

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, Bachelor’s and Master’s 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 in Science, Bachelor of Science and master-level 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 post secondary education opportunities to students from the general Southwest Florida community. The main campus of the College is located at 2655 Northbrooke Drive, Naples, Florida 34119 (telephone 941-513-1122).

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. 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. The College also establishes learning sites as the need arises. Currently, the College operates learning sites in Sarasota, at the University Centers of Edison Community College in Lee and Charlotte counties, and at Pasco-Hernando Community College in Pasco County.

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, Bachelor's and Master's Degrees.

The Accounting, Business Administration, Management, Public Administration Programs are accredited by the International Assembly for Collegiate Business Education (IACBE) to award Associate, Bachelor's and Master's Degrees.

The Health Information Technology 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 is licensed in accordance with Chapter 246 of the Florida Statutes.

MEMBERSHIP

International College is a member of the Independent Colleges and Universities of Florida (ICUF), which is comprised of 27 private colleges and universities, varying in classification from small liberal arts colleges to major research universities.

International College is also a member of the Alliance of Educational Leaders, which is comprised of the chief executive officers of regionally accredited public or private colleges or universities chartered or licensed in the State of Florida and operating in Southwest Florida, and the superintendents of the school systems of Lee, Charlotte, Collier, Glades, and Hendry counties.

The College or members of the College hold membership in many other organizations related to the programs of study or student services offered at the College, as well as civic organizations that support institutions of higher learning in Southwest Florida.

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. International College seeks to foster in its students measurable objective educational outcomes as a result of meeting its mission. These educational outcomes are:

- * Critical Thinking
- * Initiative
- * Leadership Ability
- * Effective Communication
- * Research Ability

International College provides a learning environment that promotes an appreciation for:

- * Adaptability to Change
- * Social Responsibility
- * A Global Perspective
- * Excellence
- * 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 program of studies and varied experiences for personal growth without regard to race, color, gender, sexual orientation, 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.

International College

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

The Mission of International College is to offer Associate, Baccalaureate and Graduate degrees as well as other programs which enhance the ability of students to achieve life or career objectives.

Mission Principles

To achieve its Mission, International College supports the following principles:

- C International College is a teaching institution which emphasizes the practical application and advancement of knowledge in career programs.
- C International College encourages scholarly activity among its faculty.
- C International College primarily focuses on the needs of adult learners.
- C International College provides contemporary and experiential delivery systems, including distance learning.
- C International College is an educational resource for the Southwest region of Florida by providing programs and services to the community.
- C International College encourages cultural diversity.

ADMISSIONS REQUIREMENTS

GENERAL ADMISSIONS REQUIREMENTS ASSOCIATE AND BACCALAUREATE PROGRAMS

International College seeks students who desire professional education in accounting, business administration, criminal justice, management, computer technology, allied health, legal studies and interdisciplinary 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. Applicants interested in taking only online classes are requested to visit the IC website and follow the online student instructions. An assessment test is required of all undergraduate degree and non-degree seeking applicants who do not have at least an associate degree or its equivalent (60 semester credits).

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, or in accordance with secondary school dual enrollment agreements.

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 continue 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 at least an associate degree or its equivalent from an accredited institution. The assessment examinations include SAT scores of 450 in English, 450 in math; ACT scores of 17 in English, 18 in reading, 19 in math; or CPAt scores of 60 in language, 60 in math, with an overall score of 130. Students scoring less than 60 in language or math but with an overall score of 130 or better will be required to take English 0998 and/or Math 0998. 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. Students with documented ADA concerns should contact the Director of Counseling to address these concerns.

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

Please refer to the Tuition and Fees section of this catalog.

GRADUATE ADMISSION REQUIREMENTS

Please refer to the current Graduate Bulletin for specific requirements.

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. In many cases, classes may have been closed to other students due to capacity. The refund policy has been established so that the student who registers for a class and then withdraws will share in the incurred costs. Refunds are made in a fair and equitable manner in accordance with the policies which follow.

STUDENT RESPONSIBILITY

It is the responsibility of the student to notify the College Registrar in writing if the student wishes to cancel or withdraw. 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.

CANCELLATION POLICY

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).

DROP/ADD

The first week of each term is the drop/add period. If the student wants to add or drop a class, the desired change must be communicated to the Registrar's Office by the end of the first week of the term. At the end of the first week of the term, the student status will be permanent for the whole term, both in terms of charges for classes and in amount of financial aid eligibility. There are no refunds of charges for individual classes dropped after the first week.

WITHDRAWAL

The student must report to the Registrar's Office to withdraw from the College. The date the student notifies the College Registrar of withdrawal is considered the date of withdrawal. Tuition and fees will be charged on a pro-rata basis (rounded up to the nearest 10%) through 50% of the trimester, plus an administrative fee of \$100. After 50% of the trimester, 100% of tuition and fees will be charged.

PROCESSING OF REFUNDS

Students who have received Title IV Federal Student Financial Assistance will also be subject to the Federal Return of Funds Policy. Students who withdraw during a term may owe the College after funds have been returned to Federal programs, and may in some cases owe refunds directly to the Federal programs.

Refunds of tuition and/or other refundable charges due students will be made within thirty (30) calendar days of the student's 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. Refunds to students receiving Title IV Student Financial Assistance 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 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

International College

successful command of the English language is required for all foreign students enrolling in any program, and a paper based TOEFL score of 500, a computer based score of 173, or its equivalent as determined by the ESL Coordinator, 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.

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.

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.

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 Veterans Administration so notified. **Methods of achieving advanced standing are described in the following:**

TRANSFER STUDENT

Students with earned college credit from other accredited colleges or universities 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. In order to transfer in English Composition I and Computer Application courses, students must successfully pass an in-house proficiency exam.

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

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).

CLASS AUDIT REFRESHER EDUCATION (CARE)

CARE-Class Audit Refresher Education is a program designed to upgrade undergraduate students who have successfully completed courses taken at International College or are graduates of the College. CARE allows a former undergraduate student to take refresher courses in subjects studied at International College with no tuition charge. Book charges and fees remain in place. The courses allow students to sharpen or enhance skills and to remain current in new technologies in a changing world. To qualify, a student must have successfully completed the course he or she wishes to audit. As technology and new theories of management are constantly changing, this will be a benefit to both students and to their current employers. There is no time limit nor limit to the number of courses that a student may take. Students interested in taking refresher classes should contact the Registrar’s Office.

ACADEMIC ACHIEVEMENT SERVICES

Any student at International College matriculating toward an undergraduate degree is eligible to receive out-of-class academic assistance. The objective of Academic Achievement Services is to support classroom instruction by offering assistance to students via peer tutoring, faculty assistance, and computer-based tutorials. Students can receive AAS services voluntarily by making an appointment to see the Coordinator of Academic Achievement Services or by being referred via a current instructor. Once a student talks with the Coordinator of AAS, an individualized course of action is implemented, the overall goal being to improve a student's performance in a specific class or to improve a student's basic skills in general. For more information about the range of services offered through AAS, please contact the Coordinator of Academic Achievement Services.

INFORMATION RESOURCE CENTER

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. Through the IRC's reciprocal borrowing agreement, students can borrow items from other local libraries.

The IRC subscribes to various online databases to assist students in their area of study. Westlaw, Loislaw and Lexis-Nexis are legal databases. Students may do research from remote sites from the IRC's web page using assigned ID codes to search databases such as Electric Library; Searchbank Infotrac, Academic, and Health Indexes; and Proquest Direct. Medline accesses medical information and Dialog offers approximately 600 databases with a wide range of topics. Also available for research needs are the Internet and various web pages on specific subjects maintained by the IRC. The CD-ROM titles provide access to hundreds of journals and newspapers through EBSCO. 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.

INFORMATION TECHNOLOGY DEPARTMENT

The IT Department is dedicated to the development of technology and the practical application of knowledge in career programs, while providing technology based delivery systems conducive to learning. This includes both the best equipment and personnel. Therefore, software and hardware at the College are constantly being upgraded to provide the best and most current technologies for the student. Further, Lab Managers at each campus ensure that students receive the personal assistance with any computer application problems when they need it.

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 disability support services. Student Development is a branch of the Student Services of International College, including the offices of the Dean of Students, Career Development and Counseling. 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

The Office of Career Development provides a wide range of services to students and graduates. The staff offer both one-on-one and group advisement on topics such as career decision-making, career assessment, resume and cover letter preparation, interviewing skills and techniques, and job search strategies. Job placement assistance is also available in that the office maintains information on current full-time and part-time employment opportunities and serves as a resource for both employers and job seekers. Outreach services include participation in local career fairs, presentations in classes, and meetings with prospective employers. Office hours of staff are posted at each campus. While students are seen on a walk-in basis, appointments are strongly encouraged. Services provided by the Office of Career Development are available free of charge to all registered students and graduates.

COUNSELING SERVICES

Counseling Services are available to address student needs in career, academic, social, and/or personal areas through information services, group workshops or seminars, and individual counseling. The Director of Counseling also maintains a list of area resources and occasionally refers individuals to outside agencies for assistance. A Florida licensed mental health professional is available to all students with offices at both campuses; office hours are posted at each location. 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 Counselor by telephone or e-mail. Voice mail is also available and student requests receive a prompt response.

DISABILITY SUPPORT SERVICES

Recognizing its commitment to providing equal access and equal opportunity, the College provides disability 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 Director of Counseling 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. The Office of Counseling also helps individuals to integrate into the campus community. Anyone requiring special accommodations in order to participate in campus events should contact the Director of Counseling four weeks prior to scheduled activities.

ORIENTATION

Prior to attending classes, new students, as well as those returning to the College after one 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 Director of Counseling 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 Counselor upon student application and interview.

STUDENT ACTIVITIES

The Student Development Office of the Dean of Students has general responsibility for student activities, organizations, and services, and administers all extracurricular activities. All student social events and organized extracurricular activities are designed to encompass student interests and to enhance the philosophy and objectives of International College, and events and activities must be registered with the Dean of Students. Events must be sponsored by recognized student organizations with approval and support of the appropriate faculty advisor and the Dean of Students. All fund-raisers and sales by vendors must be authorized by the Dean of Students. College guidelines for registering, scheduling, advertising, and conducting all such activities and events are to be followed.

The College reserves the right to cancel an activity or event when there are reasonable grounds to believe that the activity or event will be detrimental to College operation or will endanger persons or property.

STUDENT CLUBS AND ORGANIZATIONS

Belonging to a club or organization enriches the college experience. Extracurricular activities foster leadership development and improve people skills. Students play an important role in the institutional decision making process by participation in the clubs and organizations. At times, a club or organization may become inactive due to lack of student involvement. However, each student is encouraged to bring interests, issues, and ideas to the attention of the administration through the Dean of Students. As deemed appropriate by the College administration, students may be invited to join institutional committees.

ALUMNI ASSOCIATION

Membership in the Alumni Association is open to all former 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” communicates 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, gender, sexual orientation, 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 or 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 Director of Counseling who 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. Copies of the College ADA Policies and Procedures are available in the Office of the Registrar and the Admissions Offices.

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. Students already holding a bachelor's degree are not eligible for this grant.

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 provides part-time employment opportunities to 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. Students already holding a bachelor's degree are not eligible for this grant.

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

International College offers private and institutional scholarships to assist and reward students financially. 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. **All International College students at current Catalog tuition rate, may apply for a scholarship.** Donors may specify additional stipulations regarding eligibility.

For additional information on scholarships, students should contact the Financial Aid Offices for application information. The Dean of Students serves as the Chairman of the International College Scholarship Committee; students may also contact the Dean of Students for personal advice concerning the scholarship process.

Institutional Scholarships

The Florida Independent College Fund (FICF)
The Upper Division Scholarship
The Local High School Graduate Scholarship
The Local Employers Scholarship

Private Scholarships

Lavern N. Gaynor Scholarship
Meftah Foundation Scholarship
Jerry F. Nichols Scholarship
Dellora and Lester Norris Educational Support Scholarship
The Esprit de Noel Scholarship
J. Lorenzo Walker Scholarship
"Friends of the College" Educational Support Scholarship
James Oscar Rawles Memorial Scholarship
Neno J. Spagna Scholarship
Douglas F. Devaux, Sr. Scholarship
The Florida Institute of Certified Public Accountants (FICPA) Scholarship
The Southwest Florida Chapter of the FICPA Scholarship
Naples Hotel and Management Association Scholarship
The Naples Vending Scholarship
The Naples/Collier SCORE Chapter #573 Scholarship

GRADUATE PROGRAM SCHOLARSHIPS

Please refer to the current Graduate Bulletin for specific details.

PROGRAMS OF STUDY

The Programs of Study offered at International College are assigned according to discipline to a School within the College as follows:

School of Advancing Computer Information Technology
Computer Information Technology

School of Allied Health
Health Information Technology
Medical Assisting

School of Business
Accounting
Business Administration
Management
Certificate in Financial Planning

School of Professional Studies
Criminal Justice
Interdisciplinary Studies
Legal Studies
Paralegal

BACCALAUREATE and ASSOCIATE DEGREE PROGRAMS

BACHELOR OF SCIENCE

- C Accounting
A minor may be chosen from one of the following fields:
Computer Information Technology
Financial Planning
International Business
Management
Marketing
- C Business Administration
A minor may be chosen from one of the following fields:
Accounting
Computer Information Technology
Financial Planning
International Business
Management
Marketing
- C Computer Information Technology
An emphasis may be chosen from one of the following fields:
Database Management
Management Information Systems
Networking
Software Development
Web Master

C Criminal Justice

C Interdisciplinary Studies

C Legal Studies

C Management

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

Executive Management

Construction Management

Criminal Justice Management

Entrepreneurship

Health Administration Management

Information Systems Management

International Business

Public Administration

A minor may be chosen from one of the following fields:

Accounting

Computer Information Technology

Financial Planning

International Business

Marketing

ASSOCIATE IN SCIENCE

C Accounting

C Business Administration

C Computer Information Technology

C Health Information Technology**

C Interdisciplinary Studies

C Medical Assisting

C Paralegal Studies

CONTINUING EDUCATION PROGRAMS

C American English Center

C Creative Retirement Center

C Certificate in Financial Planning

* Fort Myers Campus Only

+ Day Program

BACCALAUREATE DEGREE PROGRAMS

The Baccalaureate Degree Programs are comprised of four areas:

Area I	contains subject specific courses
Area II	contains liberal arts courses
Area III	contains approved elective courses
Area IV	contains courses to fulfill minor requirements

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.

<u>Area I</u>	<u>Accounting Component</u>	<u>Semester Hour Credit</u>
A.	<u>Business Core</u>	
GEB1012	Introduction to Business	4
CAP1000	Computer Applications	4
MAN2010	Principles of Management	4
MAR2014	Principles of Marketing	4
ECO2013	Macroeconomics	4
ECO2032	Microeconomics	4
CIT3101	Business Information Systems	4
BUL3111	Business Law I	4
BUL3112	Business Law II	4
FIN3403	Principles of Finance	4
	Total Business Core	40
B.	<u>Accounting Core</u>	
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 Financial Reporting and Analysis I	4
ACG4632	Independent Auditing I	4
	Total Accounting Core	36
Area II	<u>Liberal Arts Component</u>	
PSY1100	Strategic Thinking	4
MAC1132	College Mathematics	4
ENG2101	English Composition I	4
PHI3601/3301	Ethics or Philosophy	4
SPC3015	Speech Communications	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 Component	36

Area III Approved Elective Component

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

Area IV Minors

Accounting majors may elect to fulfill minor requirements in lieu of the elective component by completing 16 credits beyond the courses currently specified for the degree.

