

1991

A course of study for a weekend associate program

James Galen DeLong
University of Dayton

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A COURSE OF STUDY
FOR A
WEEKEND ASSOCIATE PROGRAM

A MASTER'S PROJECT

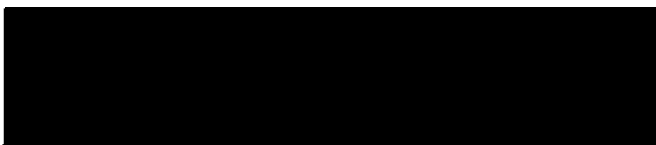
Submitted to the Department of Educational Administration
University of Dayton
In Partial Fulfillment of the Requirements for the Degree
Master of Science in Educational Administration

by

James G. DeLong
and
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University of Dayton
Dayton, Ohio

July, 1991

Approved by:



Official Advisor

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ACKNOWLEDGEMENTS

The authors would like to express our sincere gratitude and appreciation to the following individuals. It was with their help and encouragement that this Master's Project was completed.

Dr. Paul N. Lutz, Advisor, University of Dayton.

For patience, superior attitude,
and special help when we were
under pressure.

Mrs. Joyce Day, Dean, South Campus, Southern
State Community College

For moral as well as financial
support.

Mrs. Peggy DeLong

For proofreading and giving
editorial comments.

Ms. Barbara Raney

For advise, assistance, and
understanding.

Mrs. Kathryn Horne

For more help than she realizes.

Mrs. Diana Weber

For help in the preparation above
and beyond

CHAPTER I INTRODUCTION

Southern State Community College is the answer to a long standing educational need in the five county area of Adams, Brown, Clinton, Fayette, and Highland in South Central Ohio. The mission of the college is to provide easy access to a broad spectrum of learning experience tailored to the needs of the College's constituency at the lowest possible cost.

The course of study provide the student with a choice of a General studies or a Technical studies program leading to an Associate's Degree in either Arts or Sciences. The demographics of the student population of the five county area include mostly rural and small town with no large cities. The students are probably first generation college students who cannot afford life on a residential campus or are unemployed students living locally. These students need hand-holding assurance, affordable cost, solid instruction, skill upgrading, comfortable readjustment, special attention to personal needs, and above all, convenient scheduling.

Assistance in locating employment upon graduation is a primary goal for both the student and the college. Serving the educational needs of the College's constituency means that every effort must be made to coordinate the course offerings with the available time of all possible students.

Justification of the Problem

Southern State's charge is to serve the postsecondary educational needs of the citizens of Adams, Brown, Clinton, Fayette, and Highland counties. The total enrollment at the South Campus in Fincastle has

increased, but the enrollment in the technology classes of Accounting, Business Management, and Computer Science has declined, partially due to the addition of a new campus in Hillsboro.

In 1975, the male enrollment of 60% of total enrollment; today it is only 30%. It is obvious that Southern State needs to serve a wider spectrum of potential students. These additional potential students may be reached by offering a weekend degree program in the technologies.

Problem Statement

The purpose of this project was to survey the five county area of Southern State Community College to determine if there was a need for a weekend course of study in the areas of Accounting, Business Management and Computer Science.

Subjects

The subjects who will benefit from a weekend course of study will be those persons who are currently underemployed but because they are employed are unable to attend regularly scheduled classes. This program will allow them to upgrade their skills and become fully employed to the extent of their abilities.

Setting

This pilot program will incorporate only the South Campus of Southern State Community College located in Fincastle, Ohio in Brown County. The perimeters will include all of Adams County, all of Brown County, and that portion of Highland County south of the city of Hillsboro. With the exception of the city of Hillsboro, the largest town in this area has a population of approximately 3,500. These three counties

are part of a federally-designated Appalachia. The area is chiefly rural and bases its economies primarily on agriculture and light manufacturing. Higher education is not a priority for most of the population, in large part due to a long standing history of parental failure to acknowledge its potential advantages.

Procedures and Data Collection

The method that was used to discover the educational need for this program and also to determine whether there was economic justification was a survey. The survey was made throughout the five county area. A notice was placed in all local newspapers that requested everyone interested to either call, write or visit the college personally. All those who made contact were given or mailed a questionnaire form for the purpose of evaluating their level and area of interest. All individuals that received a form were recorded and those that did not return the form in a given period of time were contacted again by phone or mail and encouraged to respond. To complement the above, all local high schools, all major businesses, and present and former students were contacted for support and information dissemination.

Definition of Terms

<u>College</u>	- Southern State Community College
<u>Degree</u>	- An Associate Degree
<u>Program</u>	- A course of study that leads to an Associate Degree through weekend classes only
<u>Service Area</u>	- The five county area of Adams, Brown, Clinton, Fayette, and Highland in southern Ohio.
<u>South Campus Area</u>	- Southern Highland and all of Adams and Brown Counties.
<u>Weekend</u>	- Friday evening and Saturday

Assumptions and Limitations

The major assumption that was made was that the survey would show a need for a weekend program. If this assumption is correct, there would not be sufficient reaction time between the analysis of the survey and the beginning of the program. It is therefore necessary to establish the entire program and conduct the survey concurrently. If, however, the survey indicated that there was no market or need, the program could be scrapped at any point.

CHAPTER II

PURPOSE AND PROCEDURES

The goal of this project is to better serve the immediate needs of the residents of the south campus area of Southern State Community College. The area is part of appalachia with the inherent problems that one would expect. There is a tradition of undereducated, underemployed, and even two and three generations of unemployed in the vicinity. Formal education is not part of the local vocabulary and, in fact, there is an overt resentment against it by many.

Besides the real barriers to success, our population gives themselves three times the individual and personal obstacles to achievement as the national average. This project is an extension of Southern State Community College's overall goals to reach as many people as possible. To attain these goals, courses must be offered that are needed and at convenient times. For the past two years, Southern State Community College has been accomplishing its objectives as demonstrated by the fact that it is the fastest growing educational institution in Ohio.

The courses of study offered in this weekend program must provide the student with skills that will be technical in nature and job related. The subjects chosen for this pilot project are in that realm. The three majors selected not only are skill oriented, but there is a core group of classes that are common to each. This was done in an effort to insure class sizes sufficiently large enough to support all three programs.

The weekend program is an extension of the regular courses offered during the day and evening hours; however, this new program must be self-supporting.

The Appalachian Highway, bisects our district and is causing a rapid change in the business and industrial arenas.

Complicating this situation further, are plans to put two more four lane highways through the area. These developments will allow businesses, particularly from the Cincinnati region, access to our labor force. Based on these facts, it is more imperative than ever that people of this locale prepare themselves for the opportunities about to arise. The weekend program will help them accomplish this.

To institute this program, the authors decided on a four phase plan. All four phases began in the spring and were to culminate, at the beginning of the fall term in September. The most difficult phase was to develop the program itself. The program is presented in chapter three. The search for guidance commenced with a survey of educational institutions within commuting distance of south campus that were operating successful weekend programs.

