

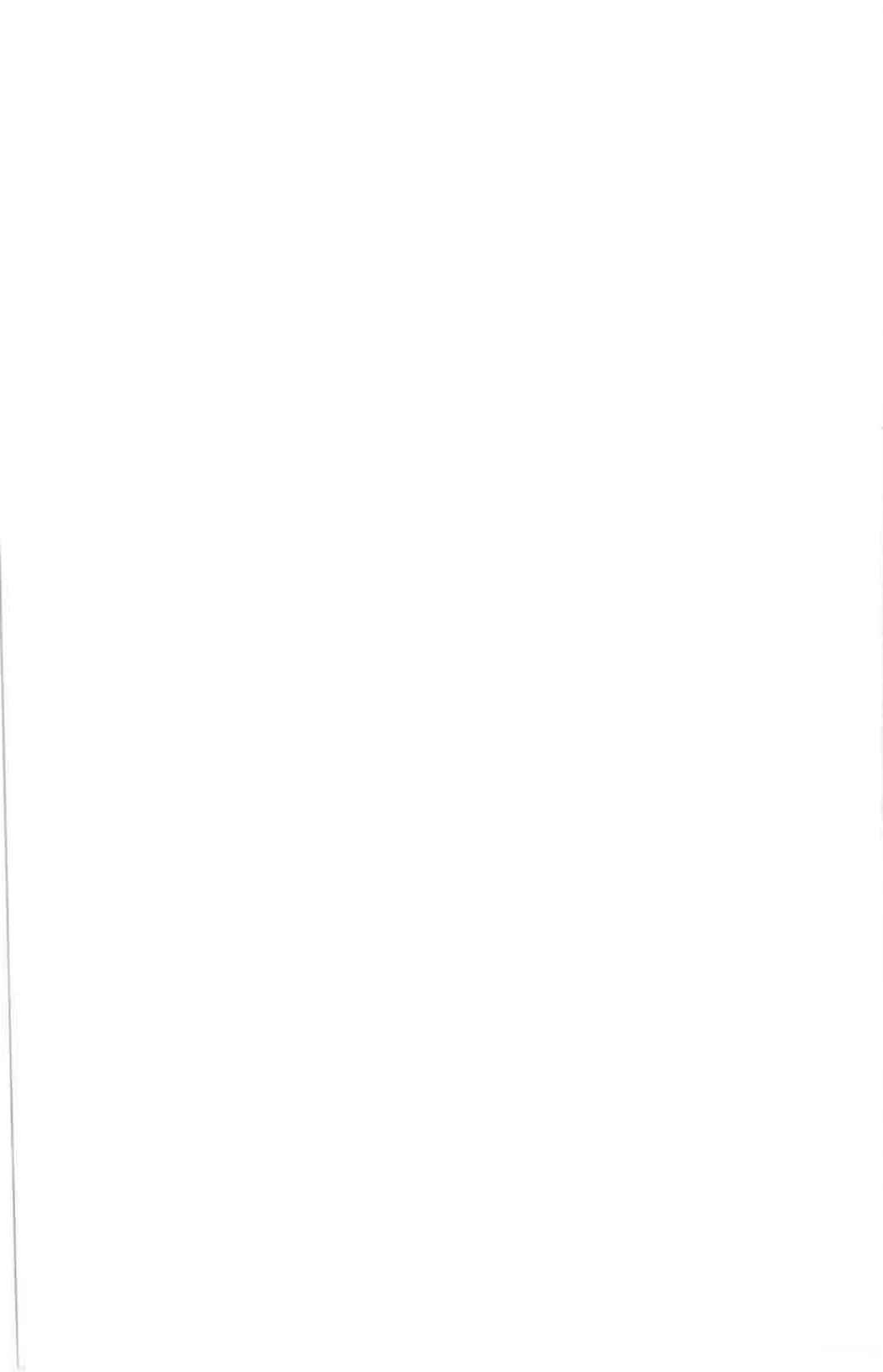
A stylized illustration of a palm tree in shades of green and blue, set against a background of palm fronds. The tree is positioned on the left side of the page, with its trunk and fronds extending upwards and outwards. The background consists of various shades of green and blue, with some fronds appearing as light blue outlines against a darker green background.

# FORT LAUDERDALE COLLEGE

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Your Future is Our Business

**1991-1992 Catalog**



# **Fort Lauderdale College**

*Celebrating over 50 years of quality in Business Education*

## **1991-1992 Catalog**

**FORT LAUDERDALE COLLEGE - MAIN CAMPUS**

**1040 BAYVIEW DRIVE**

**FORT LAUDERDALE, FLORIDA 33304**

**(305) 568-1600**

**(800) 468-0168**

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

The courses, programs, policies, requirements and regulations published in this catalog are under constant review in order to serve the best interests of the College and the students, and are subject to change as circumstances may require.

The College maintains an extension campus at Phillips Junior College located at 2401 N. Harbor Boulevard, Melbourne, Florida 32935, which falls under the jurisdiction of this catalog.

The College maintains two (2) branch campuses which operate under separate catalogs:

**Tallahassee Branch**  
1303 Thomasville Road  
Tallahassee, FL 32303  
**(904) 224-8083**

**Hialeah Branch**  
551 West 51st Place  
Hialeah, FL 33012  
**(305) 558-1949**

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Fee schedule, Calendar, and Faculty Listing are separate supplements to the catalog.

# GENERAL INFORMATION

## Philosophy

Fort Lauderdale College is dedicated to the ideal that every student should have the opportunity and encouragement to develop to his full potential. The College realizes that each student has unique aptitudes and ambitions, and through individual attention from a student-oriented faculty and staff, the College seeks to provide for the needs of each individual.

As one fundamental objective, the College offers courses of study designed to prepare its graduates for productive lives as managers, businessmen and women, and entrepreneurs.

Another fundamental objective for the College is to offer general education courses planned to help its graduates become socially aware members of their respective communities to the end that each can communicate effectively and successfully handle the many human relations problems encountered in a complex society.

The College seeks to offer an opportunity for students from various geographic areas to interact with each other while completing a collegiate program of study.

Thus, the College seeks to provide for men and women the educational opportunities which will permit them to undertake college-level study in a favorable learning environment. Such an environment will enable qualified students to prepare themselves for a career with confidence in their abilities.

## History

The historical roots of Fort Lauderdale College date back to 1940 when it was known as the Walsh School of Business Science and programs consisted primarily of specialized business training.

In 1956 the curriculum was expanded and the name was changed to Broward College. The State of Florida issued a Charter in 1962 for operation as a degree-granting institution of higher learning with authority to grant associate and baccalaureate degrees.

In 1963 the name was changed to Drake College of Florida in honor of Dr. S. J. Drake who had been affiliated with the College since 1948.

In 1969 programs were added in math, foreign languages, fine arts, and sociology and the name was changed to Fort Lauderdale University. The liberal arts program was discontinued in 1974 and the name was changed to Fort Lauderdale College of Business and Finance. To reflect the development of a variety of business-related programs, the name was changed to Fort Lauderdale College in 1976.

Fort Lauderdale College was acquired in July 1989 by Phillips Colleges, Inc., a Gulfport, Mississippi-based company and owner of the largest group of privately held career colleges in the United States.

# **Accreditation And Approvals**

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

# **Memberships And Approvals**

## **APPROVALS**

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

## **MEMBERSHIPS**

Broward Association of Career Schools  
Florida Association of Student Financial Aid Administrators  
Florida Association of Accredited Private Schools  
Fort Lauderdale Chamber of Commerce  
Southeastern Association of Private Schools  
Florida Association of Collegiate Registrars and Admissions Officers

# **Ownership and Control**

Fort Lauderdale College is organized as Phillips Educational Group of Fort Lauderdale, Florida, Inc., a wholly owned subsidiary of Phillips Colleges, Inc., of Gulfport, Mississippi. The officers of Phillips Colleges, Inc., are Gerald C. Phillips, Chairman of the Board; Gerald D. Adams, President; James R. Stanley, Senior Vice President, External Affairs; and J.L. Wasson, Senior Vice President, Southeastern Area.

# Fort Lauderdale College and Fort Lauderdale

Fort Lauderdale College is located in Broward County, Florida, which has a population exceeding 1,000,000 residents. World-renowned for its climate and beaches, it is the center of Florida's Gold Coast tourist mecca. It offers the students at Fort Lauderdale College not only superb climate and recreation but also numerous cultural and educational opportunities to supplement academic study.

## Cultural Activities

Fort Lauderdale, known as the Venice of America, is made up of a network of ongoing intercoastal waterways. It is located in Broward County, one of the fastest growing counties in the United States. The Museum of Art was opened in early 1986 and contains a growing collection of modern painting and sculpture. The County Library System has received national recognition for its outstanding service to the residents of Broward County. The Parker Playhouse hosts a number of dramatic presentations each year, including off-Broadway shows. Popular artists appear regularly at the Sunrise Musical Theater. There are endless opportunities for dining and shopping as well as movie theaters which run both current films and foreign films. There is a wide variety of churches and synagogues which represent nearly every religious preference.

## Sports

Fort Lauderdale College and South Florida offer students an opportunity to participate in many sports and recreational activities.

The College has organized teams in basketball, soccer, flag football and co-ed volleyball and softball. Each of these teams compete in a county-wide college league (sponsored by the Broward Association of Career Schools.). Fort Lauderdale College also has intramural tournaments in several sports including tennis, volleyball and softball.

There is also a wide variety of sports activities in the South Florida area. Deep-sea game fishing is a top attraction in Fort Lauderdale and inland fresh-water streams and conservation areas are excellent for fresh-water fishing. Broward County is a center for golfing and tennis, featuring more than 35 golf courses and thousands of tennis courts. Other popular sports in the area are horseback riding, water skiing, scuba diving and wind surfing.

For the sport spectator, located in South Florida is the International Swimming Hall of Fame which hosts the Collegiate Swim Forum. The New York Yankees conduct their spring training in this area and own the Fort Lauderdale Yankees, a farm team. Additionally, South Florida supports two professional sports franchises, the Miami Dolphins of the NFL and the Miami Heat of the NBA. Also, the famous Orange Bowl hosts an excellent selection of NCAA football games annually, including all of the Miami Hurricane home football games.

# Physical Plant and Facilities

The physical plant of Fort Lauderdale College is designed to provide an excellent learning environment, comfortable atmosphere, and convenient accessibility. Comfortable classrooms and labs are air conditioned, and contain modern functional furnishings and teaching equipment. There is adequate lighted parking and administrative offices are easily accessible to students for assistance and service.

The College is located between U.S. Federal Highway One and the Atlantic Ocean at the intersection of Bayview Drive and Sunrise Boulevard. Adjacent to the college is George English Park (a multisport recreational complex) and the Galleria Fashion Mall which includes Neiman Marcus, Saks Fifth Avenue, and Lord and Taylor. The Intracoastal Waterway is two blocks east of the College and the world famous Fort Lauderdale beaches are five blocks to the east.

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

The College library is housed on the second floor and provides an atmosphere conducive to study. The growing collection is comprised of basic reference materials as well as periodicals and current publications which support the curriculum.

Students apartments are located in a residential section a short distance from the College. Shuttle bus service is provided between the apartments and the school.