How minor is fulfilled

Computer Information Technology

Take four additional 4 credit CIT courses (beyond those required for the major)

Financial Planning

Take the following seven courses:

	<u>Semester Hour Credits</u>
FIN4500 Introduction to Financial Planning	2
FIN4510 Insurance Planning/Risk Management	2
FIN4520 Investment Planning	2
FIN4530 Personal Income Tax Planning	2
FIN4540 Retirement Planning and Employee Benefits	2
FIN4550 Estate Planning	2
FIN4560 Financial Planning Capstone Course	4

International Business

Take the following four 4 credit courses:

MAN4600 Managing in a Global Environment	4
MAR4156 International Marketing	4
FIN4604 International Finance & Economics	4
BUL4130 International Legal Environment	4

Management

Take the following four 4 credit courses:

MAN4996 Classical Management Theory	4
MAN4997 Business Ethics	4
MAN3800 Small Business Management	4
MAN4998 Topics in Management	4

Marketing

Take the following four 4 credit courses:

MAR4156 International Marketing	4
MAR4996 Advanced Advertising & Promotion	4
MAR4997 Marketing Strategies	4
MAR4998 Topics in Marketing	4

Election of a minor increases the total credit hours required for graduation from 120 to 128.

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.

Area I	<u>Business Administration Component</u>	
A.	<u>Business Core</u>	<u>Semester Hour Credit</u>
GEB1012	Introduction to Business	4
CAP1000	Computer Applications	4
MAN2010	Principles of Management	4
MAR2014	Principles of Marketing	4
ECO2013	Macroeconomics	4
ECO2032	Microeconomics	4
BUL3111	Business Law I	4
BUL3112	Business Law II	4
	Total Business Core	32
B.	<u>Business Specialty Courses</u>	
ACG2001	Principles of Accounting I	4
ACG2021	Principles of Accounting II	4
ACG4011	Federal Income Taxation II	4
CIT3101	Business Information Systems	4
FIN3403	Principles of Finance	4
MAN3302	Human Resource Management	4
MAN4720	Multi-National Business	4
MAN4061	Strategic Management	4
	Total Business Specialty Courses	32
Area II	<u>Liberal Arts Component</u>	
PSY1100	Strategic Thinking	4
MAC1132	College Mathematics	4
ENG2101	English Composition I	4
PHI3601/3301	Ethics or Philosophy	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 Component	40

Area III Approved Elective Component

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

Area IV Minors

Business Administration majors may elect to fulfill minor requirements in lieu of the elective component by completing 16 additional credits as outlined below.

How minor is fulfilled

Accounting

Take four additional 4 credit accounting or tax courses (beyond those required for the major)

Computer Information Technology

Take four additional 4 credit CIT courses (beyond those required for the major)

Financial Planning

Take the following seven courses:

	<u>Semester Hour Credits</u>
FIN4500 Introduction to Financial Planning	2
FIN4510 Insurance Planning/Risk Management	2
FIN4520 Investment Planning	2
FIN4530 Personal Income Tax Planning	2
FIN4540 Retirement Planning and Employee Benefits	2
FIN4550 Estate Planning	2
FIN4560 Financial Planning Capstone Course	4

International Business

Take the following four 4 credit courses:

MAN4600 Managing in a Global Environment	4
MAR4156 International Marketing	4
FIN4604 International Finance & Economics	4
BUL4130 International Legal Environment	4

Management

Take the following four 4 credit courses:

MAN4996 Classical Management Theory	4
MAN4997 Business Ethics	4
MAN3800 Small Business Management	4
MAN4998 Topics in Management	4

Marketing

Take the following four 4 credit courses:

MAR4156 International Marketing	4
MAR4996 Advanced Advertising & Promotion	4
MAR4997 Marketing Strategies	4
MAR4998 Topics in Marketing	4

BACHELOR OF SCIENCE IN COMPUTER INFORMATION TECHNOLOGY

The objective of this program is to prepare students for the development and support of computer information systems. The program utilizes a combination of skill sets to assist the student in developing an area of expertise. Emphasis areas include Management Information Systems (MIS), Networking, Web Master, Database Management and Software Development. The curriculum is designed to give students a solid foundation in liberal arts as well as the practical and theoretical aspects of business. Additionally, several opportunities are integrated into the curriculum to assist students in achieving industry recognized certifications (A+, Net+, I-Net+, MOUS, CCNA, MCP, MCSA, CIW, and ICCP). Completing an exit assessment certification exam is a requirement for graduation.

Area I	<u>Computer Information Technology (CIT) Component</u>	<u>Semester Hour Credits</u>
A.	<u>CIT Core</u>	
CIT1010	Hardware & Operating Systems 1	4
CIT2010	Hardware & Operating Systems 2	4
CIT2310	Introduction to Web Design	4
CIT2410	Introduction to Database Management Systems	4
CIT2510	Program Design & Problem Solving	4
CIT3210	Introduction to Networking	4
CIT3515	Visual BASIC Programming	4
	Total CIT Core	28
B.	<u>Business Core</u>	
CAP1000	Computer Applications	4
CAP2000	Advanced Computer Applications	4
GEB1012	Introduction to Business	4
ACC2001	Principles of Accounting I	4
MAN2010	Principles of Management	4
MAR2014	Principles of Marketing	4
CIT3101	Business Information Systems	4
	Total Business Core	28
C.	<u>Electives</u> (Choose 2)	
CIT3311	E-Commerce	4
CIT3510	Advanced C++ w/ OOP	4
CIT4110	Project Management	4
CIT4999	CIT Exit Assessment (required)	0
	Total Electives	8
D.	<u>CIT Emphasis Area (select one, 20 hours)</u>	
	<u>Management Information Systems</u>	
CIT3/4 _____	Elective	4
CIT3/4 _____	Elective	4
CIT4110	Project Management	4
CIT4120	IT Policy and Strategy	4
CIT4521	System Analysis & Solutions Architectures	4

	<u>Networking</u>	<u>Semester Hour Credits</u>
CIT4210	Network Operating Systems	4
CIT4220	Local Area Network Routing & Switching	4
CIT4230	Internetwork Routing and Switching	4
CIT4240	Introduction to Client/Server Architecture	4
CIT4250	Client/Server Network Management	4
	 <u>Web Master</u>	
CIT4311	Web Applications	4
CIT4321	Advanced Web Design	4
CIT4330	Web Programming	4
CIT4340	Web Graphics	4
CIT4390	Web Master Senior Project	4
	 <u>Database Management</u>	
CIT4411	Advanced Database Management Systems	4
CIT4240	Introduction to Client/Server Architecture	4
CIT4250	Client/Server Network Management	4
CIT4421	Installation and Configuration of DBMS	4
CIT4431	Design, Implementation of Client/Server Databases	4
	 <u>Software Development</u>	
CIT4505	Comparative Programming Languages	4
CIT4515	Distributed Applications with C++	4
CIT4521	Systems Analysis & Solutions Architectures	4
CIT4531	Software Engineering	4
CIT4590	Software Development Senior Project	4
	 Total Emphasis Component	 20
 Area II	 <u>Liberal Arts Component</u>	
PSY1100	Strategic Thinking	4
ENG2101	English Composition I	4
MAC2102	College Algebra I	4
PHI3601/3301	Ethics or Philosophy	4
SPC3015	Speech	4
STA3014	Statistics	4
Electives to be chosen from the following:		12
	One English	
	One Humanities or Fine Arts	
	One Social Science or Behavioral Science	
	 Total Liberal Arts Component	 36
	 Total Semester Hours for Graduation Requirement	 120

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

The principle objective of the Criminal Justice Program is to deliver a comprehensive program of teaching and research to support the criminal justice system and the agencies and personnel who are delegated the task of public safety and service. The goal of the program is to ensure that potential and current criminal justice personnel have the opportunity to study the most comprehensive and contemporary methods and policies dealing with administration, management, human resources, and cultural diversity. The program is designed to prepare students with no prior related work experience for entry level positions within the criminal justice system as well as similar positions in the private sector. For criminal justice personnel, both sworn and civilian, the program prepares them for middle and senior management positions, building upon previous experience and training.

The program is developed around a core curriculum of required courses within the range of subjects applicable to criminal justice. In addition, each student is required to complete a series of liberal arts courses to assure the broadest based educational experience and to support the general education goals of the college. Further, the student will have the opportunity to select from an approved list of elective courses to develop an area of concentration or a minor field of study.

The course work is provided in two formats. The first represents the standard class attendance and traditional methods of instruction. The second method is identified as a grouping of two or three courses, offered in a fifteen-week format, and requires extensive outside study as preparation to comprehensive in-class development of the material. Included in this methodology is the senior research seminar which students take as the last course sequence in the criminal justice component of the degree requirements.

In order for students to begin the criminal justice component of the program, they must have an associate degree or completed 60 semester college credit hours from an accredited institution. The student must present for review an official transcript of previous academic work which must include a course in English Composition, Computer Applications, Statistics, Criminal Justice Systems, and Criminology, and an overall GPA of 2.0 or better.

Area I	<u>Criminal Justice Component</u>	<u>Semester Hour Credit</u>
CCJ4001	Criminal Justice Management	4
CCJ4201	Law Enforcement and Society	4
CCJ4401	Corrections and Penology	4
CCJ4640	Probation and Parole Administration	4
CCJ4620	Law Enforcement and Human Resource Management	4
CCJ4601	Corrections and Human Resource Management	4
CCJ4906	Research Methods and Statistical Analysis	6
CCJ4806	Criminal Justice Senior Seminar	6
	Total Criminal Justice Component	36
	<u>Legal Component</u>	
LEA4040	Constitutional Law	4
LEA3603	Criminal Law and Procedure	4
LEA3233	Evidence	2
LEA4201	Civil Liability	2
	Total Legal Component	12

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Area II	<u>Liberal Arts/General Education Component</u>	<u>Semester Hour Credit</u>
PSY1100/2012	Strategic Thinking or General Psychology	4
CAP1000	Computer Applications	4
MAC1132	College Mathematics	4
CCJ1400	Introduction to Criminal Justice Systems	4
CCJ2101	Criminology	4
ENG2101	English Composition I	4
CCJ3131	Crime and Delinquency	4
PHI3301/3601	Philosophy or Ethics	4
PSY3007	Psychology of Deviance	4
SPC3015	Speech Communications	4
STA3014	Statistics	4
	Humanities or Fine Arts Elective	4
	Total Liberal Arts/General Education Component	48

Area III Approved Elective Component

Credit for courses taken under approved electives may be granted through either advanced standing credit (transfer credits), or classes taken at International College as approved in consultation with the Faculty advisor, Registrar, or the Executive Vice President of Academic Affairs.

Total Approved Elective Component	24
Total Semester Hours for Graduation Requirement	120

BACHELOR OF SCIENCE IN INTERDISCIPLINARY STUDIES

The Bachelor of Science in Interdisciplinary Studies provides students the opportunity to obtain a degree by combining their previous college studies with courses that will prepare them for today’s changing work environment. The program is designed so that the student attends a weekly comprehensive session to learn, access, and analyze the progress made toward the program objectives. The student must commit to the entire program for a minimum of three 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/her personal and professional growth.

The qualified student for the Bachelor of Science in Interdisciplinary Studies 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. Students must be employed to benefit from this program of study. Exceptions must be approved by the Program Chair.

The degree consists of three components: liberal arts, interdisciplinary studies, and electives. The degree credits equal 120 semester credit hours, 36 credits in liberal arts, 36 credits in interdisciplinary studies, and 48 credits in electives. Liberal arts must include at least one course in each of the following disciplines: English/Communications, Math/ Science, Social Sciences, Humanities. The disciplines included in the interdisciplinary studies include courses related to many disciplines of study. The electives must include college level work in identifiable disciplines.

In order to graduate from International College with a Bachelor of Science Degree in Interdisciplinary Studies, students must complete the interdisciplinary studies courses (36 credits) through International College. Students may transfer in the liberal arts and elective courses in accordance with College transfer policies.

Area I	<u>Interdisciplinary Studies Component</u>	<u>Semester Hour Credit</u>
IDS4110	Professional Ethics and Social Responsibility	4
IDS4120	Issues in Diversity	4
IDS4130	Leadership Theories and Practice	4
IDS4140	Cognitive Processes	4
IDS4150	A Society of Laws	4
IDS4160	Contemporary Global Issues	4
IDS4170	Strategic Planning and Evaluation	4
IDS4180	Professional Communication Concepts	4
IDS4190	Applied Research Methodologies	4
	Total Interdisciplinary Studies Component	36

Area II **Liberal Arts Component**

Required within the minimum of 36 credit hours of general education are at least 3 credits in each of the following: English, Math or Science, Humanities or Fine Arts, Social or Behavioral Sciences.

Total Liberal Arts Component	36
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Area III Approved Elective Component

Credit for courses taken under approved electives may be granted through either advanced standing credit (transfer credits), or classes taken at International College as approved in consultation with the Faculty advisor, Registrar, or the Executive Vice President of Academic Affairs. CAP1000 or its equivalent must be one of the elective courses.

Total Approved Elective Component	36
Total Semester Hours for Graduation Requirement	120

BACHELOR OF SCIENCE IN LEGAL STUDIES

The principle objective 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, document and litigation preparation, law office management, and other duties of the daily practice of law.

