To eliminate outstanding balances on unsubsidized Federal Stafford loans received by the student for the period.
- b. To eliminate outstanding balances on subsidized Federal Stafford loans received by the student for the period.
- c. To eliminate outstanding balances on Federal PLUS loans received on behalf of the student for the period.



- d. To eliminate any amount of Federal Pell Grants awarded to the student for the period.
- e. To eliminate any amount of Federal Supplemental Educational Opportunity Grant awarded to the student for the period.
- f. To eliminate any amount of other assistance awarded to the student under programs authorized by Title IV of the Higher Education Act for the period.
- g. To repay required refunds of other Federal, State or private institutional student financial assistance received by the student.
- h. To the student.

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

The College reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to rearrange its programs from time to time as teaching polices 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 only be changed or waived by the Executive Vice President of Academic Affairs upon written request from the student for reasonable cause. Course substitutions may be made by the Executive Vice President of Academic Affairs or by the College Academic Committee. The total hours specified in each area of the degree or the program total are the minimum requirements for completion.

### **TRANSFER TO OTHER COLLEGES**

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

### **INTERNATIONAL STUDENTS**

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post secondary credits are required along with an evaluation by a professional agency and/or translation if necessary. The expense for this service is the responsibility of the student. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received from each course. Satisfactory evidence of successful command of the English language is required for all foreign students enrolling in any program, and a TOEFL Score of 500 or its equivalent is required for entry into an undergraduate degree program (not required for applicants whose native country has English as a primary language). A Form I-20 (Immigration Certificate Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and pre-payment of full-time fees and tuition for at least one academic term. The international student should first contact the College for approved programs of training since certain listed programs may not be available for foreign applicants. A non-refundable application fee of \$20 is required for foreign applicants. With the above exceptions, the conditions for admission of foreign students are identical to those for United States citizens.

### **TRANSIENT STUDENTS**

Students in good academic standing attending other post secondary institutions may enroll at International College for specific course work. The regulations of the primary college will apply and verification of credit acceptance should be obtained prior to enrollment. Transient students should provide a statement of good standing from their primary institution along with a letter granting permission to enroll in certain courses.

### **AUDITING COURSES**

Students who wish to take a course purely for information or enrichment and who do not wish credit may do so at International College if they agree to attend the regularly scheduled class sessions though assignments and examinations will be waived. The tuition rate for audited courses is the same as for classes taken for academic credit.

### **HONOR LISTS**

At the end of each session, the Office of Academic Affairs will publish a Dean's List of all full-time students with a grade point average (GPA) of 3.5 or above and a part-time Honor Roll of all part-time students with a grade point average of 3.5 or above.

### **ACADEMIC INTEGRITY**

Essential to the process of education, academic honesty is required of all students. Cheating on examinations or plagiarizing term papers are serious offenses, contrary to policy and could result in cause for dismissal.

### **ADVANCED STANDING**

In-school residency may be time-shortened through transfer credit, standardized testing, exemption examinations, and/or life experience validation, provided or accepted in transfer. Credit for life experience validation may not exceed 25% of the total required credits for graduation in the program selected for study. Previous educational training will be evaluated and credit granted, if appropriate, with training shortened proportionately and the student and the VA so notified. **Methods of achieving advanced standing are described in the following:**

### **TRANSFER STUDENT**

Students with earned college credit from another accredited college or university or recognized U. S. military academies may apply to have these credits transferred into their program at the College. Approval will be given for the maximum number of credits already completed with a grade of "C" or better that are compatible with the student's chosen objective. A student presenting transfer credits must have an official transcript of those credits mailed directly to the Office of the Registrar for evaluation.

### **STANDARDIZED TESTING**

The College accepts appropriate credit recognitions established by the College Level Examination Program (CLEP), PEP or DANTES subject testing, and professional certification examinations recognized by the American Council of Education. Official test scores must be sent to the Office of the Registrar of the College one trimester prior to the student's anticipated graduation date.

### **IN-HOUSE CREDIT BY EXAMINATION**

Enrolled students who wish their special qualifications or developed skills to be evaluated may also earn credit through application, paying of required fees, and by passing, with a grade of B, proficiency examinations in

designated subject areas that are part of the College curricula. The student must file a request for each specific subject with the Office of the Registrar.

#### **LIFE EXPERIENCE EVALUATION**

Please refer to the Faculty Directed Studies Program on page 71.

#### **INFORMATION RESOURCE CENTER AND LIBRARY**

The mission of the information resource center and library is to support the College in providing the best educational programs possible, to provide assistance to faculty and students in accessing information both at the College and at other remote sites, to provide opportunities for the student to learn from many different formats of information, and to provide life skills in access to information and resources.

The Information Resource Centers at the Naples and Ft. Myers campuses are part of the college wide network which provides access to the various databases, CD-ROM and online resources. The online catalog provides access to the print and audio-visual collections for the networked libraries. Document delivery is provided daily by print, fax, or e-mail. Inter-library loan services are available by request for books or full text articles.

The IRC subscribes to various online databases to assist students in their area of study. Westlaw and Lexis-Nexis are legal databases. Medline accesses medical information and Dialog offers approximately 600 databases with a wide range of topics. Students may also do research on the Internet or from the web pages maintained by the IRC. Our CD-ROM titles provide access to hundreds of journals and newspapers through EBSCO, Academic Index and Infotrac Business and Health Indexes. Encyclopedias and other CD-ROM titles as well as LUIS and First Search are all available to the students to assist in their research needs.

As a result of the emphasis on electronic delivery of information, high priority is placed by the IRC on student training in the new technologies. All students receive training and orientation through classes, hand-outs, minicomputer sessions or personal training requested from the professional librarian or library staff.

#### **STUDENT DEVELOPMENT SERVICES**

Student Development Services include educational, career, personal and social counseling, career and personality assessment, orientation, alumni relations, judicial affairs, job placement, student activities, and special student services. Student Development is a branch of the Student Services of International College, including the Dean of Students, the Career Development Coordinator and the College Counselors. The Dean of Students administers the Student Development services, which are designed to address student concerns, adjustments to college, and the enhancement of student life.

#### **CAREER DEVELOPMENT SERVICES**

Career Development Services are provided to students who are preparing for a career, or are in need of job placement. The Career Development Coordinator offers career guidance seminars throughout the year to inform students on such topics as career decision-making, resume and cover letter preparation, career assessment, interviewing skills and techniques, and job searches. Job placement assistance is a service provided to aid

students in locating full-time or part-time employment. As a benefit to graduates, the College maintains an active lifetime placement service. Graduates are urged to keep in touch with the College in order to take advantage of future openings that may be available. The Career Development office hours are posted at each campus. Students are seen on a drop-by basis, but appointments are recommended. Services are free to International College students and graduates.

### **COUNSELING SERVICES**

Counseling Services are available to address student needs on career, academic, social, and/or personal areas through information services, group workshops or seminars, and individual counseling. The Counseling Staff also maintains a list of area resources and occasionally refers individuals to an outside agency for assistance. There is a Counselor available at both campuses, and office hours are posted. Walk-in services are available, but appointments are recommended. Services are free to International College students. Students may schedule a confidential counseling appointment directly with the College Counselors by telephone. Each Counselor has voice mail and will respond to student requests in a timely manner.

### **SPECIAL SUPPORT SERVICES**

Recognizing its commitment to providing equal access and equal opportunity, the College provides special support services which assist individuals with special needs in accessing and making use of campus services and facilities. Disabled students are encouraged to contact the Dean of Students to make arrangements for any needed assistance, to receive an orientation to the campus, and to discuss the support they will need to complete their academic program. Counseling staff also help individuals to integrate into the campus community. Anyone requiring special accommodations in order to participate in campus events should contact the Dean of Students four weeks prior to scheduled activities.

### **ORIENTATION**

Prior to attending classes, new students, as well as those returning to the College after a term or more of nonattendance, are required to participate in an orientation program. Attendance is mandatory. This program is designed to acquaint students with the policies of the College.

### **MENTOR PROGRAM**

The College promotes the concept of mentoring as a valuable resource for student success. IC students have the opportunity of participating in the mentor program by contacting the Dean of Students who will facilitate a “mentor/mentee” match with an International College administrator, faculty member, alumni, upper classmate, or staff advisor. Details of the mentor program will be discussed with the Dean of Students upon student application and interview.

### **TUTOR ASSISTANCE PROGRAM (TAP)**

It is the policy of International College, under the supervision of the Dean of Students, to provide tutor assistance to students upon the request of the instructor and/or program chair. The objective of the TAP program is to support, reinforce, and supplement classroom instruction through tutoring to ensure that students who are academically challenged will have a better opportunity for success. This assistance is dependent upon the availability of qualified students who are willing to tutor. The Dean of Students also offers to students who have academically excelled and who have been recommended by the faculty, the opportunity to work as tutors for tuition credit.

## **STUDENT GOVERNMENT, HONOR SOCIETIES, CLUBS AND ORGANIZATIONS**

The student activities of International College are coordinated by the Dean of Students and through student participation in the Student Council and other clubs and organizations. Student leadership opportunities are available to all students in good academic standing. The Student Council officers are elected by popular vote of the student body for a three-trimester position. Other club and organizations also provide college life enhancement. The Honor Societies are by invitation according to academic and programmatic requirements. Belonging to an organization introduces students to new friends and enriches the college experience. All students are strongly encouraged to participate in the various student activities.

### **ALUMNI ASSOCIATION**

Membership in the Alumni Association is open to all graduates of International College. The Alumni Association serves the needs of the graduates by providing contact with friends and connections made at the College. The Alumni Association helps pool resources, broadens the professional network and supports currently enrolled students, in addition to supporting the College. Activities are planned and a newsletter, "International Link" publishes the accomplishments, professional advancements, and news of the Alumni. Contact for the Alumni Association is through the Dean of Students.

### **THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

International College is dedicated to the principle of equal opportunity for qualified persons without regard to race, color, religion, sex, national origin, age or disability in its educational programs.

The term disability means with respect to an individual: (a) a physical or mental impairment that substantially limits one of more major life activities, (b) a record of such impairment, or (c) being regarded as having such impairment (42 USC 12102(2)).

The College does not discriminate against qualified individuals who, with or without reasonable accommodation, can perform the requisite and essential functions of the educational activities. Reasonable accommodations will be made available unless doing so would present undue hardship to the College.

It is the responsibility of the student with special access needs to inform the College of these special needs and to provide the requisite supporting documentation.

Notification to students of International College compliance with the ADA appears herein and in the Student handbook. The ADA Coordinator for the College is the Dean of Students. He is responsible for the coordination of compliance efforts and the investigation of complaints. If a student feels he/she has been discriminated against based upon a disability or in violation of ADA guidelines, he/she may file a grievance in accordance with the grievance policies outlined in the Student Handbook.

### **STUDENT RECORDS**

All educational records of students enrolled at the College are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, public Law 93-380, as amended. Students may inspect their educational records at any time; however, signed official transcripts from other schools become the property

of the College and are not released to the student or a third party. A student desiring a copy of his/her former school records must contact the former school and request a student copy.

Student consent is required for the release of records covered by the Act to outside parties (i.e.; prospective employers), except for those agencies entitled to access under the provisions of the Act (i.e.; university officials, federal educational and auditing officials, and requests related to the application for, or receipt of financial assistance). Release of directory information does not require student consent and includes the name, address, and telephone number of the student, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. Particular questions concerning students' rights under the Act should be directed to the Registrar's Office.

### **STUDENT CONDUCT AND GRIEVANCE POLICY**

Each student is held responsible for conforming to local, state and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body. The student conduct and grievance policy in its entirety appears in the student handbook.

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

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

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

Students who feel their rights have been violated are entitled to due process in the format of a hearing. A student wishing to request such a hearing should contact the Dean of Students. All such requests must be in writing.

### **APPEALS PROCESS**

Any appeals of the actions described above must be made in writing to the College President who will consider the appeal. The President will have the final authority over the matter.

### **STUDENT FINANCIAL AID**

The institution is in compliance with all requirements for eligibility to award Student Financial Aid under Title IV, Federal Higher Education Act (Financial Assistance). Currently, students may be eligible for Federal Pell Grants, Federal Stafford Student Loans, Federal Plus Loan Program, Federal Supplemental Educational Opportunity Grant (FSEOG) Program, Federal Work-Study Program, Florida Resident Access Grant, and Florida Student Assistance Grant.

Certain kinds of financial aid are available to eligible students. If the student is eligible, an appropriate award package will be developed. Prior to the actual disbursement of any financial aid, a student may have to complete a verification process which will document certain information provided. Information on the types of documentation required will normally be provided during the student's financial aid interview.

Students are cautioned that all awards are made based on the availability of program funds to the College and accuracy of the information provided to determine financial aid eligibility. Reductions in funding programs, over which the College has no control, or changes in eligibility status due to the verification process, may amend initial

awards. Students must maintain good standing and satisfactory progress toward completion of their respective program. (See “Standards of Academic Progress” listed herein.)

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

#### **FEDERAL PELL GRANT**

The Pell Grant is designed to assist students in continuing their education beyond high school and also to attempt to provide students with a basis of financial assistance to help defray the cost of postsecondary education. The amount of the grant, which need not be repaid, is determined by the student’s need and the cost of attendance at the College. It is not available to students who have received baccalaureate degrees.

#### **FEDERAL STAFFORD STUDENT LOAN PROGRAM**

The Federal Stafford Student Loan Program, 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. Maximum loan limits, set by Federal law, are applied based upon the student’s yearly progress at the college. Repayment of the Stafford Loan generally begins six months after the students have graduated, left school, or dropped below a half-time class schedule.

There are two types of Stafford Loans:

1. Subsidized - Federal government pays the interest to the lender while the student is in school.
2. Unsubsidized - Interest accrues from the date of origination and is the responsibility of the borrower.

Eligible students who are enrolled at least on a half-time basis may borrow funds under this program.

#### **FEDERAL PLUS LOAN PROGRAM (Parent Loan for Undergraduate Students)**

Eligibility for a PLUS Loan is limited to parent borrowers. Parents may borrow for dependent students. The maximum amount of PLUS loan is the difference between the Cost of Education and other aid already available.

#### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) PROGRAM**

This program provides grants to undergraduate students with exceptional need to help pay for their postsecondary education.

#### **THE FEDERAL WORK-STUDY (FWS) PROGRAM**

This program gives part-time employment to undergraduate students who need the income to help meet the costs of postsecondary education.

#### **FLORIDA RESIDENT ACCESS GRANT (FRAG)**

This program provides tuition assistance to full-time Florida undergraduate students attending an eligible independent, non-profit Florida college or university. A minimum of one year Florida residency is required.

#### **FLORIDA STUDENT ASSISTANCE GRANTS (FSAG)**

This program is for full-time undergraduate students with financial need, who are attending an eligible public or private institution. A minimum of one year Florida residency is required.

### **THE INTERNATIONAL COLLEGE SCHOLARSHIP PROGRAM**

**The goal of the International College scholarship program is to supplement the resources of students to the extent possible to enable them to begin or to continue college studies.**

**Who may apply?** Both new and continuing International College students enrolled at the Naples or Fort Myers campus at the current catalog tuition rate may apply for a scholarship. Each scholarship has its own application and requirements. Applications are available in the Financial Aid office on both the Naples and Fort Myers Campuses. Interested persons must complete an application for processing by the International College Scholarship Committee and submit it by the deadlines posted in the Financial Aid Office. Final application deadlines are posted on the campus bulletin boards and printed in student publications in order to remind students of the scholarship opportunities. Scholarship Workshops are offered by Student Development to assist students with the scholarship process.

#### **Eligibility Requirements and Guidelines**

1. The purpose, availability to areas of study, qualifications and selection criteria are detailed on the application forms for each scholarship. Students must read carefully all requirements and guidelines as each scholarship differs, and adherence to the rules will greatly influence the awarding of scholarships. Any questions, comments, or clarification needs concerning these scholarships should be addressed to the Financial Aid Officers or the Dean of Students.
2. An applicant must meet all admission requirements of International College. Scholarships are available only to students enrolled at the Naples or Fort Myers campus paying the current catalog tuition rate.
3. Students may apply for as many scholarships per trimester as desired; however, each scholarship requires a separate and complete application, and each applicant is limited to one scholarship per fifteen (15) week trimester. In order to maintain a fair distribution to all students, the International College Scholarship Committee rarely extends the awarding of more than \$2,000 cumulatively in private scholarships per student. Awarded scholarships must be applied in the trimester for which they are designed, or they will be forfeited. Scholarships are applied to the student's account in the eighth week of the trimester. Students may reapply for previously applied scholarships by completing a resubmittal form by the scholarship deadline for the term desired. The Dean of Students will contact the applicant if another interview or additional documentation is necessary for future consideration.
4. The appearance, presentation, and completeness of the application form will be taken into account in the awarding of scholarships. Incomplete or illegible applications will not be considered. All applications and reference letters become the property of International College and will not be returned.
5. All International College scholarship applicants must provide a letter of character reference from a non-related person stating that the applicant is of good character and deserving of a scholarship. Any application found to contain false or misleading information will be eliminated from further consideration by the Scholarship Committee.
6. Essays will be judged on style and content as well as writing that is clear, articulate, logically organized, and which demonstrates an outstanding grasp of the philosophical and psychological issues involved in the assigned topics.