# Student Life

Classroom learning comprises only part of the student's education, which also includes the development of an understanding of people. College activities include, but are not limited to, numerous intramural sports, clubs, student government association, and community involvement. It is the policy of the College to encourage those activities which are of most interest to the students by fostering leadership and by channelling the energy and enthusiasm of the students into worthwhile outlets.

The Student Government Association affords students interaction between faculty and administration. S.G.A. is the intermediary body between the students and those that execute policy. S.G.A. coordinates activities for the entire student population.

Local families open their homes to our students in the "adoptive student program". Students apply and are placed with a local family to help adapt to South Florida.

New students are given advice on study habits, stress, personal problems and career goals. The faculty and a fulltime counselor are available for counseling and guidance.

## Housing

Fort Lauderdale College has a Housing Director to assist students with housing while enrolled at the College. The College has off-campus apartment complexes available for all students. Freshmen are encouraged to make use of these apartments.

Student apartments are located in residential areas near the College and shuttle bus service is provided to and from the College at no additional charge.

One, two and three bedroom apartments are available on a first-come first-served basis, based upon the date on which a \$200 non-refundable housing deposit is received. Each apartment is fully furnished including a full kitchen.

The Housing Director also maintains current listings of non-College operated housing which is available to students.

For details and assistance, students can write or call the Housing Director or the Admissions Office.

# Statement of Non-Discrimination

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

## Reservations As To Programs And Charges

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

## Transfer To Other Colleges

The College neither implies nor guarantees that credits completed at Fort Lauderdale 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. Additional information regarding transfer of credits is available in the Academic Dean's office.

## Placement Services

One of the outstanding features of the College is the Placement Service, which is available at no additional cost to students and graduates. While job placement is not guaranteed, every possible avenue is pursued to assist the student in obtaining desirable employment.

Students in school receive guidelines in job hunting. The College has a history of success in assisting students in finding part-time employment. Listings of current job openings are posted on a daily basis for students' information.

Fort Lauderdale College is part of the Phillips System of Colleges — a national network of over 90 career colleges and schools located in 33 states from Massachusetts to California and from Alaska to Florida. This network represents job placement opportunities all across America.

Fort Lauderdale College has a Job Placement Director who is dedicated to job placement upon graduation. This includes providing job search information, scheduling job interviews and fine tuning interviewing skills.

Graduates are required to register with the Placement Office one term prior to graduation. The Placement Director conducts one-on-one counseling with prospective graduates to best fit the graduates' skills with the employers' needs.

# ADMISSIONS

## General Admissions Requirements

Graduation from high school or its equivalent is prerequisite for admissions to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or equivalent. All undergraduate applicants are required to satisfy a nationally recognized assessment test to determine their potential success in college level studies. Adult students with a recognized ABILITY TO BENEFIT from a postsecondary education who do not possess a high school or GED diploma may also be admitted on the equivalency basis after formally satisfying the assessment test. In addition, this student must be interviewed and counseled before entering class. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. As a result of the evaluation of the qualifications, it may be necessary to schedule the student to take developmental courses.

## Graduate Program Admissions Requirements

Specific requirements for admission to the Master of Business Administration Program are listed on page 20.

## Early Admission

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

## Admission For International Students

When international students apply for admission, official transcripts of completed secondary and applicable college credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and the grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all international students and a TOEFL score of 475 or its equivalent is required for entry into an undergraduate degree or diploma program (not required for applicants whose native country has English as a primary language).

Students not meeting this requirement must satisfactorily complete an Intensive English program of study at the College, which will, upon completion, allow students to pursue a Collegiate degree.

INTERNATIONAL STUDENTS MUST ALSO MEET THE FOLLOWING REQUIREMENTS:

- Pursue a course of study as a full-time student;
- Not transfer schools or work off-campus without approval from the Immigration and Naturalization Service.

THE COLLEGE IS REQUIRED TO REPORT TO THE IMMIGRATION OFFICE NON-IMMIGRANT ALIEN STUDENTS WHO:

- Do not register for classes;
- Do not maintain full-time status;
- Do not maintain proper attendance;
- Withdraw from the College before completion of the term;
- Terminate their attendance at the College upon completion of the term.

A Form I-20 (Immigration Certification of Acceptance) will be sent to the applicant upon acceptance and payment of application and registration fees. With these exceptions, the conditions for admission for international students are identical to those of other students.

## **Orientation**

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

## **Registration For New Students**

The College holds registration for new students prior to the beginning of each term. Registration is necessary after the applicant has been accepted and all financial arrangements have been finalized.

## **Pre-Registration For Continuing Students**

Students currently enrolled in the College will pre-register for the next term beginning two weeks prior to final exams. Financial obligations must be met prior to this date for students to be eligible to pre-register.

# Advanced Standing

In-school residency may be time-shortened through transfer credit, exemption examinations, and/or life experience validation, provided that credit has not been previously earned for duplicate course work or accepted in transfer. A student may earn a maximum of 63 credits toward an associate degree or 135 credits toward a baccalaureate degree through these methods. Methods of achieving a time-shortened residency are described in the following four paragraphs:

## Transfer Students

Students with earned college credit from another college or university may apply for credit transfer to the College. Approval will be given by the Dean for the maximum number of credit hours already completed that are compatible with the College program. Students wishing to transfer credits must have an official transcript of those credits mailed directly to the College for evaluation.

## Standardized Testing

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

## In-House Credit By Examination

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

## Life Experience Evaluation

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

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

## Independent Study

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

## Auditing Courses

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

# A Partial Listing of Colleges and Universities From Which Students Have Transferred to Fort Lauderdale College

Alabama, University of  
American University, The  
Amherst College  
Arizona State College  
Arizona, University of  
Armstrong College  
Auburn University  
Barry College  
Boston University  
Brown University  
Bucknell University  
California, University of  
Churchman's College  
College of the Bahamas  
Columbia University  
Connecticut, University of  
Cooper Union  
Cornell University  
Dartmouth College  
De Paul University  
Detroit, University of  
Duke University  
Emory University  
Fairleigh Dickinson University  
Florida Atlantic University  
Florida International University  
Florida Southern College  
Florida State University  
Florida, University of  
Georgia State College  
Georgia Institute of Technology  
Georgia, University of  
Gettysburg College  
Goucher College  
Hunter College  
Husson College  
Illinois, University of  
Indiana University  
Iowa State College  
Iowa, University of  
John Carroll University  
Johns Hopkins University  
Kansas State Teachers College  
Kansas, University of  
Kent State University  
Kentucky, University of  
Lawrence College  
Long Island University

Louisville, University of  
Loyola University  
Manhattanville College of the  
Sacred Heart  
Maryland State College  
Maryland, University of  
McGill University  
Mercer University  
Miami-Dade Community College  
Miami University  
Miami, University of  
Michigan State University  
Middlebury College  
Millsaps College  
New Hampshire, University of  
New York University  
North Carolina, University of  
Northwestern University  
Nova University  
Ohio State University, The  
Ohio Wesleyan University  
Pennsylvania, University of  
Phillips Colleges  
Pittsburgh, University of  
Prospect Hall College  
Rollins College  
Russell Sage College  
Rutledge College  
South Carolina, University of  
Smith College  
Stetson University  
Syracuse University  
Tampa, University of  
Temple University  
Tennessee, University of  
Tufts University  
Vanderbilt University  
Vassar College  
Virginia Polytechnic Institute  
Vienna, University of  
Wake Forest University  
Washington University  
Wayne State University  
Wellesley State University  
Western Ontario, University of  
Wheaton College  
Wisconsin, University of  
Wyoming, University of

# Student Financial Assistance

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

Based on the information provided, each student's application for financial assistance will be evaluated by a College Financial Aid Officer. If the student is eligible, an appropriate award package will be developed and will normally include a combination of the various types of financial assistance available. Information on the types of documentation required will normally be provided during the student's financial assistance interview. Additionally, a Statement of Educational Purpose, certifying that all funds received under a federally-assisted loan, grant, or work-study program will be used only for expenses related to attendance at this College, and a Statement of Registration Status (Selective Service) must be signed.

Students are cautioned that all awards are made based on the availability of program funds to the College and the accuracy of the information provided to determine financial assistance 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 academic programs in order to continue eligibility for financial assistance. (See "Standards of Progress for Undergraduate Students" guidance listed herein.)

No students may receive financial assistance if they owe a refund on any grant, are in default on any loan, 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.

Additional information regarding eligibility requirements and application procedures for financial assistance may be obtained by contacting the Financial Aid Office at the College.

# **Financial Assistance Programs**

## **Pell Grant**

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

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

## **Supplemental Education Opportunity Grants (SEOG)**

The Supplemental Education Opportunity Grant (SEOG) is available to students with exceptional need who, without the grant, would be unable to continue their education. Students receiving SEOG generally must be a Pell Grant recipient and have a family contribution of less than \$2100. The amount of the grant and the number of students who may receive the grants depends on the availability of funds from the U.S. Department of Education. In no instance may students receive more than \$4,000 during an academic year under this program. It is not available to students who have received baccalaureate degrees. Additional information regarding SEOG is available in the Financial Aid Office of the College.

## **Florida Student Assistance Grant (FSAG)**

The Florida Student Assistance Grant (FSAG) is available only to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily available to all. Students are advised when applications may be submitted. It is not available to students who have received baccalaureate degrees.

## **Stafford Student Loan Program**

Formerly the Guaranteed Student Loan (GSL)

The Stafford Student Loan (GSL), available to eligible students, is a low-interest loan made by a lender such as a bank, credit union, or savings and loan association to help pay for the cost of education. Repayment of the loan generally begins six months after students have graduated, left school, or dropped below half-time status. Additional information on interest rates, origination fees, and guarantee premiums can be obtained by contacting the Financial Aid office at the College.



Effective for periods of enrollment beginning on or after January 1, 1987, students who are enrolled on at least a half-time basis may borrow the following amounts:

1. Students enrolled in programs which are normally completed in two academic years or less, up to \$2625 per academic year, regardless of the actual length of time it takes to complete the program.

2. Students whom the College determines have not yet completed the first or second year of an undergraduate program: up to \$2625 per academic year.

3. Students whom the College determines have successfully completed the first and second year of an undergraduate program, but who have not yet completed the undergraduate program: up to \$4,000 per academic year.

An aggregate maximum amount of \$17,250 may be borrowed by students enrolled in an undergraduate program.

4. Graduate students may borrow up to \$7,500 per academic year, with an aggregate maximum amount of \$54,750, including loans received for study at the undergraduate level.

## **Perkins Loan**

Formerly the National Direct Students Loan (NDSL)

The Perkins Loan is another low-interest loan available to students with exceptional financial need to help pay for the cost of education after high school. Additional information regarding the Perkins Loan may be obtained in the Financial Aid Office at the College. Maximum aggregate amounts eligible students may borrow are:

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

Repayment of the Perkins Loan generally begins six or nine months after students have left school, depending on when students first received the loan.

## **Supplemental Loans for Students (SLS)**

Under this program, graduate students and independent undergraduate students are eligible to borrow up to \$4,000 per academic year, with an aggregate loan maximum of \$20,000. (Based on documented extenuating circumstances, dependent undergraduate students may borrow under this program.) These loan limits do not include amounts borrowed under the Stafford (GSL) or PLUS programs. Repayment usually begins within 60 days after the loan is disbursed.