Area I	<u>Legal Component</u>	<u>Semester Hour Credit</u>
A.	<u>Required Legal Core</u>	
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
LEA3100	Legal Analysis of United States History	4
LEA3116	Business and Corporate Organizations	2
LEA3233	Evidence	2
LEA3603	Criminal Law and Procedure	4
LEA4040	Constitutional Law	4
LEA4013	Legal Research and Writing II	4
LEA4300	Senior Seminar	4
	Total Required Legal Core	52
B.	<u>Approved Elective Legal Courses</u>	
	Electives to be chosen from Legal courses listed in the catalog.	
	Total Elective Courses	8
Area II	<u>Business Component</u>	
ACG2001	Principles of Accounting I	4
CAP1000	Computer Applications	4
CAP2000	Advanced Computer Applications	4
MAN2010	Principles of Management	4
	Total Business Component	16

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Area III	<u>Liberal Arts Component</u>	<u>Semester Hour Credit</u>
PSY1100	Strategic Thinking	4
MAC1132	College Mathematics	4
ENG2101	English Composition I	4
PHI3601/3301	Ethics or Philosophy	4
SPC3015	Speech Communications	4
PHI4101	Logic	4
	Electives to be chosen from the following:	16
	One Social or Behavioral Science	
	One Math	
	Two English	
	One Humanities or Fine Arts	
	Total Liberal Arts Component	44
	Total Semester Hours Required for Graduation	120

BACHELOR OF SCIENCE IN MANAGEMENT

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 or minor sought. The program will allow the student to choose from among the fields of Executive Management, Construction Management, Criminal Justice Management, Entrepreneurship, Health Administration Management, Information Systems Management, International Business Management, or Public Administration. 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 an emphasis, except Executive Management. Refer to the course descriptions which list the necessary prerequisites. 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

Area I	<u>Management Component</u>	<u>Semester Hour Credit</u>
A.	<u>Management Core</u>	
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	The Diversification Process in the Workplace	4
	Total Management Core	24

Emphasis Component (select one)

B.	<u>Executive Management</u>	
MNA4100	Administrative Economics	4
MNA4425	Marketing for Managers	4
MNA4480	Issues in Policy and Strategy	4

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C.	<u>Construction Management</u>	<u>Semester Hour Credit</u>
BCM4101	Construction Project Management	4
BCM4201	Construction Cost Management	4
BCM4301	Value Engineering and Building Economics	4
D.	<u>Criminal Justice Management</u>	
CCJ4640	Probation and Parole Administration	4
CCJ4620	Law Enforcement and Human Resource Management	4
CCJ4601	Corrections and Human Resource Management	4
E.	<u>Entrepreneurship</u>	
ENT4001	The Entrepreneurship Process	4
ENT4101	Marketing and Entrepreneurship	4
ENT4201	Finance and New Venture Funding for Entrepreneurs	4
F.	<u>Health Administration Management</u>	
HSA4101	Financial Management of Health Care	4
HSA4201	Health Care Organization and Management	4
HSA4301	Extended Care Patient Service	4
G.	<u>Information Systems Management</u>	
CIS4105	Management Applications on the Computer	4
CIS4205	Web Based Business	4
CIS4305	Business Project Management	4
H.	<u>International Business</u>	
INM4001	International Business Management	4
INM4101	International Finance	4
INM4301	Comparative Economic Systems	4
I.	<u>Public Administration</u>	
PAM4001	Introduction to Public Administration	4
PAM4101	Government Organization	4
PAM4201	Public Sector Human Resources	4

Total Management Component 36

Area II Liberal Arts Component

Required within the minimum of 36 hours of general education are the following: 9 -12 semester hours of English to include Speech, 6 - 8 semester hours in Mathematics, 6 - 8 semester hours in Humanities or Fine Arts, and 6 - 8 semester hours in Social or Behavioral Sciences.

Total Liberal Arts Component 36

Area III Approved Elective/Minor Component

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

Total Approved Elective Component 48

Management majors may elect to fulfill minor requirements in lieu of a portion of their elective component by completing 16 credits beyond the courses currently specified for the degree.

Accounting

Take four additional 4 credit accounting or tax courses at the 3/4000 level as approved by your Program Chair, Academic Advisor, Registrar, or Executive Vice President of Academic Affairs.

Business Administration

Take four additional 4 credit Business courses at the 3/4000 level as approved by your Program Chair, Academic Advisor, Registrar, or Executive Vice President of Academic Affairs.

Computer Information Technology

Take four additional 4 credit CIT courses at the 3/4000 level as approved by your Program Chair, Academic Advisor, Registrar, or Executive Vice President of Academic Affairs.

Criminal Justice

Take four additional 4 credit Criminal Justice courses at the 3/4000 level as approved by your Program Chair, Academic Advisor, Registrar, or Executive Vice President of Academic Affairs.

Financial Planning

Take the following seven courses:

	<u>Semester Hour Credits</u>
FIN4500 Introduction to Financial Planning	2
FIN4510 Insurance Planning/Risk Management	2
FIN4520 Investment Planning	2
FIN4530 Personal Income Tax Planning	2
FIN4540 Retirement Planning and Employee Benefits	2
FIN4550 Estate Planning	2
FIN4560 Financial Planning Capstone Course	4

International Business

Take the following four 4 credit courses:

MAN4600 Managing in a Global Environment	4
MAR4156 International Marketing	4
FIN4604 International Finance & Economics	4
BUL4130 International Legal Environment	4

Legal Studies

Take four additional 4 credit LEA courses at the 3/4000 level as approved by your Program Chair, Academic Advisor, Registrar, or Executive Vice President of Academic Affairs.

Marketing

Take four additional 4 credit Marketing courses at the 3/4000 level as approved by your Program Chair, Academic Advisor, Registrar, or Executive Vice President of Academic Affairs.

Total Semester Hours Required for Graduation

120

ASSOCIATE DEGREE PROGRAMS

The Associate Degree Programs are comprised 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.

Area I	<u>Accounting Component</u>	<u>Semester Hour Credit</u>
A.	<u>Business Core</u>	
GEB1012	Introduction to Business	4
CAP1000	Computer Applications	4
MAN2010	Principles of Management	4
ECO2013	Macroeconomics	4
BUL3111	Business Law I	4
	Total Business Core	20
B.	<u>Accounting Core</u>	
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
Area II	<u>Liberal Arts Component</u>	
PSY1100	Strategic Thinking	4
MAC1132	College Mathematics	4
ENG2101	English Composition I	4
PHI3601/3301	Ethics or Philosophy	4
SPC3015	Speech Communications	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.

Area I	<u>Business Component</u>	<u>Semester Hour Credit</u>
A.	<u>Business Core</u>	
GEB1012	Introduction to Business	4
CAP1000	Computer Applications	4
MAN2010	Principles of Management	4
ECO2013	Macroeconomics	4
ECO2032	Microeconomics	4
	Total Business Core	20
B.	<u>Business Specialty Courses</u>	
ACG2001	Principles of Accounting I	4
ACG2021	Principles of Accounting II	4
MAR2014	Principles of Marketing	4
BUL3111	Business Law I	4
BUL3112	Business Law II	4
	Total Business Specialty Courses	20
Area II	<u>Liberal Arts Component</u>	
PSY1100	Strategic Thinking	4
MAC1132	College Mathematics	4
ENG2101	English Composition I	4
EVR3011	Man and the Environment	4
PHI3601/3301	Ethics or Philosophy	4
	Total Liberal Arts Component	20
	Total Semester Hours for Graduation Requirement	60

ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION TECHNOLOGY

The Associate in Science in Computer Information Technology (CIT) program is designed to prepare students for entry-level positions in the use, development, and support of computer systems. The curriculum also gives the student an introduction to liberal arts and business concepts while primarily focusing on obtaining the necessary 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 office application packages, database management tools, website design techniques, networking/hardware essentials, and programming and problem solving skills. Additionally, several opportunities are integrated into the curriculum to assist students in achieving industry recognized certifications (A+, MOUS, MCP, and ICCP). All credits earned are acceptable toward the International College's Baccalaureate Degree in Computer Information Technology.

Area I	<u>Computer Component</u>	<u>Semester Hour Credit</u>
A.	<u>Business Core</u>	
CAP1000	Computer Applications	4
CAP2000	Advanced Computer Applications	4
GEB1012	Introduction to Business	4
CIT3101	Business Information Systems	4
	Total Business Core	16
B.	<u>Computer Information Technology Core</u>	
CIT1010	Hardware & Operating Systems 1	4
CIT2010	Hardware & Operating Systems 2	4
CIT2310	Introduction to Web Design	4
CIT2410	Introduction to Database Management Systems	4
CIT2510	Program Design & Problem Solving	4
CIT3210	Introduction to Networking	4
CIT3515	Visual BASIC Programming	4
	Total Computer Core	28
Area II	<u>Liberal Arts Component</u>	
PSY1100	Strategic Thinking	4
MAC1132	College Mathematics	4
ENG2101	English Composition	4
PHI3601/3301	Ethics or Philosophy	4
	Total Liberal Arts Component	16
	Total Semester Hours for Graduation Requirement	60

ASSOCIATE IN SCIENCE IN HEALTH INFORMATION TECHNOLOGY

Health Information (Medical Record) Technology is the science of managing and designing health information systems. The Health Information Technology 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 Technology program graduates are eligible to apply to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT)*. 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.

Area I	<u>Health Information Component</u>	<u>Semester Hour Credit</u>
A.	<u>Health Information Core</u>	
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
MRE2203	Outpatient Coding and Reimbursement	4
HSC3554	Pathophysiology	4
MRE2206	Inpatient Coding and Reimbursement	4
MRE2410	Quality Assurance	2
MRE1112	Health Data Management	4
MRE2501	Healthcare Information Systems	4
HSA2100	Healthcare Management and Personnel Administration	4
MRE2800	Internship II	2
	Total Health Information Core	46
B.	<u>Business Core</u>	
CAP1000	Computer Applications	4
	Total Business Core	4
Area II	<u>Liberal Arts Component</u>	
PSY1100	Strategic Thinking	4
MAC1132	College Mathematics	4
ENG2101	English Composition I	4
PHI3601/3301	Ethics or Philosophy	4
	Total Liberal Arts Component	16
	Total Semester Hours for Graduation Requirement	66

* Formerly A.R.T.

ASSOCIATE IN SCIENCE IN INTERDISCIPLINARY STUDIES

The primary objective of the Associate in Science in Interdisciplinary Studies is to prepare students for entry-level positions in a variety of areas as specified by the individual students needs. The curriculum is designed to give students a firm interdisciplinary foundation in the liberal arts as well as other disciplines offered by the College. Upon successful completion of the program, students will have a working knowledge of several disciplines including computer, business, law and psychology in addition to applied knowledge from the individually planned selected studies core. All credits earned from this degree are acceptable toward the International College's Baccalaureate Degree in Interdisciplinary Studies.

Area I	<u>Interdisciplinary Component</u>	<u>Semester Hour Credit</u>
A.	<u>Interdisciplinary Core</u>	
CAP1000	Computer Applications	4
GEB1012	Introduction to Business	4
LEA1014	Introduction to Law for the Paralegal and Legal Terminology	4
EVR3011	Man and the Environment	4
IDS1000	Introduction to Interdisciplinary Studies	4
	Total Interdisciplinary Core	20
B.	<u>Selected Studies Core</u>	
To be selected in consultation with the Program Chair, Faculty Advisor, Registrar, or Executive Vice President of Academic Affairs, to meet the personal and career objectives of the student.		
	Total Selected Studies Core	20
Area II	<u>Liberal Arts Component</u>	
PSY1100/2010	Strategic Thinking or Intro. to Psych. & Social Problems	4
MAC1132/2102	College Mathematics or College Algebra I	4
ENG2101	English Composition I	4
HUM3022	Humanities	4
PHI3601/3301	Ethics or Philosophy	4
	Total Liberal Arts Component	20
	Total Semester Hours for Graduation Requirement	60

ASSOCIATE IN SCIENCE IN MEDICAL ASSISTING

The Medical Assistant program is designed to provide education, instruction and training 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 in the outpatient office and clinical setting. 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, graduates will be eligible to sit for the examination leading to certification by the AAMA.

Area I	<u>Medical Assisting Component</u>	<u>Semester Hour Credit</u>
A.	<u>Medical Core</u>	
HSC1531	Medical Terminology	4
MLS1532	Medical Law and Ethics	2
HSA1100	Health Care History and Organization	2
MEA1461	Medical Assisting Office Administrative Procedures	4
MEA2480	Medical Office Coding & 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
MEA2175	Medical Office Computer Applications	2
	Total Medical Core	36
B.	<u>Business Core</u>	
CAP1000	Computer Applications	4
	Total Business Core	4
Area II	<u>Liberal Arts Component</u>	
PSY1100/2010	Strategic Thinking or Intro. to Psych. & Social Processes	4
MAC1132	College Mathematics	4
ENG2101	English Composition I	4
PHI3601/3301	Ethics or Philosophy	4
SPC3015	Speech Communications	4
	Total Liberal Arts Component	20
	Total Semester Hours for Graduation Requirement	60

ASSOCIATE IN SCIENCE IN PARALEGAL STUDIES

The primary objective 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 Legal Studies.

Area I	<u>Paralegal Component</u>	<u>Semester Hour Credit</u>
A.	<u>Legal Core</u>	
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
	Total Legal Core	28
B.	<u>Law Elective Courses</u>	
	Electives to be chosen from Legal courses listed in the catalog.	
	Total Law Electives	4
C.	<u>Business Core</u>	
ACG2001	Principles of Accounting I	4
CAP1000	Computer Applications	4
	Total Business Core	8
Area II	<u>Liberal Arts Component</u>	
PSY1100	Strategic Thinking	4
MAC1132	College Mathematics	4
ENG2101	English Composition I	4
PHI3601/3301	Ethics or Philosophy	4
SPC3015	Speech Communications	4
	Total Liberal Arts Component	20
	Total Semester Hours for Graduation Requirement	60

CONTINUING EDUCATION PROGRAMS

- AMERICAN ENGLISH CENTER
- CREATIVE RETIREMENT CENTER
- CERTIFICATE IN FINANCIAL PLANNING

AMERICAN ENGLISH CENTER

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 as a Second Language 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 American English Center offers students an opportunity to build lifelong friendships, strong English language skills, and firsthand exposure to American culture along the Southwest coast of Florida, on the Gulf of Mexico.

The American English Center courses are at three levels of proficiency : elementary, intermediate, and advanced, based on a Placement Test given at registration.

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. Computer Assisted Language Learning with state-of-the-art software allows students to work at their own speed, and to do remedial and more concentrated study.

Students attend classes four days a week for a total of 20 hours per week. There are a total of 300 class hours of instruction in each 15-week term. A certificate of attendance is issued to students who complete each term.

Intensive English Modules

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

Four semester hours of academic credit in ENG0998 or ENG2101 may be awarded upon successful completion of the paper based TOEFL test with a score of 500 or better or a computer based test with a score of 173 or better.

REQUIREMENTS

Applicants must be at least 18 years of age. Students can be provisionally accepted into International College upon completion of the AEC program provided all admissions requirements are met. Exceptions to these requirements must be approved by the President.

VISA

On receipt and approval of the student's application for admission into the American English Center, and upon receipt of full payment for the first term, the College will forward to the applicant a Certificate of Eligibility, Form I-20. This form enables the applicant to apply for an F-1 Student Visa at the nearest U.S. Consulate or Embassy.

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 Summer terms and run from 4-6 weeks. The Creative Retirement Center is an Elder Hostel affiliate.

CERTIFICATE IN FINANCIAL PLANNING

The School of Business offers a Certificate in Financial Planning Program for individuals who already hold a bachelor's degree and wish to complete course work to qualify them to sit for the Certified Financial Planner™ examination. Courses are offered at the Naples Campus and may be taken for credit and/or for a post-baccalaureate certificate. The program of study has been approved by the Certified Financial Planner™ Board of Standards and fulfills the education requirement to sit for the national CFP™ examination.