7. The International College Scholarship Committee may ask applicants to attend an interview meeting as part of the process. Failure to appear may result in termination of any further consideration by the Scholarship Committee. In case of mitigating circumstances, it is the responsibility of the applicant to contact the Dean of Students in advance of the interview meeting.

8. In awarding the scholarships, the International College Scholarship Committee judges the applicants based upon (1) academic transcripts, (2) the candidate's application essay, if required, (3) reference letters(s), (4) personal interviews, and (5) application completeness. All efforts are made to maintain fairness and equality in awarding of scholarships, and, in all cases, the Scholarship Committee's awarding of the scholarship is final.

### **PRIVATE SCHOLARSHIPS SUPPORTED BY ANNUAL GIFTS**

These scholarships are available through the generous donations of private donors and foundations who wish to assist students to reach their academic goals by offering financial assistance. Scholarships are awarded to students each trimester.

**Lavern N. Gaynor Scholarship**, established in 1997, to provide tuition assistance to individuals pursuing the benefits of higher education.

**Jerry F. Nichols Scholarship**, established in 1997, to provide financial assistance to students interested in accounting.

**The Dellora and Lester Norris Educational Support Scholarship**, established in 1997, to encourage students who are actively pursuing a degree to remain in school.

**J. Lorenzo Walker Scholarship**, established in 1993, to recognize academic achievement by International College students.

### **“FRIENDS OF THE COLLEGE” EDUCATIONAL SUPPORT SCHOLARSHIP**

This scholarship is funded by donations from anonymous donors, institutional fund raising and other sources.

### **INTERNATIONAL COLLEGE MEMORIAL SCHOLARSHIPS**

These scholarships have been established to perpetuate the memory of International College supporters and friends who believed in the importance of an education to our society.

**James Oscar Rawles**, established in 1996, by the Rawles family. Awarded each trimester to help students fund a college education.

### **ENDOWED SCHOLARSHIP**

Endowed scholarship funds have been established by the gifts of those listed below or by gifts of others in their honor. These scholarships are awarded through the regular scholarship procedures of the College.

**Neno J. Spagna Scholarship**, established in 1993, to provide financial assistance to worthy students who want to use their knowledge and abilities to improve the lives of others through the betterment of the community.

## **LOCAL SCHOLARSHIPS**

Local scholarships are provided to International College students according to guidelines established in most cases by the donors. Application follows the guidelines described in the Catalog.

**The Florida Institute of Certified Public Accountants (FICPA) Scholarship**, established in 1998, to assist students who are enrolled in the five-year accounting track toward the CPA exam.

**The John R. Wood, Inc., Realtors Scholarship**, established in 1995 to recognize the leadership of International College students.

**Naples Area Accommodations Association (NAAA) Scholarships**, established in 1997, to develop hotel professionals for the NAAA member hotels by providing scholarship support for their educational endeavors.

**The Naples Vending Scholarship**, established in 1995, to assist students who might ordinarily be eliminated in academic scholastic competition.

**The Regency Autohaus-Mercedes Benz Scholarship**, established in 1995, to recognize exemplary service to the community or International College.

**The Rotary Club of Naples Scholarship**, established in 1997, to provide financial assistance to students majoring in accounting.

## **INSTITUTIONAL SCHOLARSHIPS**

Institutional scholarships are provided by International College to encourage and enable new and continuing students to achieve academic success.

### **The UPPER DIVISION SCHOLARSHIP**

In order to encourage the pursuit and completion of a baccalaureate program in business, legal studies, accounting, computer information systems, or management, International College is extending a special Upper Division Scholarship for students who have completed two years of education which has culminated in the awarding of an associate degree from International College. This is a tuition scholarship available in the form of a total award of \$500.00 to be used for two successive terms before the student has achieved 90 trimester hours of credit toward an International College bachelor's degree. The student must maintain a 2.0 cumulative G.P.A. while using this scholarship. The tuition scholarship will be credited at the rate of \$250.00 per term. The Upper Division Scholarship is available only for full-time students enrolled for at least 12 credit hours per term. There is no limit to the number of Upper Division Scholarships offered. It is the responsibility of the student to complete an application form in order to receive this scholarship. It is not automatically applied to qualifying individuals.

### **The LOCAL HIGH SCHOOL GRADUATE SCHOLARSHIP**

Five \$1,000.00 scholarships are available each academic year (September through August) to each high school in Lee, Charlotte, and Collier counties. All potential scholarship recipients must be entering the College for the first time within twelve months of graduation, and have earned a 2.7 or higher grade point average in high school.

After determining that the applicant meets all the admissions requirements of the College, the official awarding of the scholarship is done by the International College Scholarship Committee. This is a non-transferable tuition aid scholarship and will be paid equally over two (2) trimesters, one-half each term. This scholarship is available only to full-time students carrying at least twelve (12) credit hours to qualify.

**The LOCAL EMPLOYERS SCHOLARSHIP**

The Local Employers Scholarship is a \$1,000 scholarship award available each academic year (September through August) to new students who are locally employed in Lee, Charlotte, and Collier counties. Five scholarships are available to each county mentioned. This is a non-transferable tuition aid scholarship and will be paid equally over two (2) trimesters, one-half each term. This scholarship is available to students carrying at least eight (8) hours of credit per term. Applicants must present two letters: a letter of reference from their employer and a character reference letter from another individual familiar with the applicant. This individual should not be a family member. The applicants must submit a 500 word essay to the IC Scholarship Committee on the topic of “The Necessity of Education for Career Growth.” After determining that the applicants meet all the admissions requirements of the College, the official awarding of the scholarship is done by the International College Scholarship Committee.

**The DOUGLAS F. DEVAUX, SR. SCHOLARSHIP**

The Douglas F. Devaux, Sr. Scholarship is a non-transferable tuition aid scholarship for a maximum of four (4) credit hours per recipient per trimester and is available to any International College students who are referred to the institution by a sponsoring agency and are enrolled on a full-time basis. The recipient must submit an application to the IC Scholarship Committee. The scholarship is named in honor of one of the Founding Trustees of the College, Douglas F. Devaux, Sr. The International College Scholarship Committee may grant Douglas F. Devaux Scholarships to all qualified applicants as determined by the Committee.

**The CHANCE SCHOLARSHIP**

The CHANCE Scholarship is a 100% tuition scholarship for a two or four-year degree programs offered at International College at either the Naples or Fort Myers campus. The target group is students in the eighth grade in Collier and Lee counties who have an interest in studying one of the majors offered at International College but do not have the financial backing to attend college. The recipients must meet specific criteria for program participation, and each middle school may nominate up to a maximum of five individuals within a four year period. The actual scholarships will be awarded to the students remaining in the CHANCE program at their graduation ceremonies, or upon completion of all award criteria as established by the International College Scholarship Committee.

**PROGRAMS OF STUDY**

**BACCALAUREATE and ASSOCIATE DEGREE PROGRAMS**

BACHELOR OF SCIENCE

- C Accounting
- C Business Administration
- C Computer Information Systems
- C Legal Studies
- C Management

An emphasis may be chosen from one of the following fields:

- Executive Management
- Criminal Justice
- Health Administration
- International Business
- Management Information Systems

ASSOCIATE IN SCIENCE

- C Accounting
- C Business Administration
- C Computer Information Systems
- C Health Information\*+
- C Medical Assisting\*
- C Paralegal Studies

CONTINUING EDUCATION PROGRAMS

- C The American Center for Intensive English
- C Creative Retirement Center

\* Ft. Myers Campus Only

+ Day Program

***BACCALAUREATE DEGREE PROGRAMS***

The Baccalaureate Degree Programs are composed of three areas:

- |                 |                                    |
|-----------------|------------------------------------|
| <b>Area I</b>   | contains subject specific courses  |
| <b>Area II</b>  | contains liberal arts courses      |
| <b>Area III</b> | contains approved elective courses |

**BACHELOR OF SCIENCE IN ACCOUNTING**

The principal objective of the Bachelor of Science in Accounting degree program is to provide students with accounting, business, and technical knowledge which will serve as a basis for positions in industry, government, non-profit organizations and public accountancy. The curriculum is designed to give students a firm foundation in liberal arts as well as in the practical and theoretical aspects of accounting principles. Upon successful completion of the program, students will have acquired skills in the five major subjects areas of accounting; namely, finance, information systems, management, taxation, and auditing.

<b>Area I</b>	<b><u>Accounting Component</u></b> <b><u>Subject Area</u></b>	<b><u>Semester Hour Credit</u></b>
<b>A. <u>Business Core</u></b>		
BUL3111	Business Law I	4
BUL3112	Business Law II	4
CAP1000	Computer Applications	4
CIS3000	Business Information Systems	4
ECO2013	Macroeconomics	4
ECO2032	Microeconomics	4
FIN3403	Principles of Finance	4
GEB1012	Introduction to Business	4
MAN2010	Principles of Management	4
MAR2014	Principles of Marketing	4
	Total Business Core	40
<b>B. <u>Accounting Courses</u></b>		
ACG2001	Principles of Accounting I	4
ACG2021	Principles of Accounting II	4
ACG3011	Federal Income Taxation I	4
ACG3101	Intermediate Financial Reporting and Analysis I	4
ACG3121	Intermediate Financial Reporting and Analysis II	4
ACG3362	Cost Accounting and Control	4
ACG4011	Federal Income Taxation II	4
ACG4201	Advanced Accounting I	4
ACG4632	Auditing I	4
	Total Accounting Component	36
<b>Area II <u>Liberal Arts Component</u></b>		
	<b><u>Subject Area</u></b>	<b><u>Semester Hour Credit</u></b>
ENG2101	English Composition	4
MAC1132	College Math	4
PHI3601/3301	Ethics or Philosophy	4
PSY1100	Strategic Thinking	4
SPC3015	Speech	4
STA3014	Statistics	4
Electives to be chosen from the following:		12
	One Humanities or Fine Arts	
	One Social or Behavioral Science	
	One English	
	Total Liberal Arts	36
<b>Area III <u>Approved Elective Component</u></b>		
To be selected in consultation with the Faculty Advisor, Registrar, or Executive Vice President of Academic Affairs, to meet the personal and career objectives of the student.		
	Total Approved Elective Component	8
	Total Semester Hours Required for Graduation	120

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

The principal objective of the four year program in Business Administration is to prepare students for a wide range of managerial positions in business and government or other public service organizations. The curriculum is designed to give students a firm foundation in liberal arts as well as the practical and theoretical aspects of business related principles. Upon successful completion of the program, students will have acquired skills in decision making, problem solving, and leadership in addition to fundamental business and management procedures.

<b>Area I</b>	<b><u>Business Administration Component</u></b>	<b><u>Semester Hour Credit</u></b>
	<b><u>Subject Area</u></b>	
<b>A.</b>	<b><u>Business Core</u></b>	
ACG2001	Principles of Accounting I	4
BUL3111	Business Law I	4
CAP1000	Computer Applications	4
CIS3000	Business Information Systems	4
GEB1012	Introduction to Business	4
MAN2010	Principles of Management	4
	Total Business Core	24
<b>B.</b>	<b><u>Business Specialty Courses</u></b>	<b><u>Semester Hour Credit</u></b>
ACG2021	Principles of Accounting II	4
ACG3011	Federal Tax I	4
BUL3112	Business Law II	4
ECO2013	Macroeconomics	4
ECO2032	Microeconomics	4
FIN3403	Principles of Finance	4
MAN3302	Human Resource Management	4
MAN4060	Business Policy and Strategy	4
MAN4720	Multinational Business	4
MAR2014	Principles of Marketing	4
	Total Business Specialty Courses	40
<b>Area II</b>	<b><u>Liberal Arts Component</u></b>	
	<b><u>Subject Area</u></b>	<b><u>Semester Hours Credit</u></b>
ENG2101	English Composition	4
MAC1132	College Math	4
PHI3601/3301	Ethics or Philosophy	4
PSY1100	Strategic Thinking	4
SPC3015	Speech	4
STA3014	Statistics	4
Electives to be chosen	from the following:	16
	One Humanities or Fine Arts	
	One Social or Behavioral Science	
	One English	
	One Natural or Physical Science	
	Total Liberal Arts	40
<b>Area III</b>	<b><u>Approved Elective Component</u></b>	
To be selected from accounting, business or computer classes in consultation with the Faculty Advisor, Registrar, or Executive Vice President of Academic Affairs, to meet the personal and career objectives of the student.		
	Total Approved Elective Component	16
	Total Semester Hours Required for Graduation	120

**BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS**

The objective of this program is to prepare students for entry level positions in the development and support of computer-based information systems. The program utilizes a combination of non-procedural, procedural and object oriented languages for the design and development of modern client/server information systems using multimedia and Internet technologies. In addition, the curriculum is designed to give students a good foundation in liberal arts as well as the practical and theoretical aspects of business.

<b>Area I</b>	<b><u>Computer Information Systems (CIS) Component</u></b> <b><u>Subject Area</u></b>	<b><u>Semester Hour Credits</u></b>
<b>A.</b>	<b><u>CIS Core</u></b>	
CAP2000	Advanced Computer Applications	4
CIS1210	Systems Analysis & Design	4
CIS1220	Hardware & Operating Systems	4
COP2100	Visual BASIC Programming	4
CIS2120	Database Management	4
CIS2200	Application Development I	4
CIS3110	Programming I	4
CIS3120	Computer Networking	4
CIS3210	Programming II	4
CIS3300	Topics in CIS	4
CIS4100	Multimedia	4
CIS4200	Application Development II	4
	Total CIS Core	48
<b>B.</b>	<b><u>Business Core</u></b>	
CAP1000	Computer Applications	4
CIS3000	Business Information Systems	4
GEB1012	Introduction to Business	4
ACC2001	Principles of Accounting I	4
MAN2010	Principles of Management	4
FIN3403	Principles of Finance	4
	Total Business Core	24
<b>Area II</b>	<b><u>Liberal Arts Component</u></b>	
MAC2102	College Algebra	4
STA3014	Statistics	4
ENG2101	English Composition	4
SPC3015	Speech	4
PHI3601/3301	Ethics or Philosophy	4
PSY1100	Strategic Thinking	4
Electives to be chosen	from the following:	12
	One Humanities or Fine Arts	
	One English	
	One Social or Behavioral Science	
	Total Liberal Arts	36
<b>Area III</b>	<b><u>Approved Elective Component</u></b>	
To be selected from computer or business courses in consultation with the Faculty Advisor, Registrar, or Executive Vice President of Academic Affairs, to meet the personal and career objectives of the student.		
	Total Approved Elective Component	12
Total Semester Hours Required for Graduation		



**BACHELOR OF SCIENCE IN LEGAL STUDIES**

The mission of the Legal Studies program is to offer a curriculum of law, liberal arts, and business which meets the needs of the legal community and the individual student who may want to advance to law school, as well as prepare a student for a successful career in legal assisting. The Bachelor of Science in Legal Studies is designed to prepare students for professional and management positions in legal settings, assisting attorneys and other legal professionals with legal research, collection of evidence, communications, document and litigation preparation, law office management, and other duties of the daily practice of law.

<b>Area I</b>	<b><u>Legal Component</u></b>	<b><u>Semester Hour Credit</u></b>
<b>A.</b>	<b><u>Required Legal Courses</u></b>	
LEA1014	Introduction to Law for the Paralegal and Legal Terminology	4
LEA1100	Property Law	4
LEA1101	Civil Procedure	4
LEA1105	Torts	4
LEA1301	Contracts	4
LEA2014	Legal Research and Writing I	4
LEA2531	Legal Ethics	2
LEA2999	Practicum	2
LEA3116	Business and Corporate Organizations	2
LEA3233	Evidence	2
LEA3603	Criminal Law and Procedure	4
LEA4000	Constitutional Law	4
LEA4013	Legal Research and Writing II	4
	Total Required Legal Subjects	44
<b>B.</b>	<b><u>Elective Legal Courses</u></b>	
LEA2213	Wills, Trusts, Estates	2
LEA2503	Family Law	2
LEA2605	Bankruptcy	2
LEA3002	Environmental Law	2
LEA3014	Administrative Law	2
LEA3731	Uniform Commercial Code	4
LEA4001	Labor Law	2
LEA4003	International Law	4
LEA4004	Real Estate Transactions	2
	Elective Courses	8
<b>Area II</b>	<b><u>Business Courses Required</u></b>	
ACG2001	Principles of Accounting I	4
CAP1000	Computer Applications	4
CAP2803	Word Processing	4
FIN3403/ECO2013	Principles of Finance or Macroeconomics	4
MAN2010	Principles of Management	4
	Total Business Component	20
<b>Area III</b>	<b><u>Liberal Arts Component</u></b>	
	<b><u>Subject Area</u></b>	
ENG2101	English Composition I	4
MAC1132	College Math	4
PHI3601/3301	Ethics or Philosophy	4
PSY1100	Strategic Thinking	4
SPC3015	Speech	4
PHI4101	Logic	4
AMH2010/2020	U.S. History to 1877 or U.S. History 1877 to Present	4

Electives to be chosen from the following:	20	
One Social or Behavioral Science		
One Math		
Two English		
One Humanities or Fine Arts		
Total Liberal Arts Component	48	
Total Semester Hours Required for Graduation		120

This program is designed to work with the student's interest and specialization. There are several options for the student depending upon the management emphasis sought. The program will allow the student to choose from among the fields of Executive Management, Criminal Justice Management, Health Administration Management, Management Information Systems, or International Business Management. The student will select the field for the electives. It is a program that develops the student's talent in the management and human resource areas through interactive learning and work experience. The program is designed so that the student attends a weekly comprehensive session to learn, assess, and analyze the progress made toward the career objective that the student desires. The student must commit to the entire program for a minimum of 15 week terms, and must complete and pass all courses each term or repeat the entire term. Students share their experiences with each other and the faculty professor. Each weekly session will cover the assigned course work and the student will apply this knowledge to his or her occupation.