## **PLUS Loan**

Eligibility for a PLUS Loan is limited to parent borrowers. Parents may borrow for either dependent undergraduate or dependent graduate students. The maximum amount a parent may borrow on behalf of each eligible student is \$4,000 per academic year, with an aggregate loan maximum for each eligible student of \$20,000. These loan limits do not include amounts borrowed by a student under the Stafford (GSL) or Supplemental Loans for Student programs. Repayment usually begins within 60 days after the loan is disbursed. Additional information may be obtained by contacting the Financial Aid Office at the College.

## **College Work-Study Program (CWSP)**

This is a program for eligible students who require employment in order to meet their education-related expenses. Students' work schedules are arranged in conjunction with their class schedules.

Students must apply for college work-study through the Financial Aid Office at the College and must meet eligibility and application procedures may be obtained in the Financial Aid Office at the College.

## **FAAPS Graduate Scholarship Program**

Fort Lauderdale College participates annually in the Florida Association of Accredited Private Schools Graduate Scholarship Program. The College contributes one (1) full tuition scholarship for programs offered at the College to F.A.A.P.S. for award based upon their criteria. Information regarding selection criteria and application forms are available from the Florida Association of Accredited Private Schools, 1912 Firethorn Court, Brandon, FL 33511.

# **Veterans Assistance Programs**

The college is approved for the training of veterans and other eligible persons.

## **War Orphan Educational Assistance**

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

## **Vocational Rehabilitation for Veterans**

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

# Tuition and Fees

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

## Student Accounts

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

## Refund Policy

The operating budget of the College provides for the engagement of faculty, expenses, and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full academic year from all accepted students. Student withdrawal does not decrease the expenses of the College to any substantial extent. Refund policies have been established appropriate to the program followed. The refund policy is explained in detail under Additional Information for Undergraduate Students. Refunds are made in a fair and equitable manner. In all instances, refunds for students who are receiving Title IV Financial Aid will be made according to the following priorities: Stafford (GSL) and/or SLS/PLUS, Perkins, SEOG, PELL.

# Academic Information

## Grading Systems and Progress Reports

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

The following grading system is used:

GRADE EVALUATION		Grade Points
	Per Credit Hour	
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
W	Withdrawal, Penalty	0
F	Failure	0
I	Incomplete	0

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

N	No Grade (Withdrawal, Non-Penalty) (An "N" grade may be awarded if a student withdraws from a class under approved mitigating circumstances.)	not calculated
E	Exemption	not calculated
U	Audit	not calculated
Z	Direct Study In Progress	not calculated

Fort Lauderdale College does not recognize an official drop/add period. No academic penalty will be received if a class is dropped within 30 days of the start of the term.

# 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. Repeating courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be recomputed to count the last attempt only.

This policy may be used only three times for improving grade point average, either for three separate courses or two times for one course and one time for a second course.

## Calculation of Grade Point Average

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

## Attendance Requirements

At Fort Lauderdale College our approach to education involves more than just textbook reading. Because of this unique approach we have established minimum attendance requirements for students. Fort Lauderdale College recognizes that there are times when a student cannot attend class, or arrives late due to unusual circumstances. The attendance policies have been formulated to allow for these circumstances, while at the same time insuring that each student attends class a sufficient amount of time to meet the objectives of the course.

With this in mind the College sets forth the following minimum standards:

1. Any student who is absent for more than twenty-five (25) percent of the class (cumulative), or misses more than eight (8) consecutive class hours may be dismissed from that class.
2. In consideration that the instructor is the most qualified judge of the effect of absences on the student's academic progress in a class, the instructor may request that a student be withdrawn from a class due to excessive absences at any time. Final approval of a withdrawal due to attendance is with the Academic Dean.

Students who have been dismissed based on the attendance policy have the right to appeal that decision through the student appeals process.

# Family Educational Rights And Privacy Act of 1974

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

Student consent is required for the release 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.

## Standards of Satisfactory Progress For Undergraduate Students

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

Hours Attempted	Cummulative Grade Point Average Necessary
0-24	1.50
25-48	1.75
49 and above	2.0

Failure to achieve the required cumulative grade point average during the time frames indicated will result in the student being placed on Academic Probation for the next grading period. If the minimum cumulative GPA is not established at the end of the probationary period, the student will be suspended from the College for a period of one (1) full academic term.

A student who has been suspended who desires to re-enter the College must first contact the Academic Dean for a counseling session. Only after such counseling will a determination be made as to whether the student will be allowed to return. Upon re-entry, the student will be in a probationary academic status and by the end of the grading period must achieve the required cumulative grade point average for the hours attempted, or the student will be dismissed.

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

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

1. If a student feels that there are mitigating circumstances that have impeded academic progress, the student may present these circumstances and appeal the resulting loss of financial assistance eligibility. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by the Academic Committee of the College. If the appeal is approved and all eligibility requirements are met, the student may continue for another grading period and receive financial assistance.

2. If a student feels that there are circumstances that have otherwise resulted in a reduction and/or loss of financial assistance eligibility, the student may present these circumstances and appeal the reduction and/or loss. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by a Financial Aid Officer of the College. If the appeal is approved and all eligibility requirements are met, the financial aid office will, in accordance with applicable regulations, determine the levels of financial assistance availability. Approval of an appeal does not infer that the experienced reduction and/or loss of financial assistance eligibility will be reinstated.

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

## **Academic Deficiencies**

Following the conclusion of each grading period, the grades of each student will be audited by the Director or the Dean. 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, Academic Suspension, or Academic Dismissal. In all such cases, the Dean or Director will confer with each student to insure that all steps are being taken to assist the student in reaching a clear academic status.

## **Graduation**

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

## **Regulations Governing Student Conduct**

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

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



cause for such action.

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

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

## **Student Appeal Process**

Students who feel that they have been dropped from classes unfairly or have received lower grades than they deserve have an opportunity to appeal. They must address a brief letter to the Dean explaining the problem. A meeting is then arranged with the student, instructor, Director of Academic Affairs, Director, and Dean to discuss the matter and make necessary adjustments. This must be done within one week from the time a student is dropped for attendance reasons or four weeks from the time the grade was received. After that, no further consideration will be given.

## **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.

## **Referral Services**

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

## **Student Grievance Process**

Any student who wishes to voice a complaint concerning the College, the policies and/or procedures of the College, an employee of the College, or any other matter related to their attendance at Fort Lauderdale College should complete a student grievance form which is available in the Director of Student Service's office. Upon submission of a grievance the student will be notified of any action taken in writing within two business days. All student grievances are forwarded to the College Director's office for review.

# **Additional Requirements and Information - Graduate Program**

## **Philosophy**

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

## **Degree Offered**

The College offers the Master of Business Administration Degree.

To qualify for an MBA degree, students are required to accomplish the following:

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

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

## **Graduate Program Admissions Requirements**

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

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

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

1. Provide official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Provide completed admissions forms.
3. All foreign students from non-English speaking countries who are entering from institutions other than a member institution must present a TOEFL score of not less than 550 or equivalent evidence of their proficiency in reading, writing, and speaking the English language.

## **Categories of Enrollment:**

A student applying to the graduate program may be classified in one of three categories: degree-seeking Regular Student; Provisional Student; or non-degree-seeking Special Student.

### **1. Regular Students**

A degree-seeking applicant certifies his or her intention of applying for admission to a degree program at the time of making his or her initial application or upon acceptance. To qualify upon admission as a Regular Student seeking a graduate degree, the applicant must have achieved a cumulative grade point average of not less than 2.75 for all undergraduate upper level division work; or must score not less than 450 on the Graduate Management Admission Test (GMAT); or receive a comparable score on the Graduate Record Examination (GRE) in order to become a candidate for a Master's degree.

### **2. Provisional Students**

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

### **3. Special Students**

A student, provided he or she has a baccalaureate degree, who wishes to take graduate level courses may enroll without applying for admission or candidacy to a degree program. Such students will be classified as Special Students. Special Students may wish to take selected courses for personal or professional development or to remedy deficiencies in certain areas of their undergraduate curriculum. These students must meet the same minimum admissions requirements as the Provisional Student unless such requirements are waived by the Committee on Admissions for the Graduate Program. A non-degree-seeking special student applicant certifies that he or she wishes to take courses for reasons other than the pursuit of a degree and that he or she does not anticipate applying for admission to any degree program at the College in the foreseeable future. Students in this category are not eligible to apply for financial assistance.

### **Prerequisite Requirements**

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

- Principles of Accounting
- Principles of Economics
- Statistics

### **Transfer of Credit**

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

# Academic Load - Graduate Student

A student taking eight or more credit hours in the graduate program is defined as a full-time student.

## Standards Of Progress for Graduate Programs

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

Credit Hours Completed	Minimum GPA
16-27	2.50
28-39	2.70
40-49	2.90
50 or more	3.0

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

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

## Tuition

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

## Special Certificate Program

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

## Refund Policy

If a student withdraws from the program of study prior to completion, the refund policy shall be as described under Additional Information for Undergraduate Students on the following pages.

# Master of Business Administration

The primary objective of the Master of Business Administration program is to develop potential managers who possess the knowledge needed to effectively function in today's rapidly changing business environment and the ability to apply this knowledge in the real world. The program is designed for students who are planning to enter or are already employed in responsible management positions.

## Graduate Core Component

Sample Curriculum		Credit Hours
COP 5070	Computer Applications in Management	4.0
MAN 5010	Public Policy	4.0
PSY 5020	Organizational Behavior	4.0
MAN 5030	Human Resource Management	4.0
STA 5040	Quantitative Methods	4.0
MAN 5050	Management of International Business	4.0
TOTAL CORE COMPONENT .....		24.0

## Major Component

ACG 5060	Managerial Accounting	4.0
MAN 5080	Financial Management	4.0
ECO 5050	Managerial Economics	4.0
MAN 5070	Marketing Management	4.0
MAN 5060	Business Strategy	4.0
MAN 5090	Directed Study Project	6.0
	Elective	4.0
TOTAL MAJOR COMPONENT .....		30.0

## CREDITS REQUIRED FOR GRADUATION:

GRADUATE CORE COMPONENT	24.0
MAJOR COMPONENT	30.0
TOTAL	54.0

# Additional Information For Undergraduate Students

## Application Procedure

Qualified applicants must submit a completed Application for Admission to the College with the application fee, which is non-refundable. An application form can be obtained by contacting the College Admissions Office. A high school transcript of work completed through date of application is also required. High school officials should be requested to mail transcripts directly to the College. If a transcript is not available at the time of application, the College will make every effort to assist the applicant in obtaining one.

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

## Refund Policy

### WITHDRAWAL AFTER COMMENCEMENT OF CLASS

**Withdrawal and Refund Policy:** You are accepted and registered for classes with the understanding that you will remain for the entire course or program. Hiring of faculty and staff, commitments of space, and maintenance and operation of the college are based on that assumption, an obligation which is not relieved when you withdraw. The following refund policy has been established. In the event you should withdraw from class, you will share in the costs incurred. Upon re-entry, you will pay the current program cost.