Several two-credit courses are offered each term, culminating in a four-credit capstone course at program completion. In order to earn the Certificate in Financial Planning, an individual must be admitted to the College and successfully complete the following courses:

FIN4500	Introduction to Financial Planning	2 Credits
FIN4510	Insurance Planning/Risk Management	2 Credits
FIN4520	Investment Planning	2 Credits
FIN4530	Personal Income Tax Planning	2 Credits
FIN4540	Retirement Planning and Employee Benefits	2 Credits
FIN4550	Estate Planning	2 Credits
FIN4560	Financial Planning Capstone Course	4 Credits

COURSE DESCRIPTIONS

All courses are listed in Semester Hours of Credit

ACCOUNTING & FINANCE

- 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 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. Prerequisite: MAC1132 or permission of Program Chair
- 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
- FIN2100 Personal Finance** 4 Credits
A study of personal financial management including income, budgeting, consumer credit, real estate, stock investments, mutual funds, insurance and taxes. Prerequisite: MAC1132 or permission of the Program Chair
- FIN3010 Investment Management** 4 Credits
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
- ACG3011 Federal Income Taxation I** 4 Credits
This is the introductory Federal income taxation course dealing with the taxation of individuals. Topics 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 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	4 Credits
FIN3403	Principles of Finance 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: ACG2001, ACG2021 or Permission of Program Chair	4 Credits
ACG3931	Advanced Cost Accounting A continuation of cost accounting and control focusing on the use of cost information for decision making purposes. Topics include Statements on Management Accounting, environmental accounting, operations research techniques, target costing and inventory models. Prerequisite: ACG3362	4 Credits
ACG4011	Federal Income Taxation II A more advanced Federal income taxation course focusing on the taxation of corporations. Topics include tax procedure, partnerships, S corporations, proprietorships, liquidations, corporate reorganizations, estates and trusts, and Federal Estate and Gift Taxation. Prerequisites: ACG2021, ACG3011 or permission of Program Chair	4 Credits
ACG4135	Financial Accounting Theory 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
ACG4201	Advanced Financial Reporting and Analysis I 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 include business combinations, stock investments, consolidated financial statements and inter-company transactions. Prerequisite: ACG3121	4 Credits
ACG4221	Advanced Financial Reporting and Analysis II 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
ACG4391	Special Topics in Accounting A study of contemporary accounting topics with an emphasis on accounting research and application. Prerequisites: ACG3362, ACG4011, ACG4201, and ACG4632 or permission of the Program Chair	4 Credits

ACG4400	Accounting Information Systems Development of the analysis, synthesis, design, operation, control, and evaluation of manual and computerized accounting information systems. Prerequisites: CAP1000 and ACG4632	4 Credits
ACG4401	Financial Statement Analysis for Managers 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
ACG4501	Governmental & Not-for-Profit Accounting Applications of financial accounting principles to governmental and non-profit entities including GASB pronouncements, budgets, fund accounting, and combined financial statements. Prerequisite: ACG3121 or permission of the Program Chair	4 Credits
FIN4604	International Finance & Economics Analytical study of foreign financial markets and economics systems, including currency markets, financial investments, capital budgeting, cash management, international bond and equity markets, and an examination of Eurocurrency. Prerequisites: ECO2013, ECO2032, FIN3403	4 Credits
ACG4632	Independent Auditing I 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
ACG4640	Independent Auditing II This course deals with specific topics generally not covered in an independent auditing course (ACG4632). Topics 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	4 Credits
ACG4645	Internal Audit This course deals with the role of the internal auditor as it is expressed in the internal audit function. Topics include the nature of internal auditing, internal audit department, IIAS 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: ACG4632	4 Credits
ACG4701-4	Directed Study in Accounting 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

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 explores 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. Prerequisite: GEB1012

MAR2014 Principles of Marketing 4 Credits
Survey course of the marketing of goods and services within the economy. This course covers both the consumer and managerial viewpoints and clarifies the role of marketing within a free enterprise system. Prerequisite: GEB1012

CIT3101 Business Information Systems 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. Prerequisites: CAP1000, GEB1012 (\$50 Lab Fee required)

RMI3015 Risk Management and Insurance 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

MAN3025 Principles of Management and Supervision 4 Credits
Study of various aspects of supervision, motivation, work planning, organizing, leadership, decision making, and communication. Prerequisite: MAN2010

BUL3111 Business Law I 4 Credits
Survey of business law including the legal system, contracts, constitutional law, crimes, torts, bailments, product liability, warranties, and the Uniform Commercial Code. Prerequisites: GEB1012 and ENG2101.

BUL3112	Business Law II 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: GEB1012 and BUL3111 or permission of the Program Chair	4 Credits
ADV3231	Advertising 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	4 Credits
MAN3240	Organizational Behavior A study of the behavioral effects of organization, structure, leadership, and authority, motivation, and communication. Prerequisite: MAN2010	4 Credits
MAN3302	Human Resource Management An analysis of personnel functions, planning, organizing, selection, recruitment, evaluation of work, training and development, and salary. Prerequisite: MAN2010	4 Credits
MAN3321	Systems Management A study of the formal and informal structures of organizations. This study also analyzes methods and approaches needed to solve organization problems. Prerequisites: MAN2010, GEB1012	4 Credits
MAN3800	Small Business Management 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
COE3913	Parallel Work Course I (Cooperative Education) This course is not taken independently, but in conjunction with classroom enrollment. The student is part of a parallel instruction plan of school attendance concurrent with a prearranged and pre-approved 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 employer and one of the business' supervisory staff.	4 Credits
COE3914	Parallel Work Course II This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.	4 Credits
MAN4061	Strategic Management 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, ACG2021, ECO2013, ECO2032, and MAN4720	4 Credits
BUL4130	International Legal Environment A study of comparative legal practices in various regions and foreign countries, as they apply to business operations. Special emphasis is placed on comparative business law issues that require the adjustment of company policy to engage in a foreign environment. Prerequisites: BUL3111, BUL3112	4 Credits

MAR4156	International Marketing Course of study in the variations in foreign marketing strategies and policies as compared to domestic practices. Prerequisite: MAR2014	4 Credits
MAN4600	Managing in a Global Environment A study of foreign management practices and the procedures required for firms to engage in overseas operations, as viewed from the human resource and business perspective. Prerequisite: MAN2010	4 Credits
MAN4720	Multi-National Business 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
GEB4901-4	Directed Study in Business 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
GEB4911	Related Study in Business 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.	4 Credits
COE4915	Parallel Work Course III This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.	4 Credits
COE4916	Parallel Work Course IV This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.	4 Credits
MAN4991-4	Internship in Management 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: MAN2010, permission from the Program Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.	Variable Credit
MAR4991-4	Internship in Marketing As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, and service firms and industrial organizations acceptable to the College. Arrangements for the internship training provide for 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.	Variable Credit

MAN4996	Classical Management Theory An advanced study of the works of management theorists who are considered pioneers of classical management theory. The student will become familiar with classical management theories, thereby establishing a better understanding of contemporary management practices and the context in which they were developed. Prerequisite: MAN2010	4 Credits
MAR4996	Advanced Advertising & Promotion This course will develop the student's skills in current advertising concepts, issues and practices. Areas of concentration include effective utilization of media providers to implement a balanced advertising campaign and methods to capitalize on public relations opportunities for promotion of product and the firm. Prerequisite : MAR2014	4 Credits
MAN4997	Business Ethics A special study of contemporary issues in managerial ethics that the student is likely to encounter in the workplace. This course acquaints the student with the means to deal with issues that are complicated by ethical dilemmas or social responsibility expectations. Prerequisite: MAN2010	4 Credits
MAR4997	Marketing Strategies This course examines marketing strategies, with a focus on well known contemporary cases that the student will be able to relate to in the learning process. By examining case studies that describe marketing mistakes experienced by credible institutions, the student will develop skills in strategic market planning, recognition of success/failure signals, and exploitation of market opportunities. Prerequisite: MAR2014	4 Credits
MAN4998	Topics in Management A special study of current topics which are of interest and relevance to the student involved or preparing for a career in management. Prerequisite: MAN2010	4 Credits
MAR4998	Topics in Marketing A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisite: MAR2014	4 Credits

COMPUTER INFORMATION TECHNOLOGY

CAP1000	Computer Applications This is a computer literacy course designed to familiarize the student with basic computer concepts and applications. The course emphasizes email, Internet, Microsoft Office 2000 (Word, Excel, and PowerPoint) applications in a Windows environment. This is a prerequisite for all computer classes. (\$50.00 Lab Fee required).	4 Credits
CAP2000	Advanced Computer Applications This course is a continuation of CAP1000. It provides a more in-depth coverage of the Microsoft Office 2000 applications (Word, Excel, Access, and PowerPoint). This is a required course for all CIT 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 the MS Office User Specialist (MOUS) certification exam. Prerequisite: CAP1000 (\$50.00 Lab Fee & Certification Exam Fee required).	4 Credits
CIT1010	Hardware & Operating Systems 1 This course is designed to provide a student the skills and knowledge needed to successfully address the most common PC hardware concerns. Hardware topics include basic functionality, and the selection, installation, and maintenance of PC components.	4 Credits

Hands-on hardware projects coupled with essential lecture concepts provide support in preparation to take the A+ certification exam. Prerequisite: CAP1000 (\$50.00 Lab Fee required).

- CIT2010 Hardware & Operating Systems 2 4 Credits**
This course is the follow up course to CIT1010 and includes a thorough coverage of operating systems support. Windows 95/98/2K and Windows NT are the primary OS of choice for many PCs. These operating systems are examined in detail. Hands-on software projects coupled with essential lecture concepts provide support in preparation to take the CompTIA A+ certification (Core Hardware) exam. Prerequisite: CIT1010 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT2310 Introduction to Web Design 4 Credits**
This course is designed to teach students the proper procedures to create and post web pages suitable for course work, professional purposes, and personal use. Topics include basic skills of FTP, search engines, browsers and Internet literacy. The HTML language is stressed as the tool for web site creation. Also investigated are popular GUI interfaces such as FrontPage and Dreamweaver. Prerequisite: CAP2000 (\$50.00 Lab Fee required).
- CIT2410 Introduction to Database Management Systems (DBMS) 4 Credits**
This course presents the concepts of managing data and information in databases with a focus on the Relational Database Model. Database design using entity/relationship diagrams is covered. Students will be introduced to client/server computing using Microsoft Access and SQL. Prerequisite: CAP2000 (\$50.00 Lab Fee required).
- CIT2510 Program Design & Problem Solving 4 Credits**
An introductory course that introduces students to the four basic steps common to all programming: Problem Analysis, Algorithm Design, Coding and Testing. The course is designed to enforce good style and logical thinking. Programming mechanics and proper use of control structures are emphasized. The C++ programming language is used to implement key topics. At course end, students will be able to plan the logic for complete business programs. Prerequisite: CAP1000 (\$50.00 Lab Fee required).
- CIT3101 Business Information Systems 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. Discussion questions and case studies are utilized to reinforce learned concepts. Prerequisites: CAP1000, GEB1012 (\$50.00 Lab Fee required).
- CIT3210 Introduction to Networking 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 Microsoft server networks. The various aspects of network administration are presented. Students completing this course are partially prepared to take the CompTIA Net+ certification exams and may also take the second portion of the CompTIA A+ (Operating Systems) certification exam. Prerequisite: CIT2010 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT3311 E-Commerce 4 Credits**
This course introduces students to both the theory and practice of doing business over the Internet and the World Wide Web. Topics included are electronic commerce, web actions, supporting infrastructure, software choice, security, electronic payment, appropriate

business strategies, legal, tax, and ethical issues. Prerequisite: Completion of Associate Computer core (\$50.00 Lab Fee required).

- CIT3510 Advanced C++ w/OOP (Object Oriented Programming) 4 Credits**
This course covers advanced C++ constructs, with emphasis on object-oriented programming (OOP). Object-oriented (OO) concepts to be covered include objects, classes, methods, inheritance, operator overloading, virtual functions, encapsulation, and polymorphism. OO problem solving and program design concepts are integrated into the instruction. Other topics include pointers, templates, and exception handling. Certification (ICCP) opportunities exist upon course completion. Prerequisite: CIT 2510 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT3515 Visual BASIC Programming 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. The processes of design, coding, testing, and debugging are also covered. Certification (MS, ICCP) opportunities exist upon course completion. Prerequisite: CIT2510 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT4110 Project Management 4 Credits**
This course is designed to provide the student with practical lessons in project management. The course presents an understandable integrated view of the many concepts, skills, tools and techniques involved in project management. Investigations of selected project management knowledge areas (Time, Cost, Human Resources, Communication, etc.) are emphasized. Integration of MS Project Management Software provides the tool for successful project management completion. Prerequisite: Completion of Associate Computer Core (\$50.00 Lab Fee required).
- CIT4120 IT Policy and Strategy 4 Credits**
This course investigates IT management, strategic perspective for aligning competitive strategies, core competencies and information technologies. The development and implementation of policies and plans to achieve integration goals while defining the systems that support the operational, administrative and strategic goals of the organization, its business units, and individual employees are covered. Approaches to managing the IT systems function in organizations, including examination of the dual challenges of controlling the use of well-established information technologies, while experimenting with emerging technologies. Discussions concerning the role of the CIO are included. Prerequisite: CIT4110 (\$50.00 Lab Fee required).
- CIT 4210 Network Operating Systems 4 Credits**
Students will extend their skills and knowledge of basic network technology through an examination of more complex network environments. Topics include client/server configurations, remote access, wide-area networking, and IP subnetting. Emphasis will be on practical implementation of these concepts in modern network operating systems. Students will use Windows 2000 Professional extensively and will be introduced to Windows 2000 Server. Other network operating systems, including Windows NT 4.0, Novell and Linux will be part of the lab environment. Students will compare and contrast several network operating systems. This course, together with CIT 3210 Introduction to Networking, will help to prepare students for the CompTia Network + Examination. Students are expected to take this exam at the conclusion of this course. Prerequisite: CIT3210 (\$50.00 Lab Fee & Certification Exam Fee required).

- CIT 4220** **Local Area Network Routing and Switching** 4 Credits
Students will review network fundamentals, including the OSI and DOD network models. The physical and logical components of local area networking, including the principles of structured wiring and IP subnetting are studied in some detail. Students will learn how to do the basic setup and configuration of workgroup routers and switches. A significant percentage of time is devoted to “hands-on” lab activities. The Cisco 2514 router and the Cisco Catalyst 1900 switch will be used. Prerequisite: CIT4210 (\$50.00 Lab Fee required).
- CIT 4230** **Internetwork Routing and Switching** 4 Credits
Students gain the knowledge and skills necessary to configure Cisco routing protocols. The design and management of larger networks, the configuration of virtual private networks, and router security are among the topics covered in this course. The students will also learn the fundamentals of the design and management of larger networks in a Cisco environment. This course, together with CIT 4511, helps prepare the student to pass the Cisco CCNA network certification examination. Students are expected to take the CCNA exam at the end of this course. Prerequisite: CIT 4220 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT 4240** **Introduction to Client/Server Architecture** 4 Credits
Students learn to install, configure and manage a client/server network. Students will install configure and administer a modern network operating system. They will also learn to trouble-shoot a variety of common problems. Emphasis will be on concepts and skills needed to become a successful local-area network administrator. Windows 2000 Professional and Server will be the primary network operating environment used in this class. Interoperability with other network operating systems such as Windows NT 4.0 and Linux will also be introduced. This course will help prepare the student to pass the Microsoft Certified Professional Examinations in Windows 2000 Professional and Server. Students are expected to take the Windows 2000 Professional and the Windows 2000 Server examinations at the end of this course. These examinations are part of the MCSA B Microsoft Certified Systems Administrator requirements and the MCSE - Microsoft Certified Systems Engineer requirements. Prerequisite: CIT4210 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT 4250** **Client/Server Network Management** 4 Credits
This course helps students gain the knowledge and skills necessary to administer larger networks using the Windows 2000 network operating system. Topics include network management and problem solving, DNS, DHCP, Active Directory, and the technical challenges of system integration in a multi-vendor enterprise network environment. This course will help prepare the student to pass the Microsoft Certified Professional Examination - Managing a Windows 2000 Network Environment. This exam is part of the Microsoft Certified Systems Administrator (MCSA) requirements. It will also help students begin their study towards the MCP examinations in Network Infrastructure and Active Directory. These examinations are part of the MCSE Microsoft Certified Systems Engineer requirements. Prerequisite: CIT4240 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT4311** **Web Applications** 4 Credits
The course surveys client and server side topics. It also prepares students for the CompTIA I-Net+ certification exam. The course develops client and server topics via 12 projects: [Client Side:] 1) Basic HTML; 2) Advanced HTML (including CSS, Image Maps, forms, tables, and frames); 3) form validation-using JavaScript, 4) Java applets; 5) XML and VRML; 6) creating and using cookies via JavaScript; [Server Side:] 7) form processing via e-mail and other standard server-side applications; 8) simple CGI using Perl, ASP and Coldfusion; 9) interfacing with a database using ASP; 10) ASP interaction with server

databases. Additional projects are developed per the particular interests of the instructor students. Prerequisites: Completion Of Associate Computer Core, CIT2310 and CIT3210 (\$50.00 Lab Fee & Certification Exam Fee required).