Two institutions fell within these parameters--Northern Kentucky University and Mount Saint Joseph College. Both schools were offering Bachelor's degrees, but studying their schedules was beneficial. The two schools integrated television classes with on-campus instruction. The television classes may be viewed on Sundays or taped by students and viewed at anytime. Southern State Community College does not currently have this capability. Interviews with students of these programs revealed

that, although they were happy that the programs were offered on weekends, they did have some complaints. The major problems as perceived by the students were; 1) that the television classes allowed little or no contact with the professors. (They are given a telephone number to call for assistance, but generally talked to a student assistant to the professor. And 2) because weekends were the only time they had for classes. Their free time did not coincide with the operating times of the libraries and laboratories. The latter may also be a problem that Southern State Community College will have to address. It became obvious at this point that each institution had developed a weekend program to fit their unique situation and Southern State Community College would need to do the same.

The second phase of the project would be information dissemination. This would be accomplished by using free news releases (Exhibits I, and II) beginning one month before the start of the fall term. To support the news releases, advertisements would be placed with all local newspapers and radio stations (Exhibits III, IV, and V). The advertising would begin two weeks prior to and continue until the start of the fall quarter.

The third phase was the development and issuance of a survey (Exhibit VI). The most important function of the survey was an arm of phase two. The survey provided further information, while at the same time it retained contact with prospective students. The second function of the survey was to gain some very general knowledge of local

need and acceptance. The results of the survey were deemed very early in the program not to have the level of significance that the information value would have. The reason for this was that, although the greater the number of positive responses to the survey, the more likely the program would be self-supporting. The only really important statistic would be the actual enrollment in the program for the fall quarter. For reasons discussed in chapter four, the total number of responses to the survey (Exhibit VI) was not as great as had originally been anticipated, however, it was a reasonable number.

There was enough interest in the weekend program to show a need. There was one piece of information gained and is worth mentioning here from the survey that had not been anticipated. Of the total number of responses, approximately fifty-two percent were students already enrolled in regularly scheduled courses. Question two of the survey read: "Would weekend classes be the only time that you could attend?" It was expected by the authors that the responses to this question would be positive and show a definite need for the program. Analysis of the number of negative answers (fifty-two percent "no") lead us to run a computer cross-check of currently enrolled students with survey respondents.

If we assume that the responses received were legitimate, than these students must have been interested in the weekend program for a personal convenience. These negative responses also show that in reviewing the actual number of people enrolled, care must be taken

to evaluate what percent are new students and what percent have reduced the students in other regularly scheduled programs.

The fourth phase was a scheduled series of "open houses" to be offered at south campus. Free snacks and soft drinks were available, and advisors plus student government representatives were present to answer questions. The open houses were established in an effort to give reluctant prospects an easy and informal means of familiarizing themselves to the Southern State Community College environment.

CHAPTER III

CURRICULUM FOR COURSE OF STUDY

FOR A THREE-YEAR

WEEKEND ASSOCIATE PROGRAM

LEADING TO AN AAB DEGREE IN BUSINESS ADMINISTRATION

Southern State Community College
12681 U.S. Route 62
Sardinia, Ohio 45171

by
James G. DeLong
and
William R. Horne

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PHILOSOPHY AND MISSION

In 1975, Southern State Community College adopted a Statement of Philosophy which served as a stimulus for the College's original Mission and Purpose Statement. The Mission and Purpose Statement was reviewed and revised in 1981 and in 1983, and has been reviewed and revised again in 1990. The formulation of the Philosophy and Mission has been guided by directives from the Ohio Revised Code (Section 3358.01), which stipulates that the College offer programs in General Education, Technical Education, and Adult Continuing Education. The College also adheres to the guidelines of the Ohio Board of Regents.

Philosophy

Southern State Community College believes that education is essential to produce responsible citizens capable of fulfilling the obligations placed upon them by a democratic society, and that a democracy can function properly only when there is the wisest possible enlightenment and participation of its members.

Therefore, the College, in every aspect of its endeavor, is committed to these principles:

That each person has worth and importance as an individual human being with positive qualities, desires, and ambitions.

That each person should have the educational opportunity to cultivate and develop the talents and abilities that will best serve him/her not only as an individual, but as a citizen with social responsibility whose choices and actions ultimately affect all of humanity.

That every person who can profit from higher education should have access to it at a reasonable cost and without regard to race, sex, creed, religion, or social status.

That the College has the inherent responsibility to provide students with educational programs which will help them realize their fullest potentials as individuals and as members of a free society. The College believes that education is more than mastery of a body of knowledge and the display of technical or professional proficiency. Education is also a state of open-mindedness coupled with the ability to reason and think for oneself. It is a personal awareness that learning is a vital, lifelong process to be undertaken with enthusiasm by anyone with a

concern for self-improvement and be betterment of the human condition. Southern State Community College is dedicated to the mission of cultivating and maintaining an educational atmosphere that encourages its students, employees, and members of the community it serves to remain continuously open to, and active in, the learning process.

Mission

The mission of Southern State Community College is to provide easy access to a broad spectrum of learning experiences tailored to the needs of the College's constituents at the lowest possible cost consistent with academic excellence.

Because the College recognizes the importance, the worth, and the dignity of every individual, the College is, therefore, committed to providing equal educational opportunity so that each student is able to develop and maximize his/her potential regardless of age, race, religion, sex, national origin, economic class, or physical capacity.

The College has adopted the following purposes in order to carry out its institutional mission:

1. To provide accessible educational programs to the diverse communities it serves.

2. To provide general education programs in the arts and sciences which will allow students to transfer into baccalaureate programs at four-year institutions of higher education.
3. To provide technical education programs that teach basic theories and practices so that students have the necessary skills and knowledge to enter their chosen fields of employment.
4. To provide adult and continuing education programs which meet the short- and long-term needs of the citizens of the community and which furnish an opportunity for life-long learning and personal growth.
5. To provide appropriate remedial and developmental programs for its students.
6. To maintain admission policies and educational programs consistent with Ohio statutes and regulations pertaining to public institutions of higher learning.
7. To maintain a comprehensive student services program which provides counseling and advising services which assist students in selecting programs of study appropriate to their interests and needs, in selecting the appropriate financial assistance to fund their educational endeavor, in transferring to other institutions and in finding employment suitable to their field of preparation.

8. To encourage professional growth within the College by providing professional enrichment and growth opportunities to faculty and staff.
9. To provide a well-qualified faculty and staff, adequate resources, and facilities in order to meet the College's commitments to programs for students and services for the general community.
10. To provide leadership to the College's community by helping it to meet its cultural, aesthetic, and intellectual needs.
11. To provide economic leadership to the business, industrial, and professional sectors of the community by presenting programs and services for this purpose.

PROGRAM STRATEGIES

The first year of the program is designed so that the prerequisites for the second and third year classes would be completed in the first year. The balance of the first year schedule consists of classes that are basic and common to the three majors also making certain that four courses are offered for each major. This first year schedule is to be repeated every year hereafter.