The qualified student for the Bachelor of Science in Management program must have completed an associate degree or its equivalent from an accredited program with a 2.0 or better GPA. The prospective student is expected to have the background necessary to successfully complete this program. Each student is expected to present a course in English Composition or its equivalent and a knowledge of Computer Applications or Word Processing as evidenced by the student's transcripts or an International College proficiency exam. Additional background is needed prior to studying within the emphasis of Health Administration Management and Criminal Justice Management. This background may come from the student's previous education or may be obtained from courses offered at International College. Students must be employed in a relevant field at the time of enrollment and must attend a library orientation prior to the beginning of classes. Exceptions to the above must be approved by the Program Chair.

A review of credits presented for advanced standing prior to admissions will help the student to determine the balance of credits needed and also determine whether he or she can graduate within the one year time frame of the management major. Should the student fall short in credit determination, he or she may enroll in the program; however, all 120 semester hours must be completed to graduate. For example:

Student transfers an associate degree or equivalent worth of 60 semester hours of credit  
 Student completes 36 semester hours of instruction in the Management Program  
 Student needs 24 additional hours to complete degree

<b>Area I</b>	<b><u>Management Component</u></b>	<b><u>Semester Hour Credit</u></b>
	<b><u>Core Subject</u></b>	
MNA4000	Perspectives in Management	4
MNA4200	Organizational Behavior in the Workplace	4
MNA4400	Human Resource Development	4
MNA4325	Finance for Managers	4
MNA4360	Leadership for Managers	4
MNA4610	Diversification Process in the Workplace	4
	Total Management Core	24

Emphasis Component (select one)

<b>A.</b>	<b><u>Executive Management</u></b>	
MNA4100	Administrative Economics	4
MNA4425	Marketing for Managers	4
MNA4480	Issues in Policy and Strategy	4
<b>B.</b>	<b><u>Criminal Justice Management</u></b>	
CCJ4001	Criminal Justice Management	4
CCJ4402	Criminal Courts Systems	4
CCJ4301	Criminal Law	4

**C. Health Administration Management**

HSA4101	Financial Management in Health Care	4
HSA4201	Health Care Organization and Management	4
HSA4301	Extended Care Patient Services	4
<b>D.</b>	<b><u>International Business</u></b>	
INM4001	International Business Management	4
INM4101	International Finance	4
INM4301	Comparative Economic Systems	4
<b>E.</b>	<b><u>Management Information Systems</u></b>	
CIS4101	Data Base Research	4
CIS4201	Management Applications on the Computer	4
CIS4301	Operating Systems and Communications	4
	Total Emphasis Component	12
	Total Management Component	36

**Area II                    Liberal Arts Component**

Required within the minimum of 36 hours of general education are the following: 12 semester hours of English to include Speech, 8 semester hours in Mathematics, 8 semester hours in Humanities or Fine Arts, and 8 semester hours in Social or Behavioral Sciences.

Total Liberal Arts Component	36
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**Area III                    Approved Elective Component**

48

Credit for courses taken under approved electives may be granted through either advanced standing credit or residence classes as approved in consultation with the Executive Vice President of Academic Affairs, the Registrar, or Faculty Advisor.

Total Semester Hours Required for Graduation	120
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**Graduation Requirements**

To qualify for the Bachelor of Science in Management degree, students are required to accomplish the following:

1. Present a minimum of 120 semester hours (advanced standing credit included) with an average of “C” (Grade Point Average of 2.0) or higher for all work taken at the College. The final 36 semester hours must be completed at the College and 48 credits must be upper level credits.
2. Meet the specified minimum graduation requirements, including the following area semester hour requirements.

Area I	Major Component	36
Area II	Liberal Arts Component	36
Area III	Approved Elective Component	48
	Total Semester Hours Required	120

All requirements from the general education and approved elective components should be completed by the end of the third semester of the BSM program. For additional graduation requirements, see page 66.

**ASSOCIATE DEGREE PROGRAMS**

The Associate Degree Programs are composed of two areas:

- Area I** contains subject specific courses
- Area II** contains liberal arts courses

**ASSOCIATE IN SCIENCE IN ACCOUNTING**

The primary objective of the Associate in Science in Accounting degree program is to prepare students for entry-level positions as accountants in business, public and private accounting, government, and other non-profit organizations. The curriculum is designed to give students a firm foundation in liberal arts as well as in the practical and theoretical aspects of accounting principles. Upon completion of the program, students will have a working knowledge of the preparation and interpretation of financial statements, computer applications, basic business, management and legal concepts applicable to the accounting profession, economics, and federal income tax procedures. All credits earned from this degree are acceptable toward the International College's Baccalaureate degree in Accounting.

<b>Area I</b>	<b><u>Accounting Component</u></b> <b><u>Subject Area</u></b>	<b><u>Semester Hour Credit</u></b>	
<b>A.</b>	<b><u>Business Core</u></b>		
BUL3111	Business Law I	4	
CAP1000	Computer Applications		4
ECO2013	Macroeconomics	4	
GEB1012	Introduction to Business	4	
MAN2010	Principles of Management	4	
	Total Business Component		20
<b>B.</b>	<b><u>Accounting Core</u></b>		
ACG2001	Principles of Accounting I	4	
ACG2021	Principles of Accounting II	4	
ACG3011	Federal Income Taxation I	4	
ACG3101	Intermediate Financial Reporting and Analysis I	4	
ACG3121	Intermediate Financial Reporting and Analysis II	4	
	Total Accounting Core		20
<b>Area II</b>	<b><u>Liberal Arts Component</u></b> <b><u>Subject Area</u></b>	<b><u>Semester Hour Credit</u></b>	
ENG2101	English Composition	4	
MAC1132	College Math	4	
PHI3601/3301	Ethics or Philosophy	4	
PSY1100	Strategic Thinking	4	
SPC3015	Speech	4	
	Total Liberal Arts Component		20
	Total Semester Hours for Graduation Requirement		60

**ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION**

The primary objective of the Associate in Science in Business Administration program is to prepare students for entry-level administrative positions in business and public service organizations. The curriculum is designed to give students a firm foundation in liberal arts as well as the practical and theoretical aspects of business related principles. Upon successful completion of the program, students will have a working knowledge of business functions and procedures, accounting, finance and legal concepts applicable to business professions, economics, computer applications, marketing and management applications. All credits earned are acceptable toward the International College's Baccalaureate Degree in Business Administration.

<b>Area I</b>	<b><u>Business Component</u></b> <b><u>Subject Area</u></b>	<b><u>Semester Hour Credit</u></b>
<b>A. <u>Business Core</u></b>		
ACG2001	Principles of Accounting I	4
BUL3111	Business Law I	4
CAP1000	Computer Applications	4
GEB1012	Introduction to Business	4
MAN2010	Principles of Management	4
	Total Business Core	20
<b>B. <u>Business Specialty Courses</u></b>		
ACG2021	Principles of Accounting II	4
BUL3112	Business Law II	4
ECO2013	Macroeconomics	4
ECO2032	Microeconomics	4
MAR2014	Principles of Marketing	4
	Total Business Specialty Courses	20
<b>Area II <u>Liberal Arts Component</u></b>		
	<b><u>Subject Area</u></b>	<b><u>Semester Hour Credit</u></b>
ENG2101	English Composition	4
ENV3011	Man and the Environment	4
MAC1132	College Math	4
PHI3601/3301	Ethics or Philosophy	4
PSY1100	Strategic Thinking	4
	Total Liberal Arts Component	20
	Total Semester Hours for Graduation Requirement	60

**ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS**

The Associate in Science in Computer Information Systems (CIS) program is designed to prepare students for entry-level positions in the use, development, and support of computer information systems. The curriculum gives the student a good foundation in liberal arts and business concepts while focusing primarily on obtaining the necessary computer skills to achieve success and employability in a computer related field. Upon completion of the program the student will have achieved a working knowledge of widely used application packages including word-processing, spreadsheets, database, desktop publishing, and presentation graphics. In addition, the student will have a firm understanding of human and organizational frameworks and how business information systems contribute to organizational needs. Specific concepts and skills in systems development, data management, and programming will also be obtained along with a working knowledge of micro computer hardware and systems software.

<b>Area I</b>	<b><u>Computer Component</u></b> <b><u>Subject Area</u></b>	<b><u>Semester Hour Credit</u></b>
<b>A.                    <u>Business Core</u></b>		
CAP1000	Computer Applications	4
CIS3000	Business Information Systems	4
GEB1012	Introduction to Business	4
MAN2010	Principles of Management	4
	Total Business Component	16
<b>B.                    <u>Computer Information Systems Core</u></b>		
CAP2000	Advanced Computer Applications	4
CIS1210	Systems Analysis & Design	4
CIS1220	Microcomputer Hardware & Operating Systems	4
COP2100	Visual BASIC Programming	4
CIS2120	Database Management	4
CAP3820	Introduction to Desktop Publishing	4
CIS2200	Application Development I	4
	Total Computer Component	28
<b>Area II                <u>Liberal Arts Component</u></b>		
	<b><u>Subject Area</u></b>	
ENG2101	English Composition	4
MAC1132	College Math	4
PHI3601/3301	Ethics or Philosophy	4
PSY1100	Strategic Thinking	4
	Total Liberal Arts Component	16
	Total Semester Hours for Graduation Requirement	60



**ASSOCIATE IN SCIENCE IN HEALTH INFORMATION**

Health Information (Medical Record) technology is the science of managing and designing health information systems. The Health Information associate degree program will prepare the student to perform information management services that directly impact the quality of patient care. These functions include organizing, analyzing and technically evaluating health information; compiling various administrative and health statistics; coding diseases, operations, procedures and therapies; maintaining and using health information indexes; creating disease data registries; facilitating storage and retrieval of health data; utilizing computerized health data; and controlling the use and release of health information. Graduates of the program may find employment in acute care hospitals, rehabilitation facilities, clinics, nursing homes, physician's offices, home health care, insurance companies, and health departments in various roles from technical support to supervision of day-to-day operations of the health information department. Health Information program graduates are eligible to apply to write the national qualifying examination for certification as an Accredited Record Technician (A.R.T.). The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the American Health Information Management Association's (AHIMA) Council on Accreditation.

<b>Area I</b>	<b><u>Health Information Component</u></b>	<b><u>Semester Hour Credit</u></b>
<b>A.</b>	<b><u>Medical Subjects</u></b>	
MRE1002	Health Records	4
MRE1800	Internship I	2
HSC1531	Medical Terminology	4
MLS1532	Medical Law and Ethics	2
HSA1100	Health Care History and Orientation	2
APB1811	Anatomy and Physiology	4
MRE2205	Basic CPT-4 Coding	2
HSC3554	Pathophysiology	4
MRE2202	Basic ICD-9-CM Coding	4
MRE2410	Quality Assurance	2
MRE1112	Health Data Management	4
MRE2501	Healthcare Information Systems	4
HSA2100	Healthcare Management and Personnel Adm.	4
MRE2800	Internship II	2
	Total Medical Component	44
<b>B.</b>	<b><u>Business Component</u></b>	
CAP1000	Computer Applications	4
	Total Business Component	4
	Total Health Information Component	48
<b>Area II</b>	<b><u>Liberal Arts Component</u></b>	<b><u>Semester Hour Credit</u></b>
	<b><u>Subject Area</u></b>	
ENG2101	English Composition	4
MAC1132	College Math	4
PHI3601/3301	Ethics or Philosophy	4
PSY1100	Strategic Thinking	4
	Total Liberal Arts Component	16
	Total Semester Hours for Graduation Requirement	64

**ASSOCIATE IN SCIENCE IN MEDICAL ASSISTING**

The Medical Assistant program is designed to provide a program of instruction in the Allied Health disciplines, within the curriculum guidelines of the American Association of Medical Assistants (AAMA). Students receive instruction on the administrative and clinical aspects of patient care and office and clinical procedures. Graduates of the program will have a comprehensive foundation of knowledge in the basic medical sciences, and will have demonstrated all competencies requisite to successful entry into the medical assisting professional community. Upon successful completion of the program and other work-related prerequisites, graduates will be eligible to sit for the examination leading to certification by the AAMA.

<b>Area I</b>	<b><u>Medical Assisting Component</u></b>	<b><u>Semester Hour Credit</u></b>
<b>A.</b>	<b><u>Medical Subjects</u></b>	
HSC1531	Medical Terminology	4
MLS1532	Medical Law and Ethics	2
HSA1100	Health Care Orientation	2
MEA1461	Medical Office Administrative Procedures	4
MEA2480	Medical Office Coding and Reimbursement Procedures	4
APB1811	Anatomy and Physiology	4
HSC3554	Pathophysiology	4
MLS2303	Medical Assisting Clinical Procedures	4
MEA2940	Medical Assisting Internship, Clinical	2
MLS2302	Medical Assisting Laboratory Procedures	2
MEA2950	Medical Assisting Internship, Administrative	2
MRE2175	Medical Transcription	2
	Total Medical Component	36
<b>B.</b>	<b><u>Business Component</u></b>	
CAP1000	Computer Application	4
	Total Business Component	4
	Total Medical Assisting Component	40
<b>Area II</b>	<b><u>Liberal Arts Component</u></b>	<b><u>Semester Hour Credit</u></b>
	<b><u>Subject Area</u></b>	
ENG2101	English Composition	4
MAC1132	College Math	4
PHI3601/3301	Ethics or Philosophy	4
PSY1100/2010	Strategic Thinking or Intro to Psych & Social Processes	4
SPC3015	Speech Communications	4
	Total Liberal Arts Component	20
	Total Semester Hours for Graduation Requirement	60

**ASSOCIATE IN SCIENCE IN PARALEGAL STUDIES**

The mission of the Paralegal Studies program is to offer a curriculum of law, the legal profession and practice, liberal arts and business which meets the needs of the legal community and the individual student; courses and resources to fulfill that curriculum; classes which convey the necessary information of the curriculum to each student; and counseling to prepare each student for a successful career in legal assisting. The Associate in Paralegal Studies Program is designed to prepare students for entry-level positions assisting attorneys and other legal professional with legal research, evidence collection, communications, documents and litigation preparation, and other general duties of the daily practice of law. All credits earned from this degree are acceptable and apply toward the International College's Baccalaureate Degree in Paralegal Studies.

<b>Area I</b>	<b><u>Paralegal Component</u></b>	<b><u>Semester Hour Credit</u></b>
<b>A. <u>Legal Subjects</u></b>		
LEA1014	Introduction to Law for the Paralegal and Legal Terminology	4
LEA1100	Property Law	4
LEA1101	Civil Procedure	4
LEA1105	Torts	4
LEA1301	Contracts	4
LEA2014	Legal Research and Writing	4
LEA2531	Legal Ethics	2
LEA2999	Practicum	2
	Total Required Legal Courses	28
<b><u>Law Elective Courses</u></b>		
<b><u>Select a minimum of 4 credits from the following:</u></b>		
LEA3116	Business and Corporate Organizations	2
LEA2213	Wills, Trusts and Estates	2
LEA2503	Family Law	2
LEA2605	Bankruptcy	2
LEA3014	Administrative Law	2
LEA3233	Evidence	2
LEA3603	Criminal Law and Procedure	4
	Total Law Elective	4
<b>B. <u>Business Component</u></b>		
ACG2001	Principles of Accounting I	4
CAP1000	Computer Applications	4
	Total Business Component	8
<b>Area II</b>	<b><u>Liberal Arts Component</u></b>	<b><u>Semester Hour Credit</u></b>
<b><u>Subject Area</u></b>		
ENG2101	English Composition	4
MAC1132	College Math	4
PHI3601/3301	Ethics or Philosophy	4
PSY1100	Strategic Thinking	4
SPC3015	Speech	4
	Total Liberal Arts Component	20
	Total Semester Hours for Graduation Requirement	60

**CONTINUING EDUCATION PROGRAMS**

- C THE AMERICAN CENTER FOR INTENSIVE ENGLISH
- C CREATIVE RETIREMENT CENTER

### **THE AMERICAN CENTER FOR INTENSIVE ENGLISH**

This program offers an innovative study program for students who are determined to master the English language. The Center provides intensive studies to improve student skills in English through a program of total immersion. Not only are all classes taught in English but students find themselves completely integrated within the College and community. In this way, the Center promises students an unforgettable experience offering them an opportunity to build lifelong friendships, strong English language skills, and firsthand exposure to American culture along the Florida coast of the Gulf of Mexico.