If a student withdraws after commencement of classes a refund will be paid within 30 days from the date the institution officially terminates the student. In computing refunds, the student will be considered to have been in attendance from the acceptance until the day of his last attendance. The refund policy is outlined below:

1st Week .....	0% of tuition is owed for academic year
2nd Week .....	10% of tuition is owed for academic year
3rd & 4th Week .....	20% of tuition is owed for academic year
5th - 8th Week .....	35% of tuition is owed for academic year
9th - 12th Week .....	40% of tuition is owed for academic year
13th - 15th Week .....	45% of tuition is owed for academic year
16th - 19th Week .....	50% of tuition is owed for academic year
20th - 24th Week .....	80% of tuition is owed for academic year
25th + .....	100% of tuition is owed for academic year

**NOTE:** Percentage of completion is based on the length of time in the academic year of the program as stated in the catalog and computed from the official start date to the last date of attendance. Time attended, rather than units of credit, is the criterion.

One hundred percent of the tuition attributable to the period beyond the academic year in which the student withdraws will be refunded when a student withdraws during the prior academic year. One hundred percent of the tuition attributable to the academic year in which the student withdraws will be retained when a student withdraws during a subsequent academic year. The refund percentage applies to the academic year in which the student withdraws.

The passage of Public Law 101-166 on December 19, 1989, resulted in the establishment of an alternate refund policy to pro rate tuition refunds for recipients of Stafford/GSL loans made on or after October 1, 1989 and for Title IV funds on or after July 1, 1990. For each student who withdraws on or after January 1, 1990, the Institution will calculate a pro rata refund which conforms to U.S. Department of Education regulations pertaining to recipients of Stafford/GSL loans or other applicable federal Title IV student assistance funds. This pro rata refund policy will be applied to students who withdraw (a) prior to completing one-half of their program of study or (b) within six months after enrolling in their programs of study, whichever occurs earlier. The pro rata refund may replace any refund policy already in effect and which may be already stated in the catalog, enrollment agreement, schedule of tuition, or other college publications; however, the student's refund will be based upon the refund policy which yields the larger refund. Please contact the Financial Aid office for additional information regarding these refund provisions.

## **Definition of Credit Hour**

A credit hour is equivalent to a minimum of 10 hours of classroom instruction with appropriate out-of-class study, or a minimum of 20 hours of laboratory class instruction, or a 30 hours of externship experience. A class hour is defined as fifty (50) minutes of instructional time.

## **Graduation With Honors**

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

## **Dean's List and Honor Roll**

To recognize and encourage outstanding scholastic performance, a Dean's List is published at the end of each term. To be eligible for this honor, a student must have earned a grade point average of at least 3.50 and must have been registered for 12 or more credit hours. The Director's Honor Roll lists all full-time students who have maintained a 4.00 grade point average during the term.

## **Internship Program**

An internship activity is considered to be a part of the academic program. Its purpose is to provide students with on-the-job experience as part of the curriculum. The student, along with the Department Chairman and the Dean, will determine the appropriate internship for approval. The Director of Placement will assist in finding the businesses which relate to the student's internship proposal. The internship will have proposed goals and objectives as well as structured evaluation and academic program appraisals. Regular academic credit will be given upon successful completion of the internship. The College has cooperative internships with Walt Disney World and other leading businesses.



# Cooperative Education Program

Cooperative Education is an academic program for undergraduate students. Its purpose is to provide students with practical, prearranged, and preapproved on-the-job educational experiences which relate to each student's academic program and/or career objectives. By combining traditional on-campus courses with off-campus Cooperative Education courses, under the joint supervision of a sponsoring company supervisor and the College Coordinator of Cooperative Education, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose of the program is to present students to employers in a way which will increase their post-graduation employment potential.

Degree-seeking students are eligible to apply.

## Cooperative Education Plans

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

1. The Parallel Plan
2. The Alternating Plan

The Parallel Plan is designed for students who elect to register for one Cooperative Education course simultaneously with at least two other courses, either in residence or through independent study.

The Alternative Plan is designed for students who elect to register for on-campus courses one term and register for one Cooperative Education course the following term. In other words, these students alternate terms of on-campus study with off-campus Cooperative Education study. Students who elect to participate in either plan must obtain academic counselling prior to entering either plan to assure that their Cooperative Education courses are properly integrated into their overall academic program of studies.

## Cooperative Education Credit

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

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

Courses taken in cooperative education will be identified on the student's transcript as "Parallel Work" and/or "Alternating Work".

Credit earned in parallel or alternating work courses are applied to the credit requirements for each degree program. Specifically, these credits apply to the

Approved Elective Component of the Student's academic program of study or as electives in the Major component; however, only 8 credit hours of parallel work or 8 credit hours of alternating work may be applied toward the major area. Tuition for Parallel Work and Alternating Work courses is charged at the same rate as other courses.

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

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

Alternating Plan Courses		Credit Hours
COE 2061	Sophomore Alternating Work	8.0
COE 3061	Junior Alternating Work	8.0
COE 4061	Senior Alternating Work	8.0

The above three courses are designed for students who alternate a term of full-time on-campus study with a term of full-time employment in a job which is related to the student's academic program and/or career objectives. COE 2061 is available to students pursuing an Associate degree. COE 3061 and 4061 are reserved for students pursuing a Bachelor's degree.

## Academic Load - Undergraduate Student

A student taking twelve or more credit hours per term toward the associate or bachelor's degree will be classified as a full-time student.

## Undergraduate Degree Programs

### TWO MAJORS

Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirements of two majors, a student will be awarded only ONE degree unless a minimum of 48 appropriate 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 48 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 24 appropriate credit hours in addition to the requirements of the first degree have been earned.

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

# **Fort Lauderdale College Undergraduate Academic Programs**

## **BACHELOR OF BUSINESS ADMINISTRATION DEGREE**

### **BACHELOR OF SCIENCE DEGREE**

Accounting  
Professional Accounting  
Computer Information Systems  
Hospitality Management  
International Business  
Marketing  
Management

### **ASSOCIATE IN BUSINESS DEGREE**

### **ASSOCIATE IN SCIENCE DEGREE**

Accounting  
Commercial Art  
Computer Information System  
Hospitality Management  
International Business  
Marketing  
Management  
Paralegal  
Travel and Tourism  
Video and Film Production

# Baccalaureate Degree

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

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

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

TOTAL CREDIT HOURS REQUIRED	192.0
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# Associate Degree

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

1. Complete a minimum of 96 credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 24 credit hours must be completed at the College.
2. Meet the specified graduation requirements, including the following area credit hour requirements, 36 of which must be in 2000 or above level. Upper division courses may be used to satisfy the requirements if approved by the Dean.

Area I - Business Administration Component	28.0 (minimum)
Area II - Major Component	44.0 (minimum)
Area III - General Education Component	24.0

TOTAL CREDIT HOURS REQUIRED	96.0
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All students seeking any of the degrees stated above must abide by all College rules and regulations, including satisfactory progress, attendance, and conduct; and settle all financial obligations to the College prior to graduation.

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

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

# THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE THE ASSOCIATE IN BUSINESS DEGREE

The Bachelor of Business Administration program prepares the graduate for work in a variety of business settings. The core of business courses provides a thorough grounding in the structure, function, and procedures of standard business operations. Business electives allow the student to tailor the program more precisely to his/her career goals. The graduate is prepared for a supervisory position which may lead to office or departmental management or to executive management.

The graduate of the Associate in Business program possesses the fundamental business knowledge and skills to function comfortably in an entry-level business office, marketing, or administrative position. The student possesses the human relations knowledge and the communications skills to deal effectively with a variety of personnel situations.

## Sample Curriculum

	Associate Degree Credit Hours	Bachelor Degree Credit Hours
<b>Business Administration Component</b>		
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2011 Principles of Accounting II	4.0	4.0
ACC 2021 Principles of Accounting III	4.0	4.0
COC 1020 Computer Literacy	2.0	2.0
COC 1201 Office Automation A		2.0
COC 1202 Office Automation B		2.0
BUL 2100 Business Law I	4.0	4.0
MAN 2100 Principles of Management		4.0
FIN 3401 Principles of Finance		4.0
MAR 1011 Introduction to Marketing	4.0	4.0
SES 1100 Keyboarding	2.0	2.0
<b>Total Business Administration Component Credit Hours</b> .....	<b>24.0</b>	<b>36.0</b>
<b>Major Component</b>		
MAN 1021 Introduction of Business	4.0	4.0
Business Electives to be selected in consultation with the Faculty Advisor or Dean from among the Business and Business related courses listed in the Catalog.	44.0	56.0
<b>Total Major Component Credit Hours</b> .....	<b>48.0</b>	<b>60.0</b>
<b>General</b>		
ENG 1540 English Usage and Composition	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
PSY 2012 General Psychology	4.0	4.0
MAC 1132 Fundamentals of College Math I, or		
MAT 2013 College Algebra	4.0	4.0
STA 3152 Statistics		4.0
POS 2041 American National Government		4.0
SPC 3010 Effective Speaking		4.0
ECO 2013 Economics I (Macro)		4.0
Electives	8.0	24.0
<b>Total General Education Component Credit Hours</b> .....	<b>24.0</b>	<b>56.0</b>
<b>Approved Elective Component</b>		
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
<b>Total Approved Elective Component Credit Hours</b> .....		<b>40.0</b>
<b>Total Credit Hours Required for Graduation</b> .....	<b>96.0</b>	<b>192.0</b>

# THE BACHELOR OF SCIENCE DEGREE IN ACCOUNTING THE ASSOCIATE IN SCIENCE DEGREE IN ACCOUNTING

The Bachelor of Science degree in Accounting is designed to prepare the student for a career in private or public accountancy or for positions in industry and government. Employment in this field is expected to grow faster than the average for all occupations for the next several years due to the key role these workers play in the management of all types of businesses.

The Associate in Science degree prepares students for careers as bookkeepers, junior accountants, accounting assistants, and business officers.