The remaining required courses for each major are evened out in the second and third year schedules with no conflicts in classes or classrooms.

The first year schedule is incorporated in both the second and third year schedules. The second year schedule and the third year schedule will then be offered in alternate years.

Consideration is also given to instructors in that each department will need to furnish no more than one instructor in a given class period.

The goal of the program is to have a minimum of twelve students enrolled in each major during the first year. Thereafter, the minimum of new students enrolled each year in each major will drop to six students which will enable the classes to be offered. The College requires a minimum of eight students per class.

The program will be staffed by qualified personnel following the standards as established by the College.

DUTIES AND TASKS OF THE PROGRAM COORDINATOR

The South Campus Dean of Instruction will appoint a member of the South Campus Business Department to coordinate this program.

This person's duties will include:

1. Working with the students in the program so that any difficulties they encounter will be minimized.
2. Making certain that each class is properly staffed and that any resources the staff requires will be supplied if possible.
3. Keeping the Dean appraised of the progress of the program.
4. Performing any activities that will be required to keep the program operating efficiently and economically.

PROGRAM GOALS, OBJECTIVES, AND DESCRIPTIONS

ACCOUNTING -- 450**AAB DEGREE**

Nature of the Profession: Accounting personnel compile and analyze business records and prepare financial reports, such as profit and loss statements, balance sheets, cost studies, and tax reports. The major opportunity fields are public accounting, management, and government accounting.

Related Job Titles: Some job titles related to the accounting field are Accounting Clerk, Bookkeeper, Bank Teller, Payroll Clerk, Cost Analyst, Auditor, and Tax Accountant.

Employment Outlook: Employment of accountants is expected to grow much faster than the average for all occupations through the year 2000 due to the important financial information they provide for management of all types of businesses and government.

Program Design: The suggested course sequence shown below allows students to earn an Associate Degree in Applied Business in three years, attending school on Saturday only basis.

<u>First Quarter</u>			<u>Credits</u>
Computer Science	125	Data Entry	3
English	101	English Composition I	3
Accounting	104	Principles of Accounting I	3
Mathematics	117	Elementary Algebra	4

Second Quarter**Credits**

Secretarial Studies	101	Office Machines	3
English	102	English Composition II	3
Accounting	105	Principles of Accounting II	3
Mathematics	124	Finite Math	5

Third Quarter

Secretarial Studies	106	Typing I or 107, or 108	3
Speech and Theater	115	Fundamentals of Effec. Speech	3
Accounting	106	Principles of Accounting III	3
Mathematics	281	Intro to Business Statistics	4

Fourth Quarter

Accounting	201	Intermediate Accounting I	3
Accounting	206	Cost Accounting	3
Economics	101	Principles of Economics I	3
English	205	Technical Report Writing	3

Fifth Quarter

Accounting	202	Intermediate Accounting II	3
Business Admin.	251	Business Law I	3
Economics	102	Principles of Economics II	3
Business Admin.	222	Business Finance	3

Sixth Quarter

Accounting	203	Intermediate Accounting III	3
Business Admin.	252	Business Law II	3
Computer Science	210	Software Applications	3

Seventh Quarter**Credits**

Psychology	104	Industrial Psychology	3
Accounting	210	Tax Accounting	3
Business Admin.	106	Principles of Marketing I	3

Eighth Quarter

Accounting	208	Managerial Accounting	3
Business Admin.	208	Supervision	3

Ninth Quarter

Accounting	209	Not-For-Profit Accounting	3
Accounting	230	Accounting Applications	3

BUSINESS MANAGEMENT -- 429**AAB DEGREE**

Nature of the Profession: Managerial personnel oversee, direct and plan the work of others as well as determine business policy. Entry-level positions are either supervisory or trainee in nature.

Supervisors are the largest group and they direct workers' activities in such areas as sales, production, accounting, and purchasing.

Related Job Titles: Several jobs related to the management field are Retail Department Manager, Purchasing Manager, Restaurant, Hotel, or Motel Manager, Credit Manager, and Manager Trainee.

Employment Outlook: The demand for graduates with management skills appears to be very good. Positions may vary from an assistant in a small retail establishment to a supervisory trainee in a large business or industry.

Program Design: The course sequence shown below allows students to earn an Associate Degree in Applied Business in three years, attending school on a Saturday program. Part-time students need not necessarily adhere to this exact sequence.

<u>First Quarter</u>			<u>Credits</u>
Computer Science	125	Data Entry	3
Mathematics	117	Elementary Algebra	4
English	101	English Composition I	3
Accounting	104	Principles of Accounting I	3

<u>Second Quarter</u>			<u>Credits</u>
Computer Science	120	Data Processing	3
English	102	English Composition II	3
Accounting	105	Principles of Accounting II	3
Mathematics	124	Finite Math	5
<u>Third Quarter</u>			
Speech and Theater	115	Fundamentals of Effec. Speech	3
Accounting	106	Principles of Accounting III	3
Mathematics	281	Introduction to Bus. Statistics	4
<u>Fourth Quarter</u>			
Business Admin.	171	Introduction to Business	3
Accounting	206	Cost Accounting	3
Economics	101	Principles of Economics I	3
English	205	Technical Report Writing	3
<u>Fifth Quarter</u>			
Business Admin.	104	Principles of Management I	3
Business Admin.	251	Business Law I	3
Economics	102	Principles of Economics II	3
Business Admin.	222	Business Finance	3
<u>Sixth Quarter</u>			
Business Admin.	105	Principles of Management II	3
Business Admin.	252	Business Law II	3
Economics	103	Principles of Economics III	3
Business Admin.	276	Public Relations	3

Seventh Quarter**Credits**

Psychology	101	Introduction to Psychology	3
Business Admin.	273	Government and Business	3
Business Admin.	106	Principles of Marketing I	3

Eighth Quarter

Business Admin.	208	Principles of Supervision	3
Business Admin.	201	Money and Banking	3
Business Admin.	107	Principles of Marketing II	3
Psychology	104	Industrial Psychology	3

Ninth Quarter

Business Admin.	220	Human Resources Management	3
Business Admin.	209	Labor Relations	3
Business Admin.	230	Industrial Management	3
Business Admin.	271	Salesmanship	3

COMPUTER PROGRAMMING MAJOR -- 429A

AAB DEGREE

Nature of the Profession: Computer Programmers write the detailed instructions (called programs or software) that list in a logical order the steps the computer must follow to organize data, solve a problem, or to do some other task. Programmers often work from descriptions which contain a detailed list of the steps the computer must follow, such as storing data, organizing data, and performing necessary calculations.

Related Job Titles: Systems Analysts, Mathematical Statisticians, Financial Analysts, Actuaries, Mathematical Technician, and Operations Research Analysts.

Employment Outlook: The employment of programmers is expected to grow through the year 2000.