The Center provides English as a Second Language, English as a Foreign Language (ESL/EFL) training to students at various levels of fluency. Students are given a placement test upon registering for the program. This test determines the proficiency into which the student is placed: elementary, intermediate, or advanced ESL/EFL.

#### **THE FOCUS OF THE PROGRAM**

The focus of the program is on a) verbal skills: pronunciation, conversation, and listening comprehension; b) vocabulary building and reading comprehension; c) grammar and writing skills. College credit may be awarded based on examination of English proficiency upon completion of the English program. Students attend classes four days a week and related activities throughout the program for an average of 20 hours per week. Upon completion of the program, students may elect to take the institutional test of English as a Second language (TOEFL) at International College.

#### **Intensive English Modules**

ENI0010	Basic Intensive English	(15 weeks)
ENI0020	Intermediate Intensive English II	(15 weeks)
ENI0030	Advanced Intensive English III	(15 weeks)

An institutional test of English as a Foreign Language will be offered by International College to students completing Advanced Intensive English III successfully. Six semester hours of academic credit in ENG0999 and ENG2101 may be awarded upon successful completion of the TOEFL test with a score of 500 or better.

A certificate of attendance will be issued to students completing the program.

#### **REQUIREMENTS**

Applicants must have graduated from a recognized secondary school and be at least 18 years of age. Students can be provisionally accepted into International College upon completion of the program offered by the Center for Intensive English depending on college admissions criteria.

#### **VISA**

On receipt and approval of the student's application for admission into the center for Intensive English, International College will forward to the applicant a certificate of Eligibility, Form I-20. This form enables the applicant to apply for a student visa at the nearest U.S. consulate or embassy. The Certificate of Eligibility (Form I-20) is issued for a full-time, intensive course of study at International College and its Center for Intensive English and may not be used elsewhere for any other purpose.

ACIE may also offer contract training or seminars to employers of non-native speakers of the English language. Applicants under this format are not required to have graduated from a recognized secondary school or be 18 years of age.

### **CREATIVE RETIREMENT CENTER**

The Creative Retirement Center operating under Continuing Education, is a peer-led educational center for senior citizens designed to offer lifelong learning opportunities. The curriculum has a strong academic bias and focuses on areas such as literature, arts, history, current and world events, and computer technology. Courses are offered in the Fall, Winter and Spring terms and run from 4-6 weeks. The Creative Retirement Center is an Elder Hostel affiliate.

**COURSE DESCRIPTIONS**

All courses are listed in Semester Hours of Credit

**ACCOUNTING**

- ACG2001 Principles of Accounting I** 4 Credits  
This introductory financial accounting course is the first of a two course sequence dealing with the information needs of a variety of stakeholders. Topics covered include the accounting cycle and bookkeeping process, assets, liabilities, owner's equity, income measurement, cash flow analysis and fundamental financial statements. Specific emphasis is on the sole proprietorship and partnership entities.
- ACG2021 Principles of Accounting II** 4 Credits  
The second introductory financial accounting course deals with a continuation of financial accounting concepts. In addition, a significant portion of the course focuses on managerial accounting concepts. Topics covered include break-even analysis, cost accounting models, performance measures and internal marginal analysis. Prerequisite: ACG2001
- ACG3011 Federal Income Taxation I** 4 Credits  
This is the introductory Federal income taxation course dealing with the taxation of individuals. Topics covered include tax research and procedure, gross income, exclusions, deductions, credits, net operating, passive, and hobby losses, cost recovery allowances, employee expenses, alternative minimum tax, capital gains and losses and nontaxable exchanges. Prerequisite: ACG2021 or permission of Program Chair.
- ACG3101 Intermediate Financial Reporting and Analysis I** 4 Credits  
This is the first of two intermediate financial reporting and analysis courses. It focuses on the theory, measurement and reporting standards of generally accepted accounting principles (GAAP). Topics include accounting concepts, pronouncements, process, income measurements, present value concepts, cash, receivables, inventories, non-current assets, and current liabilities. Prerequisite: ACG2021
- ACG3121 Intermediate Financial Reporting and Analysis II** 4 Credits  
The second intermediate financial reporting and analysis course deals with a continuation of GAAP as applied to financial reporting. Areas covered include stockholders' equity, earnings per share, investments, revenue recognition, accounting for income taxes, pensions, leases, cash flows, and financial reporting disclosures. Prerequisite: ACG3101
- ACG3362 Cost Accounting and Control** 4 Credits  
The introductory cost accounting course analyzes the cost principles used to accumulate costs for inventory valuation and pricing purposes. Topics include cost accounting models, activity based costing, CVP analysis, budgets, and standard costing variances. Prerequisite: ACG2021
- ACG3931 Advanced Cost Accounting** 4 Credits  
A continuation of cost accounting and control focusing on the use of cost information for decision making purposes. Areas covered include Statements on Management Accounting, environmental accounting, operations research techniques, target costing and inventory models. Prerequisite: ACG3362

<b>ACG4011</b>	<b>Federal Income Taxation II</b> A more advanced Federal income taxation course focusing on the taxation of corporations. Areas covered include tax procedure, partnerships, S corporations, liquidations, corporate reorganizations, estates and trusts, and Federal Estate and Gift Taxation. Prerequisite: ACG2021, ACG3011 or permission of Program Chair.	4 Credits
<b>ACG4135</b>	<b>Financial Accounting Theory</b> The theoretical and historical perspective of the development of financial accounting standards and their application to financial statements. Prerequisites: ACG3121, ACG3011 or permission of the Program Chair.	4 Credits
<b>ACG4201</b>	<b>Advanced Financial Reporting and Analysis I</b> This is the first of two advanced financial reporting and analysis courses. It focuses on complex organizations and the application of generally accepted accounting principles (GAAP) to corporations as investors and investees. Topics covered include business combinations, stock investments, consolidated financial statements, intercompany transactions, consolidated earnings per share, and reorganizations and bankruptcy accounting. Prerequisite: ACG3121	4 Credits
<b>ACG4221</b>	<b>Advanced Financial Reporting and Analysis II</b> The second advanced financial reporting and analysis course deals with a variety of topics as impacted by generally accepted accounting principles (GAAP). Areas covered include accounting for branch operations, foreign currency concepts and financial statements, segment and interim financial reporting, and the formation, operation, dissolution, and liquidation of partnerships. (This course may be taken independent of ACG4201.) Prerequisite: ACG3121	4 Credits
<b>ACG4391</b>	<b>Special Topics in Accounting</b> A study of contemporary accounting topics with an emphasis on accounting research and application. Prerequisite: ACG3362, ACG4011, ACG4201, and ACG4632 or permission of the Program Chair.	4 Credits
<b>ACG4400</b>	<b>Accounting Information Systems</b> Development of the analysis, synthesis, design, operation, control, and evaluation of manual and computerized accounting information systems. Prerequisites: CAP1000 and ACG4632	4 Credits
<b>ACG4401</b>	<b>Financial Statement Analysis for Managers</b> The study of financial statements for purposes of managerial analysis and interpretation. Topics include financial statement ratio analysis, private and public reporting requirements, generally accepted accounting principles (GAAP), earnings per share, budgeting, cash flows, CVP analysis and decision analysis. (This course is designed for non-accounting majors and does not meet Florida CPA requirements.) Prerequisite: Permission of the Program Chair.	4 Credits
<b>ACG4501</b>	<b>Governmental &amp; Not-for-Profit Accounting</b> Applications of financial accounting principles to governmental and non profit entities including GASB pronouncements, budgets, fund accounting, and combined financial statements. Prerequisites: ACG3121 or permission of the Program Chair.	4 Credits
<b>ACG4632</b>	<b>Independent Auditing I</b> This capstone course deals with the development of an appreciation of the challenges that confront the independent auditor in the private sector. Emphasis is on the auditor's role, AICPA-Code of Professional Responsibility, auditing standards, evidence, and procedures. Prerequisites: ACG3011, ACG3121, ACG3362	4 Credits
<b>ACG4640</b>	<b>Independent Auditing II</b>	4 Credits



This course deals with specific topics generally not covered in an independent auditing course (ACG4632). Topics covered include governmental and operational auditing, reviews, compilations, SSAE and similar auditing standards, international auditing standards and current areas emphasized in the auditing section of the Uniform CPA Examination. Prerequisite: ACG4632

**ACG4645 Internal Audit** 4 Credits  
This course deals with the role of the internal auditor as it is expressed in the internal audit function. Topics covered include the nature of internal auditing, internal audit department, IAS standards, CIA examination, and auditing of internal financial, operational and corporate functional areas. Students will be required to participate in a clinical experience by performing an actual internal audit of an existing business. Prerequisite: ACG 4632

**ACG4701-4 Directed Study in Accounting** Variable Credit  
Each student may prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. At least two hours of formal research methodology must be given to the student by the assigned faculty mentor prior to the start of project. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.

**ACG4991-4 Internship in Accounting** Variable Credit  
As part of the preparation for a career in accounting, the student is permitted to serve an internship in public accounting firms; accounting departments of financial, business, and industrial organizations; or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.

## **BUSINESS**

**GEB1012 Introduction to Business** 4 Credits  
A survey course in the principles of business as practiced in the market system economy. Topics include introductory studies in marketing, economics, human resources, forms of business ownership, global dimensions, organizational structure, management, business ethics, and financial terminology.

**GEB1022 Introduction to Electronically Accessible Business Information** 2 Credits  
The introductory course will explore the electronic information resources held on the Internet, commercial databases, cd-rom and community networks. Speakers, site visits, lectures and hands-on instruction will be used to cover terminologies, protocols and hardware associated with accessing information on the Internet and other services. No prior knowledge of computers required.

**MAN2010 Principles of Management** 4 Credits  
A study of management processes, resources and various organizational structures. Special emphasis is placed on human resources, leadership styles, and motivational practices.

**MAR2014 Principles of Marketing** 4 Credits

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Survey course of the marketing of goods and services within the economy. The course will be developed from both the consumer and managerial viewpoints and clarify the role of marketing within a free enterprise system.

<b>FIN2100</b>	<b>Personal Finance</b>	4 Credits
	A study of personal financial management including income, budgeting, consumer credit, real estate, stock investments, mutual funds, insurance and taxes. Prerequisites: MAC1132 or permission of the Program Chair	
<b>CGS3000</b>	<b>Computers in Business</b>	4 Credits
	A course designed for business leaders on how to use computers and computer packages for the best interest of the business. Topics will include numerous business problems and their application to spreadsheets, databases, and presentation software (3 hours lecture and 2 hours lab). Prerequisite: CAP1000, GEB1012	
<b>CIS3000</b>	<b>Business Information Systems</b>	4 Credits
	This course is designed to teach students the importance of computers and information in the business world. Business concepts are reinforced with practical computer applications. Prerequisite: CAP1000, GEB1012	
<b>FIN3010</b> 4 Credits	<b>Investment Management</b>	
	A study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes which affect investment policy, timing, selection, and investment values. Prerequisites: FIN3403, MAC1132	
<b>RMI3015</b>	<b>Risk Management and Insurance</b>	4 Credits
	The basic principles of sound management, including risk identification and evaluation are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included. Prerequisite: FIN3403	
<b>MAN3025</b>	<b>Principles of Management and Supervision</b>	4 Credits
	Study of various aspects of supervision, motivation, work planning, organizing, leadership, decision making, and communication. Prerequisite: MAN2010	
<b>BUL3111</b>	<b>Business Law I</b>	4 Credits
	Survey of business law including the legal system, contracts, constitutional law, crimes torts, bailments, product liability, warranties, and the Uniform Commercial Code.	
<b>BUL3112</b>	<b>Business Law II</b>	4 Credits
	A continuation of BUL3111 including a review of contracts, and commercial paper, bankruptcy, business organizations, employment law, agency law, securities laws, estates, trusts, real property, and leases. Prerequisite: BUL3111 or permission of the Program Chair.	
<b>ADV3231</b>	<b>Advertising</b>	4 Credits
	A study of the principles involved in mass selling techniques. Emphasis is placed on the methods and media available in today's marketing presentations. Prerequisite: MAR2014	
<b>MAN3240</b>	<b>Organizational Behavior</b>	4 Credits
	A study of the behavioral effects of organization, structure, leadership, and authority, motivation, and communication. Prerequisite: MAN2010	

<b>MAN3302</b>	<b>Human Resource Management</b> An analysis of personnel functions, planning, organizing, selection, recruitment, evaluation of work, training and development, and salary. Prerequisite: MAN2010	4 Credits
<b>MAN3321</b>	<b>Systems Management</b> A study of the formal and informal structures of organizations. This study also analyzes methods and approaches needed to solve organization problems. Prerequisite: MAN2010, GEB1012	4 Credits
<b>FIN3403</b>	<b>Principles of Finance</b> Development of the financial management of business enterprises, focusing on financial analysis, working capital management, short and long term financing, capital budgeting, and the cost of capital. Prerequisites: MAC1132, ACG2001	4 Credits
<b>MAN3800</b>	<b>Small Business Management</b> This course provides the basic principles of creating, acquiring and operating a business, with particular emphasis on entrepreneurship and small business issues. Prerequisites: MAN2010, GEB1012	4 Credits
<b>COE3913</b>	<b>Parallel Work Course I</b> (Cooperative Education) This course is not taken independently, but is taken in conjunction with classroom enrollment. The student is part of a parallel instruction plan of school attendance concurrent with a prearranged and preapproved on-the-job educational experience which relates to each student's academic program and career objectives simultaneously. Students who select a cooperative education course must obtain approval from the Faculty Directed Studies Committee. This course requires the cooperation of the student's business and one of the business' supervisory staff.	4 Credits
<b>COE3914</b>	<b>Parallel Work Course II</b> This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.	4 Credits
<b>MAN4060</b>	<b>Business Policies and Strategies</b> A senior-level capstone course of study of the processes used to analyze a firm's business environment, utilizing those analyses to establish business objectives and implement strategic management plans. Prerequisites: GEB1012, MAN2010, MAR2014, FIN3403, ACG2001, ECO2013, ECO2032, and MAN4720	4 Credits
<b>MAN4720</b>	<b>Multi-National Business</b> A study of the foundations of trade, finance and investment in an international context. A discussion on theory and history of international trade and what has been done in multi-national integration. Prerequisite: MAN2010	4 Credits
<b>GEB4901-4</b>	<b>Directed Study in Business</b> Each student may prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. At least two hours of formal research methodology must be given to the student by the assigned faculty mentor prior to the start of project. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.	Variable Credit

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<b>GEB4911</b>	<b>Related Study in Business</b>	4 Credits
	The same requirements exist as in GEB4901-4 except that the directed study must be related to either the vocational or avocational career in which the student is involved. This is a study of some aspect of the student's workplace as it relates to the student's immediate business or vocational environment.	
<b>COE4915</b>	<b>Parallel Work Course III</b>	4 Credits
	This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.	
<b>COE4916</b> 4 Credits	<b>Parallel Work Course IV</b>	
	This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.	
<b>MAN4991-4</b>	<b>Internship in Management</b>	Variable Credit
	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 assignments of duties, hours, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.	
<b>MAR4991-4</b>	<b>Internship in Marketing</b>	Variable Credit
	As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, and service firms and industrial organizations acceptable to the College. Arrangements for the internship training provide for assignments of duties, hours, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisites: MAR2014, permission from the Program Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.	
<b>MAN4998</b>	<b>Topics in Management</b>	4 Credits
	A special study of current topics which are of interest and relevance to the student involved or preparing for a career in management. This course may be taken twice with different topics.	
<b>MAR4998</b>	<b>Topics in Marketing</b>	4 Credits
	A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. This course may be taken twice with different topics.	

### **COMPUTER INFORMATION SYSTEMS**

<b>CAP1000</b>	<b>Computer Applications</b>	4 Credits
	This is a computer literacy course designed to familiarize the student with basic computer concepts and applications. The various components of hardware and software are covered along with hands-on experience with a wordprocessor, spreadsheet and database in a Windows environment. This is a prerequisite for all computer classes. (3 hours lecture and 2 hours lab) Prerequisite: SES1000 or permission of the Program Chair.	