## Sample Curriculum

	Associate Degree Credit Hours	Bachelor Degree Credit Hours
<b>Business Administration Component</b>		
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2011 Principles of Accounting II	4.0	4.0
ACC 2021 Principles of Accounting III	4.0	4.0
COC 1020 Computer Literacy	2.0	2.0
COC 1201 Office Automation - A		2.0
COC 1202 Office Automation - B		2.0
BUL 2100 Business Law I	4.0	4.0
MAN 2100 Principles of Management		4.0
FIN 3401 Principles of Finance		4.0
MAR 1011 Introduction to Marketing	4.0	4.0
SES 1100 Keyboarding	2.0	2.0
<b>Total Business Administration Component Credit Hours</b> .....	<b>24.0</b>	<b>36.0</b>
<b>Major Component</b>		
MAN 1021 Introduction to Business	4.0	4.0
ACG 3301 Cost Accounting	4.0	4.0
ACG 3104 Intermediate Accounting I	4.0	4.0
ACG 3124 Intermediate Accounting II	4.0	4.0
ACG 3134 Intermediate Accounting III		4.0
ACG 3501 Federal Taxation I	4.0	4.0
		4.0
ACG 4201 Accounting Elective		4.0
ACG 4201 Advanced Accounting I		4.0
ACG 4605 Auditing I		4.0
	28.0	24.0
<b>Total Major Component Credit Hours</b> .....	<b>48.0</b>	<b>60.0</b>
<b>General Education Component</b>		
ENG 1540 English Usage and Composition	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
PSY 2012 General Psychology	4.0	4.0
MAC 1132 Fundamentals of College Math I, or		
MAT 2013 College Algebra	4.0	4.0
STA 3152 Statistics		4.0
POS 2041 American National Government		4.0
SPC 3010 Effective Speaking		4.0
ECO 2013 Economics I (Macro)		4.0
	8.0	24.0
<b>Total General Education Component Credit Hours</b> .....	<b>24.0</b>	<b>56.0</b>
<b>Approved Elective Component</b>		
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
<b>Total Approved Elective Component Credit Hours</b> .....		<b>40.0</b>
<b>Total Credit Hours Required for Degree</b> .....	<b>96.0</b>	<b>192.0</b>

# Professional Accounting (Fifth Year)

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

Accounting Area Component		Credit Hours
ACG 3442	Advanced Cost Accounting	4.0
ACG 4860	Governmental Accounting	4.0
ACG 4221	Advanced Accounting II	4.0
ACG 4621	Auditing II	4.0
ACG 4531	Tax Research and Planning	4.0
ACG 3542	Federal Taxation II	4.0

**Total Accounting Area Component Credits** ..... 24.0

**Approved Elective Component** ..... 24.0

To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced program in Professional Accounting to satisfy C.P.A. examination candidacy requirements

**Total Approved Elective Component Credit Hours** ..... 24.0

**Total additional credits needed to qualify for the second degree.** ..... 48.0



**THE BACHELOR OF SCIENCE DEGREE IN COMPUTER INFORMATION SYSTEMS**  
**THE ASSOCIATE IN SCIENCE DEGREE IN COMPUTER INFORMATION SYSTEMS**

The Bachelor of Science Degree Program prepares students for positions as programmer/analysts leading to possible management positions in the data processing field.

The Associate in Science Degree Program prepares students for entry level positions in the computer industry or other automated business environments. Opportunities for employment in this field are expected to continue to grow in the future.

**Sample Curriculum**

			Associate Degree	Bachelor Degree
			Credit Hours	Credit Hours
<b>Business Administration Component</b>				
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2011	Principles of Accounting II	4.0	4.0
ACC	2021	Principles of Accounting III	4.0	4.0
COC	1020	Computer Literacy	2.0	2.0
COC	1201	Office Automation - A		2.0
COC	1202	Office Automation - B		2.0
BUL	2100	Business Law I	4.0	4.0
MAN	2100	Principles of Management		4.0
FIN	3401	Principles of Finance		4.0
MAR	1011	Introduction to Marketing	4.0	4.0
SES	1100	Keyboarding	2.0	2.0
<b>Total Business Administration</b>				
<b>Component Credit Hours</b> .....			<b>24.0</b>	<b>36.0</b>
<b>Major Component</b>				
MAN	1021	Introduction to Business	4.0	4.0
COP	3520	Spreadsheet Analysis & Design		4.0
COP	2100	Computer Programming - BASIC	4.0	4.0
COP	3190	Computer Programming -		
		BASIC Advanced	4.0	4.0
COP	2121	Computer Programming - COBOL	4.0	4.0
COP	3121	Computer Programming -		
		COBOL Advanced	4.0	4.0
CIS	2321	Systems Analysis & Design	4.0	4.0
COC	xxxx	Any approved Programming Languages		8.0
COP	3530	Data Base Management		4.0
		Electives - Business & Related	24.0	20.0
<b>Total Major Component Credit Hours</b> .....			<b>48.0</b>	<b>60.0</b>
<b>General Education Component</b>				
ENG	1540	English Usage and Composition	4.0	4.0
ENC	1312	Written Communications	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
MAC	1132	Fundamentals of College Math I, or		
MAT	2013	College Algebra	4.0	4.0
STA	3152	Statistics		4.0
POS	2041	American National Government		4.0
SPC	3010	Effective Speaking		4.0
ECO	2013	Economics I (Macro)		4.0
		Electives	8.0	24.0
<b>Total General Education Component Credit Hours</b> .....			<b>24.0</b>	<b>56.0</b>
<b>Approved Elective Component</b>				
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
<b>Total Approved Elective Component Credit Hours</b> .....				<b>40.0</b>
<b>Total Credit Hours Required for Degree</b> .....			<b>96.0</b>	<b>192.0</b>

# THE BACHELOR OF SCIENCE IN MARKETING

## THE ASSOCIATE IN SCIENCE DEGREE IN MARKETING

The Bachelor of Science Degree Program in Marketing is designed to prepare the student for a career in the many areas of marketing and distribution of products and services throughout the economy.

The Associate of Science Degree Program prepares the student for a career as a sales associate or a marketing coordinator in a variety of business settings. As the free enterprise system thrives, skilled marketing professionals will continue to be in demand.

### Sample Curriculum

			Associate Degree Credit Hours	Bachelor Degree Credit Hours
<b>Business Administration Component</b>				
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2011	Principles of Accounting II	4.0	4.0
ACC	2021	Principles of Accounting III	4.0	4.0
COC	1020	Computer Literacy	2.0	2.0
COC	1201	Office Automation - A		2.0
COC	1202	Office Automation - B		2.0
BUL	2100	Business Law I	4.0	4.0
MAN	2100	Principles of Management		4.0
FIN	3401	Principles of Finance		4.0
MAR	1011	Introduction to Marketing	4.0	4.0
SES	1100	Keyboarding	2.0	2.0
<b>Total Business Administration Component Credit Hours .....</b>			<b>24.0</b>	<b>36.0</b>
<b>Major Component</b>				
MAN	1021	Introduction to Business	4.0	4.0
MAR	3101	Salesmanship	4.0	4.0
MAR	2331	Advertising	4.0	4.0
MAR	3503	Consumer Behavior	4.0	4.0
MAR	2102	Retailing	4.0	4.0
MAR	3321	Public Relations	4.0	4.0
MAR	4722	Marketing Management		4.0
MAR	4613	Marketing Research		4.0
MAR	4344	Promotional Policies & Strategy		4.0
		Electives Business, Business Related	24.0	24.0
<b>Total Major Component Credit Hours .....</b>			<b>48.0</b>	<b>60.0</b>
<b>General Education Component</b>				
ENG	1540	English Usage and Composition	4.0	4.0
ENC	1312	Written Communications	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
MAC	1132	Fundamentals of College Math I, or		
MAT	2013	College Algebra	4.0	4.0
STA	3152	Statistics		4.0
POS	2041	American National Government		4.0
SPC	3010	Effective Speaking		4.0
ECO	2013	Economics I (Macro)		4.0
		Electives	8.0	24.0
<b>Total General Education Component Credit Hours .....</b>			<b>24.0</b>	<b>56.0</b>
<b>Approved Elective Component</b>				
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
<b>Total Approved Elective Component Credit Hours .....</b>			<b>40.0</b>	
<b>Total Credit Hours Required for Degree .....</b>			<b>96.0</b>	<b>192.0</b>

# THE BACHELOR OF SCIENCE IN MANAGEMENT THE ASSOCIATE IN SCIENCE DEGREE IN MANAGEMENT

This major is designed to prepare the student for positions in government or industry or to operate their own private business. Responsibilities involve supervising and coordinating the activities of workers.

## Sample Curriculum

	Associate Degree Credit Hours	Bachelor Degree Credit Hours
<b>Business Administration Component</b>		
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2011 Principles of Accounting II	4.0	4.0
ACC 2021 Principles of Accounting III	4.0	4.0
COC 1020 Computer Literacy	2.0	2.0
COC 1201 Office Automation - A		2.0
COC 1202 Office Automation - B		2.0
BUL 2100 Business Law I	4.0	4.0
MAN 2100 Principles of Management		4.0
FIN 3401 Principles of Finance		4.0
MAR 1011 Introduction to Marketing	4.0	4.0
SES 1100 Keyboarding	2.0	2.0
<b>Total Business Administration</b>		
<b>Component Credit Hours</b> .....	<b>24.0</b>	<b>36.0</b>
<b>Major Component</b>		
MAN 1021 Introduction to Business	4.0	4.0
MAN 2100 Principles of Management	4.0	
MAR 2102 Retailing	4.0	4.0
BUL 2122 Business Law II	4.0	4.0
MAN 3300 Personnel Management		4.0
MAN 3342 Principles of Supervision	4.0	4.0
MAN 3800 Small Business Management		4.0
MAN 4060 Business Policy and Administration		4.0
BUS 3111 Social and Ethical Issues in Business	4.0	4.0
ACG 3301 Cost Accounting		4.0
Electives	24.0	24.0
<b>Total Major Component Credit Hours</b> .....	<b>48.0</b>	<b>60.0</b>
<b>General Education Component</b>		
ENG 1540 English Usage and Composition	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
PSY 2012 General Psychology	4.0	4.0
MAC 1132 Fundamentals of College Math I, or		
MAT 2013 College Algebra	4.0	4.0
STA 3152 Statistics		4.0
POS 2041 American National Government		4.0
SPC 3010 Effective Speaking		4.0
ECO 2013 Economics I (Macro)		4.0
Electives	8.0	24.0
<b>Total General Education Component Credit Hours</b> .....	<b>24.0</b>	<b>56.0</b>
<b>Approved Elective Component</b>		
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
<b>Total Approved Elective Component Credit Hours</b> .....		<b>40.0</b>
<b>Total Credit Hours Required for Degree</b> .....	<b>96.0</b>	<b>192.0</b>

**THE BACHELOR OF SCIENCE DEGREE IN HOSPITALITY MANAGEMENT  
THE ASSOCIATE IN SCIENCE DEGREE IN HOSPITALITY MANAGEMENT**

The Bachelor of Science Degree Program in Hospitality Management prepares students for management positions in the hotel and restaurant industries with special emphasis on the sales, marketing, and management functions. Managers direct and coordinate the operation of hotels and restaurants to insure their efficient operation and profit and to provide the best possible service.

The Associate in Science Degree Program in Hospitality Management prepares students for supervisory positions in the hotel and restaurant industry, one of the fastest growing industries in the United States

Sample Curriculum			Associate Degree Credit Hours	Bachelor Degree Credit Hours
<b>Business Administration Component</b>				
ACC	2001	Principles of Accounting I	4.0	4.0
ACC	2011	Principles of Accounting II	4.0	4.0
ACC	2021	Principles of Accounting III	4.0	4.0
COC	1020	Computer Literacy	2.0	2.0
COC	1201	Office Automation - A		2.0
COC	1202	Office Automation - B		2.0
BUL	2100	Business Law I	4.0	4.0
MAN	2100	Principles of Management		4.0
FIN	3401	Principles of Finance		4.0
MAR	1011	Introduction to Marketing	4.0	4.0
SES	1100	Keyboarding	2.0	2.0
<b>Total Business Administration Component Credit Hours</b>			<b>24.0</b>	<b>36.0</b>
<b>Major Component</b>				
MAN	1021	Introduction to Business	4.0	4.0
FSS	2251	Food and Beverage Management	4.0	4.0
HFT	2000	Management for the Hospitality Industry	4.0	4.0
HFT	3420	Accounting and Control for the Hospitality Industry	4.0	4.0
HFT	2323	Housekeeping, Plant Engineering and Maintenance	4.0	4.0
HFT	3263	Restaurant Management		4.0
HFT	3603	Laws Related to the Hospitality Industry	4.0	4.0
HFT	4997	Feasibility Study		4.0
HFT	4999	Internship in Hospitality Management		4.0
		Electives	24.0	24.0
<b>Total Major Component Credit Hours</b>			<b>48.0</b>	<b>60.0</b>
<b>General Education Component</b>				
ENG	1540	English Usage and Composition	4.0	4.0
ENC	1312	Written Communications	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
MAC	1132	Fundamentals of College Math I, or		
MAT	2013	College Algebra	4.0	
STA	3152	Statistics		4.0
POS	2041	American National Government		4.0
SPC	3010	Effective Speaking		4.0
ECO	2013	Economics I (Macro)		4.0
		Electives	8.0	24.0
<b>Total General Education Component Credit Hours</b>			<b>24.0</b>	<b>56.0</b>
<b>Approved Elective Component</b>				
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
<b>Total Approved Elective Component Credit Hours</b>				<b>40.0</b>
<b>Total Credit Hours Required for Degree</b>			<b>96.0</b>	<b>192.0</b>

**THE BACHELOR OF SCIENCE DEGREE IN INTERNATIONAL BUSINESS  
THE ASSOCIATE IN SCIENCE DEGREE IN INTERNATIONAL BUSINESS**

International Business is an important sector of the business world today. The Bachelor of Science degree in International Business provides students with business tools for understanding and dealing in foreign markets. The Associate in Science degree equips students for entry level positions in companies engaged in business transactions with foreign companies.