Program Design: The course sequence shown below allows students to earn an Associate Degree in Applied Business in three years, attending school on a Saturday program. Part-time students need not necessarily adhere to this exact sequence.

<u>First Quarter</u>			<u>Credits</u>
Computer Science	125	Data Entry	3
English	101	English Composition I	3
Accounting	104	Principles of Accounting I	3
Mathematics	117	Elementary Algebra	4

Second Quarter**Credits**

Computer Science	120	Data Processing	3
English	102	English Composition II	3
Accounting	105	Principles of Accounting II	3
Mathematics	124	Finite Math	5

Third Quarter

Computer Science	206	Basic Programming	3
Speech and Theater	115	Fundamentals of Effective Speech	3
Accounting	106	Principles of Accounting III	3
Mathematics	281	Introduction to Bus. Statistics	4

Fourth Quarter

Business Admin.	171	Introduction to Business	3
Accounting	206	Cost Accounting	3
Economics	101	Principles of Economics I	3
English	205	Technical Report Writing	3

Fifth Quarter

Business Admin.	251	Business Law I	3
Economics	102	Principles of Economics II	3
Computer Science	220	Cobol I	3

Sixth Quarter

Computer Science	221	Cobol II	3
Business Admin.	252	Business Law II	3
Economics	103	Principles of Economics III	3
Business Admin.	276	Public Relations	3

Seventh Quarter**Credits**

Psychology	101	Introduction to Psychology	3
Computer Science	215	Program Logic and Methods	3
Computer Science	210	Software Applications	3
Business Admin.	106	Principles of Marketing I	3

Eighth Quarter

Business Admin.	202	Organizational Dynamics	3
Computer Science	250	Pascal	3
Business Admin.	208	Principles of Supervision	3

Ninth Quarter

Computer Science	240	Systems Analysis	3
Accounting	209	Not-For-Profit Accounting	3
Accounting	221	Auditing	3

PROGRAM SCHEDULES
FIRST YEAR - FALL CLASS SCHEDULE

DEPARTMENT	COURSE		CLASS TIME	ROOM NUMBER
	NUMBER	TITLE		
Computer Science	CSCI 125	Data Entry	9:00-11:30	100
English	ENGL 101	English Comp I	12:00- 2:30	101
Accounting	ACCT 104	Prin. of Acct. I	3:00- 5:30	112
Mathematics	MATH 117	Elementary Algebra	6:00- 9:20	102

FIRST YEAR - WINTER CLASS SCHEDULE

DEPARTMENT	COURSE		CLASS TIME	ROOM NUMBER
	NUMBER	TITLE		
Secretarial Studies	SSTD 101	Office Machines	9:00-11:30	118
Computer Science	CSCI 120	Data Processing	9:00-11:30	101
English	ENGL 102	English Comp II	12:00- 2:30	101
Accounting	ACCT 105	Prin of Acct II	3:00- 5:30	112
Mathematics	MATH 124	Finite Math	5:50-10:00	102

FIRST YEAR - SPRING CLASS SCHEDULE

DEPARTMENT	COURSE		CLASS TIME	ROOM NUMBER
	NUMBER	TITLE		
Secretarial Studies	SSTD 106	Typing I	9:00-11:30	114
Computer Science	CSCI 206	Basic Programming	9:00-11:30	100
Speech & Theater	SPTH 115	Fundamentals of Effec. Speech	12:00- 2:30	101
Accounting	ACCT 106	Prin. of Acct. III	3:00- 5:30	112
Mathematics	MATH 281	Intro to Bus. Statistics	6:00- 9:20	102

SECOND YEAR - FALL CLASS SCHEDULE

DEPARTMENT	COURSE		CLASS TIME	ROOM NUMBER
	NUMBER	TITLE		
Computer Science	CSCI 125	Data Entry	9:00-11:30	100
English	ENGL 101	English Comp I	12:00- 2:30	101
Accounting	ACCT 104	Prin. of Acct I	3:00- 5:30	112
Mathematics	MATH 117	Elementary Algebra	6:00- 9:20	102
Business Admin.	BADM 171	Intro to Bus.	9:00-11:30	102
Accounting	ACCT 201	Intermediate Accounting I	9:00-11:30	112
Accounting	ACCT 206	Cost Accounting	12:00- 2:30	112
Economics	ECON 101	Prin. of Economics I	3:00- 5:30	102
English	ENGL 205	Technical Report Writing	6:00- 8:30	101

SECOND YEAR - WINTER CLASS SCHEDULE

DEPARTMENT	COURSE		CLASS TIME	ROOM NUMBER
	NUMBER	TITLE		
Secretarial Studies	SSTD 101	Office Machines	9:00-11:30	118
Computer Science	CSCI 120	Data Processing	9:00-11:30	101
English	ENGL 102	English Comp II	12:00- 2:30	101
Accounting	ACCT 105	Prin. of Acct II	3:00- 5:30	112
Mathematics	MATH 124	Finite Math	5:50-10:00	102
Accounting	ACCT 202	Intermediate Accounting II	9:00-11:30	112
Bus. Admin.	BADM 104	Prin. of Management II	9:00-11:30	102
Bus. Admin.	BADM 251	Business Law I	12:00- 2:30	102
Economics	ECON 102	Prin. of Economics	3:00- 5:30	102
Bus. Admin.	BADM 222	Business Finance	6:00- 8:30	101
Computer Science	CSCI 220	COBOL I	6:00- 8:30	100

SECOND YEAR - SPRING CLASS SCHEDULE

DEPARTMENT	COURSE		CLASS TIME	ROOM NUMBER
	NUMBER	TITLE		
Secretarial Studies	SSTD 106	Typing I	9:00-11:30	114
Computer Science	CSCI 206	Basic Programming	9:00-11:30	100
Speech and Theater	SPTH 115	Fund. of Effec. Speech	12:00- 2:30	101
Accounting	ACCT 106	Prin. of Acct. III	3:00- 5:30	112
Mathematics	MATH 281	Intro to Bus. Statistics	6:00- 9:20	102
Accounting	ACCT 203	Intermediate Accounting III	9:00-11:30	112
Computer Science	CSCI 221	COBOL II	9:00-11:30	LRC Lab
Bus. Admin.	BADM 252	Business Law II	12:00- 2:30	102
Economics	ECON 103	Prin. of Economics III	3:00- 5:30	102
Bus. Admin.	BADM 276	Public Relations	6:00- 8:30	101

THIRD YEAR - FALL CLASS SCHEDULE

DEPARTMENT	COURSE		CLASS TIME	ROOM NUMBER
	NUMBER	TITLE		
Computer Science	CSCI 125	Data Entry	9:00-11:30	100
English	ENGL 101	English Comp I	12:00- 2:30	101
Accounting	ACCT 104	Prin. of Acct I	3:00- 5:30	112
Mathematics	MATH 117	Elementary Algebra	6:00- 9:20	102
Psychology	PSYC 101	Introduction to Psychology	9:00-11:30	101
Accounting	ACCT 210	Tax Accounting	12:00- 2:30	112
Computer Science	CSCI 215	Program Logic and Methods	12:00- 2:30	100
Computer Science	CSCI 210	Software Applications	3:00- 5:30	100
Bus. Admin.	BADM 273	Government in Business	3:00- 5:30	102
Bus. Admin.	BADM 106	Prin. of	6:00- 8:30	101