<b>CIS1210</b>	<b>Systems Analysis and Design</b>	4 Credits
	This course is a study of the information systems development process. Emphasis will be placed on understanding and using the system development life cycle and the methods and tools for accomplishing analysis and design. Prerequisite: CAP1000	
<b>CIS1220</b>	<b>Microcomputer Hardware and Operating Systems</b>	4 Credits
	This course is designed as a comprehensive study of microcomputer hardware and operating systems. Operating system topics include basic functionality, installation and maintenance, command line and windows interfaces, and integration with network operating systems. Hardware topics include basic functionality, and the selection, installation, and maintenance of components including disk drives, memory, interface cards, printers, and more. Students completing this course will be prepared to take A+ certification exams. Prerequisite: CAP1000.	
<b>CAP2000</b>	<b>Advanced Computer Applications</b>	4 Credits
Microsoft computer required course  take  CAP1000	This course is a continuation of CAP1000. It provides a more in-depth coverage of the Office 97 applications (Word, Excel, Access, PowerPoint, and Outlook), presents further concepts, and introduces the student to beginning programming logic. This is a required course for all CIS majors, but will also be open to other students desiring further computer experience as an elective course. Students completing both CAP1000 and CAP2000 will be prepared to take Microsoft Certification Exams in the MS Office User Specialist Program. Prerequisite: CAP1000	
<b>COP2100</b>	<b>Visual BASIC Programming</b>	4 Credits
	This course introduces the student to programming using the Visual BASIC language. Fundamentals of graphical user interfaces are covered along with event driven programming logic. The processes of design, coding, testing, and debugging are also covered. In addition, the integration of Visual BASIC with Microsoft Access, Excel, Word, and other tools is introduced. Prerequisites: CAP1000, CAP2000, CIS1210, CIS1220 or permission of the Program Chair.	
<b>CIS2120</b>	<b>Database Management</b>	4 Credits
	This course presents the concepts of managing data and information in files and databases with focus on the Relational Database Model. Database design using entity/relationship diagrams and normalization is covered. The SQL language is studied in detail. Microsoft Access is utilized. Students are introduced to client/server computing using Microsoft SQL server. Prerequisites: CAP1000, CAP2000, CIS1210, CIS1220 or permission of the Program Chair.	
<b>CIS2200</b>	<b>Application Development I</b>	4 Credits
	This is the capstone course for the CIS Associate Degree Program. The languages and tools from prior courses are utilized for the development of sample business applications using Microsoft Office 97 and Visual BASIC for Applications. Students work in teams on the development of actual business applications. Prerequisite: Registration only open to students in their last term of their Associate Degree program.	
<b>CAP2803</b>	<b>Word Processing</b>	4 Credits
	This is a comprehensive word processing course using WordPerfect for Windows. The fundamentals of creation, editing, and preparation of documents are covered along with more	

advanced topics of graphics, tables, merging, macros, table of contents and table of authorities (3 hours lecture and 2 hours lab). Prerequisite: CAP1000, 20wpm

<b>CIS3000</b>	<b>Business Information Systems</b>	4 Credits
	This course is designed to teach students the importance of computers and information in the business world. The use of information systems within the various functional areas and management levels of a business will be studied. Spreadsheets and case studies are utilized to reinforce learned concepts. Prerequisite: CAP1000, GEB1012	
<b>CIS3110</b>	<b>Programming I</b>	4 Credits
	This is an introductory object oriented programming course using the C++ language. Language constructs and data structures are presented including choice, repetition, functions, file I/O, scale variables, strings, arrays, pointers, and linked-lists. Problem solving and program design concepts are integrated into the instruction. Object oriented concepts such as methods, classes, and inheritance are presented to simplify transition to more advanced object-oriented programming. Prerequisites: CAP1000,CAP2000, CIS1210, COP2100	
<b>CIS3120</b>	<b>Computer Networking</b>	4 Credits
	This course presents a broad overview of computer networking from LANs to WANs to the Internet. Basic networking functions, features, and protocols are discussed. Students will participate in the installation and setup of a Microsoft NT server network. The various aspects of network administration are presented. Students completing this course will be prepared to take the Microsoft MCSE certification exams. Prerequisites: CAP1000,CAP2000,CIS1210, CIS1220	
<b>CIS3210</b>	<b>Programming II</b>	4 Credits
advanced	This course provides an introduction to Java programming. It is designed to teach students how to write Java applets using MS Visual J++. Topics to be covered include Java objects, variables and expressions in Java, control and repetition, expressions, arrays and files, and other J++ features. Prerequisites CAP1000, CAP2000, COP2100, CIS1210, CIS3110.	
<b>CIS3300</b>	<b>Topics in CIS</b>	4 Credits
	This course presents various key topics in CIS that are not covered in other courses. The course may be taken several times as an elective. Topics to be covered include Information Resource Management, Artificial Intelligence and Expert Systems in Business, Object-Oriented Analysis and Design, and HTML and Web Programming. Prerequisites: CAP1000 and permission of the Program Chair.	
<b>CAP3820</b>	<b>Introduction to Desktop Publishing</b>	4 Credits
	This course introduces students to desktop publishing with a popular Windows program. Professional looking documents that contain both text and graphics are designed. Topics covered include: page layout and design, special effects, style sheets, templates, importing graphics, and scanning (3 hours lecture and 2 hours lab). Prerequisite: CAP1000 or permission of the Program Chair.	
<b>CIS4100</b>	<b>Multimedia</b>	4 Credits
typeset sound tools and CAP1000,	This course teaches the basic skills of multimedia to enable students to create beautifully text, full-color pictures, animation, audio commentary, motion video clips, and stereo tracks. A broad spectrum of business applications for multimedia is discussed. The techniques for creating multimedia applications are presented. Prerequisites: CAP2000, CAP3820 or permission of the Program Chair.	



The advanced course in intensive English focuses on listening comprehension and lecture note taking, verbal presentation, and panel discussions. The writing component will include advanced grammar and paragraph development leading to the research paper. Included in the curriculum are exercises in outlining, referencing, as in footnotes and bibliographical citations.

<b>ENG0999</b>	<b>English Fundamentals and College Reading Skills</b> This course is designed to assist students in developing reading and writing skills appropriate for college level courses. Techniques in vocabulary development, comprehension skills, textbook analysis, and study and listening habits will be presented. English fundamentals including grammar, usage, punctuation, and sentence structure will also be covered. (May not be used as a liberal arts requirement or counted towards credits required for graduation.)	2 Credits
<b>AML2010</b>	<b>American Literature</b> This course is an analysis of American Literature from the colonial period to present. The fiction and nonfiction of major and minor authors will be discussed. Prerequisite: ENG2101	4 Credits
<b>ENG2101</b>	<b>English Composition I</b> The principles of composition are developed through expository and research writing. Emphasis is placed on the fundamentals of grammar, punctuation, essay writing, research, and the relationship of oral communications to the written word. Prerequisite: A score of 55 or better, or its equivalent on the language skills section of the CPAT test or ENG0999	4 Credits
<b>MMC3000</b>	<b>Mass Media</b> This course is an analysis of print and electronic media, including evaluation of their roles, their influences on the individual, and their impact on society as a whole.	4 Credits
<b>ENG3000</b>	<b>Leadership and Literature</b> This course analyzes literary texts pertinent to leadership. The texts selected represent leadership themes and literary genres such as the letter, novel, play, poem, and autobiography. Prerequisite: ENG2101	4 Credits
<b>ENG3002</b>	<b>British Drama</b> The course is designed to provide the student with a review of British Drama as developed in broad range of settings, including theater, literature, and the arts, and as exhibited in classical works. The purpose is to introduce the student to the art forms most identified with drama and the performing arts. Prerequisite: ENG2101	4 Credits
<b>ENG3005</b> <b>ENG3006</b>	<b>World Literature I &amp; II</b> These courses are designed to provide the student with a knowledge of the ideas and literary conventions present in the literature of the world from the 1700's to present. The purpose is to introduce the student to the various literary genres, major and minor authors, and historical background of the time. Prerequisite: ENG2101	4 Credits
<b>SPC3015</b>	<b>Speech Communications</b> This learning process is centered on the student participation in a variety of speaking and listening situations so that speeches may be properly planned, composed, and delivered.	4 Credits
<b>ENG3101</b>	<b>English Composition II</b> This course is a continuation of English Composition I with an added emphasis on expository and argumentative writing, including a research paper. Prerequisite: ENG2101	4 Credits
<b>ENG3210</b>	<b>Professional Writing</b>	4 Credits



This course is designed to improve communication skills necessary for effective management. Emphasis is on technical writing and on preparation of visual aids. Prerequisite: ENG2101 or permission of the Program Chair.

- ENG3301      The Novel** 4 Credits  
This course is an analysis of select novels by major authors in either American or British literature. Emphasis is on literary history and conventions. Prerequisite: ENG2101
- SPC4001-4      Technical and Formal Communication** Variable Credits  
This course is designed to provide students with methods of subject development, research and presentation of information in both a formal and technical format. The student will be able to use audiovisual aids and develop charts, graphs, power point, and other teaching and information techniques.
- ENG4901-4      Directed Study - A Written Senior Research Project** Variable Credit  
This course requires an original research project leading to the completion of a formal paper that is appropriate to the student's major. This project is done under faculty supervision. Registration is for senior term students. Prerequisite: Permission from the Program Chair, Liberal Arts Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.

#### **GOVERNMENT/HISTORY**

- AMH2010      U.S. History to 1877** 4 Credits  
An examination of United States history from the discovery of North America through the American Civil War and Reconstruction. Emphasis is placed on the Revolutionary Period, Western Expansion, and the developments that led to the American Civil War.
- AMH2020      U.S. History to 1877 to Present** 4 Credits  
A study of the history of the United States from Reconstruction to the present. Emphasis is placed on the changing structure of American society and the emergence of the United States as a world power.
- POS2041      American National Government** 4 Credits  
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.
- POS3112      State and Local Government** 4 Credits  
A study of the structure and operational patterns of state, county, and municipal governments. An examination of the powers and limitations of the state and local governments is included.
- POT3204      Modern Political Thought** 4 Credits  
Inquiry into the political thinking in modern America and its accompanying social movements and modern variations. Prerequisite: POS2041
- POT4000      International Politics and Economics** 4 Credits  
An in-depth review of the impact of economic movements, world market development, nationalization of public utilities and private enterprise on world and regional politics and

political movements. A secondary focus will be on the rise of socialism, communism, fascism, global empire building, and nationalism. Prerequisite: Permission of the Program Chair.

**LAH4000 Latin American History** 4 Credits  
 A study of the discovery, colonization, and development of Latin America. The influence of Spain, the United States, and other nations on the course of events in Latin America.

**HUMANITIES AND FINE ARTS**

**HUM1120 Conversational Spanish I** 4 Credits  
 A basic course for students who wish to develop the ability to speak and understand the Spanish language. Emphasis is placed on phrasing, idioms, and everyday vocabulary.

**HUM1121 Conversational Spanish II** 4 Credits  
 An advanced course for students who wish to develop a broad competence in Spanish. Emphasis is placed on the oral-aural aspects of the language, and more sophisticated use of subjunctive clauses and sentence structure. Prerequisite: HUM1120 or permission of the instructor.

**MUH3011 Music Appreciation** 4 Credits  
 A course designed to improve the student's knowledge of and appreciation for music.

**HUM3022 Humanities: Trends and Issues** 4 Credits  
 The combined study of human civilization encompassing art, history, music, architecture, philosophy, and literature. Emphasis is placed on written communication and cultural enrichment.

**PHI3301 Philosophy** 4 Credits  
 The course acquaints the student with the most significant directions of philosophical thought to the end that the student may be enabled to formulate questions, arrive at reasonable answers, and evaluate those of others.

**PHI3401 Aesthetics: The Philosophy of Art Appreciation** 4 Credits  
 The philosophical analysis of art and beauty includes various theories focusing on standards of taste, art criticism, and the logic behind concepts of form and expression. The course includes material on the psychology of illusion and human artistic comprehension.

**PHI3601 Ethics** 4 Credits  
 Ethics is a branch of philosophy that explores both the theory and application of virtues and vices in all areas of our lives. The course investigates current issues and events in the light of various moral principles that justify clarity, explain, and direct our actions and attitudes.

**PHI3612 Professional Ethics** 4 Credits  
 This course presents ethical problems encountered in management situations and various methods to approach and solve the problems. Prerequisite: PHI3601 or permission of the Program Chair.

**PHI4101 Logic** 4 Credits

This course instructs the learner in important skills related to the practical uses of both inductive and deductive logic. The course will also focus on the analysis and evaluation of formal and informal arguments and of fallacies as encountered in everyday discourse.

### MANAGEMENT

The following courses require permission from the Program Chair.

<b>MNA4000</b>	<b>Perspectives in Management</b> A study of the viewpoints necessary to have management styles that will continue to create profitable situations using productive factors and services to their best advantages. Course includes applying modern management theories and practice to the individual workplace.	4 Credits
<b>MNA4200</b>	<b>Organizational Behavior in the Workplace</b> An analysis of organizational behavior focused on motivation, perception, communication, and change. Cases and problems are examined by the theories of individual and group behavior and then applied to the individual workplace.	4 Credits
<b>MNA4325</b>	<b>Finance For Managers</b> The applied applications of finance and accounting functions necessary to make decisions in the workplace. Examines financial statements, ratio analysis, accounting systems, and the financial aspects of the organization, and how each affect the individual organization.	4 Credits
<b>MNA4360</b>	<b>Leadership for Managers</b> This course focuses on the responsibilities of leadership and the skills which must be developed to successfully lead in today's changing environment.	4 Credits
<b>MNA4400</b>	<b>Human Resource Development</b> Designed to contribute to a student's understanding of the techniques for developing human resources. Topics applied to the workplace include team building, TQM, personnel planning, recruitment and selection, employee evaluations, performance appraisals, and training.	4 Credits
<b>MNA4610</b>	<b>The Diversification Process in the Workplace</b> This course will address the challenging and diversified environment imposed in managers and employees in the modern workplace. Areas addressed include cultural, gender, age, and race diversity and their inherent problems. Strategies and recommended solutions are analyzed and developed.	4 Credits
<b>MNA4701-4</b>	<b>Directed Study in Management</b> Each student may conduct a research project or study in thesis form on a relevant topic relating to the field on management. The student must possess a solid foundation in formal research methodology as demonstrated by the completion of at least one trimester of core or emphasis component classes in the BSM Program Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.	Variable Credit
<b>MNA4800</b>	<b>Issues in Contemporary Management</b> Each Student may conduct a special research project which is of interest and relevant to preparation for a career in management. This course may be taken twice with different topics. Prerequisite: Permission from the Program Chair.	4 Credits

**MANAGEMENT EMPHASIS**

Elective courses that may be chosen as part of the Bachelor of Science in Management Program. These emphases courses are not offered individually but are only taught as a group together in the same term and are contingent on sufficient student enrollment.

***Executive Management***

The following courses require permission from the Program Chair.

<b>MNA4100</b>	<b>Administrative Economics</b> The application in a responsible manner of modern economic principles to the individual workplace. Reviews the principles of micro and macro economics. Applies to the workplace selected topics such as fiscal and monetary policy, consumer behavior, and behavior of the firm.	4 Credits
<b>MNA4425</b>	<b>Marketing for Managers</b> This course covers planning, implementing, and controlling marketing functions in the public and private organizations. The course is an applied decision making process for product, price, promotion, and distribution and how these functions affect the individual workplace.	4 Credits
<b>MNA4480</b>	<b>Issues in Policy and Strategy</b> An application-oriented study of the strategic management process and the formulation of organizational policy. Emphasis is placed on the S.W.O.T. technique of analyzing the internal and external environments and the use of cases to apply the learning to the workplace.	4 Credits

***Criminal Justice***

Prerequisite: CCJ4101 Criminology or permission from the Program Chair.

<b>CCJ4301</b>	<b>Criminal Law</b> The course focuses on the constitutional provisions affecting the criminal process and the rules of Procedure. Primary emphasis is on the right to counsel, bail, search and identification, trial and post trial proceedings.	4 Credits
Florida seizure, arrest,		
<b>CCJ4001</b>	<b>Criminal Justice Management</b> The course presents the elements of first-line supervision, administrative leadership, its nature, methods, traits, and recent theories and research in leadership.	4 Credits
<b>CCJ4402</b>	<b>Criminal Courts Systems</b> The course is designed to provide a detailed study of the various court systems and levels of authority within the state and federal court systems. Issues of specific jurisdiction, judges authority, and appeals process will be examined.	4 Credits
courts and		

***Health Administration***

Prerequisite for these courses: HSA1100 Health Care History and Orientation or permission from the Program Chair.

<b>HSA4101</b>	<b>Financial Management of Health Care</b> This course prepares students for management roles in policy planning and financial control. Investing, financing, and the cost reporting requirements of Medicare, Medicaid, and third party contracts are analyzed.	4 Credits
<b>HSA4201</b>	<b>Health Care Organization and Management</b>	4 Credits

Administrative and management principles are examined as they relate to hospitals and health care facilities.