Sample Curriculum			Associate Degree Credit Hours	Bachelor Degree Credit Hours
<b>Business Administration Component</b>				
ACC 2001	Principles of Accounting I		4.0	4.0
ACC 2011	Principles of Accounting II		4.0	4.0
ACC 2021	Principles of Accounting III		4.0	4.0
COC 1020	Computer Literacy		2.0	2.0
COC 1201	Office Automation - A			2.0
COC 1202	Office Automation - B			2.0
BUL 2100	Business Law I		4.0	4.0
MAN 2100	Principles of Management			4.0
FIN 3401	Principles of Finance			4.0
MAR 1011	Introduction to Marketing		4.0	4.0
SES 1100	Keyboarding		2.0	2.0
<b>Total Business Administration Component Credit Hours</b>			<b>24.0</b>	<b>36.0</b>
<b>Major Component</b>				
MAN 1021	Introduction to Business		4.0	4.0
MAR 3101	Salesmanship		4.0	4.0
MAR 2331	Advertising		4.0	4.0
MAR 3503	Consumer Behavior		4.0	4.0
ESC 3405	Industry & Trade of Latin America		4.0	4.0
MAN 4001	Import / Export			4.0
FIN 4624	International Business and Finance			4.0
MAR 4613	Marketing Research			4.0
ESC 3003	Comparative Economic Systems		4.0	4.0
	Electives		24.0	24.0
<b>Total Major Component Credit Hours</b>			<b>48.0</b>	<b>60.0</b>
<b>General Education Component</b>				
ENG 1540	English Usage and Composition		4.0	4.0
ENC 1312	Written Communications		4.0	4.0
PSY 2012	General Psychology		4.0	4.0
MAC 1132	Fundamentals of College Math I, or			
MAT 2013	College Algebra		4.0	4.0
STA 3152	Statistics			4.0
POS 2041	American National Government			4.0
SPC 3010	Effective Speaking			4.0
ECO 2013	Economics I (Macro)			4.0
	Electives		8.0	24.0
<b>Total General Education Component Credit Hours</b>			<b>24.0</b>	<b>56.0</b>
<b>Approved Elective Component</b>				
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
<b>Total Approved Elective Component Credit Hours</b>				<b>40.0</b>
<b>Total Quarter Credit Hours Required for Graduation</b>			<b>96.0</b>	<b>192.0</b>

# THE ASSOCIATE IN SCIENCE DEGREE COMMERCIAL ART DEGREE

## Sample Curriculum

			Associate Degree Credit Hours
<b>Business Administration Component</b>			
MAN	1021	Introduction to Business	4.0
SES	1100	Keyboarding	2.0
COC	1020	Computer Literacy	2.0
MAR	1011	Introduction to Marketing	4.0
		Electives	12.0
<b>Total Business Administration Component Credit Hours</b>			<b>24.0</b>
<b>Major Component</b>			
ART	1300	Basic Drawing	4.0
ART	1320	Illustration I	2.0
ART	1212	Composition I	2.0
ART	1330	Illustration II	4.0
ART	1213	Composition II	4.0
ART	1221	Lettering/Typography I	4.0
GRA	1540	Graphic Design I	2.0
GRA	2233	Production Art I	2.0
GRA	2541	Graphic Design II	4.0
GRA	2234	Production Art II	4.0
GRA	2543	Layout	2.0
GRA	2223	Lettering/Typography II	2.0
GRA	2190	Portfolio	4.0
MAR	2331	Advertising	4.0
		Electives	4.0
<b>Total Major Component Credit Hours</b>			<b>48.0</b>
<b>General Education Component</b>			
ENG	1540	English Usage and Composition	4.0
ENC	1312	Written Communications	4.0
MGF	1202	Mathematics I, or	
MAT	2033	College Algebra	4.0
		Electives	12.0
<b>Total General Education Component Credit Hours</b>			<b>24.0</b>
<b>Total Credit Hours Required for Degree</b>			<b>96.0</b>

## THE ASSOCIATE IN SCIENCE DEGREE PARALEGAL MAJOR

Graduates of the Associate Degree/Paralegal Program have both the technical knowledge of the legal field as well as the communication and analytical skills to work closely with attorneys in preparing for court or to work with minimal supervision providing assistance to practicing attorneys. Paralegal graduates have been exposed to major areas of the law and have gained the basic skills needed for entry level positions assisting practicing attorneys.

### Sample Curriculum

			Associate Degree Credit Hours
<b>Business Administration Component</b>			
ACC	2001	Principles of Accounting I	4.0
COC	1020	Computer Literacy	2.0
BUL	2100	Business Law I	4.0
MAN	1021	Introduction to Business	4.0
MAR	1011	Introduction to Marketing	4.0
SES	1100	Keyboarding	2.0
		Electives	4.0
<b>Total Business Administration Component Credit Hours</b>			<b>24.0</b>

### Major Component

REE	1001	Real Estate	4.0
SES	1270	Legal Terminology	2.0
SES	1260	Legal Transcription	2.0
SES	1110	Keyboarding II	2.0
POS	2041	American National Government	4.0
COC	1201	Office Automation A	2.0
COC	1202	Office Automation B	2.0
SES	1730	Legal Office Procedures	2.0
SES	2150	Word Processing I	2.0
SES	2151	Word Processing II	2.0
LEA	2100	Introduction to Paralegal Studies	4.0
LEA	2200	Legal Research and Writing	4.0
LEA	2300	Civil Litigation and Torts	4.0
LEA	2400	Wills, Trusts and Probate Procedures	4.0
LEA	2500	Family Law and Ethical Considerations	4.0
BUL	2122	Business Law II	4.0
<b>Total Major Component Credit Hours</b> .....			<b>48.0</b>

### General Education Component

ENG	1540	English Usage and Composition	4.0
ENC	1312	Written Communications	4.0
PSY	2012	General Psychology	4.0
MAC	1132	Fundamentals of College Math I, or	
MAT	2013	College Algebra	4.0
		Electives	8.0
<b>Total General Education Component Credit Hours</b> .....			<b>24.0</b>

**Total Credit Hours Required for Degree** .....96.0

## THE ASSOCIATE IN SCIENCE DEGREE TRAVEL / TOURISM MAJOR

Graduates of the Associate in Science program in Travel/Tourism have an in-depth knowledge of the travel and tourism industry. Students will be prepared for employment in the travel agency, hotel, cruise ship or airline industry.

### Sample Curriculum

			Associate Degree Credit Hours
<b>Business Administration Component</b>			
ACC	2001	Principles of Accounting I	4.0
BUL	2100	Business Law I	4.0
MAR	1011	Introduction to Marketing	4.0
COC	1020	Computer Literacy	2.0
SES	1100	Keyboarding I	2.0
		Electives	8.0
<b>Total Business Administration Component Credit Hours</b>			<b>24.0</b>
<b>Major Component</b>			
MAN	1021	Introduction to Business	4.0
SES	2100	Travel Typing	2.0
HFT	3700	Fundamentals of Tourism	4.0
HFT	2650	Cruise Operations	4.0
HFT	2640	Tour Operations	4.0
COC	1201	Office Automation - A	2.0
COC	1202	Office Automation - B	2.0
POS	2141	World Geography	4.0
EUH	2000	World History	4.0
HFT	2503	Salesmanship in Travel & Tourism	4.0
HFT	2000	Mgmt. for the Hosp. Industry	4.0
HFT	2700	Airline Precomputer Wkshop	2.0
HFT	2750	Airline Reservation System	4.0
HFT	2790	Travel Workshop	4.0
<b>Total Major Component Credit Hours</b>			<b>48.0</b>
<b>General Education Component</b>			
ENC	1312	Written Communication	4.0
ENG	1540	English Usage & Comp.	4.0
PSY	2012	General Psychology	4.0
MAC	1132	College Math I (or)	
MAT	2013	College Algebra	4.0
		Electives	8.0
<b>Total General Education Component Credit Hours</b>			<b>24.0</b>
<b>Total Credit Hours Required for Degree</b>			<b>96.0</b>



# THE ASSOCIATE IN SCIENCE DEGREE VIDEO AND FILM PRODUCTION MAJOR

## Sample Curriculum

		Associate Degree Credit Hours
<b>Business Administration Component</b>		
MAN	1021 Introduction to Business	4.0
SES	1100 Keyboarding I	2.0
COC	1020 Computer Literacy	2.0
MAR	1011 Introduction to Marketing	4.0
	Electives	12.0
<b>Total Business Administration Component Credit Hours</b>		<b>24.0</b>
<b>Major Component</b>		
FIL	1000 Evolution of Film	4.0
FIL	1020 Evolution of Television	4.0
FIL	1100 Video Production I	4.0
FIL	1120 Video Production II	4.0
FIL	1130 Video Production III	4.0
FIL	1200 Script Development	2.0
FIL	2000 Computer Graphics I	2.0
FIL	2020 Computer Graphics II	4.0
FIL	2100 Camera Operation	4.0
FIL	2200 Sound and Lighting	4.0
FIL	2300 Acting and Directing	4.0
FIL	2400 Make-Up and Wardrobe	2.0
FIL	2500 Video Management	2.0
FIL	2600 Remote Production	4.0
<b>Total Major Component Credit Hours</b> .....		<b>48.0</b>
<b>General Education Component</b>		
ENG	1540 English Usage & Comp.	4.0
ENC	1312 Written Communication	4.0
MGF	1202 Mathematics I, or	
MAT	2033 College Algebra	4.0
	Electives	12.0
<b>Total General Education Component Credit Hours</b> .....		<b>24.0</b>
<b>Total Credit Hours Required for Degree</b> .....		<b>96.0</b>

# ACCOUNTING

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

This course covers the nature and function of accounting and its importance in the social order. The logic of double entry analysis is discussed as well as the accounting cycle, journal, ledger, trial balance, balance sheet and adjustment, deferrals and accruals, bank reconciliation statement, control over cash, accounts receivable, and temporary investment, inventories, and payroll accounting.