THIRD YEAR - WINTER CLASS SCHEDULE

DEPARTMENT	COURSE		CLASS TIME	ROOM NUMBER
	NUMBER	TITLE		
Secretarial Studies	SSTD 101	Office Machines	9:00-11:30	118
Computer Science	CSCI 120	Data Processing	9:00-11:30	101
English	ENGL 102	English Comp I	12:00- 2:30	101
Accounting	ACCT 105	Prin. of Acct II	3:00- 5:30	112
Mathematics	MATH 124	Finite Math	5:50-10:00	102
Accounting	ACCT 208	Managerial Accounting	9:00-11:30	112
Bus. Admin.	BADH 202	Organizational Development	9:00-11:30	102
Psychology	PSYC 104	Industrial Psychology	9:00-11:30	101
Bus. Admin.	BADH 208	Principles of Supervision	12:00- 2:30	102
Computer Science	CSCI 250	Pascal	3:00- 5:39	100
Bus. Admin.	BADH 201	Money and Banking	3:00- 5:30	102
Bus. Admin.	BADH 107	Principles of Marketing II	6:00- 8:30	101

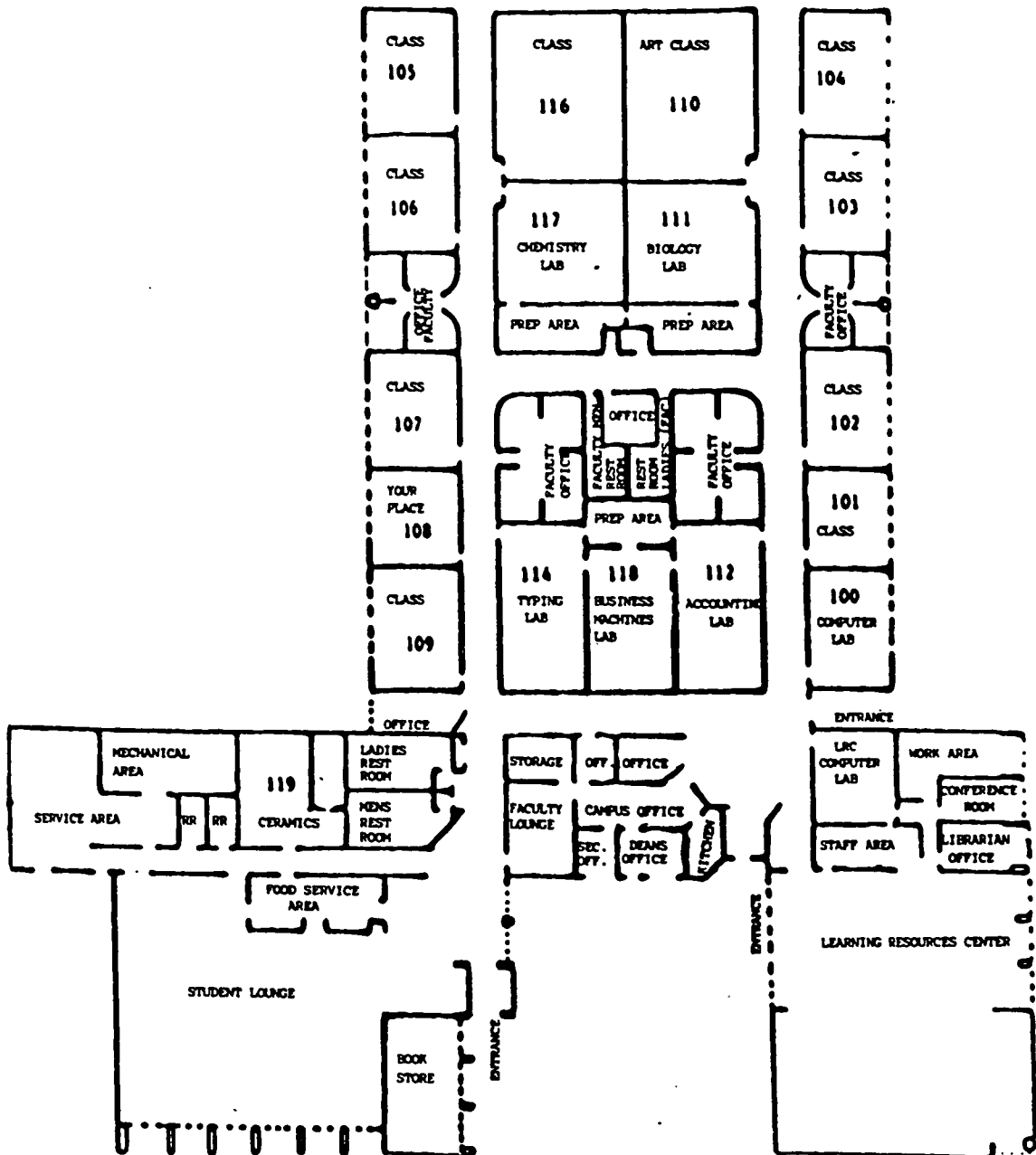
THIRD YEAR--SPRING CLASS SCHEDULE

DEPARTMENT	COURSE		CLASS TIME	ROOM NUMBER
	NUMBER	TITLE		
Secretarial Studies	SSTD 106	Typing I	9:00-11:30	114
Computer Science	CSCI 206	Basic Programming	9:00-11:30	100
Speech and Theater	SPTH 115	Fund. of Effec. Speech	12:00- 2:30	101
Accounting	ACCT 106	Prin. of Acct. III	3:00- 5:30	112
Mathematics	MATH 281	Introduction to Bus. Statistics	6:00- 9:20	102
Accounting	ACCT 209	Not-For-Profit Accounting	9:00-11:30	112
Bus. Admin.	BADM 220	Human Resources Management	9:00-11:30	102
Bus. Admin.	BADM 209	Labor Relations	12:00- 2:30	102
Computer Science	CSCI 240	Systems Analysis	12:00- 2:30	100
Accounting	ACCT 230	Accounting Applications	12:00- 2:30	112
Bus. Admin.	BADM 230	Industrial Management	3:00- 5:30	102
Bus. Admin.	BADM 271	Salesmanship	6:00- 8:30	101
Accounting	ACCT 221	Auditing	6:00- 8:30	112

SOUTHERN STATE COMMUNITY COLLEGE

SOUTH CAMPUS

BUILDING LAYOUT



**COURSE DESCRIPTIONS OF CLASSES
OFFERED IN WEEKEND PROGRAM**

ACCOUNTING - ACCT

104. Principles of Accounting I

An introduction to fundamental accounting concepts, principles, and procedures as they relate to recording transactions, adjusting accounts, preparing financial statements, preparing a work sheet, closing the accounts, special accounting systems, merchandising and service concerns, accounting for cash, notes, and accounts receivable. 3 credits

105. Principles of Accounting II

This course is a continuation of the introduction to fundamental accounting principles and procedures. Mastery of various methods of depreciation, payroll accounting, inventory costing methods, partnership accounting, and the organization and operation of corporations are covered. Prerequisite: ACCT 104. 3 credits.