- CIT4321 Advanced Web Design 4 Credits**
This course develops the skills necessary to make successful websites. It reviews Basic and Advanced HTML, then dissects sophisticated sites and studies their design strategies. Five projects are developed; these projects generally involve using Macromedia's Homesite, cascading style sheets, and some original graphics. Javascript is incorporated into many of the projects. Students are also introduced to Macromedia's Fireworks, Dreamweaver and Flash. Emphasis is placed on coding and maintaining large complex sites. Prerequisite: CIT4311 (\$50.00 Lab Fee required).
- CIT4330 Web Programming 4 Credits**
This course presents Javascript as a client-side programming language. There are two aspects of Javascript that are addressed: it is a full-bodied programming language supporting functions, recursion, and other sophisticated elements of programming abstraction; it is also a primary tool in developing animation and other website functionality on the client-side. Each of these aspects of the language is developed in a project format. This course also prepares students for the Certified Internet Webmaster (CIW) Javascript certification exam. Prerequisite: CIT4311 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT4340 Web Graphics 4 Credits**
This course develops the student's ability to construct web sites using the full capability of cascading style sheets and standard graphic elements, such as original buttons, backgrounds, banners, and animation. During the course, students develop skills in the creation of original graphics using Macromedia's Fireworks. They also are introduced to general design concepts such as the use of color, as well as the particular challenges of web graphics. Dreamweaver and Flash are used to demonstrate the creation of animation and complex navigation methods that involve graphics. Prerequisites: CIT4321 or CIT4330 (\$50.00 Lab Fee required).
- CIT4390 Web Master Senior Project 4 Credits**
This course presents server-side programming issues. Students learn CGI technology using Perl with occasional references to ASP and Coldfusion. Topics include creating counters, surveys, and database connectivity. The course is presented in a project format. It also prepares students for the Certified Internet Webmaster (CIW) Pearl certification exam. Prerequisites: Permission of Program Chair (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT4411 Advanced Database Management 4 Credits**
The course presents in detail the concepts of advanced database design & implementation, transaction management and concurrency control, distributed DBMS, database warehousing, and object-oriented databases. Special emphasis is placed on a project implementation approach to reinforce selected topics. Advanced topics in SQL and Crystal Reporting are also examined. Prerequisites: CIT2110 (\$50.00 Lab Fee required)
- CIT4421 Installation and Configuration of DBMS 4 Credits**
This course investigates the skills necessary to install, configure, and administer server DBMS. The Microsoft SQL server platform is the primary focus studied. Other topics include configure and manage security, monitor and optimize databases and investigation of other popular DBMS platforms (Oracle). This course will prepare students for the MS

Installing, Configuring, and Administering SQL Server 2k certification exam. Prerequisite: CIT4250 (\$50.00 Lab Fee & Certification Exam Fee required).

- CIT4431 Design and Implementation of Client/Server Databases** 4 Credits
This course presents topics necessary for individuals who wish to derive physical database designs, develop logical data models, create physical databases, and create data services. Implementation of client/server databases using the MS SQL server platform is the primary focus of this course. This course will prepare students for the MS Designing and Implementing Databases with MS SQL Server 2K certification exam. Prerequisite: CIT4421 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT4505 Comparative Programming Languages** 4 Credits
This course builds upon the basic programming skills and constructs presented in the prerequisite courses. Additional programming languages to be studied include Java, Ada, Assembler, COBOL, LISP, PROLOG, and/or Smalltalk. Alternative paradigms, such as the functional and logic approaches, are compared and contrasted with the procedural and object-oriented approaches. A programming language-independent approach to problem solving is stressed so that the student will be prepared to work in a variety of languages. Prerequisites: CIT3510 and CIT3515 (\$50.00 Lab Fee required).
- CIT4515 Distributed Applications with C++** 4 Credits
This course covers advanced C++ constructs, with emphasis on distributed programming, Graphical User Interfaces (GUI) applications, and DBMS access. The Microsoft Foundation Classes (MFC) are used to create Graphical User Interfaces via Windows. Database concepts include access using SQL from C++. Testing, debugging, deploying, and maintaining an application are also covered. Certification (MS) opportunities exist upon course completion. Prerequisites: CIT3510 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT4521 Systems Analysis and Solutions Architectures** 4 Credits
This course covers the analysis of business requirements and the definition of technical solutions architectures. Topics include security, performance, maintenance, extensibility, integration into existing applications, data models, and conceptual and logical designs. Certification (MS, ICCP) opportunities exist upon course completion. Prerequisites: CIT3510 or CIT3515 or CIT4120 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT4531 Software Engineering** 4 Credits
This course addresses the classic issues of software engineering, including hardware considerations, system life cycle, project planning, metrics for software productivity and quality, requirement analysis, design, and language selection. Alternative approaches, including object-oriented, prototyping, data flow, and data structures, are compared. Certification (ICCP) opportunities exist upon course completion. Prerequisite: CIT4521 (\$50.00 Lab Fee & Certification Exam Fee required).
- CIT4590 Software Development Senior Project** 4 Credits
This course is the capstone course for the software development emphasis area. A project-oriented course, the students will complete a major project by carrying a problem statement through the entire software development process. The lecture/discussion component of the course will cover the current state of the art of software development practices. Certification (ICCP) opportunities exist upon course completion. Prerequisites: CIT4521 and CIT4531, or permission of Program Chair (\$50.00 Lab Fee & Certification Exam Fee required).

- CIT4901-4 Directed Study in Computer Information Technology** Variable Credit
This course is designed for students who desire to do an elective research project as part of the course of study. Number of credits may vary. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.
- CIT2991-4 Internship in Computer Information Technology** Variable Credit
CIT4991-4 As part of the preparation for a career in computer information systems, the student is permitted to serve an internship in the computer department of financial, business, medical, industrial organization, or government agency acceptable to the College at either a Sophomore or Senior level. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.
- CIT2999 Associate CIT Exit Assessment Exam** 0 Credit
CIT4999 Bachelor CIT Exit Assessment Exam 0 Credit
This is a comprehensive exam covering topics studied in the CIT, Liberal Arts, and Business cores. Additional certification from ICCP is possible. (Certification Exam Fee required).

CONSTRUCTION

- BCM3000 Construction Technology** 4 Credits
This course covers the planning and physical development processes for the construction of residential and light construction projects. Emphasis is on layout, building materials, and the installation of mechanical, electrical, and plumbing systems.
- BCM3010 Building Construction Estimating** 4 Credits
This course provides the student with a firm understanding of the methods of construction estimating. The student will learn to determine the quantities of materials, labor, and equipment for a given project and apply the proper unit costs.

CRIMINAL JUSTICE

- CCJ1400 Introduction to Criminal Justice Systems** 4 Credits
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. This course is a prerequisite to all upper level CCJ courses.
- CCJ2101 Criminology** 4 Credits
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: Permission of the Program Chair.
- CCJ2300 Law Enforcement Administration and Procedure** 4 Credits
A study of the evolution of law enforcement from early times to present day, with emphasis on traditional organization's administration, functions, and procedures, and concluding with challenges to the profession in the 21st century.

- CCJ2650** **Courts Administration and Procedures** 4 Credits
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.
- CCJ2710** **Prosecution and Adjudication** 4 Credits
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.
- CCJ3131** **Crime and Delinquency** 4 Credits
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: Permission of the Program Chair.

The following courses require permission of the Program Chair.

- CCJ3510** **Federal Law Enforcement Systems** 4 Credits
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.
- CCJ3520** **Federal Correctional Systems** 4 Credits
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.
- CCJ3530** **Federal Court Systems** 4 Credits
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.
- CCJ4001** **Criminal Justice Management** 4 Credits
Overview and examination of the various management systems that are employed within the agencies identified in the criminal justice system. Emphasis will be placed on entry requirements, training, means of evaluation and promotion, and disciplinary actions.
- CCJ4201** **Law Enforcement and Society** 4 Credits
A survey of the interaction of law enforcement with society in general. A discussion of investigative procedures, taking witness statements, interviewing and reports. In addition, discussion will be held on alternative methods of correction such as probation and parole. Emphasis will be placed on the criminal justice professional.
- CCJ4401** **Corrections and Penology** 4 Credits
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.

CCJ4410	Crime in America The course represents an in depth 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
CCJ4601	Corrections and Human Resource Management 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
CCJ4620	Law Enforcement and Human Resource Management 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
CCJ4630	Legal Systems and Cultural Diversity The course provides a study of the legal system as it relates to race, gender, culture, economic status, and the issues of cultural diversity both in society and within the criminal justice system.	4 Credits
CCJ4640	Probation and Parole Administration 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
CCJ4806	Criminal Justice Senior Seminar An extensive review and examination of the research and long range planning within the criminal justice system as well as an analysis of the methods of data collection and interpretation within the system. The course is also designed to review current and proposed legislation within the state and federal systems, as well as exemplary projects funded by the U.S. Department of Justice. Prerequisite: Senior Status.	6 Credits
CCJ4901-4	Research Methods in Criminal Justice 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. Prerequisites: STA3014 and Senior Status	Variable Credit
CCJ4906	Research Methods and Statistical Analysis The course is designed to review contemporary research methods and the methods of data development necessary to study various issues within the criminal justice system and society. The objective of the course is to provide a forum for students to develop a comprehensive study of some issues in the field, including literary research and statistical methods of data collection, which leads to the completion of a major research paper. Prerequisites: STA3014 and Senior Status	6 Credits

ECONOMICS

- ECO2013 Macroeconomics 4 Credits**
A basic study of economics and cultural changes with research into the economics system; its development by free competition under the capitalistic system; the nature and evolution of money; the banking system; price determination and wages; a consideration of monopoly; the laws of supply and demand; public production control. Prerequisites: GEB1012, MAC1132
- ECO2032 Microeconomics 4 Credits**
This course includes a study of the tools for economics analysis, the market system price theory, theory of the firm, and theories of production and distribution. Prerequisites: GEB1012, MAC1132

ENGLISH

- ENI0010 Basic Intensive English (15 weeks)**
A basic pre-academic course in grammar, speaking, reading, and writing for non-English speakers who are interested in improving their language skills. This course also includes practice in listening skills.
- ENI0020 Intermediate Intensive English (15 weeks)**
An intermediate pre-academic course focusing on developing verbal communication skills and writing skills such as short essays and other non-research related compositions. This course includes intensive vocabulary expansion and academic reading.
- ENI0030 Advanced Intensive English (15 weeks)**
This 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 and referencing, as in footnotes and bibliographical citations.
- ENG0998 English Fundamentals and College Reading Skills 4 Credits**
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). A grade of at least a "C" is required.
- AML2010 American Literature 4 Credits**
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
- ENG2101 English Composition I 4 Credits**
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 60 or better, or its equivalent on the language skills section of the CPAT test or ENG0998.

International College

MMC3000	Mass Media This course is an analysis of print and electronic media, including evaluation of their roles, their influences on the individual, and their impact on society as a whole.	4 Credits
ENG3000	Leadership and Literature 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
ENG3002	British Drama The course is designed to provide the student with a review of British Drama as developed in a 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
ENG3005 ENG3006	World Literature I & II 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
SPC3015	Speech Communications This course provides students with methods of subject development, research, organization, and oral presentation of information. Emphasis is placed on practical application of skills. Students are required to use presentation software, i.e. Power Point or Corel as visual support. Prerequisite: ENG2101 or permission of Program Chair.	4 Credits
ENG3101	English Composition II 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
ENG3210	Professional Writing 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.	4 Credits
ENG3250	Writing About Literature This course is designed to acquaint students with a diverse selection of classic literature texts in English which have historically garnered attention because of their topics and/or because of the acclaimed writing styles of authors. Meant as an introductory level class, students will learn to critically read and actively participate in classroom discussion. Additionally, students will apply their understanding through essays, and as such they will learn the techniques involved in such analysis, including a brief overview of prominent literary theories.	4 Credits
ENG3301	The Novel 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	4 Credits

ENG3401	Commerce in Literature The purpose of this course is to introduce students to literature of and about business. Selected texts will emphasize themes pertinent to the business community. The class will provide an overview of when business-related topics first became common subject matter for literary artists, and how the subject has evolved up to and including the present.	4 Credits
SPC4001-4	Technical and Formal Communication 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 audio visual aids and develop charts, graphs, power point, and other teaching and information techniques.	Variable Credit
SPC4015	Topics in Communication Theory This course provides students with an overview of communication principles and theoretical applications that are incorporated into various topical issues. Prerequisite: Permission of the Program Chair	4 Credits
ENG4901-4	Directed Study - A Written Senior Research Project 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.	Variable Credit

FINANCIAL PLANNING

These courses require approval of the Program Chair.

FIN4500	Introduction to Financial Planning This course introduces the student to the fundamental issues of personal financial planning. The course is based on the learning objectives specified by the CFP Board of Standards with emphasis on the process of financial planning. The course provides an overview of the field of financial planning processes, ethical considerations, and related subjects. Topics include legal and regulatory issues, the business/economic environment and technology applications.	2 Credits
FIN4510	Insurance Planning/Risk Management This course introduces students to the fundamentals of insurance planning and risk management. It is based on the learning objectives specified by the CFP Board of Standards. The course provides students with an understanding of the principles of insurance (life, health, homeowners, auto, and property and liability risk exposure). The fundamentals of risk exposure will be explored as an important element of individual and corporate financial plans.	2 Credits
FIN4520	Investment Planning This course introduces students to investment planning in the personal financial planning process. The course is based on the learning objectives specified by the CFP Board of Standards. This course focuses on the design and integration of different investment vehicles in to a portfolio intended to meet client needs and objectives. Topics include environment and financial markets, sources of financial information, investment theory and regulation and portfolio theory.	2 Credits

- FIN4530** **Personal Income Tax Planning** 2 Credits
This course introduces students to income tax planning as an integral part of achieving an individual's financial goals. The course is based on the learning objectives of the CFP Board of Standards. This course emphasizes specific knowledge of tax calculation, the tax implications of various type businesses and tax-advantaged investments.
- FIN4540** **Retirement Planning and Employee Benefits** 2 Credits
This course introduces the student to the fundamental issues of retirement planning and employee benefits. The course is based on the learning objectives specified by the CFP Board of Standards. This course will instruct the student in the use of employee benefit and retirement plans as an integral part of the financial planning process for individual and corporate clients. Topics include retirement savings need analysis, qualified retirement plan design, Social Security and Medicare in addition to commonly provided employee benefits.
- FIN4550** **Estate Planning** 2 Credits
This course introduces the student to the process of developing an estate plan. The course is based on the learning objectives specified by the CFP Board of Standards. Topics include federal and state estate tax systems, taxes on transfers of wealth, gifts and bequests, trusts and charitable transfers.
- FIN4560** **Financial Planning Capstone Course** 4 Credits
This course synthesizes the basic elements of financial planning and serves as the capstone course. The course is based on the learning objectives specified by the CFP Board of Standards and is designed to prepare the student for the CFP Examination. Emphasis is placed on Licensee Standards especially the Code of Ethics and Professional Responsibility and the Financial Planning Practice Standards. This course includes exposure to independent problem solving, research and financial planning.