**HSA4301**      **Extended Care Patient Service**      4 Credits  
Study of the management and administration of extended care patient services with particular emphasis on the elderly.

***Information Systems Management***

Prerequisites required for these courses are CAP1000, CGS3000, or CIS3000, or permission from the Program Chair.

**CIS4101**      **Data Base Research**      4 Credits  
This class will introduce students to the latest technologies in on-line information access. Emphasis will be placed on learning basic on-line functions such as searching for, retrieving, and down loading information that may be useful to managers.

**CIS4201**      **Management Applications on the Computer**      4 Credits  
This course investigates various software packages that are useful to managers. Topics to be covered include the use of graphics when making a presentation, project management, and tracking personnel information.

**CIS4301**      **Operating Systems and Communication**      4 Credits  
This course provides current coverage of operating systems and business communications systems. Trends and issues in communications will be covered including practical applications with fax machines, fax/modems, and networking.

***International Business***

Prerequisite for these courses: Permission from the Program Chair

**INM4001**      **International Business Management**      4 Credits  
This course introduces the concept of interpersonal business as a global entity, the institution which are part of it, along with the management of production, marketing, financial, legal and other sub-systems that comprise the total system.

**INM4101**      **International Finance**      4 Credits  
Basic foreign exchange, financing, relationships between nations for the balance of payments, the use of gold, and the position of international banking are some topics covered.

**INM4301**      **Comparative Economic Systems**      4 Credits  
Fundamental principles of differing economic systems as they involve international trade and foreign exchange, including the balance of payments and the development of operational trade.

**MATHEMATICS**

<b>MAT0999</b>	<b>Basic Mathematics</b> This course is designed to improve basic math skills including addition, subtraction, multiplication, and division of whole numbers and fractions. (May not be used as a liberal arts requirement or counted toward credits required for graduation).	2 Credits
<b>MAC1132</b>	<b>College Mathematics</b> This course provides the student with a firm understanding of mathematics as it relates to everyday activities. Topics include whole numbers, fractions, and decimals as well as ratios, proportion, and percents. An introduction to geometry and algebra will also be presented. Prerequisite: A score of 55 or better, or its equivalent on the mathematics section of the CPAT test or MAT0999.	4 Credits
<b>MAC2102</b>	<b>College Algebra I</b> This course provides the student with an introduction to algebra, including properties of real numbers, solving equations and inequalities, operations with polynomials, factoring, and operations with rational expressions. Prerequisite: MAC1132	4 Credits
<b>MAC2104</b>	<b>College Algebra II</b> This course is intended to further the study of algebra. An introduction to linear, quadratic, exponential, and logarithmic functions will include graphs, operations, and applications. Solutions of systems of equations and inequalities will also be presented. The graphing calculator will be used in the course. Prerequisite: MAC2102 or its equivalent.	4 Credits
<b>STA3014</b>	<b>Statistics</b> This course introduces the students to statistical techniques in descriptive and inferential statistics including measures of central tendency and variation, hypothesis testing, and confidence intervals. The TI-85 is required for this course. Prerequisite: MAC1132	4 Credits
<b>MAT3700</b>	<b>Topics in Mathematics</b> This course covers various topics in mathematics. Topics covered include theory of elections and power distributions, methods of solving problems involving organization and management of complex activities, patterns in growth and symmetry, and the basic elements of statistics. Prerequisite: MAC1132	4 Credits
<b>MAC4133</b>	<b>Applied Calculus</b> This course covers topics in basic calculus for students majoring in business, the social sciences, or the liberal arts. The general concepts of functions, limits, derivatives, and integrals will be discussed numerically, graphically, and algebraically. Focus on real work applications will demonstrate the importance and relevance of the calculus in the work place. The graphing calculator will be used in the course. Prerequisite: MAC2104 or its equivalent.	4 Credits
<b>MHF4404</b>	<b>History of Mathematics</b> This course will cover special topics chosen from the history of mathematics. A look at how historical viewpoints have shaped the ideas of the mathematical sciences throughout history will be studied. In comparison to the historical viewpoint, selected contemporary problems and contributions will also be introduced. Prerequisite: MAC2102 or permission of the instructor.	4 Credits

**MEDICAL COURSES**

<b>MRE1002</b>	<b>Health Records</b>	4 Credits
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Introduction to the health record profession and record keeping. Analysis of health record content, numbering, filing, retention, and the use of nomenclatures, classification systems, indexes, and registers.

- HSA1100 Health Care History and Orientation** 2 Credit  
An overview of the history of medicine, the organizational structure of health care institutions, the regulatory agencies controlling health care, and trends in the delivery of health care.
- MRE1112 Health Data Management** 4 Credits  
Presentation of basic health care statistics to provide the student with an understanding of the terms, definitions, and formulas used in computing health care statistics. Prerequisite: MAC1132
- MEA1461 Medical Assisting Office Administrative Procedures** 4 Credits  
This course provides an overview for the student of the basic procedures in the administrative side of a medical office or clinic. Topics to be discussed include appointment scheduling, telephone techniques, records management, accounts receivable, insurance, business correspondence and handling the mail. In addition, the fundamentals of doing business in the managed care environment will be discussed, and an overview of Medical Manager will be presented in detail.  
(Three hours lecture and two hours lab.)
- HSC1531 Medical Terminology** 4 Credits  
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes) and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed.
- MLS1532 Medical Law and Ethics** 2 Credits  
This course deals with the provider/patient relationship, the confidentiality of patient information, the medical records as a legal document, the concept of informed consent, culpable negligence and malpractice. Current ethical questions are also explored.
- MRE1800 Internship I** 2 Credits  
Planned and supervised experiences in health record departments with emphasis on technical aspects of health record processing. A minimum of 90 hours of internship. Prerequisite: MRE1002 and permission of the Program Chair.
- APB1811 Anatomy and Physiology** 4 Credits  
Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, urinary, endocrine, integumentary, nervous, sensory, and reproductive systems are studied. The course includes an analysis of the structure, function, chemistry, and the disease processes of the system.
- HSA2100 Health Care Management and Personnel Administration** 4 Credits  
This course is designed to give students the basic management concepts essential to understanding the organizational environment in which the function of a manager are performed. The student will also gain an understanding of basic personnel administration. Both the management and personnel administration concept will be geared to enable the student to apply them to day-to-day situations. Prerequisites: MRE1002, MRE2202, MRE2205, MRE2410, CAP1000

<b>MRE2175</b>	<b>Medical Transcription</b> Transcription of dictation by physicians and other health personnel of patient cases in both the fields of internal medicine and the field of surgery. Prerequisite: APB1811, HSC1531, and permission of the Program Chair to determine keyboard knowledge.	2 Credits
<b>MRE2202</b>	<b>Basic ICD-9-CM Coding</b> A study of the International Classifications of Diseases, Ninth Revision, Clinical Modification. Reimbursement issues relative to inpatient Diagnosis Related Groups and prospective payment will also be presented. Prerequisite: HSC1531, APB1811, HSC3554	4 Credits
<b>MRE2205</b>	<b>Basic CPT-4 Coding</b> A study of CPT-4 coding and related outpatient prospective payment systems. Prerequisite: HSC1531, APB1811	2 Credits
<b>MLS2300</b>	<b>Medical Assisting Clinical Procedures</b> The first portion of this course will be directed at teaching the student the basic role and responsibility of a medical assistant in the clinical arena. Emphasis will be in the area of developing patient relations, working as a team member, performing basic clinical skills, assisting with examinations, an introduction to the laboratory and vital signs. The second portion of the course will focus on more advanced skills including nutrition, pharmacology, dosage calculations, injections, assisting with specialty examinations and minor surgery, suture removal, instrumentation, electrocardiography, first aid and cardiopulmonary resuscitation. (Three hours lecture and two hours lab) Prerequisite: HSC1531, MAC1132	4 Credits
<b>MLS2302</b>	<b>Medical Assisting Laboratory Procedures</b> This course provides an introduction to laboratory procedures that are commonly used in a physician's office. The student will be introduced to OSHA regulations regarding bloodborne pathogens and CLIA regulations regarding Physician Office Laboratories (POL). The student will receive an orientation to the care and use of a microscope and be introduced to venipuncture, chemistry, hematology, microbiology, serology, and urinalysis. (One hour lecture and two hours lab) Prerequisite: HSC1531, MAC1132	2 Credits
<b>MRE2410</b>	<b>Quality Assurance</b> Introduction to methods of quality assessment, utilization review and risk management. Prerequisite: MRE1002, MRE2202	2 Credits
<b>MEA2480</b>	<b>Medical Office Coding &amp; Reimbursement Procedures</b> This course will provide an overview of the American Medical Association's Current Terminology coding system including reimbursement issues relative to outpatient payment systems. Also, a study of the International Classification of Diseases, Ninth Clinical Modification including reimbursement issues relative to inpatient Diagnosis Groups and prospective payment will also be presented.	4 Credits
Procedural prospective Revision, Related		
<b>MRE2501</b>	<b>Health Care Information Systems</b> This course is intended to provide the health information student with a basic technological understanding of the current status of information systems in the health care setting. Special emphasis will be placed on systems application, analysis, selection and use within the health information services department. Prerequisite: MRE1002, CAP1000	4 Credits
<b>MRE2800</b>	<b>Internship II</b>	2 Credits



Planned and supervised experiences in health record departments with emphasis on data collection and verification of data accuracy. A minimum of 90 hours of internship. Prerequisite: MRE1002, MRE2205, MRE2410 and permission of the Program Chair

**MEA2940 Medical Assisting Internship, Clinical** 2 Credits  
a This course will provide the student with the opportunity to receive on-the-job experience as medical assistant in an active physician's office or health care clinic setting, and to apply the various clinical skills that have been taught in the classroom.

**MEA2950 Medical Assisting Internship, Administrative** 2 Credits  
a This course will provide the student with the opportunity to receive on-the-job experience as medical assistant in an active physician's office or health care clinic setting, and to apply various administrative skills that have been taught in the classroom.

**HSC3554 Pathophysiology** 4 Credits  
The study of the origin, identification, and classification of diseases of the human body. Prerequisite: HSC1531, APB1811

#### **PARALEGAL**

**LEA1014 Introduction to Law for the Paralegal and Legal Terminology** 4 Credits  
Introduction to the role of the paralegal, sources of law, court systems, administrative agencies, and the legal system. Basic terminology is taught by learning roots, prefixes, and suffixes of words and terms used in the legal profession. Spelling, definitions, and usage are emphasized. This course is a prerequisite for all LEA courses.

**LEA1100 Property Law** 4 Credits  
A study of basic property concepts and law including both personal and real property law. Prerequisite: LEA1014

**LEA1101 Civil Procedure** 4 Credits  
A study of the procedures to be followed in a civil law suit or claim, including investigation, complaints, discovery, motions, trial preparation and trial procedure. Prerequisite: LEA1014

**LEA1105 Torts** 4 Credits  
A general overview of tort law including types of torts such as: intentional, negligence, strict liability, product liability, and non-physical injury and the limits and defenses to liability. Prerequisite: LEA1014

**LEA1301 Contracts** 4 Credits  
A study of basic contract elements, types and usage, including various terms and clauses often contained in contracts. The U.C.C. is also examined as it applies to contract law. Prerequisite: LEA1014

**LEA2014 Legal Research and Writing I** 4 Credits  
Securing and analyzing facts for use in court, hearings, or other proceedings. A study of the various tools and methods used and a study of legal writing format and technique and the preparation of briefs, memoranda, and other legal documents. Prerequisite: 24 credit hours in LEA courses.

<b>LEA2213</b>	<b>Wills, Trusts, and Estates</b> A study of probate law as it relates to wills, trusts, and estates including instruction and practical application in drafting wills and estates and the handling of estates.	2 Credits
<b>LEA2503</b>	<b>Family Law</b> In this course students are instructed on Florida's laws governing marriage, divorce, (dissolutions), property settlements, child custody and support obligation, adoption proceedings, and in drafting the various pleadings and papers.	2 Credits
<b>LEA2531</b>	<b>Legal Ethics</b> A study of the American Bar Association Rules of Professional Conduct and the National Association of Legal Assistants, Inc. Code of Ethics and Professional Responsibility, including practical applications in professional and social contacts with employers, clients, co-workers, and the public outside the office. Prerequisite: 24 credit hours in LEA courses	2 Credits
<b>LEA2605</b>	<b>Bankruptcy</b> An in depth study of Federal Law and rules for Chapter 7, 11, and 13 Bankruptcy. Emphasis is on the procedure and practical experience in the preparation and filing of papers.	2 Credits
<b>LEA2999</b>	<b>Practicum</b> A practicum is followed to develop skills in performing basic duties of a paralegal regarding office administration, client and employer relationships, legal reasoning, and professional demeanor. Prerequisite: 24 credit hours in LEA courses	2 Credits
<b>LEA3002</b>	<b>Environmental Law</b> The study of federal and state laws regulating the environment, land and water use, and the corresponding administrative agencies.	2 Credits
<b>LEA3014</b>	<b>Administrative Law</b> Students will be introduced to laws as they are carried out by rules and regulations and the administration of the law as it occurs from various government agencies. Prerequisite: LEA1014	2 Credits
<b>LEA3116</b>	<b>Business and Corporate Organizations</b> A study of business organizations, partnerships, and corporations relating to their creation and operations. Also taught are business laws and regulations by SEC, FTC, OSHA, and others. Emphasis is on lawful operations under the U.C.C., Uniform Partnership Act, the Model Business Corporate Act, and related laws and procedures.	2 Credits
<b>LEA3233</b>	<b>Evidence</b> This course provides a study of basic principles and practical application of the law of evidence, with a focus on the Federal Rules of Evidence and the Florida Evidence Code, with emphasis on the importance of such rules in the evaluation and analysis of legal representation of clients, civil or criminal.	2 Credits
<b>LEA3603</b>	<b>Criminal Law and Procedure</b> A study of criminal procedure and law including the bill of rights and associated cases, investigations, arrest, bail, procedural hearings, trial, and post trial proceedings.	4 Credits
<b>LEA3731</b>	<b>Uniform Commercial Code (U.C.C.)</b> A study of selected parts of the Uniform Commercial Code, especially negotiable instruments, secured transactions and sales.	4 Credits

<b>LEA4000</b>	<b>Constitutional Law</b> The study of the allocation of governmental powers, the relationship of the government and the individual, and the judicial function in constitutional law cases.	4 Credits
<b>LEA4001</b>	<b>Labor Law</b> The study of the legal relationship between business management and labor and the federal and state regulation of that relationship.	2 Credits
<b>LEA4003</b>	<b>International Law</b> The study of the treaties and law regulating the relationships and trade between the United States and foreign countries, and agreements between other countries affecting American society.	4 Credits
<b>LEA4004</b>	<b>Real Estate Transactions</b> A detailed study of the procedures used in real estate dealings and transactions such as leasing, buy-sell agreements, takings, easements and closings. Prerequisite: LEA1100	2 Credits
<b>LEA4013</b>	<b>Legal Research and Writing II</b> The study in the use of various research tools to formulate legal theories and writings which address these theories. Prerequisite: LEA2014	4 Credits
<b>LEA4901-4</b>	<b>Directed Study in Legal Studies</b> Each student may prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. At least two hours of formal research methodology must be given to the student by the assigned faculty mentor prior to the start of the project. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.	Variable Credit

### PSYCHOLOGY/SOCIOLOGY

<b>PSY1100</b>	<b>Strategic Thinking</b> This study focuses on personal effectiveness in a complex society. Self-esteem, goal setting, decision making and rational problem solving are emphasized. Written and oral communications are a focus of this course.	4 Credits
<b>SOC2000</b>	<b>Principles of Sociology</b> Study is made of cultural origins, cultural diversity, social interaction, stratification, class and cast systems, race, gender, religion, heritage, and social order.	4 Credits
<b>PSY2010</b>	<b>Introduction to Psychological and Social Processes</b> Basic concepts and methods of contemporary psychological learning, development, methods of contemporary psychology motivation, coping, emotion, personality theory, abnormal behavior, individual and group behavior, and social interaction are explored. Written and oral communications are a focus of this course.	4 Credits
<b>PSY2012</b>	<b>General Psychology</b> A comprehensive survey of the diverse and rapidly expanding field of psychology, with emphasis on the measurement and behavior of humans, the nervous system, abnormal and	4 Credits