106. Principles of Accounting III

This is a follow-up course to Principles of Accounting 105, and is an introduction to analyzing and comparing financial statements, understanding price-level changes, departmental and responsibility accounting, manufacturing accounting, cost accounting, job order and process, budgeting, cost-volume-profit analysis, and tax considerations in business decisions. Prerequisite: ACCT 105. 3 credits.

201. Intermediate Accounting

An in-depth review of the theoretical foundations of financial accounting and reporting, the accounting model and information processing, the income statement and retained earnings statement, the balance sheet and statement of changes in financial position, concepts of future and present value system, short-term investments and general inventory problems. Prerequisite: ACCT 106. 3 credits.

202. Intermediate Accounting II

This is a follow-up course to intermediate Accounting 201 and will further develop the theoretical foundations of special inventory procedures, measuring, recording, and reporting liabilities and income taxes; acquisition, use and retirement property, plant and equipment; measuring and recording intangible assets; and accounting for capital and operating leases. Prerequisite: ACCT 201. 3 credits.

203. Intermediate Accounting III

This is a follow-up course to Intermediate Accounting 202, and will revolve around financial statement analysis. Specifically, the areas of: earnings and earnings distribution, changes in financial position, uses of comparative data, special measurements of liquidity and profitability, and preparation of statements from incomplete records. Prerequisite: ACCT 202. 3 credits.

206. Cost Accounting

The course is a basic cost accounting course geared to the concepts of management, fundamental cost reports, design and operation of information systems, job order and process costing, by-products and joint product costing, planning and control of factory overhead and departmentalization of factory overhead for product costing and cost control. Prerequisite: ACCT 106. 3 credits.

208. Managerial Accounting

This course is an introduction to management accounting. It will focus on characteristics of organizations, types of management accounting information systems for cost accumulation, nature of alternative choice problems, capital investment decisions and methods used in compiling and analyzing data used in the decision making process. Prerequisite: Accounting 206. 3 credits.

209. Not-For-Profit Accounting

This course introduces the operating philosophy of non-profit enterprises as it relates to the accounting practices of those organizations. It will develop the not-for-profit philosophy by working specifically with the following funds: General, Special Revenue, Capital Project, Debt Service, Intergovernmental, Trust and Agency, Special Assessment, and Enterprise. Prerequisite: ACCT 104. 3 credits.

210. Tax Accounting

This is an introductory course in tax accounting. Emphasis is focused on the principles of federal income taxation as they relate to individuals and simple trusts, including the laws, rulings, and regulations that govern the preparation of individual tax returns. 3 credits.

221. Auditing

This course will provide a sweeping overview of auditing. Special attention will be given to the nature and economic purpose of audits, auditing standards, professional ethics, auditor's legal liability, the study and evaluation of internal control, the nature of audit evidence, and auditing technique. Prerequisite: ACCT 106. 3 credits.

230. Accounting Applications

Course will simulate the work required of an entry level accountant in a computerized environment. This course requires the student to set up a complete set of books for a company and maintain the system for a complete accounting period. Areas to be addressed include payroll, journals, financial statement and budget preparation. Prerequisites: ACCT 106, CSCI 125 and 210. 3 credits.

BUSINESS ADMINISTRATION - BADM**104. Principles of Management I**

Introduction to concepts and methods in management of the business enterprises. Concentrating on ethical and social responsibilities, the planning process, decision making organizational structure, power authority and delegation, and decentralization. 1-3 credits.

105. Principles of Management II

As part of the study of management, this course covers such topics as organizational change and staffing, leadership, motivation, communication, and managerial controls. Prerequisite: BADM 104. 1-3 credits.

106. Principles of Marketing I

An introduction to marketing fundamentals, develop target markets, and marketing mix, understanding consumption and consumer behavior. 1-3 credits.

107. Principles of Marketing II

A study of the structure and functioning of the marketing system as it relates to retailing and wholesaling. Special emphasis is on pricing, planning, implementing, and controlling marketing plans and programs. Prerequisite: BADM 106. 3 credits.

171. Introduction to Business

Special emphasis is placed on the meaning and purpose of business in our society, the historical development of business, the general economic setting for business today, and the following business areas: forms of business organization, manufacturing, marketing, human relations, financing, accounting, budgeting, reports, and government-business relations. 1-3 credits.

201. Money and Banking

The modern banking process including capital, deposit, loan, investment, and Federal Reserve System operation. Prerequisite: ECON 102. 3 credits.

208. Principles of Supervision

This is an introductory course for a supervisory program. Emphasis will be placed on developing and understanding of human relations at the supervisory level. Insight into good job relations and methods of handling problems arising between supervisors and personnel will be emphasized. Covers organizational structure, effective communications, and team work. 1-3 credits.

209. Labor Relations

History of the organized labor movement including leaders and significant events. Included is a review of regulations and regulatory bodies affecting labor and management and study of current union organization structure. 3 credits.

220. Human Resources Management

Structure and functions of personnel activity; recruitment and placement; performance appraisal; salary administration; employee benefits; personnel planning, and management development. 3 credits.

222. Business Finance

Course is an introduction to basic concepts, principles, and analytical techniques of financial management. Topics include the whole scope of the financial system and its functions: (1) the markets, (2) the institutions, and (3) the principles and concepts of financial management which guide the participants in making sound decisions. Prerequisite: ACCT 106 and ECON 102. 3 credits.

230. Industrial Management

Fundamentals of industrial management. Survey of manufacturing operation with the production framework. 1-3 credits.

251. Business Law I

A study of business law and its role in modern society. The provisions of the Uniform Commercial Code are studied with reference to the formation of contracts, enforceable agreements, fraud, duress, the transfer of contractual rights, discharge of contracts, relationships between principal and agent, and employer and employee. 3 credits.

252. Business Law II

A second quarter of business law in which aspects of commercial paper including negotiability, transfer, rights of holders, notes, drafts, checks, and discharge are studied. Also, includes personal property, bailments, real property and environmental law. 3 credits.

271. Salesmanship

Study is made of the development of the fundamental principles of wholesale and specialty selling, including such phases as developing the sales plan, securing prospects, effective goods and service presentation, product analysis, closing the sale, and service after the sale. 1-3 credits.

273. Government in Business

The role of government in business as a controller, supplier, auditing agency and accrediting agency. 3 credits.

276. Public Relations

Creating a public image with the use of advertising, personal communications, and personnel relations. 1-3 credits.