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 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 Inquiry into the political thinking in modern America and its accompanying social movements and modern variations. Prerequisite: POS2041	4 Credits
POT4000	International Politics and Economics 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	4 Credits
LAH4000	Latin American History 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 is examined.	4 Credits

HUMANITIES AND FINE ARTS

HUM1120	Conversational Spanish I A basic course for students who wish to develop the ability to speak and understand the Spanish language. Emphasis is placed on phrasing, idioms, and everyday vocabulary.	4 Credits
HUM1121	Conversational Spanish II An advanced course for students who wish to develop a broad competence in Spanish. Emphasis is placed on the oral-aural aspects of the language, and more sophisticated use of subjunctive clauses and sentence structure. Prerequisite: HUM1120 or permission of the instructor	4 Credits
MUH3011	Music Appreciation A course designed to improve the student's knowledge of and appreciation for music.	4 Credits
HUM3022	Humanities: Trends and Issues The combined study of human civilization encompassing art, history, music, architecture, philosophy, and literature. Emphasis is placed on written communication and cultural enrichment.	4 Credits
HUM4901-4	Directed Studies in Humanities This course is designed for students who desire to do an elective research project encompassing the combined study of human civilization including art, history, music, architecture, philosophy and literature. Emphasis is placed on written communication and cultural enrichment. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs and Faculty Directed Studies Committee.	Variable Credit
PHI3301	Philosophy The course acquaints the student with the most significant directions of philosophical thought to the end that the student may have the ability to formulate questions, arrive at reasonable answers, and evaluate those of others.	4 Credits
PHI3401	Aesthetics: The Philosophy of Art Appreciation 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.	4 Credits

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, clarify, explain, and direct our actions and attitudes.

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 also focuses on the analysis and evaluation of formal and informal arguments and of fallacies as encountered in everyday discourse.

INTERDISCIPLINARY STUDIES

IDS1000 **Introduction to Interdisciplinary Studies** 4 Credits
This course is designed to enable students to integrate and synthesize various academic disciplines and explore both their interdependence and independence. It will prepare the learner for further studies of an interdisciplinary nature, stressing the interconnected pursuit of knowledge.

These courses require permission of the Program Chair.

IDS4110 **Professional Ethics and Social Responsibility** 4 Credits
A course of study in professional ethics and behavioral expectations in contemporary society. The course reviews the historical and philosophical bases of ethics, incorporating modern day changes in mores and laws that affect professional behavior in the private and public sectors. Organizational and individual social responsibility are examined. Case studies are used to illustrate principles and the impact of individual actions on society and the individual organization. A social responsibility civic project is required of each student.

IDS4120 **Issues in Diversity** 4 Credits
This course focuses on relationships among racial and ethnic groups; in particular, their attitudes and behaviors toward each other and the reasons for existing problems. Particular attention is placed on individuals' attitudes and on social structure as crucial determinants of ethnic relations. It also addresses how broad societal institutions and processes affect the types of interpersonal contacts that occur and the attitudes and behaviors of individuals. This course clarifies the processes that lead either to assimilation or to ethnic pluralism by demonstrating the problems of attaining assimilation, the problems that arise in a pluralistic society, and possible ways of dealing with each set of problems.

IDS4130 **Leadership Theories and Practice** 4 Credits
This course focuses on the central idea that leadership is a process, not a position. This course focuses on the central idea of leadership as a process; the nature of the interaction between a leader and followers is examined. The primary focus is on managerial leadership and presents a broad survey of theory and research on leadership on formal organizations.

IDS4140 **Cognitive Processes** 4 Credits
A multi-disciplinary approach to human mental activity including the philosophy of mind, how major schools of psychology describe thought patterns and an examination of the mind-body dichotomy. Related issues such as creativity, multiple-intelligence and learning theory is explored and synthesized.

IDS4150	A Society of Laws This course is designed to provide students with an overview of the legal and political structure within our society to promote legal reasoning in the decision making process.	4 Credits
IDS4160	Contemporary Global Issues This course engages students in current topics such as world hunger and population trends; the distribution of wealth, resources and healthcare worldwide; the resolution of inter-cultural and international disputes; and perspectives on global economics, legal, religious and cultural diversity. Using case study methodology, each issue will be researched and discussed using non-US media and resources to enhance an alternative world view.	4 Credits
IDS4170	Strategic Planning and Evaluation A study of the strategic planning process for private and public sector organizations. Students utilize case studies to learn by doing and prepare a strategic action plan for their own organization. There is an emphasis on evaluation of outcomes and remedial actions to correct planning/outcome disparities.	4 Credits
IDS4180	Professional Communication Concepts A course of study incorporating and integrating paradigms of communication used by professionals. Settings may include, but are not limited to legal, medical, scientific, business, artistic and governmental applications. Emphasis is placed on the ability of the learner to competently communicate in a variety of professional environments.	4 Credits
IDS4190	Applied Research Methodologies The focal point of this course is to introduce students to research processes. The students will be exposed to the new research strategies of using the Internet to refine ideas and collect data.	4 Credits

MANAGEMENT

The following courses require permission from the Program Chair.

MNA4000	Perspectives in Management A study of the viewpoints necessary in order to develop management styles that will 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
MNA4200	Organizational Behavior in the Workplace An analysis of organizational behavior focused on motivation, perception, communication, and change. Cases and problems are examined according to theories of individual and group behavior and then applied to the individual workplace.	4 Credits
MNA4325	Finance For Managers 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
MNA4360	Leadership for Managers 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

- MNA4400 Human Resource Development** 4 Credits
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.
- MNA4610 The Diversification Process in the Workplace** 4 Credits
This course addresses the challenging and diversified environment imposed on 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.
- MNA4701-4 Directed Study in Management** Variable Credit
Each student may conduct a research project or study in thesis form on a relevant topic relating to the field of 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.
- MNA4800 Issues in Contemporary Management** 4 Credits
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

MANAGEMENT EMPHASIS

The following courses require permission from the Program Chair.

Executive Management

- MNA4100 Administrative Economics** 4 Credits
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.
- MNA4425 Marketing for Managers** 4 Credits
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.
- MNA4480 Issues in Policy and Strategy** 4 Credits
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.

Construction Management

Prerequisite: LEA4500 Construction Law, BCM3000 Construction Technology or permission from the Program Chair.

- BCM4101 Construction Project Management 4 Credits**
This course covers construction planning and management techniques for project design and construction focusing on different scheduling methods and their use. Also covered are practical project management skills for the successful execution of projects.
- BCM4201 Construction Cost Management 4 Credits**
This course covers cost principles and cost analysis of construction projects, including classification of work, quantity survey techniques, construction operations cost, and the preparation of bid proposals.
- BCM4301 Value Engineering and Building Economics 4 Credits**
This course covers value engineering principles and methodology, economic principles and theories and how to apply the methods of economics to decisions about the location, design and construction of buildings, and basic design principles dealing with steel, wood, and concrete buildings.

Criminal Justice

Prerequisite: CCJ2101 Criminology or permission from the Program Chair.

- CCJ4640 Probation and Parole Administration 4 Credits**
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.
- CCJ4620 Law Enforcement and Human Resource Management 4 Credits**
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.
- CCJ4601 Corrections and Human Resource Management 4 Credits**
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, such as those which fall under the Sheriff's system. In addition, funding personnel and statutory authority issues will be examined.

Entrepreneurship

- ENT4001 The Entrepreneurial Process 4 Credits**
This course presents a detailed background on entrepreneurship in America and familiarizes students with the vagaries of new business start-ups. The personality characteristics of the entrepreneur are considered as well as the development of business plans.
- ENT4101 Marketing and Entrepreneurship 4 Credits**
This course focuses on the nuances of the entrepreneurial process with emphasis on the marketing aspects of launching a new business venture. Primary emphasis is placed on the disciplines and principles that constitute the starting and operating of a small-to-medium sized business.

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- ENT4201** **Finance and New Venture Funding for Entrepreneurs** 4 Credits
This course is designed to provide a detailed study of the various processes and sources of seed and venture capital for funding a new enterprise. Planning for the funding aspect of a new venture is critical and emphasis is placed on alternative sources of funds for carrying out the mission of the venture.

Health Administration

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

- HSA4101** **Financial Management of Health Care** 4 Credits
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.
- HSA4201** **Health Care Organization and Management** 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 or CIS3000, or permission from the Program Chair.

- CIS4105** **Management Applications on the Computer** 4 Credits
This course provides an in-depth coverage of the Microsoft Office 2000 applications as they are utilized in typical business environments. Students who have completed both CAP1000 and CIS4105 will be prepared to take Microsoft Certification Exams in the MS Office User Specialist Program. (\$50.00 Lab Fee required)
- CIS4205** **Web Based Business** 4 Credits
This course introduces students to both the theory and practice of doing business through World Wide Web. Students will develop a simple business plan for a product or service that they would like to market on the Web. Phase two of this course is the actual implementation of an E-commerce web site. The final phase investigates related topics such as appropriate business strategies, legal, tax, and ethical issues. (\$50.00 Lab Fee required)
- CIS4305** **Business Project Management** 4 Credits
The course presents an integrated view of the many concepts, skill, tools and techniques involved in information technology project management. Investigations of selected project management knowledge areas (Time, Cost, Human Resource, Communication etc.) are emphasized. Utilization of MS Project Management Software provides the vehicle for successful project management completion. (\$50.00 Lab Fee required)

International Business

- INM4001** **International Business Management** 4 Credits
This course introduces the concept of interpersonal business as a global entity, the institutions 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.

Public Administration

PAM4001 Introduction to Public Administration 4 Credits
An introduction survey course in public sector management, including the function of the various components of state and local government. Students will gain a basic knowledge of the application of bureaucratic management in the political public sector.

PAM4101 Government Organizations 4 Credits
A course in organizational theory as it applies to the public sector. Various governmental units will be examined to establish the organizational structure and environment where the conditions are optimal for success in achieving the goals of the unit. The intertwining of political and managerial considerations will be analyzed as to the influence each will have in determining the most effective structure for the organization.

PAM4201 Public Sector Human Resources 4 Credits
The special considerations of public sector human resource management are examined for application by the manager of a governmental unit. Students will learn to apply human resource management concepts within the reality of the political arena, where decisions are often influenced by elected officials and bureaucratic rationales.

MATHEMATICS

MAT0998 Basic Mathematics 4 Credits
This course is designed to improve basic mathematical skills. Topics include addition, subtraction, multiplication, division of real numbers, decimals, and fractions. Other topics will include exponents, ratios, proportions and percents. Arithmetical manipulative skills will be emphasized. All topics will be related to every day activities. (May not be used as a liberal arts requirement or counted toward credits required for graduation). A grade of at least a "C" is required.

MAC1132 College Mathematics 4 Credits
This course will provide the student with a firm understanding of college level mathematics as it relates to the contemporary world. Topics include critical thinking, set theory, logic, number systems, and an introduction to probability. Other topics include an introduction to Algebra and Geometry, solving linear equations, ratios, proportions, variation, percents and interest, measurement, and the metric system. Modern applications are emphasized with the above topics. Prerequisite: A score of 60 or better, or its equivalent on the mathematics section of the CPAt test or a grade of "C" or better in MAT0998.

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MAC2102	College Algebra I 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
MAC2104	College Algebra II 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
STA3014	Statistics 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. Prerequisite: MAC1132 and CAP1000.	4 Credits
MAT3700	Topics in Mathematics This course covers various topics in mathematics including 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
MAC4133	Applied Calculus 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
MHF4404	History of Mathematics 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

MRE1002	Health Records Introduction to the Health Information profession and medical record keeping. Analysis of health record content, numbering, filing, retention, indexes, registers and release of confidential information practices will be studied.	4 Credits
HSA1100	Health Care History and Organization An overview of the history of medicine, the organizational structure of health care and its institutions, the regulatory agencies controlling health care, and trends in the delivery of health care.	2 Credits
MRE1112	Health Data Management 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, MRE2206, MRE1002, MRE2203.	4 Credits

MEA1461	Medical Assisting Office Administrative Procedures This course provides an overview of the basic procedures in the administrative operations of a medical office or clinic. Topics include communicating with patients and staff, telephone techniques, appointment scheduling, records management, accounts receivable, business correspondence, handling the mail and basic medical insurance. The fundamentals of doing business in the managed care environment will be covered, as well as an overview of medical office computer management systems. (Three hours lecture and two hours lab) (\$50.00 Lab Fee required).	4 Credits
HSC1531	Medical Terminology 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 specialty, diagnostic and therapeutic nomenclature are also addressed.	4 Credits
MLS1532	Medical Law and Ethics This course deals with a variety of legal and ethical issues in health care. Legal issues include the provider/patient relationship, the confidentiality of patient information, informed consent, negligence and malpractice. Ethical issues include abortion, advanced directives, euthanasia, genetic testing, organ transplants, genetic engineering, and other current ethical issues.	2 Credits
MRE1800	Internship I Planned and supervised professional practice experience in a health information department with an emphasis on the data collection and verification functions of the health information technology profession. A minimum of 90 hours of internship. Prerequisite: MRE1002 and permission of the Program Chair.	2 Credits
APB1811	Anatomy and Physiology 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 individual organ systems.	4 Credits
HSA2100	Health Care Management and Personnel Administration 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 application to day-to-day situations. Prerequisites: MRE1002, MRE2203, MRE2206, MRE2410, CAP1000.	4 Credits
MEA2175	Medical Office Computer Applications This course will provide an overview of the use of computer technology in the medical office. Medical transcription and production of office documents and correspondence using word processing software will be covered. Applications of Microsoft Office 2000 will be used. Medical office management software such as Medic and Medical Manager will be reviewed, and the student will be introduced to other uses of computers such as laboratory computers, computers used in patient care, and research on the Internet. Prerequisites: CAP1000 and HSC1531 (\$50.00 Lab Fee required).	2 Credits

MRE2203	Outpatient Coding and Reimbursement A study of outpatient coding and reimbursement systems with an emphasis on CPT-4 coding classification and an overview of the Ambulatory Patient Classification system and physician fee schedule methodology. Prerequisites: HSC1531, APB1811.	4 Credits
MRE2206	Inpatient Coding and Reimbursement A study of inpatient coding and reimbursement systems with an emphasis on ICD-9-CM coding classification and an introduction to Diagnosis Related Groups and prospective payment systems. Prerequisites: HSC1531, APB1811, HSC3554.	4 Credits
MLS2302	Medical Assisting Laboratory Procedures 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) Prerequisites: HSC1531, MAC1132 (\$50.00 Lab Fee required).	2 Credits
MLS2303	Medical Assisting Clinical Procedures 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 and preparing patients for and assisting with examinations. 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, instrumentation, electrocardiography, first aid and cardiopulmonary resuscitation. (Three hours lecture and two hours lab) Prerequisites: HSC1531, MAC1132 (\$50.00 Lab Fee required).	4 Credits
MRE2410	Quality Assurance Introduction to methods of quality assessment, utilization review and risk management. Prerequisites: MRE1002 and MRE2206.	2 Credits
MEA2480	Medical Office Coding & Reimbursement Procedures This course will provide an overview of the American Medical Association's Current Procedural Terminology (CPT) system and the International Classification of Diseases (ICD) current edition and their use in the billing process. Reimbursement methods in the medical office will be covered. Prerequisites: HSC1531 and MEA1461.	4 Credits
MRE2501	Health Care Information Systems 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. Prerequisites: MRE1002 and CAP1000.	4 Credits
MRE2800	Internship II Planned and supervised professional practice experience in a health information department with an emphasis on the data analysis, medical coding, quality assessment, and management functions of the health information technology profession. A minimum of 90 hours of internship. Prerequisites: MRE1002, MRE2205, MRE2410 and permission of the Program Chair.	2 Credits

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- MEA2940 Medical Assisting Internship, Clinical** 2 Credits
This course will provide the student with the opportunity to receive on-the-job experience as a 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 and laboratory. A minimum of 90 hours of internship.
- MEA2950 Medical Assisting Internship, Administrative** 2 Credits
This course will provide the student with the opportunity to receive on-the-job experience as a 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. A minimum of 90 hours of internship.
- HSC3554 Pathophysiology** 4 Credits
The study of the many human conditions which are collectively classified as disease. The course will consider the risk factors predisposing to disease, the causative agents and insults which initiate the disease process, the wide spectrum of systemic effects produced, the body's mechanisms of self-defense and the methods of medical intervention utilized to terminate or reverse the disease process. Basic pharmacology principles, including drug classifications and factors affecting drug action will be discussed as well as an introduction to lab values. Prerequisites: APB1811, HSC1531.