## **ACC 2011 Principles of Accounting II** **4.0 Credit Hours**

Continuation of Principles of Accounting I. Partnerships, corporations, financial statements, the elements of costs, cost systems, budgeting, management reports and special analysis, statement of changes in financial position, and financial statement analysis.

Prerequisite ACC 2001

## **ACC 2021 Principles of Accounting III** **4.0 Credit Hours**

This course is an introduction to managerial and cost accounting. Concepts and principles are presented in a manner to emphasize accounting as it is applied to serving management needs.

Prerequisite ACC 2011

## **ACG 2998 Topics in Accounting** **2.0 Credit Hours**

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

## **ACG 3104 Intermediate Accounting I** **4.0 Credit Hours**

A comprehensive study of accounting theory above the level of basic accounting principles. Primary emphasis is on accounting for assets, income and expenses.

Prerequisite: ACC 2021

## **ACG 3124 Intermediate Accounting II** **4.0 Credit Hours**

A continuation of ACG 3104. Primary emphasis is on accounting for ownership, liabilities, capital, and corporate net worth.

Prerequisite: ACG 3104

## **ACG 3134 Intermediate Accounting III** **4.0 Credit Hours**

A continuation of the study of financial accounting theory. Primary emphasis is on accounting for issues related to income measurement and the preparation and analysis of financial statements.

Prerequisite: ACG 3124

## **ACG 3301 Cost Accounting** **4.0 Credit Hours**

This course stresses the use of accounting for managerial planning and control and emphasizes the role of accounting in decision-making. It covers retailing, wholesaling, manufacturing, and administrative operations.

Prerequisite: ACC 2021 (Recommended ACG 3104)

**ACG 3442 Advanced Cost Accounting 4.0 Credit Hours**

A further study of cost accounting for planning, control and decision making purposes.

Prerequisite: ACG 3301

**ACG 3501 Federal Taxation I 4.0 Credit Hours**

A study of federal income tax laws and their application to individual, partnership, and corporate income. Incomes and deductible expenditures are given special emphasis. Specimen returns and problems are used in the development of skills in preparation of tax returns, particularly individual returns.

Prerequisite: ACC 2021

**ACG 3542 Federal Taxation II 4.0 Credit Hours**

An advanced study of the principles of taxation applied to corporations, estates and trusts.

Prerequisite: ACG 3501

**ACG 4201 Advanced Accounting I 4.0 Credit Hours**

Property acquisition, reevaluation and retirement, and depreciation principles and practices are studied in greater depth. Intangible assets, current and long-term debt, position plans, corporation formation, and capital stock transactions are covered. Financial statement analysis, funds flow, and related statements are given a thorough treatment. Frequent reference is made to pronouncements by the Securities and Exchange Commission and the American Institute of Certified Public Accountants.

Prerequisite: ACG 3134

**ACG 4605 Auditing I 4.0 Credit Hours**

An introductory course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied.

Prerequisite: ACG 3134

**ACG 4934 Selected Topics in Accounting 4.0 Credit Hours**

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

Prerequisite: If any, are determined by the course material and instructor.

**ACG 4900 Accounting Fundamentals 1.0 Credit Hour**

Through a series of lectures, discussions, and demonstrations of basic accounting principles and procedures, this course will provide a better appreciation of, and familiarity with, the use of accounting information by business managers.

**ACG 4999 Internship in Accounting**

As part of the preparation for a career in accounting, the student is permitted to serve an internship in public accounting firms, accounting departments of financial, business, and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. (160 Clock Hours.)

Prerequisite: 3.0 GPA and department approval

**POST-BACCALAUREATE  
AND GRADUATE CLASSES**

**ACG 4050 or**

**ACG 5050 Accounting Information Systems 4.0 Credit Hours**

This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated.

Prerequisite: ACG 3134

**ACG 4221 or**

**ACG 5221 Advanced Accounting II 4.0 Credit Hours**

A continuation of the study of advanced accounting subjects including accounting for combined economic entities and consolidations and currency conversions for foreign operations.

Prerequisite: ACG 4201

**ACG 4531 or**

**ACG 5531 Tax Research and Planning 4.0 Credit Hours**

Tax law and its implications in business. A critical examination of the legal aspects of taxation and the development of federal tax law as a basis for planning business decisions. Students will do directed (independent) research of relevant tax issues and prepare well-documented reports for each of the assigned case studies.

Prerequisite: ACG 3542

**ACG 4621 or**

**ACG 5621 Auditing II 4.0 Credit Hours**

A continuation of ACC 4605. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them.

Prerequisite: ACG 4605

**ACG 4860 or**

**ACG 5860 Governmental Accounting 4.0 Credit Hours**

Budgetary and fund accounting systems are applied in various types of governmental agencies and education institutions.

Prerequisite: ACC 2021

**GRADUATE**

**ACG 5315 Accounting for Planning  
and Control**

**4.0 Credit Hours**

Decision-making and financial planning through the use of accounting systems by the interpretation, use, and analysis of accounting data.

Prerequisite: ACC 2001

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

**ACG 5060 Managerial Accounting** **4.0 Credit Hours**

Decision-making and financial planning through the use of accounting systems by the interpretation, use, and analysis of accounting data.

Prerequisite: ACC 2001.

**ACG 5900 Directed Study Project** **6.0 Credit Hours**

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

**ACG 6000 Seminar in Accounting** **4.0 Credit Hours**

A special seminar in advanced study consisting of relevant and current accounting problems and practices particular to the student and the time.

Prerequisite: Determined by the material and the instructor.

# Computer Information Systems

## **CIS 2321 Business Systems Analysis** **4.0 Credit Hours**

An overview of the system development life cycle. Emphasis is on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data structures, file designs, and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design.

Prerequisite: COC 1211

## **CIS 2322 Business Systems Design** **4.0 Credit Hours**

This course provides the student with the concepts of designing a business information system. Focus is on the work-flow to provide ideas for the design of an information system that will meet the management objectives within specified constraints.

Prerequisite: CIS 2321

## **CIS 2410 Microcomputer Software and Applications** **4.0 Credit Hours**

An introduction to small, general-purpose digital computers, their characteristics and applications.

## **CIS 3321 Structural Systems Analysis and Design** **4.0 Credit Hours**

Advanced study of structured systems development. Emphasis is on strategies and techniques of structured analysis and structured design for producing logical methodologies for dealing with complexity in the development of information systems.

Prerequisite: CIS 2321

## **CIS 4166 Distributed Data Processing** **4.0 Credit Hours**

The features of centralized, decentralized, and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. Technology implications of computer hardware, software, and communications are discussed as they relate to the design, development and implementation of distributed data processing systems.

Prerequisite: COP 3530

## **CIS 4360 Data Communications** **4.0 Credit Hours**

Data communications (tele-processing), batch, remote job entry, on-line real-time and interactive operations, communications resources (types and grades of transmission facilities) and terminal hardware concepts.

Prerequisite: COP 2100 or COP 2121

## **CIS 4601 EDP Audit and Controls** **4.0 Credit Hours**

As introduction to the fundamentals of Electronic Data Processing Auditing. Emphasis is on EDP controls, types of EDP audits, and concepts and techniques used in EDP audits. Exposure to risk assessment and professional standards in the field of EDP auditing is also covered.

**COC 1020 Computer Literacy****2.0 Credit Hours**

An overview of the computer's impact on our personal lives as well as in the job market. This course introduces the student to many of the application programs presently being used in the job market and provides hands-on use of the microcomputer.

**COC 1201 Microcomputers and Office Automation - A****2.0 Credit Hours**

This course introduces the student to the commercial applications of commonly used business software packages, including an introduction to spreadsheeting.

**COC 1202 Microcomputers and Office Automation - B****2.0 Credit Hours**

Commercially available software is used to introduce database management and applications.

(COC 1201 and 1202 are complimentary courses but each may be taken independently.)

**COC 1211 Program Design****2.0 Credit Hours**

This course provides the student with an introduction to programming logic and design. This course will also include a study of secondary storage concepts and operating systems theory with an introduction to job control language as it is related to program creation. It may be taken with or after COC 1020.

**COC 4997 Applied Software Development Project****4.0 Credit Hours**

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

**COC 4998 Selected Topics in Data Processing****4.0 Credit Hours**

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

Prerequisites, if any, determined by the course material and the instructor

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

As part of the preparation for a career in data processing, the student is permitted to serve an internship in the data processing government agencies acceptable to the College. Arrangements for the internship training provides for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer. (160 clock hours).

Prerequisite: 3.0 GPA and departmental approval.

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

This first course in BASIC provides the student with instruction in the fundamentals of the language. Topics covered include simple input/output operations, loop construction, logical comparisons, array processing, menus, subroutines, and elementary string processing.

Prerequisite: COC 1211

**COP 2121 Computer Programming COBOL 4.0 Credit Hours**

This course provides a foundation for the use of COBOL (Common Business-Oriented Language) as a computer language in a business environment. Topics covered include the application of COBOL necessary to create an extract program with multi-level control breaks and table processing.

Prerequisite: COC 1211 (COP 2100 recommended)

**COP 3110 Computer Programming —  
FORTRAN 4.0 Credit Hours**

This course provides a foundation for the use of FORTRAN (Formula Translation). FORTRAN is a scientific-engineering language which is problem-centered. It permits the solution of quantitative business problems with relative ease. The student is expected to learn and apply the basic facilities of this language in solving problems.

Prerequisite: COC 1211

**COP 3121 Computer Programming-  
Advanced COBOL 4.0 Credit Hours**

This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming using sequential, relative and indexed sequential file organization, access methods, the linkage facility of the COBOL language, as well as the language's sort features and debugging aids.

Prerequisite: COP 2121

**COP 3180 Computer Programming - PASCAL 4.0 Credit Hours**

This course introduces the students to the use of PASCAL as a high level structured and procedure oriented computer language. The student is expected to learn the concept of algorithm, flow chart, programming style and various I/O techniques.

Prerequisite: COC 1211, COP 2100

**COP 3190 Computer Programming  
Advanced BASIC 4.0 Credit Hours**

This course provides the student with advanced concepts of the BASIC programming language. Topics covered include file processing using both sequential and random access, sorting, screen processing, and an elementary treatment of computer graphics.

Prerequisite: COP 2100

**COP 3260 Computer Programming - RPG 4.0 Credit Hours**

This course provides a foundation for the use of RPG (Report Program Generator) as a computing language. The student is expected to learn and apply the basic facilities of this language utilizing sequential access methods.

Prerequisite: COC 1211 (COP 2100 recommended)



**COP 3340 Computer Programming C 4.0 Credit Hours**

This course will introduce the student to the C programming language. The student will write programs in the C language using structural programming.

**COP 3520 Spreadsheet Analysis and Design 4.0 Credit Hours**

This course emphasizes business uses of micro-computer spreadsheet programs and analysis of various business applications.

Prerequisite: COC 1201

**COP 3530 Data Base Management 4.0 Credit Hours**

Introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network and relational. Discussion of storage devices, data administration, and data design and implementation.

Prerequisite: COC 1202

**COP 4286 Computer Programming  
Advanced RPG II 4.0 Credit Hours**

This course provides advanced concepts of RPG as a computing language. The student is expected to learn and apply the advanced facilities of this language using access methods.