COMPUTER SCIENCE - CSCI**120. Data Processing**

An introduction to computer science which provides a general understanding of computer hardware, software, terminology, history, applications and social issues related to computing. No prerequisites. 1-3 credits.

206. Basic Programming I

The BASIC language is used to introduce structured programming techniques. Programming assignments are in the areas of Engineering, Business, and Accounting. Flow-charting, algorithm development and text file controls are introduced. Prerequisite: CSCI 125 or permission of instructor. 3 credits.

210. Software Applications

This course will introduce spreadsheet applications and desktop publishing. Topics include using spreadsheet programs and desktop publishers in general business applications, incorporating graphics, and integrating program this course gives hands-on experience. Prerequisite: CSCI 125. 3 credits.

215. Programming Logic and Methods

Prepares students in the fundamental principles of computer programming using the structured approach to programming and problem solving methodologies. Emphasis is on application. Prerequisite: CSCI 206. 3 credits.

220. COBOL I

This course is an introductory course in COBOL programming language using a typical business applications. Emphasis on structured programming practices. Prerequisite: One quarter of a programming language. 3 credits.

221. COBOL II

Advanced programming techniques using table handling, report creation, file creation. Prerequisite: CSCI 220. 3 credits.

240. Systems Analysis

Creates an overview of the systems development life cycle. Emphasis is on system documentation for describing process flows, data structures, file design, and program application. Covers information gathering and reporting activities and the transition from analysis to design. Prerequisite: One quarter of a programming language. 3 credits.

250. Pascal

This course gives a working knowledge of a high level computer language using PASCAL. The student will write programs to solve specific problems. Topics covered will include programming techniques, subprograms, loop structures, sorting, conditional branching, and file creation and maintenance. Prerequisite: CSCI 206 or CSCI 215. 3 credit hours.

ECONOMICS - ECON**101. Principles of Economics I**

This course includes a study of the historical development of the modern economic society. Also included are insights into the economic nature and theory of growth basic to the market system. Particular attention is paid to those aspects of the economic environment of business over which businessmen can exercise some degree of control. 3 credits.

102. Principles of Economics II

Attention is focused on aggregate levels of national income, monetary and banking systems, production and consumption, fiscal policy and international economics. 3 credits.

103. Principles of Economics III

This course focuses attention on determinants of the behavior of individual households and business firms. Included is an intensive study of the formulation of economic policy. Also included is a study of elasticity under different market structures. 3 credits.

ENGLISH - ENGL**101. English Composition I**

This course provides study and practice in the principles of writing. The course will stress organization and development in essays based on a student's experiences and on assigned reading. 3 credits.

102. English Composition II

This course provides study and practice in the principles of writing. The course will emphasize critical and interpretive writing based on assigned reading. A research project is included. Prerequisite: ENGL 101. 3 credits.

103. English Composition III

This course provides study and practice in principles of writing. The course will emphasize persuasive, critical, and interpretive writing based on assigned reading. Attention will be given to stylistic choices in words and sentences.

Prerequisite: ENGL 102. 3 credits.

205. Technical Report Writing

This course emphasizes the communication skills needed for technical and scientific writing. Preparation of visuals to supplement text, descriptions of mechanisms, explanations of processes, and writing short reports are the major topics included. This course is designed for students enrolled in technical degree programs and does not fulfill a humanities requirement. Prerequisite: ENGL 102. 3 credits.

MATHEMATICS - MATH**117. Elementary Algebra**

This course includes the basic concepts and techniques of elementary algebra. It is intended for students who need a refresher before continuing in other studies requiring Algebra. Topics include polynomial operations, factoring, solving first and second degree equations, coordinate system graphing, introduction to algebraic fractions, powers and roots. Students with strong math backgrounds from high school should take MATH 141. Prerequisite: Algebra I in high school and/or MATH 101. 4 credits.

124. Finite Math

This course is recommended for general education, business, and social science majors. Topics will include mathematical modeling, linear programming, matrices, logic and introduction to probability and statistics. Credit will not be given to students who have successfully completed Topics in Math. Prerequisite: MATH 117. 5 credits.

281. Introduction to Business Statistics

This course includes probability distribution, sampling and sampling distributions, estimation, hypothesis testing, and chi-square distribution with emphasis on the importance of statistics in business decisions. Prerequisite: MATH 124 or MATH 141. 4 credits.

PSYCHOLOGY - PSYC**101. Introduction to Psychology**

This course approaches psychology as a behavioral science. Topics included are psychology as a science, physiological psychology, learning, human development, and social psychology. Credit will not be given for both this course and Psychology 110. 3 credits.

104. Industrial Psychology

This course is designed to give a broad overview of the field of industrial psychology. 3 credits.

SECRETARIAL STUDIES - SSTO**106. Typing I**

Totally beginning course in typewriting. Introduction to the touch keyboarding system with emphasis on correct techniques and mastery of the keyboard. Students will learn the operative parts of the typewriter. Development of speed and accuracy will be emphasized. 3 credits.

SPEECH AND THEATER - SPTH**115. Fundamentals of Effective Speech**

Principles of and practice in composition and presentation of speeches. A course designed to help individuals to speak effectively to other individuals or to groups. A study of organization, development, delivery, and purpose of various types of speeches. 3 credits.

CHAPTER IV

RESULTS

The weekend program has been designed and prepared. It can be implemented at anytime. However, as of this writing, it is being held in abeyance. The naivete of the authors concerning politics, funding, and hidden agenda during the course of this project is the major reason the program was not implemented. The following is presented in the sincere hope that the reader will benefit from the experience of these authors.

In the initial stage of the idea for this project, it was presented to the Dean of South Campus of Southern State Community College for approval. The Dean was very enthusiastic, possibly too enthusiastic, and offered financial aid for the advertising and secretarial support. The Dean is a very goal oriented person, and began the news releases before the program was developed. The first open house to publicize this program was scheduled without adequate preparation, and as if that were not bad enough, another event was scheduled at the same time, and at the same location. The result was a fiasco, and the program experienced a substantial dimming of enthusiasm by the Dean although the original offer of support was still there.

The news releases and the open house alerted every one within the College of the program and now we were confronted with the aforementioned politics. The Deans of North and Central campuses expressed concern implying that any new programs also belonged on their campuses. During this turmoil, the College Treasurer hearing of the program stated that he would not authorize the funds necessary to initiate

the program. This decision was purely political made with no knowledge of the possibility of success or failure.

Another obstacle, that seemed political in the beginning but in reality had a subtle and hidden agenda, came from the professors. They began voicing a number of reasons why this program could not succeed. The grapevine, however, showed that the real reason for the professors opposition was a deep reluctance to teach classes on Friday nights and Saturdays.

There are new administrators currently assuming responsibility at Southern State and the balance of political power has shifted. That along with the experience gained by the authors from the first attempt, should insure that the second attempt will be more successful.