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	deviant behavior, mental illness, psychological impairment due to the aging process, and related research in the field of study. Prerequisite: PSY1100	
<b>ANT2402</b>	<b>Cultural Anthropology</b> An examination of the nature of cultural institutions and their influence on people with special emphasis on such variables as economic structure, art, religion, language, and others. Prerequisite: SOC2000	4 Credits
<b>PSY3004</b>	<b>Human Growth and Development</b> This course deals with the changes in life cycle, from birth to death and the major transitions most individuals are likely to encounter. The emphasis in this course deals with rearing children, understanding adolescents, and dealing with death. Prerequisite: PSY1100 or PSY2012	4 Credits
<b>PSY3006</b>	<b>Abnormal Psychology</b> To provide specific instruction in the varieties of human behavior as identified with mental disorders and deviant behavior. To develop a better understanding of such behavior as they relate to effective personal and social adjustment. Prerequisite: PSY1100 or PSY2012 or permission of the Program Chair	4 Credits
<b>CCJ3131</b>	<b>Crime and Delinquency</b> A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. Prerequisite: SOC2000 or permission of the Program Chair.	4 Credits
<b>DEP3401</b>	<b>Adult Psychology</b> The focus of the course is upon the process of aging, with emphasis on the maturation process, effects of aging in terms of health, economics, dependency, independence, leisure, employment, dying and death. Prerequisite: PSY1100 or PSY2012	4 Credits
<b>MAF3501</b>	<b>Marriage and Family</b> The family is studied as the primary social institution in historical and contemporary American society. Special emphasis is given to the interrelationships of the family, sex education, and the legal and social factors affecting marital adjustment. Prerequisite: SOC2000	4 Credits
<b>SOC3740</b>	<b>Women in Modern America</b> This course explores the historic and contemporary role of women in American society; the progression of changes in the status of women; economic, legal, cultural gender issues; and contributions to society. Prerequisite: SOC2000 or permission of the Program Chair	4 Credits
<b>CCJ4101</b>	<b>Criminology</b> A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the rationale of crime-centered treatment. Prerequisite: SOC2000 or SOC3131 or permission of the Program Chair.	4 Credits
<b>CCJ4201</b>	<b>Law Enforcement and Society</b> A survey of the interaction of law enforcement and society in general. A study of the investigative procedures, obtaining witness statements, interviewing, and report writing. In addition, discussion will be held on alternative methods of policing and interaction with all components of society.	4 Credits

<b>CCJ4400</b>	<b>Criminal Justice Systems</b> The course represents an introductory level of study in the areas of criminal justice. The course will provide an overview of police, courts, and corrections, both from the historic and contemporary perspective. The study will include local, state, and federal systems, legal basis, and jurisdiction.	4 Credits
<b>CCJ4401</b>	<b>Corrections and Penology</b> The course provides the student with a detailed analysis of the corrections component of the criminal justice system and a review of the levels of care and custody, security, and personal and personnel issues of the correctional system. Organization and administration represent a major focus of the course.	4 Credits
<b>CCJ4901-4</b>	<b>Research Methods in Criminal Justice</b> Overview of the methods and procedures used in the context of a social science approach to researching issues in the broad area of criminal justice. It reviews the primary forms of research used in social science and provides standards for research, compiling data, and reporting on the research conducted.	Variable Credit
<b>SOC4201-4</b>	<b>Social Institutions: Services, Organization, Management</b> This is a senior research course that focuses on the development of social institutions, the services they provide, organization, and management. Emphasis is on public assistance, health and human services, referral resources, and legal basis. The written research is under faculty supervision and must be appropriate to the student's major. Prerequisites: SOC2000 and approval of the student's Program Chair and the Liberal Arts Program Chair.	Variable Credit
<b>CCJ4410</b>	<b>Crime in America</b> The course represents an indepth overview of the behavioral, legal, and economic factors leading to criminal behavior and an analysis of societies, the system's efforts to develop procedures, and institutions to address these problems.	4 Credits
<b>CCJ4510</b>	<b>Federal Law Enforcement Systems</b> The course will provide the student with a description of the various law enforcement agencies at the federal level, their spheres of authority, jurisdiction, and relationship with state, local, and other federal authorities. Personal qualifications, education, physical condition, age, and background investigations will be examined.	4 Credits
<b>CCJ4520</b>	<b>Federal Correctional Systems</b> The course will provide a detailed review and examination of the Federal Bureau of Prisons, all levels of care and custody and federal probation and parole functions. Personal qualifications, education, physical conditions, age, and background investigations will be examined.	4 Credits
<b>CCJ4530</b>	<b>Federal Court Systems</b> The course will provide a thorough discussion of the Federal Courts Systems, legislative and judicial authority, oversight and governance within the system, and the appellate process. Personal qualifications, education, physical condition, age, and background investigations will be examined.	4 Credits
<b>CCJ4601</b>	<b>Corrections Human Resource Management</b> Course provides an in-depth study of various organizational and management models currently in place in corrections, probation, and parole systems. The focus will be on the models and structure used in managing local correctional facilities, as those, which fall under the Sheriff's System. In addition, funding personnel and statutory authority issues will be examined.	4 Credits

<b>CCJ4620</b>	<b>Law Enforcement and Human Resource Management</b> An examination of the role, function, and authority of law enforcement in modern society. The study will include the major metropolitan and smaller agencies, state and local authority, and interaction of law enforcement agencies and other divisions of the criminal justice system.	4 Credits
<b>CCJ4630</b>	<b>Legal Systems and Cultural Diversity</b> The course provides a study of the legal system as relates to race, gender, culture, economic status, and the issues of cultural diversity both in society and within the criminal justice system.	4 Credits
<b>CCJ4640</b>	<b>Probation and Parole Administration</b> The systems of probation and parole on the local and state levels will be examined. Primary focus will be on the issues of personnel, caseloads, referral capabilities, supervision, and revocation authority.	4 Credits
<b>CCJ4650</b>	<b>Courts Administration and Procedures</b> The course is designed to provide a foundation for the administration and personnel procedures as pertains to civilian and support staff within the courts system. An analysis of the office of courts administrator, courts manager from the non-sworn side, and office of courts management and administration filled by judges will be examined.	4 Credits
<b>CCJ4710</b>	<b>Prosecution and Adjudication</b> An examination of the systems of prosecution and adjudication within the criminal justice discipline. The course identifies the various components and divisions of the court systems, legal foundation, legislative authority, discretionary powers, funding methods.	4 Credits
<b>PSY4901-4</b>	<b>Directed Study in Psychology</b> This course is designed to equip the student with a foundation course in methods and forms of scientific research to include surveys, archival research, statistics, interviewing and observation; to relate such research to the forms and format for and development of reports, and oral representations of the research.	4 Credits
<b><u>SCIENCE</u></b>		
<b>SCI1200</b>	<b>Life Sciences</b> The course represents an emphasis on the development of scientific reasoning necessary to becoming a contributing citizen in modern society. The course addresses life sciences, human development, environmental, and ecological issues.	4 Credits
<b>EVR3011</b>	<b>Man and the Environment</b> This course explores man's interdependence with the environment and responsibility for it. Many aspects of environmental crises, such as pollution, urbanization, population trends, and changes in lifestyle are investigated, along with present and projected solutions to current problems.	4 Credits
<b><u>STUDENT LIFE SKILLS</u></b>		
<b>SES1000</b>	<b>Keyboarding</b>	2 Credits

This course is designed to help students attain complete mastery of the computer keyboard. Emphasis is placed on correct stroking, posture, and basic keyboarding techniques.

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**GRADING SYSTEM AND PROGRESS REPORTS**

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

The following grading system is used:

<b>GRADE EVALUATION</b>	<b>GRADE POINTS PER CREDIT HOUR</b>
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
F Failure	0
IN Incomplete	0
WF Withdrawal (after 1st six weeks)	0
WP Withdrawal (within 1st six weeks)	Not Calculated
S Satisfactory	Not Calculated
AU Audit	Not Calculated
CR Credit	Not Calculated
CL CLEP exam	Not Calculated

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

**CALCULATION OF GRADE POINT AVERAGE**

To compute grade point average, take the number of semester hours credit per course and multiply that number by equivalent grade points listed above. A 4 credit hour course times the 4 grade points achieved for an A grade will earn a total of 16 grade points. A 4 credit course in which a C grade (grade point value of 2) has been accomplished will earn a total of 8 grade points. To compute a cumulative grade point average the total of grade points earned is 24 and is divided by the 8 credit hours taken to date and produces a grade point average of 3.0.

**REPEATING COURSES**

An undergraduate 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 academic transcript. The first attempt will also be shown; however, the cumulative grade point average will be computed to count the last attempt only. This policy will automatically be applied when a student repeats a course and may be used only three times for improving the grade point average, either for three separate courses or two times for one course and one time for a second course.

**SCHEDULE CHANGES/ADD-DROP**

There is no add/drop period.

**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.

The College is in session throughout the year except for holidays and vacations as listed on the College calendar. Summer class offerings are available for students who chose to attend and accelerate their program.

### **SEMESTER HOUR OF CREDIT**

A semester hour of credit is equivalent to approximately 15 lecture class hours of instruction with appropriate out-of-class study. Laboratory hours count a minimum of 30 class hours as equal to one semester hour of credit and internships count 45 class hours to equal one semester hour credit. A class hour of instruction is a 50 minute period.

### **ACADEMIC LOAD**

A student taking twelve or more credit hours in an appropriate program is defined as a full-time student. A normal course load for full-time students is three to four courses (12-16 credits). Students wishing to take additional courses must obtain permission from the Executive Vice President of Academic Affairs.

### **DUAL ENROLLMENT AT ANOTHER COLLEGE OR UNIVERSITY**

A currently enrolled student at International College may not attend another college or university without written permission obtained from the Executive Vice President of Academic Affairs.

Without permission, credit will not be granted at International College for courses taken in another college during dual enrollment.

### **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 receiving degrees 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 is granted. All students must pay the graduation fee in order to receive their transcript or degree. Under extenuating circumstances diplomas may be awarded in absentia only after commencement exercises are held. It is each student's responsibility to notify the Registrar's Office by filling out an "Intent to Graduate" form at the beginning of his/her last semester.

### **GRADUATION WITH HONORS**

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

### **GRADUATION REQUIREMENTS**

**Baccalaureate Degree**

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

1. Present a minimum of 120 semester hours (advanced standing credits included) with an average of “C” (Grade Point Average of 2.0) or higher for all work taken at the College, with a minimum of 48 identified semester hours in the 3000 and 4000 level or higher. The final 32 semester hours must be completed at the College.

2. Meet the specified minimum graduation requirements, including the following area semester hour requirements.

Area I	Major Component	64
Area II	General Education Component	40
Area III	Approved Elective Component	16

OR

complete all course requirements as listed in the catalog under the specific Baccalaureate Degree program chosen.

Total Semester Hours Required	120
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All students seeking the degree stated above must abide by all College rules and regulations, including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned credits are recorded; and settle all financial obligations to the College prior to graduation

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

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

**Associate Degree**

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

1. Present a minimum of 60 semester hours (advanced standing credits included) with an average of “C” (Grade Point Average of 2.0) or higher for all work taken at the College, with a minimum of 28 identified semester hours in the 2000 level or higher. The final 20 semester hours must be completed at the College.

2. Meet the specified minimum graduation requirements, including the following area semester hour requirements.

Area I	Major Component	40-44
Area II	General Education Component	16-20

OR

complete all course requirements as listed in the catalog under the specific Associate Degree program chosen.

Total Semester Hours Required	60-64
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All students seeking the degree stated above must abide by all College rules and regulations, including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned credits are recorded; and settle all financial obligations to the College prior to graduation.

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

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

### **DEGREE PROGRAMS**

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

### **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 degree requirements of two majors, a student will be awarded only ONE degree unless a minimum of 32 appropriate credit hours in addition to the requirements of the first degree have been earned. In cases where the requirements of two majors have been met and only one degree is involved, a notation denoting both majors will be entered on the transcript.

### **TWO DEGREES**

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

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 32 appropriate credit hours in addition to the requirements of the first degree have been earned.

### **ACADEMIC DEFICIENCIES**

Following the conclusion of each grading period, the grades of each student will be audited by the Executive Vice President of Academic Affairs. 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. The Office of Academic Affairs will notify and counsel each student to insure that all steps are being taken to assist the student in reaching a clear academic status.

### **STANDARDS OF ACADEMIC PROGRESS**

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled. Unless waived, all required courses in a program or approved substitutes, must be successfully completed by that student in order to graduate.

### **MAXIMUM PROGRAM LENGTH**

A student must complete the entire Associate degree program (60 semester hour credits) while attempting no more than 90 semester hour credits. The Bachelor's program (120 semester hour credits) must be completed before the student attempts 180 semester hour credits. Failure to complete the program within 150% of the total required credit hours will result in dismissal of the student.

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**EVALUATION POINTS**

At a minimum, each student will be evaluated at least once every academic year. In addition, those pursuing an Associate degree and those in the first two years of a Bachelor's program will be evaluated after having attempted 22, 45, and 67 credits and before attempting 90 credit hours.

**MINIMUM ACADEMIC ACHIEVEMENT**

The evaluation occurring at 22 credit hours will result in probation if the student does not have a cumulative grade point average of 1.25 and/or has not successfully completed at least 55% of the credits attempted.

An Associate degree student must achieve the following cumulative grade point average (CGPA) at specified evaluation points in order to remain enrolled in the College:

Hours Attempted	Minimum CGPA
45	1.50**
67	1.75**
90	2.00**

Those students who have earned 60 or more credits must maintain a 2.00 CGPA.

\*\* Failure to meet standard will result in dismissal.

**SUCCESSFUL COURSE COMPLETION**

A student must successfully complete the following percentages of credit hours attempted to remain an active student:

Hours Attempted	Minimum Completion Rate
45	60%**
67	65%**
90	67%**

Those students who have earned 60 or more credits must maintain a 2.00 CGPA.

\*\* Failure to meet standard will result in dismissal.

**PROBATION**

Even though a student exceeds the minimum standards of academic achievement and successful course completion for the Associate degree program and the first two years of a Bachelor's program, the student will be placed on probation should progress be less than the 2.0 CGPA required for graduation.

All students placed on probation will be notified and counseled by the Office of Academic Affairs and will be given remedial work and/or tutoring if requested.

A student on probation who fails to progress as stipulated above during the grading period of probation will, regardless of grades received for that term, result in the student being placed on final academic probation. Should the student during the term of final probation still fail to remedy the situation, the student will be suspended or dismissed.

Students on probation or final probation, if otherwise eligible, may receive state and federal financial aid.

### **ACADEMIC SUSPENSION**

A student placed on academic suspension may not return for further study for at least one trimester, during which time a written request to reenter must be submitted to the Executive Vice President of Academic Affairs. Only upon written confirmation or a signed reentry from the Executive Vice President of Academic Affairs may the student resume training for one trimester with a status of final academic probation. Only those students whose grade point averages and course completion rates are above the mandatory dismissal points shown above, may reapply for admission providing it is possible for that student to improve his or her cumulative grade point average to a 2.0 or above. The student must achieve a CGPA of 2.0 or better in this term of final academic probation or the student will be dismissed.

### **DISMISSAL**

Dismissal is a final action and a student who has been dismissed based on the standards above is not permitted to reenter the College.

### **STANDARDS OF PROGRESS FOR VETERAN STUDENTS**

The student receiving Veteran's educational Benefits must maintain the following Standards of Satisfactory Academic Progress in order to remain active students:

A student must maintain a cumulative grade point average of "C" (2.0). A student failing to achieve a "C" (2.0) cumulative grade point average will be placed on Academic Probation for one academic term.

Failure to achieve a "C" (2.0) cumulative grade point average during the grading period of Academic Probation will, regardless of grades received for that grading period, result in the student's 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.

A student, either full-time or part-time, must meet other eligibility requirements imposed, while enrolled at the College. To remain eligible, the student must complete the total credit hours of the stated program objective within 150% of the minimum total credit hours required for the program.

The student will be checked for interim progress at the end of each academic year and must have satisfactorily completed at least 2/3 of the credit hours attempted.

In addition, students must maintain at least a "C" (2.0) after the completion of their second academic year.

A student failing to complete at least 2/3 of the credit hours attempted will be placed on Probation for one academic term. Failure to achieve 2/3 of the hours attempted will result in the student being placed on Final Academic probation for the next grading period. Should the student fail to achieve 2/3 of the hours attempted at the end of the Final Probation, the student will be suspended or dismissed.

### **REPETITIONS, INCOMPLETES, AND WITHDRAWALS**

Repeat grades may be substituted for previous course failures in the calculation of the student's cumulative grade point average for the three times permissible as stated in the College catalog. All courses receiving grades (including repeated courses) will be counted as courses (credits) attempted for calculating percentage completion

rates. Under no circumstances may a student extend as a regular active student beyond one and one half time (150%) the normal program length of a program in order to complete that program.

Incompletes or “IN” grades are counted as official grades with a grade point value of “0” if not removed within ten days after the official ending date of the trimester. “IN” grades will convert to “F”, failure, which also has a grade point value of “0”.

Withdrawals may receive either an “WP” or “WF” grade. A “WP” grade may be issued for withdrawals within the first six weeks of a trimester and does not carry a grade point value. “WP” grades may also be issued for documented extenuating or mitigating circumstances that have been approved by the academic committee or the Executive Vice President of Academic Affairs. A “WF” grade is given to a student who withdraws from a course after the sixth week of the trimester and carries a grade point value of “0”.