PARALEGAL/LEGAL

- 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 or permission of the Program Chair.
- 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 or permission of the Program Chair.
- 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 or permission of the Program Chair.
- 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 or Permission of Program Chair.
- 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 or permission of the Program Chair

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LEA2213	Wills, Trusts, and Estates 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
LEA2503	Family Law 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
LEA2531	Legal Ethics 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 or permission of the Program Chair.	2 Credits
LEA2604	Bankruptcy 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.	4 Credits
LEA2999	Practicum 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. The practicum may take place outside of the classroom in a legal setting, as determined and approved by the Program Chair. Prerequisite: 24 credit hours in LEA courses or permission of the Program Chair.	2 Credits
LEA3000	Seminar on Contracts A study of contracts with practical applications and drafting.	2 Credits
LEA3001	Seminar on Property A study of property law with practical applications and drafting.	2 Credits
LEA3002	Environmental Law The study of federal and state laws regulating the environment, land and water use, and the corresponding administrative agencies.	2 Credits
LEA3014	Administrative Law 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.	2 Credits
LEA3100	Legal Analysis of United States History A study of events in American History which affected the law and legal developments in the United States.	4 Credits
LEA3116	Business and Corporate Organizations 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

LEA3233	Evidence 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, and the procedures and protocol of witnesses in a trial setting.	2 Credits
LEA3603	Criminal Law and Procedure 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
LEA3731	Uniform Commercial Code (U.C.C.) A study of selected parts of the Uniform Commercial Code, especially negotiable instruments, and sales.	4 Credits
LEA4001	Labor Law The study of the legal relationship between business management and labor and the federal and state regulation of that relationship.	2 Credits
LEA4003	International Law 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
LEA4004	Real Estate Transactions 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	4 Credits
LEA4013	Legal Research and Writing II This course is an intensive study of the correct and forceful use of the English language in legal writings, a development of legal research and analysis skills, and an exploration of the use of CD-ROM technology and the Internet as a legal research medium. Prerequisite: LEA2014	4 Credits
LEA4040	Constitutional Law 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
LEA4100	Intellectual Property This course provides a study of the basic legal issues of the law of intellectual property, including an examination of the statutory and common law of patents, trademarks, service marks, copyrights, as well as the emerging issues of internet law.	2 Credits
LEA4201	Civil Liability A study of civil liability of police, policy agencies, and other government officials for misconduct and other violations of civil rights under 42 U.S.C. 1983.	2 Credits
LEA4202	Criminal Litigation A study of court procedures and protocol during the criminal process, with an emphasis on officers of the court, police, and witnesses.	2 Credits

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- LEA4300 Senior Seminar** 4 Credits
A capstone course which examines current developments and events in the legal profession and includes a study of legal logic, analytical reasoning, and comprehensive fact analysis.
- LEA4500 Construction Law** 4 Credits
This course covers lien law and forms, statutory requirements, notice of commencement, notice of termination, AIA documents, contracts, OSHA requirements, insurance requirements and licensing requirements.
- LEA4901-4 Directed Study in Legal Studies** 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 the project. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs and the Faculty Directed Studies Committee.

PSYCHOLOGY/SOCIOLOGY

- PSY1100 Strategic Thinking** 4 Credits
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.
- SOC2000 Principles of Sociology** 4 Credits
Study is made of cultural origins, cultural diversity, social interaction, stratification, class and cast systems, race, gender, religion, heritage, and social order.
- PSY2010 Introduction to Psychological and Social Processes** 4 Credits
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.
- PSY2012 General Psychology** 4 Credits
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 deviant behavior, mental illness, psychological impairment due to the aging process, and related research in the field of study.
- ANT2402 Cultural Anthropology** 4 Credits
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
- PSY3004 Human Growth and Development** 4 Credits
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.

PSY3005	Psychology of Adjustment This course focuses on problems typically encountered by working adults, the general nature of human behavior, and effective procedures to deal with common problems. Some topics include; physical health and fitness, stress and coping, and interpersonal relations. Prerequisite: PSY2012 or permission of the Program Chair.	4 Credits
PSY3006	Abnormal Psychology 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
PSY3007	Psychology of Deviance To provide an analysis and to identify deviance associated with that behavior which is identified as criminal. The course objectives include a clear demonstration of the range of criminal behavior that has its origins in choice and/or compulsion and it is best characterized as patterns or serial offenses. The course provides alternative views to normative behavior and the related sociological bases for behavior outside of the accepted norms established by society. Criminal deviance is the focus of the course and specific attention is given to crimes that are exceptional in terms of violence and defy traditional means of prediction and deterrence. Prerequisite: PSY1100 or PSY2012 or Permission of the Program Chair.	4 Credits
DEP3401	Adult Psychology 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
PSY3500	Social Psychology This course will review topics of interest to social psychologists including impression formation, attribution of cause, social influence and personal control, attitudes and attitude change, affiliation and attraction, antisocial and pro-social behaviors, prejudice and discrimination, sex-role behaviors, and social ecology. Prerequisite: PSY1100, SOC2000 or permission of the Program Chair.	4 Credits
MAF3501	Marriage and Family 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
PSY3600	Psychology of Intercultural Communication A course of study in the social psychology of intercultural communications. The course introduces the student to some of the fundamental topics, theories, concepts, and themes that are at the center for the study of intercultural communication. Prerequisite: PSY2012 or permission of the Program Chair.	4 Credits
SOC3740	Women in Modern America 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

- PSY4100** **Psychology of Conflict Management** 4 Credits
A course of study in a professional communication skills approach to managing interpersonal conflict. To familiarize students with the many factors that can lead to sociorelational conflict and to provide them with appropriate communication skills to manage their differences effectively. Prerequisite: PSY2012 or permission of the Program Chair.
- SOC4201-4** **Social Institutions: Services, Organization, Management** Variable Credit
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.
- PSY4300** **Organizational Psychology** 4 Credits
A course of study of organizational psychology that addresses issues of study such as employee motivation and satisfaction, group processes and leadership, decision making in organizations, and organizational change and development. Prerequisite: PSY2012 or permission of the Program Chair.
- PSY4901-4** **Directed Study in Psychology** Variable Credit
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. Prerequisite: Permission of the Program Chair.

SCIENCE

- SCI1200** **Life Sciences** 4 Credits
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.
- EVR3011** **Man and the Environment** 4 Credits
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.
- EVR4020** **Ecology** 4 Credits
A study of ecology at population, community, ecosystem, and landscape levels as they apply to environmental problems, including major terrestrial and aquatic ecosystems of Florida. Prerequisite: EVR3011 or permission of Program Chair.

STUDENT LIFE SKILLS

- SES1000** **Keyboarding** 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.

GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

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

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 student may repeat a course taken at the College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's 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.

GRADE CHANGES

Grade changes are approved by the Executive Vice President of Academic Affairs upon recommendation of the faculty.

SCHEDULE CHANGES/ADD-DROP

There is a one-week add/drop period.

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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.

ACADEMIC CALENDAR

The College operates on a trimester calendar, i.e., three 15-week semesters (terms) each calendar year. The College may also offer mini-terms at the middle point of each term (7 ½ weeks).

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

An undergraduate 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 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. 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

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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.

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.

Two associate 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 16 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 Office 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 ensure 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.

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
22	1.25**
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
22	55%*
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 academic probation
- ** Failure to meet standard will result in final academic probation.
- *** 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 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.

Withdrawals may receive either a “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 “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.

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.

AUDITING COURSES

Students who wish to take a course purely for information or enrichment and 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.

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.

ACADEMIC CALENDAR

WINTER TERM 2002

January 2-15	Winter Break
January 16	Winter Term Begins
January 21	Martin Luther King Holiday
January 23	Last Date to Register
March 11	Miniterm Begins
March 29-31	Easter Holiday
April 30	Winter Term Ends

SUMMER TERM 2002

May 15	Summer Term Begins
May 22	Last Date to Register
May 27	Memorial Day Holiday
July 4	Independence Day Holiday
July 8	Miniterm Begins
August 27	Summer Term Ends

FALL TERM 2002

September 9	Fall Term Begins
September 16	Last Day to Register
October 30	Miniterm Begins
November 28-29	Thanksgiving Holiday
December 21	Fall Term Ends
December 22-January 1	Christmas/New Year Holiday

WINTER TERM 2003

January 2-15	Winter Break
January 16	Winter Terms Begins
January 20	Martin Luther King Holiday
January 23	Last Date to Register
March 10	Miniterm Begins
April 18-20	Easter Holiday
April 30	Winter Term Ends

SUMMER TERM 2003

May 14	Summer Term Begins
May 21	Last Date to Register
May 26	Memorial Day Holiday
July 4	Independence Day Holiday
July 7	Miniterm Begins
August 26	Summer Term Ends

FALL TERM 2003

September 10	Fall Term Begins
September 17	Last Date to Register
November 3	Miniterm Begins
November 27-28	Thanksgiving Holiday
December 23	Fall Term Ends
December 24-January 1	Christmas/New Year Holiday

INTERNATIONAL COLLEGE SCHOLARSHIP CALENDAR

WINTER 2002

January 16 (Wed)	Winter 2002 Institutional Scholarship Deadline
March 8 (Fri)	Summer 2002 Private Scholarship Deadline
April 2 (Tues)	Naples Scholarship Interviews*
April 3 (Wed)	Fort Myers Scholarship Interviews*

SUMMER 2002

May 8 (Wed)	Summer 2002 Institutional Scholarship Deadline
July 5 (Fri)	Fall 2002 Private Scholarship Deadline
August 6 (Tues)	Naples Scholarship Interviews*
August 7 (Wed)	Fort Myers Scholarship Interviews*

FALL 2002

September 9 (Mon)	Fall 2002 Institutional Scholarship Deadline
November 11 (Fri)	Winter 2003 Private Scholarship Deadline
December 3 (Tues)	Naples Scholarship Interviews*
December 4 (Wed)	Fort Myers Scholarship Interviews*

WINTER 2003

January 13 (Mon)	Winter 2003 Institutional Scholarship Deadline
March 7 (Fri)	Summer 2003 Private Scholarship Deadline
April 8 (Tues)	Naples Scholarship Interviews*
April 9 (Wed)	Fort Myers Scholarship Interviews*

SUMMER 2003

May 12 (Mon)	Summer 2003 Institutional Scholarship Deadline
July 11 (Fri)	Fall 2003 Private Scholarship Deadline
August 12 (Tues)	Naples Scholarship Interviews*
August 13 (Wed)	Fort Myers Scholarship Interviews*

FALL 2003

September 8 (Mon)	Fall 2003 Institutional Scholarship Deadline
November 7 (Fri)	Winter 2004 Private Scholarship Deadline
December 9 (Tues)	Naples Scholarship Interviews*
December 10 (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

<u>TUITION</u>	<u>SEMESTER HOUR CREDIT</u>
Basic Tuition for all Credit Hour Courses	\$290.00 per credit hour
Intensive English Modules	\$3,000.00 per 15 week term
(Special group tuition rates are available upon request and approval)	

OTHER FEES AND CHARGES:

Application Fee (Non-Refundable)	\$20.00
Laboratory Fee	\$50.00
Dantes Test Fee	\$100.00

Please refer to catalog course descriptions for specific course fees.

Portfolio Evaluation Fee	\$25.00
Portfolio Seminar Fee	\$40.00
Advanced Standing Tuition Due Upon Validation of Life Experience Credits Through Portfolio Preparation	½ of current tuition rate per credit hour
In-House Examination Fee (per Each Exam)	\$50.00
Advanced Standing Tuition Due Upon Passing the Exam	½ of current tuition rate per credit hour

Student Services Fees Payable Each Semester

Information Resource Center	\$75.00
Registration Fee	\$25.00
Student Service Fee	\$35.00
Technology Fee	\$50.00
Promissory Note Fee	\$50.00
Graduation Fee	\$100.00
Late Registration Fee	\$25.00
Transcript Fee	\$ 5.00
Catalog Fee	\$ 3.00
Return Check Fee	\$50.00

A liability insurance fee will be charged students enrolled in the following courses:

Health Information Technology

MRE1800 Internship I	\$20.00
MRE2800 Internship II	\$20.00

Medical Assisting

MEA2940 Medical Assistant Internship, Clinical	\$20.00
MEA2950 Medical Assistant Internship, Administrative	\$20.00

Withdrawal Fee

An administrative withdrawal fee of \$100.00 will be charged to a student withdrawing from the College as described in the catalog under the published College refund policy.

Books and supplies are sold as needed and are available in the College bookstore or may be purchased from other bookstores. There is no requirement to purchase books and supplies in the College bookstore.