NEWS RELEASE

Southern State Community College
200 Hobart Drive
Hillsboro, Ohio 45133
Contact Gretchen Huffman

FOR IMMEDIATE RELEASE

May 11, 1990

SOUTHERN STATE TO OFFER WEEKEND DEGREE

For the first time, Southern State Community College is offering a weekend program on the South Campus which will lead to an associate degree.

Joyce Day, Dean of Academic Affairs for SSCC, said that the new weekend program will enable students to receive an A.A.B. degree in business management, accounting or computer programming.

"Classes in this program will begin on Saturday, June 23, and will continue, year around, through four quarters of eleven weeks each. Saturday classes this Summer Quarter will be offered from 9:00 A.M. to 9:00 P.M. and will include: Intro to Business, Principles of Supervision, Labor Relations and Public Relations," the Academic Dean explained.

A student may take as few as one or as many as five classes per quarter. It is possible to obtain a degree by attending only the Saturday sessions, although classes will be offered on Friday evenings, as well, for those who wish to finish in less than the estimated three year period.

"Whether you are adding to college credits already acquired or simply starting from scratch, the program is equally attractive," Ms. Day pointed out. "However, all credits necessary for this degree will be obtainable here at Southern State and on Saturdays."

Applicants for the new program may register through the Admissions Office on South Campus at 1-800-334-6619. Registrants will be invited to a kick-off brunch to be held on Saturday, June 16, from 10 - 12:00, where they will learn more about the program and have an opportunity to meet faculty and fellow students.

NEWS RELEASE

Southern State Community College
200 Hobart Drive
Hillsboro, Ohio 45133
Contact Gretchen Huffman

FOR IMMEDIATE RELEASE

June 10, 1990

WEEKEND CLASSES ON SOUTH

A weekend associate degree program is starting June 23 on the South Campus. This program is designed for employed persons who wish to obtain a degree in one of the Business technologies: accounting, business management or computer programming.

Classes will be offered on Friday evenings and all day on Saturdays, to coincide with our usual four quarter scheduling. A kick-off brunch for perspective students is planned for Saturday, June 16, from 10 to 12, to evaluate the interest in this new program.

Jim DeLong and **Bill Horne** developed this program as a partial fulfillment of a Master's program at the University of Dayton.

NEWS RELEASE

Southern State Community College
12681 U.S. Route 62
Sardinia, OH 45171
Contact Jim DeLong or Bill Horne
695-0307

For: Immediate Release

Weekend Programs Offered

Southern State Community College is announcing a new program to be offered on weekends. The program of study will lead to an AAB degree. It will be possible to obtain a degree in accounting, business management, or computer science.

The classes will be offered on Friday evenings 6 p.m. to 9 p.m. and on Saturday from 9 a.m. to 9 p.m. A student may take any or all courses offered. A student choosing to take all courses offered would be able to complete the degree program in just three years.

This program is being offered to assist those people who are unable to attend classes at the normally scheduled hours. Particularly those people whose family and/or job commitments only allow weekend study.

-More-

Weekend Programs Offered

Whether you are just beginning college or need to complete an unfinished degree, this program will be equally beneficial.

For further information on how to enroll and to explore possible financial assistance, just call Southern State Community College South Campus at 695-0307 between 8 a.m. and 5:30 p.m. Monday through Friday.

News Release

Southern State Community College
12681 U.S. Route 62
Sardinia, OH 45171
Contact Jim DeLong or Bill Horne
695-0307

For: Immediate Release

SSCC Weekend Program in Place

Southern State Community College South Campus at Fincastle is announcing that the new weekend program leading to a degree in business management, computer science, or accounting is ready for the Fall term. Joyce Day, Dean of the SSCC South Campus, said that the new program will have special registration times. An applicant may contact the South Campus Monday through Friday 8 a.m. to 5 p.m. or any Saturday between now and when classes start September 23rd.

The new program is designed to aid local people who are unable to attend regular classes because of a family or work schedule conflict.

A person entering the program this Fall could complete and receive a degree in just three years.

Southern State Community College
12681 U.S. Route 62
Sardinia, OH 45171

News Release
Public Service Announcement

TO: Ms. Peggy Gillespie
WSRW Hillsboro, Ohio

FROM: Joyce Day
Southern State Community College
695-0307

FOR: Immediate Release

30:

SOUTHERN STATE COMMUNITY COLLEGE (SSCC) IS ANNOUNCING A NEW PROGRAM OF STUDY TO BE OFFERED ON WEEKENDS. THE PROGRAM WILL LEAD TO A DEGREE IN COMPUTER SCIENCE, ACCOUNTING OR BUSINESS MANAGEMENT. A PERSON ENTERING THE PROGRAM NOW COULD COMPLETE THE REQUIREMENTS IN JUST THREE YEARS. IF YOU ARE INTERESTED AND WOULD LIKE FURTHER INFORMATION, CONTACT SSCC SOUTH CAMPUS AT 695-0307 MONDAY THROUGH SATURDAY. FOR THOSE WHO NEED FINANCIAL ASSISTANCE, THERE ARE SEVERAL OPTIONS AVAILABLE.

EXHIBIT 6

SURVEY

WEEKEND CLASSES

Accounting, Business Management, Computer Programming

Southern State Community College is making plans now to offer several new programs leading to an associate degree. These new programs will begin in the Fall term this September. If you are interested in taking advantage of this new program would, would you please take a few minutes to answer the following questions.

I. Which of the following programs are you interested in? (You may check more than one).

A. () Accounting

B. () Business Management

C. () Computer Programming

D. () Other Business _____

E. () Other Non-business

II. Would weekend classes be the only time you could attend?

yes _____ no _____

III. Would you need financial assistance?

yes _____ no _____

IV. Would you like to have an advisor contact you?

yes _____ no _____

V. Would you want to begin this Fall?

yes _____ no _____

If you would like further information, please call SSCC South Campus at 695-0307 or enter your name, address, and telephone number below:

Name _____

Address _____

Telephone _____

Thank you for your cooperation and help. Please place the questionnaire in the enclosed self-addressed, stamped envelope, and return as soon as possible, but no later than September 10, 1990.

**EXHIBIT 7
SURVEY RESULTS
WEEKEND CLASSES
Accounting, Business Management, Computer Programming**

Southern State Community College is making plans now to offer several new programs leading to an associate degree. These new programs will begin in the Fall term this September. If you are interested in taking advantage of this new program, would you please take a few minutes to answer the following questions.

I. Which of the following programs are you interested in? (You may check more than one).

A. (11) Accounting

B. (18) Business Management

C. (14) Computer Programming

D. (9) Other Business _____

* E. (32) Other Non-business

II. Would weekend classes be the only time you could attend?

yes 31 no 23

III. Would you need financial assistance?

yes 47 no 23 2**

IV. Would you like to have an advisor contact you?

yes 38 no 34

V. Would you want to begin this Fall?

yes 69 no 3

*Numbers do not correlate because more than one response could be made to question one.

**Question three response may not be valid because of poor question construction by the authors. Two responses were, "I don't know" and "maybe."

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