The credit values of “IN”, “WP”, and “WF” grades will be counted as part of the credits attempted at each of the evaluation points in the Successful Course Completion scale.

### **MITIGATING CIRCUMSTANCES**

The Academic Committee or the Executive Vice President of Academic Affairs may waive interim satisfactory progress standards for occurrences beyond the control of the student. Documentation of the extenuating or mitigating event and the demonstration by the student of the adverse effect on the student’s academic progress must be provided.

### **TRANSCRIPT INFORMATION**

Upon written application by the student to the Registrar’s office and the payment of the fee for each student copy ordered, the College will furnish transcripts of each student’s scholastic record. These transcripts will state, “issued to student”. No transcript may be issued for a student who is in arrears. Official transcripts, as requested by students, are not given to students or mailed to private addresses, but are mailed directly to institutions or persons considering the applicant for admission or for employment.

During peak periods, particularly at the end of each semester there may be a two week delay. Transcripts are processed in the order in which applications are received.

### **NON-DEGREE COURSES**

The College recognizes that in the community there may be educational needs for many of the residents and the various business enterprises, industrial, and governmental organizations that are part of the geographical area. Both regular and special courses and programs may be utilized to fulfill this community demand.

In-service courses, such as corporate-sponsored courses taught on the corporate site rather than a College classroom, and other courses on campus may be developed specifically to cover these needs.

Both degree and non-degree seekers may participate in taking any of these courses offered by International College. All students taking courses will take them at a credit hour value. Students who wish to achieve a degree must apply for admission to a degree program and clear any special courses desired with the College Registrar to make sure that the course will be included as part of the degree program. Courses will be taught by College faculty.

A non-degree seeking student wishing to take a class at the College must apply as a Special Student and all tuition and fees must be paid prior to entry into the class.

Any individual, group, company, or agency wishing to have the College teach a course or program should contact the College's Executive Vice President of Academic Affairs.

### **FACULTY DIRECTED STUDIES PROGRAM**

This program is designed to provide course work in subject areas and by alternative delivery methods to meet the specific needs of students who otherwise would be unable to enroll in classes, access selected course work, have career and life experience evaluated for academic credit, or seek classes for personal or professional reasons if this course work were offered in the traditional classroom format. This program includes life experience evaluation, faculty assisted courses, parallel work courses, directed study courses, and internships.

#### **LIFE EXPERIENCE EVALUATION**

This process is designed to translate personal and professional experiences into academic credit. In a formal orientation seminar, students will evaluate their backgrounds for learning experiences that are appropriate for equivalent college credit. This seminar will identify the courses for which credit may be earned and the validating process. The maximum academic credit allowed for validated learning is 25% of the total credits required for graduation in the program pursued by the student. Credit is awarded only in areas which fall within the regular curricular offerings of the College and must be appropriately related to the student's program of study. A reduced credit fee is charged for life experience credit (see Tuition and Fees Schedule).

#### **FACULTY ASSISTED COURSES**

Courses listed in the College Catalog may be offered in a tutorial setting when approved by the Program Chair. Weekly sessions are held with an assigned faculty member with a minimum of a midterm and final evaluation required.

#### **PARALLEL WORK COURSES**

These courses combine traditional on-campus residence classes with an off-campus work experience related to the student's academic program of study. Students are supervised and evaluated by the sponsoring company's supervisor and the corresponding College Program Chair. These courses are also referred to as cooperative education courses.

#### **DIRECTED STUDY COURSES**

Under the supervision of an assigned faculty member, students complete extensive research projects appropriate to their academic program of study.

#### **INTERNSHIPS**

Internships are a required component of some programs offered at the College and a voluntary component of others. The purpose of an internship is to provide the student with on-the-job experience in his/her chosen field of study. The faculty member assigned to supervise a student's internship is responsible for ensuring that a student is acquiring the necessary learning objectives of the internship experience.

ACADEMIC CALENDAR

FALL TERM 1998	
September 10	Fall Term Begins
September 17	Last Date to Register
November 11	Miniterm Begins
November 26-28	Thanksgiving Holiday
December 23	Fall Term Ends
December 24-January 1	Christmas/New Year Holiday
WINTER TERM 1999	
January 2-20	Winter Break
January 18	Martin Luther King Holiday
January 21	Winter Term Begins
January 28	Last Date to Register
March 16	Miniterm Begins
April 2-4	Easter Holiday
May 5	Winter Term Ends
SUMMER TERM 1999	
May 17	Summer Term Begins
May 24	Last Date to Register
May 31	Memorial Day Holiday
July 4	Independence Day Holiday
July 7	Miniterm Begins
August 28	Summer Term Ends
FALL TERM 1999	
September 9	Fall Term Begins
September 16	Last Date to Register
November 2	Miniterm Begins
November 25-26	Thanksgiving Holiday
December 23	Fall Term Ends
December 24-January 1	Christmas/New Year Holiday
WINTER TERM 2000	
January 2-19	Winter Break
January 15	Martin Luther King Holiday
January 20	Winter Terms Begins
January 27	Last Date to Register
March 13	Miniterm Begins
April 21-23	Easter Holiday
May 4	Winter Term Ends
SUMMER TERM 2000	
May 15	Summer Term Begins
May 22	Last Date to Register
May 29	Memorial Day Holiday
July 4	Independence Day Holiday
July 6	Miniterm Begins
August 26	Summer Term Ends



### **International College Scholarship Calendar**

#### **FALL 1998**

September 9 (Wed)	Fall 1998 Institutional Scholarship Deadline
November 6 (Fri)	Winter 1999 Private Scholarship Deadline
December 2 (Wed)	Naples Scholarship Interview*
December 3 (Thur)	Fort Myers Scholarship Interview

#### **WINTER 1999**

January 21 (Wed)	Winter 1999 Institutional Scholarship Deadline
March 12 (Fri)	Summer 1999 Private Scholarship Deadline
April 6 (Tues)	Naples Scholarship Interviews*
April 7 (Wed)	Fort Myers Scholarship Interviews

#### **SUMMER 1999**

May 16 (Wed)	Summer 1999 Institutional Scholarship Deadline
July 9 (Fri)	Fall 1999 private Scholarship Deadline
August 3 (Tues)	Naples Scholarship Interviews*
August 4 (Wed)	Fort Myers Scholarship Interviews

#### **FALL 1999**

September 8 (Wed)	Fall 1999 Institutional Scholarship Deadline
November 12 (Fri)	Winter 2000 private Scholarship Deadline
November 30 (Tues)	Naples Scholarship Interviews*
December 1 (Wed)	Fort Myers Scholarship Interviews

#### **WINTER 2000**

January 19 (Wed)	Winter 2000 Institutional Scholarship Deadline
March 10 (Fri)	Summer 2000 Private Scholarship Deadline
April 4 (Tues)	Naples Scholarship Interviews*
April 5 (Wed)	Fort Myers Scholarship Interviews

#### **SUMMER 2000**

May 14 (Wed)	Summer 2000 Institutional Scholarship Deadline
July 7 (Fri)	Fall 2000 Private Scholarship Deadline
August 1 (Tues)	Naples Scholarship Interviews*
August 2 (Wed)	Fort Myers Scholarship Interviews

\*Scholarship interview dates are subject to change. Scholarship applicants are notified in advance of interview date and have the opportunity to schedule specific interview times.

### **TUITION AND FEES SCHEDULE**



**A Postsecondary Educational Institution**

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Jane Ryan

Lavern Norris Gaynor

Grover Whitten

Mary Ellen Hawkins

John R. Wood

**INSTITUTIONAL OFFICERS AND STAFF**

President .....	Terry P. McMahan
Executive Vice President of Academic Affairs and Secretary .....	Jeanette Brock

Executive Vice President of Finance and Student Services and Treasurer	John W. White
Vice President and General Counsel	Donald C. Jones
Vice President of Information Resources and Services	Melody Hainsworth
Director of Institutional Research	Frederick Bleck
Dean of Students	Ron Bowman
Director of Development	Warren Pelton
Director of Admissions	Rita Lampus
Director of Financial Aid	Joseph Gilchrist
Career Development Coordinator	Kristy Meghreblian
Librarian (N)	Ruth Sawyer
Librarian (FTM)	Jan Edwards
Administrative Assistant to the President	Jenny Pierce
Administrative Assistant Academic Affairs (N)	Kimberly VanHousen
Administrative Assistant Academic Affairs (FTM)	Kelly Miller
Business Officer (N)	Marta Marruz
Business Officer (FTM)	Manley Pryce
Network Systems Coordinator	Tom Dunn

**ACADEMIC DEPARTMENT CHAIRS**

Accounting Program Chair	Harold Peckron
Business Administration Program Chair	Frederick Nerone
Computer Information Program Chair	David Johnson
Health Information Program Chair	Deborah Howard
Liberal Arts Chair	Warren Rawles
Management Program Chair	Nancey Nightingale
Medical Assisting Program Chair	Frederick Leisse
Paralegal Studies Program Chair	James R. Hodge

**STUDENT SERVICES**

**NAPLES**

**FT. MYERS**

Academic Services	Jeanette Brock	Jeanette Brock
Director of Student Records/ Registrar	Carol Morrison	Carol Morrison
Assistant Registrar	Lydia Porter	Lydia Porter
Admissions Coordinators	Jacqueline Rose	Sherry Johns
	Priscilla DeCoil	Gail Downham
	David Ricketson	Richard Modglin
		Kevin Hunter
Library Assistants	Robin Morris-Campbell	Cort Sayer
Financial Aid Officers	Ellen Ashley	Stacey Hamlin
	Simona Brinson	
Cashiers	Kimberly VanHousen	Kelly Miller
Receptionist (day)	Stephanie Reich	Lucille O'Connell
Receptionist (evening)	Mary Ann Izzo	Jeanne Reader
Physical Plant	Orlando Otero	Sloan Service

***INTERNATIONAL COLLEGE FACULTY***

**NAPLES**

Adkins, James	JD BA	University of Wisconsin Lake Superior State College	Business Part-time
Bleck, Frederick	Ph.D. BA	Lehigh University Michigan State University	Liberal Arts Full-time
Bowman, G. Ronald	DM MM BA BM AS	Florida State University University of Tennessee Georgia State University Georgia State University International College	Liberal Arts Full-time
Breiden, Jack	JD BA	Nova University Florida Atlantic University	Paralegal Part-time
Casey, Susan	MBA BS	International College University of Iowa	Business Part-time
Chancy, Melinda	Ph.D. MBA BS	Walden University Nova University University of Florida	Accounting Part-time
Clingan, David	MS BS	Central Michigan University Florida State University	Computer Information Part-time
D'Amore, Anthony	MBA BS	New York University St. Peter's College	Accounting Part-time
Hainsworth, Melody	Ph.D. MLS BA	Florida State University Dalhousie University Simon Fraser University	Information Resources Full-time
Hancock, Ann	M.Ed. BA	Mississippi College University of Mississippi	Liberal Arts Part-time
Hodge, James	JD BS	University of Akron University of Akron	Program Chair Paralegal Full-time
Jones, Timothy	MS BS	Lehman College Syracuse University	Computer Information Full-time
Johnson, David	Ph.D.	University of Michigan	Program Chair

International College

	MA BS	Western Michigan University Brigham Young University	Computer Information Full-time
Karl, James	JD BA	Cornell Law School Washington College	Paralegal Part-time
Landrum, Gene	Ph.D. BBA	Walden University Tulane University	Management Full-time
Larsen, Geraldine	MA BS	World University World University	ESL Part-time
Lash, Roy	MFA BA	Carnegie Institute of Technology Carnegie Institute of Technology	ESL Coordinator Full-time
Lawson, Richard	MA M.Ed. BA	Nova University Western Maryland College The American University	Accounting Part-time
Lazarus, Monte	JD BA	Yale Law School University of Wisconsin	Paralegal Part-time
Melican, Anne	M.Ed. BA	Cambridge College Framingham State College	Liberal Arts Full-time
Morris, William	JD BA	University of Florida University of Virginia	Paralegal Part-time
Morrison, Carol	MS BS	Barry University Florida State University	Computer Information Full-time
Nerone, Frederick	Ph.D. MA BS	The Union Institute Central Michigan University Wayne State University	Program Chair Business Full-time
Oldenburg, Erik	Ph.D. MS B.Ed.	Etudes Universitaires Internationales Stockholm University Stockholm University	Business Full-time
Reina, Leonard	JD MS BS	South Texas University Florida International University Florida State University	Paralegal/ Business Part-time
Rogers, Elsa	Ph.D. MA BA	University of SW Louisiana Memphis State University University of the West Indies	Liberal Arts Full-time
Russell, Harold	Ph.D. MS	The Union Institute Long Island University	Liberal Arts Part-time

## International College

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	MS	City University of New York	
Sawyer, Ruth	MA BA	Appalachian State University Southern Pilgrim College	Information Resources Full-time
Syron, Ann	MS BS	Marquette University University of Detroit	Liberal Arts Part-time
Shields, Earl	MD BS	University of Maryland Wittenberg University	Medical Assisting Part-time
Spinelli, Ernest	MS BS	State University of New York at Stonybrook Adelphi University	Liberal Arts Part-time
Spusta, Karen	BS	Indiana University of Pennsylvania	Medical Assisting Full-time
Thoemke, Kris	Ph.D. BA	University of South Florida University of Maryland	Liberal Arts Part-time
Thomas, Richard	Ph.D. MA BS	University of Pittsburgh Duquesne University Stevens Institute of Technology	Business Part-time
Wasserburger, Roger	MBA MS BS	Fairleigh Dickinson University Fairleigh Dickinson University Newark College of Engineering	Computer Information Part-time
<b>FT. MYERS</b>			
Andrews, Christine	DBA MBA BA	Cleveland State University State University of New York at Buffalo State University of New York at Buffalo	Computer Information/ Accounting Full-time
Brown, David	Ph.D. MA BS	United States International University John Carroll University Otterbein College	Liberal Arts Full-time
Cary, David	JD BS	University of Michigan University of Michigan	Business Part-time
Cenedella, Alfred	JD BA	Boston College University of Massachusetts	Paralegal Full-time
Cotroneo, Kathleen	MBA BSPA	Century University St. Joseph's College	Health Information Part-time
Crockett, Sandra	BS	East Carolina University	Medical Assisting Part-time

Edwards, Janet	MS BA	Louisiana State University Memphis State University	Information Resources Full-time
Ellis, Jerard	MS BS	Nova Southeastern University Louisiana State University	Liberal Arts Full-time
Gossen, Robert	BS	University of Lowell	Medical Assisting Part-time
Greene, Robert	JD BA	University of Dayton Eastern Kentucky University	Paralegal Part-time
Harrison, Carlene	MPA BS	University of Colorado University of Colorado	Medical Assisting Part-time
Harrison, Melissa	MS BS BA	University of South Florida University of South Florida University of South Florida	Computer Information Part-time
Hoffman, Regina	MSN BSN	University of Minnesota University of Minnesota	Medical Assisting Part-time
Howard, Deborah	BS	State University of New York at Utica	Program Chair Health Information Full-time
Klemt, Barbara	DA MA BA	Middle Tennessee State University The University of South Carolina Ramapo College of New Jersey	Liberal Arts Full-time
Leisse, Frederick	MD BS	Saint Louis University Saint Louis University	Program Chair Medical Assisting Full-time
McCartney, Stephanie	MPA BSBA	West Virginia University West Virginia University	Accounting Part-time
Naumann, Mary	MBA BS	Nova University University of Miami	Medical Assisting Part-time
Nightingale, Nancey	MS BS	LaRoche College LaRoche College	Program Chair Management Full-time
Peckron, Harold	Ph.D. LL.M.(Tax) JD MBA	Southwest University Georgetown University Drake University Loyola - University of Chicago	Program Chair Accounting Full-time



## International College

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	BSBA	Marquette University	
Rawles, Warren	Ed.D. M.Ed. GSED	New Orleans Baptist Seminary New Orleans Baptist Seminary New Orleans Baptist Seminary	Program Chair Liberal Arts Full-time
Rice, David	MS BS	Golden Gate University Youngstown State University	Computer Information Part-time
Schnackenberg, Richard	Ph.D. MA BA	University of Wisconsin at Madison University of Wisconsin at Madison Wabash College	Liberal Arts Full-time
Shand, Shawnequa	JD MS BA	Georgetown University Law Center State University of New York Pace University Westchester	Paralegal Full-time
Sutter, Leslie	MA BS	California State University University of the State of New York	Liberal Arts Full-time
Van Boven, Harold	Ph.D. MA BS	State University of New York at Binghamton State University of New York at Binghamton Georgia Institute of Technology	Business Part-time
Wesolowski, Jim	MSBA BSBA	University of Denver University of North Dakota	Accounting Part-time