INTERNATIONAL COLLEGE
A Florida Non-Profit, Tax Exempt Organization,
A Postsecondary Educational Institution

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Lavern Norris Gaynor	Michael Prioletti
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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
General Counsel	Donald C. Jones
Vice President of Information Resources and Services	Melody Hainsworth
Vice President of Institutional Advancement	Louis Traina
Accounts Payable	Laverne Erhart
Administrative Assistant to the President	Linda Paine
Assistant Director of Financial Aid	Ellen Ashley
Assistant to the Executive Vice President of Academic Affairs	Pamela Schreiber
Bursar	Marta Marruz
CAMS Specialist	Wendy Gehring
Coordinator of Academic Achievement Services	Scott Kemp
Coordinator of English as a Second Language	Roy Lash
Coordinator of Institutional Research	Jake Watts
Corporate Admissions Director	Judy Farmer
Director of Counseling	Micki Erickson
Dean of Students	Ron Bowman
Director of Admissions	Rita Lampus
Director of the Creative Retirement Center	Marianne Varney
Director of Financial Aid	Joseph Gilchrist
Director of Information Technology	Darlene Wilson
Director of Institutional Effectiveness	Alfred Cenedella
Director of Student Records	Carol Morrison
Edison University Center Coordinator	Robin Gudites
Electronic Access Librarian	Carolyn Volz
Institutional Advancement Administrative Assistant	Shirley Carr
Learning Site Student Services Coordinator	Cort Sayer
Librarian, Naples	Akos Delneky
Pasco-Hernando Learning Site Administrator	Carol Smith
Public Relations Coordinator	Lisa Ramirez
Registrar	Lydia Porter
Sarasota Learning Site Coordinator	Deanna Burton
Senior Librarian	Jan Edwards

	NAPLES	FT. MYERS
Academic Administrative Assistant	Renee Finsterwalder	April Falso
Academic Administrative Support	Shaney Kragh	Barbara Crumm
Administrative Assistant, Admissions	Shirley Neumann	Ingrid Collins
Admissions Coordinators	Christine Barrows	Pamela LeTendre
	Karol Little	Martine Schaefer
	Beth Slayton	Rebecca Wilkins
	Gary Watson	Jay Young
Assistant Registrar	Kimberly VanHousen	Kelly Miller
Associate Director of Admissions	Priscilla DeCoil	Gail Downham
Audio-Visual Staff Support	Henry Efir	Edward Wyant
Bookstore Manager	Kathleen Cook	Kathryn Wishlow
Business Officer	Gail Williams	Veda Christiano
Career Development Coordinator	Jami Trochessett	Peggy Raynor
Computer Lab Manager	Pat Doran	Orville Payton
Computer Network Systems Manager	Michael Allen	Tom Hofmann

International College

Financial Aid Officer	Lea Gamez	Sherry Lex Stephanie Watson
Library Assistant	Jeanine Brady Grace Erhart	Richard Jenkinson
Physical Plant	Michael Simala	Edward Wyant
Receptionist (day)	Tia Meikle	Shiemron Cowan
Receptionist (evening)	Nadine Gries	Jeanne Reader

ACADEMIC DEPARTMENT CHAIRS AND DEANS

Dean of School of Business	Frederick Nerone
Accounting Program Chair	Melinda Chancy
Business Administration Program Chair	Katherine Dew
Computer Information Technology Program Chair	David Rice
Criminal Justice Program Chair	Joseph Kibitlewski
Health Information Technology Program Chair	Deborah Howard
Liberal Arts and Interdisciplinary Studies Program Chair	Leslie Sutter
Management Program Chair	Nancey Wyant
Medical Assisting Program Chair	Carlene Harrison
Legal Studies Program Chair	James Hodge

GRADUATE ACADEMIC PROGRAMS

Dean of Business and Acting MBA/MPA Program Director	Frederick Nerone
Environmental Management Program Chair	Kris Thoemke
MBA Program Administrator	Susan Casey
MCIT Program Director	Michael Nelson
MCJ Program Chair	Joseph Kibitlewski
MCJ Program Administrator	Wendy Gomez

Graduate Program Committee:	Frederick Nerone (Chair)	Jeanette Brock
	Donald Forrer	Carol Morrison
	James Hodge	Warren Rawles
	Susan Casey	Joseph Kibitlewski
	Kris Thoemke	Gail Downham
	Michael Nelson	Wendy Gomez

INTERNATIONAL COLLEGE FACULTY

Accounting

Asfour, Paul (Full-time)

JD University of Miami
MBA University of South Florida
BA University of South Florida

Baker, Denton (Part-time)

MBA Rutgers University
BSC Spring Hill College

Chancy, Melinda (Program Chair - Full-time)

Ph.D. Walden University
MBA Nova University
BS University of Florida

Clark, Janis (Part-time)

MBA Jacksonville University
BS International College

Conrick, Charles (Part-time)

MBA Nova Southeastern University
BA University of South Florida

D'Amore, Anthony (Part-time)

MBA New York University
BS St. Peter's College

King, Stephanie (Part-time)

MPA West Virginia University
BSBA West Virginia University

Nohl, Thomas (Part-time)

MS University of Wisconsin
BBA University of Wisconsin

Royes-Sterling, Genevieve (Part-time)

MBA Florida Gulf Coast University
BS Florida Memorial College

Yurkovac, William (Part-time)

M.Ed. Duquesne University
BS Duquesne University

Business Administration

Adkins, James (Part-time)

JD University of Wisconsin
BA Lake Superior State College

Carr, Thomas (Part-time)

MS Amberton University
BS Florida State University

Casey, Susan (Full-time)

MBA International College
BS University of Iowa

Dew, Katherine (Program Chair - Full-time)

Ph.D. Walden University
MBA Babson College
BA Colby College

Forrer, Don (Full-time)

DBA Nova University
MS Central Michigan University
BA Capital University

Hall, Theodore (Part-time)

MA Trenton State College
BS Trenton State Teachers College

Hagan, Elizabeth (Part-time)

M.Ed. University of Illinois
MBA University of Illinois
BA Marymount University

Hunt, Judith (Part-time)

MBA Nova Southeastern University
BS Central Washington University

Karastamatis, Peter (Part-time)

MBA Nova Southeastern University
BS Old Dominion University

McDonnell, Michael (Part-time)

JD Stetson University College of Law
ML Stetson University College of Law
BS U. S. Military Academy

Mongiardini, Gene (Part-time)

Ed.D. Temple University
MBA NYU-Temple
BS New York University

Nerone, Frederick (Dean - Full-time)

Ph.D. Union Institute & University
MA Central Michigan University
BS Wayne State University

Thomas, Richard (Part-time)

Ph.D. University of Pittsburgh
MA Duquesne University
BS Stevens Institute of Technology

Timur, Aysegul (Full-time)

MBA University of Istanbul
BS University of Istanbul

International College

Computer Information Technology

Ball, Diane (Full-time)

MA Johnson & Wales University
BA University of Lowell

Bracy, Douglas (Part-time)

AB Lafayette College

Cane, John (Full-time)

MS U. S. Naval Postgraduate School
BSEE Cornell University

Cochran, Jeffrey (Part-time)

BS International College

Cole, Donald (Full-time)

Ed.D. Nova University
MS Montclair State College
BA Montclair State College

Faris, Paral Vin (Part-time)

M.Ed. University of South Florida
BS Southern Illinois University

Green, Patrick (Full-time)

Ph.D. University of South Florida
MS University of Oregon
BS Tennessee Technical University

Haddox, Pamela (Full-time)

BS International College

Heath, Joyce (Part-time)

BA Boston University

Johnson, Carl (Part-time)

MA Colgate University
BS College of Environmental Science &
Forestry at Syracuse University

Jones, Timothy (Full-time)

MS Lehman College
BS Syracuse University

Larson, Susan (Part-time)

BS International College

Long, Daniel (Part-time)

BS Columbia College

McKeehan, Tye (Part-time)

MA Eastern Kentucky University
BA Kentucky State University
BS California Coast University

Mirville, Wilfrid (Full-time)

BS International College

Morrison, Carol (Full-time)

MS Barry University
BS Florida State University

Muddapu, Syamalamba (Part-time)

MBA Grambling State University
BS Grambling State University

Negron, Edwin (Part-time)

BS International College

Nelson, Michael (Full-time)

Ph.D. University of Central Florida
MS Florida Institute of Technology
BS Southeast Missouri State University

Norsworthy, Marge (Part-time)

M.Ed. University of South Florida
BS Syracuse University
BA Syracuse University

Reiter, Eric (Part-time)

BS Louisiana State University

Rice, David (Program Chair - Full-time)

MS Golden Gate University
BS Youngstown State University

Santos, Otto (Part-time)

Ph.D. Ohio State University
M.Ed. Kent State
BS John Carroll University

Shapiro, David (Part-time)

BS Pennsylvania State University

Watts, Jake (Full-time)

Ph.D. University of Alabama
MA London University
MLS University of Texas
BA University of Miami

Criminal Justice

Darley, Patricia (Part-time)

MCJ International College
BS International College

Everly, Todd (Part-time)

MS Central Michigan University
BS Barry University

Hansen, Christopher (Part-time)

MA University of South Florida
BA University of South Florida

Hewitt, Robert (Part-time)
Ph.D. University of South Florida
MPS Long Island University/CW Post
BS Mercy College

Hoffman, Kurt (Part-time)
JD Nova Southeastern University
BA Saint Leo College

Kibitlewski, Joseph (Program Chair - Full-time)
Ph.D. Clark Atlanta University
MA Mississippi State University
BS University of Texas

Krzycki, Leonard (Full-time)
Ph.D. Florida State University
MS University of Nebraska
BS University of Nebraska

Law Cheryl (Part-time)
MA University of South Florida
BA University of South Florida

Rawles, Warren (Full-time)
Ed.D. New Orleans Baptist Seminary
M.Ed. New Orleans Baptist Seminary
GSED New Orleans Baptist Seminary

ESL

Edwards, James (Part-time)
Ed.D. George Washington University
Ed.S. George Washington University
MA Chapman University
MA Pepperdine University
BS Tennessee Wesleyan College

Lash, Roy (Coordinator - Full-time)
MFA Carnegie Institute of Technology
BA Carnegie Institute of Technology

McMahon, Dorothy (Part-time)
MA University of Notre Dame
BA St. Mary's College

Health Information Technology

Cotroneo, Kathleen (Part-time)
BSPA St. Joseph's College

Howard, Deborah (Program Chair - Full-time)
MA Florida Gulf Coast University
BS SUNY at Utica

Information Resources

Delneky, Akos (Full-time)
MLIS University of Pittsburgh
BA Stetson University

Hainsworth, Melody (Full-time)
Ph.D. Florida State University
MLS Dalhousie University
BA Simon Fraser University

Edwards, Janet (Full-time)
MS Louisiana State University
BA Memphis State University

Volz, Carolyn (Full-time)
MA University of South Florida
BA Douglas College at Rutgers University

Interdisciplinary Studies

Andert-Schmidt, Darlene (Full-time)
MSA Central Michigan University
BA Alverno College

Sutter, Leslie (Program Chair - Full-time)
Ph.D. University of Sarasota
MA California State University
BS University of the State of New York

Legal Studies

Barnett, Lisa (Part-time)
JD University of Richmond
BS Syracuse University

Breiden, Jack (Part-time)
JD Nova University
BA Florida Atlantic University

Cenedella, Alfred (Full-time)
JD Boston College
BA University of Massachusetts

Gerald, Lynn (Part-time)
JD University of Florida
BA University of Florida

Ginsberg, Kenneth (Full-time)
JD Seton Hall
BS Fairleigh Dickinson

Greene, Robert (Part-time)
JD University of Dayton
BA Eastern Kentucky University

International College

Hodge, James (Program Chair - Full-time)		Ferenz, Leonard (Full-time)	
JD	University of Akron	Ph.D.	Georgetown University
BS	University of Akron	BA	University of Denver
Hollander, Lee (Part-time)		Gilderman, Martin (Part-time)	
JD	University of Miami	Ph.D.	University of Missouri
BA	Villanova University	MA	University of Pennsylvania
		AB	Temple University
Mancini, Richard (Part-time)		Kemp, Scott (Full-time)	
JD	St. Thomas University School of Law	Ph.D.	University of Denver
BA	University of South Florida	MA	University of Alabama
		BA	Frostburg State University
Martin, Lawrence (Part-time)		Lozen, Douglas (Part-time)	
JD	University of Florida	MS	Nova Southeastern University
BA	University of Virginia	BS	Michigan Technological University
Stevens, Samantha (Part-time)		Nimmo, Diane (Full-time)	
JD	Thomas Cooley Law School	MA	University of Arkansas
BA,BS	University of Miami	BA	University of Arkansas
Wendell, Charlene (Part-time)		Purdy, Charles (Part-time)	
JD	Northeastern University	MA	Glassboro State College
M.Ed.	Boston University	MA	University of Delaware
BA	SUNY Albany	AB	Villanova University
Wilson, Brenda (Part-time)		Rogers, Elsa (Full-time)	
JD	University of Tulsa	Ph.D.	University of SW Louisiana
BA	University of Northern Iowa	MA	Memphis State University
		BA	University of the West Indies
<u>Liberal Arts</u>			
Benson, Ronald (Part-time)		Russell, Harold (Full-time)	
Ph.D.	Michigan State University	Ph.D.	Union Institute & University
M.Div.	Drew University	MS	Long Island University
BA	Michigan State University	MS	City University of New York
Bowman, Ron (Full-time)		Schnackenberg, Richard (Full-time)	
DM	Florida State University	Ph.D.	University of Wisconsin at Madison
MM	University of Tennessee	MA	University of Wisconsin at Madison
BA	Georgia State University	BA	Wabash College
BM	Georgia State University		
Brown, David (Full-time)		Spinelli, Ernest (Full-time)	
Ph.D.	United States International University	MS	SUNY at Stonybrook
MA	John Carroll University	BS	Adelphi University
BS	Otterbein College		
Eastman, Ann (Full-time)		Sutter, Leslie (Program Chair - Full-time)	
M.Ed.	Mississippi College	Ph.D.	University of Sarasota
BA	University of Mississippi	MA	California State University
		BS	University of the State of New York
Erickson, Micki (Full-time)		Tagliasacchi, Fabio (Part-time)	
Ed.D.	Nova Southeastern University	BA	University of South Florida
MA	Northeastern Illinois University		
BA	Northeastern Illinois University	Thoemke, Kris (Full-time)	
		Ph.D.	University of South Florida
		BA	University of Maryland

Management

Black, Vicky (Full-time)

Ph.D. Ohio State University
M.Ed. Wright State University
MSM Oakland City University
BS Indiana University

Landrum, Gene (Full-time)

Ph.D. Walden University
BBA Tulane University

Languell, Jennifer (Part-time)

Ph.D. University of Florida
ME University of Florida
BS University of Florida

Meyer, John (Part-time)

MBA International College
BS International College

Smith, Michael (Part-time)

MBA Nova Southeastern University
BS University of Alabama

Traxler, Scott (Full-time)

DBA Nova University
MS Indiana State University
MS University of Southern California
BA University of Maryland

Wyant, Nancey (Program Chair- Full-time)

Ph.D. Walden University
MS LaRoche College
BS LaRoche College

Leisse, Frederick (Full-time)

MD Saint Louis University
BS Saint Louis University

Parker, Nancy (Part-time)

BA University of South Florida
AS Edison Community College

Medical Assisting

Dubetz, Terry (Part-time)

Ph.D. University of Alberta
BS Oakland University

Fenster, Michael (Part-time)

MD SUNY - Downstate Medical Center
BA Syracuse University

Hall, Robert (Part-time)

MBA CUNY- Lehman
BS University of the State of New York

Harrison, Carlene (Program Chair - Full-time)

MPA University of Colorado
BS University of Colorado

Luttner, Lawrence (Part-time)

MD SUNY - Buffalo
BS Allegheny College