Prerequisite: COP 3260

**COP 4400 Computer Programming-  
Assembler Language 4.0 Credit Hours**

This course provides the student with an introduction to machine language concepts. Students will code programs using assembly, machine, and system macroinstructions. Conditional assembly and translator theory will also be covered.

Prerequisite: COP 2121

**DAE 1050 Data Entry 2.0 Credit Hours**

Introduces the principles and techniques of video display units. Emphasis is in building keystroke rate and accuracy through varied job applications.

Prerequisite: SES 1100

## **Graduate Level**

**COP 5070 Computers in Management  
Applications 4.0 Credit Hours**

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

# Hospitality Management

## **FSS 2251 Food and Beverage Management 4.0 Credit Hours**

A study of the basic principles of food and beverage management with emphasis on purchasing, storage, production, and volume service. This course includes non-laboratory studies of food and beverage technology, menu selection, preparation and format, formal dining styles and wine studies.

## **HFT 2000 Management for the Hospitality Industry 4.0 Credit Hours**

An introduction to the hospitality industry with emphasis on organization and management. Analysis of typical internal organizational structures in the industry and of the various levels of management roles and functions.

## **HFT 2323 Housekeeping, Plant Engineering, and Maintenance 4.0 Credit Hours**

A study of the organization, duties and management functions associated with institutional housekeeping, maintenance and plant engineering. Layouts, workflow, and the writing of specifications are covered.

## **HFT 2503 Salesmanship in Travel and Tourism 4.0 Credit Hours**

The components of sales and selling in travel and tourism from the introduction to the close of the sale.

## **HFT 2640 Tour Operations 4.0 Credit Hours**

This course includes all information about the tour industry and various operations.

## **HFT 2650 Cruise Operations 4.0 Credit Hours**

This course covers information dealing with the cruise industry, including its history, operation, booking and selling.

## **HFT 2700 Airline Precomputer Workshop 2.0 Credit Hours**

The study of an airline reservation system. Terminology and workbook are included. This course is essential for the student to understand the basics of a reservation system before computer use.

## **HFT 2750 Airline Reservation System 4.0 Credit Hours**

Computer systems in the travel industry, reservation and ticketing for airlines, other booking entries, computer resource planning, itinerary planning and case studies.

## **HFT 2790 Travel Workshop 4.0 Credit Hours**

Internships and job-related exercises to give students hands-on experience before graduation.

## **HFT 3263 Restaurant Management 4.0 Credit Hours**

An analysis of the principal operating problems in the restaurant field. Procedures, approaches and techniques of management are explored and developed as they relate to the various categories of restaurants ranging from fast food to gourmet. Industry leaders will present successful concepts of restaurant operation.

**HFT 3420 Accounting and Control for the Hospitality Industry 4.0 Credit Hours**

A survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions. Emphasis is placed on practical application.

**HFT 3510 Marketing, Sales, and Public Relations 4.0 Credit Hours**

A study of sales, promotion and marketing practices of the hospitality industry.

**HFT 3603 Laws Related to the Hospitality Industry 4.0 Credit Hours**

An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed.

**HFT 3700 Fundamentals of Tourism 4.0 Credit Hours**

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

**HFT 4997 Feasibility Study 4.0 Credit Hours**

A study of the systematic process for evaluating the economic factors of the hospitality project and the likely results of operations before they are begun.

**HFT 4998 Selected Topics in Hospitality Management 4.0 Credit Hours**

A special study of selected topics which are of current interest and relevance to the student preparing for a career in hotel and restaurant administration.

Prerequisite: If any, are determined by the course material and the instructor.

**HFT 4999 Internship in Hospitality Management 4.0 Credit Hours**

As part of the preparation for a career in hotel and restaurant administration, the student is permitted to serve an internship in motels, hotels, restaurants, or other organizations acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. (160 clock hours)

# MANAGEMENT

## **BUL 2100 Business Law I 4.0 Credit Hours**

Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. This course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations.

## **BUL 2122 Business Law II 4.0 Credit Hours**

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, and insurance.

## **BUS 3111 Social and Ethical Issues in Business 4.0 Credit Hours**

Interdisciplinary approach to the fundamental ethical concepts and theories pertinent to American business trends. Focus is on the social and ethical implications in problems concerning motivation, morale, conflict, emotions and decision-making policies, personal responsibility, corporate decisions, employer-employee relationships, productivity, behavior in advertising, and marketing management.

## **FIN 3100 Personal Finance 4.0 Credit Hours**

An examination of the complexities of money management, personal and family budgeting, consumer credit operations, borrowing money, banking services, nature of investments, the various types of insurance, home ownership, taxation, and retirement plans.

## **FIN 3401 Principles of Finance 4.0 Credit Hours**

This course provides an introduction and overview of the acquisition, financing, valuation, and management of business assets. The balance sheet will serve as the foundation for the evaluation of financial decisions and their effect on the firm.

Prerequisite: ACC 2011

## **FIN 4320 Financial Management 4.0 Credit Hours**

A study of sources of funds, capital budgeting, analysis of financial statements, and financial institutions. The course also involves financial forecasting and short- and long-term financing of the corporate structure.

Prerequisite: ACC 2011, STA 3152, MAN 2100

## **FIN 4624 International Business and Finance 4.0 Credit Hours**

A study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America.

## **MAN 1021 Introduction to Business Enterprise 4.0 Credit Hours**

A study of the characteristics and functions of business in the free enterprise environment, including opportunities, management, organization, physical plant, finance, ethics, and law.

**MAN 1800 Topics in Management 2.0 Credit Hours**

This course is designed to provide the student with specific information about certain individual business topics. This study appropriately develops the student's skills in developing his/her management capacity pertinent to the topic studied. Examples of topics include, but are not limited to, leadership, supervision, control, hiring, or any other topic of current interest and relevance to the student pursuing a business major. This course may be repeated two times using different topics for a total of 4.0 credits.

**MAN 2100 Principles of Management 4.0 Credit Hours**

An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.

**MAN 2050 Business Applications on the Microcomputer 4.0 Credit Hours**

This course introduces the student to the more popular business applications for microcomputers; word processing, electronic spreadsheets, business graphics, and database file management. Through intensive hands-on application drills, the student will learn to put these tools to use in typical business situations.

**MAN 3300 Personnel Management 4.0 Credit Hours**

An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations.

Prerequisite: MAN 2100

**MAN 3342 Principles of Supervision 4.0 Credit Hours**

A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.

**MAN 3800 Small Business Management 4.0 Credit Hours**

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.

**MAN 4001 Import/Export Management 4.0 Credit Hours**

Covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports and different trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade.

**MAN 4060 Business Policy and Administration 4.0 Credit Hours**

A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel.

Prerequisite: MAN 2100

**MAN 4410 Labor Relations and Collective Bargaining** **4.0 Credit Hours**

A legal study of the environmental, historical, and legal framework of union-management relations, union structure at all levels, and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security.

Prerequisite: MAN 2100 and MAN 3300

**MAN 4600 Management of International Business** **4.0 Credit Hours**

A study of the managerial requirements for establishing and conducting multi-national business operations.

Prerequisite: MAN 2100

**MAN 4998 Selected Topics in Management** **4.0 Credit Hours**

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

Prerequisite: If any, are determined by the course material and the instructor.

**MAN 4999 Internship in Management** **4.0 Credit Hours**

As part of the preparation for a career in management, the student is permitted to serve an internship in management functions of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer. (160 clock hours).

Prerequisite: 3.0 GPA and departmental approval

**PAD 3133 Public Administration** **4.0 Credit Hours**

A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policymaking in the modern governmental unit.

Prerequisite: MAN 2100

**RMI 3015 Risk and Insurance** **4.0 Credit Hours**

The basic principles of sound risk management, including risk identification and evaluation are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included.

Prerequisite: MAN 2100

**TRA 4010 Transportation** **4.0 Credit Hours**

The role of the different modes of transportation (rail, motor, air, water and pipelines) analyzed in terms of economic characteristics and services rendered in relation to the management of the business entity.

Prerequisite: MAN 2100

# GRADUATE LEVEL

## **MAN 5010 Public Policy**

**4.0 Credit Hours**

This course focuses on the legal and ethical environment within which managers must operate in the role of business and industry as it relates to the structure of government and society.

## **MAN 5030 Human Resource Management**

**4.0 Credit Hours**

This course is a human resource management course, which covers recruitment, planning, supervision, training, promotion, management, and control of personnel in organizational settings.

## **MAN 5050 Management of International Business**

**4.0 Credit Hours**

This course is designed to enable the graduate management student to understand and analyze foreign economic policies and their impact on multinational enterprises. Special emphasis will be placed on international trade with third-world countries, the economic status of emerging newly industrialized nations, host country policies toward multinationals, and the impact of the Common Market on the U.S. and Canada

## **MAN 5060 Business Strategy**

**4.0 Credit Hours**

An advanced study primarily concerned with the analysis of the decision-making process and the use of managerial decision-making techniques at the executive level.

Prerequisite: MAN 2100

## **MAN 5070 Marketing Management**

**4.0 Credit Hours**

Strategy and management of the operation of an organization's marketing activities.

Prerequisite: MAR 1011

## **MAN 5080 Financial Management**

**4.0 Credit Hours**

A study of the capital structure, its cost, availability, and selection. Emphasis is placed on all aspects of cash flows, particularly cash management and distribution.

## **MAN 5090 Directed Study Project**

**6.0 Credit Hours**

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

## **MAN 5130 Management Communication**

**4.0 Credit Hours**

Both oral and written communication techniques are studied for the most effective ways of transferring information within an organizational structure.

## **MAN 6000 Current Issues in Management**

**4.0 Credit Hours**

A special seminar in advanced study consisting of relevant and current management problems and practices particular to the student and the time.

Prerequisite: Determined by the material and the instructor.

# MARKETING

## **MAR 1011 Introduction to Marketing** **4.0 Credit Hours**

This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, pricing policies, and the cost of marketing.

## **MAR 2102 Retailing** **4.0 Credit Hours**

A survey of the basic principles and techniques of retailing. Emphasis is placed on the fundamentals of merchandising, sales, stock turnover, inventory, and profitability. Pricing for competitive retailing and markup strategies are included.

## **MAR 2331 Advertising** **4.0 Credit Hours**

A study of the principles and institutions involved in mass selling. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined.

Prerequisite: MAR 1011

## **MAR 3101 Salesmanship** **4.0 Credit Hours**

A study of the basic principles and techniques of selling. Development of effective presentations and communication is emphasized. Selling is studied as a marketing process in retail and industrial markets.

## **MAR 3213 Marketing Channels and Distribution** **4.0 Credit Hours**

An in-depth study of the physical distribution process, factors which determine the selection of particular distribution modes, and marketing activities and relationships within channels.

Prerequisite: MAR 1011

## **MAR 3321 Public Relations** **4.0 Credit Hours**

A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed.

Prerequisite: MAR 1011

## **MAR 3503 Consumer Behavior** **4.0 Credit Hours**

An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.

Prerequisite: MAR 1011



**MAR 4344 Promotional Policies and Strategy 4.0 Credit Hours**

An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions.

Prerequisite: MAR 1011, MAR 2331

**MAR 4613 Marketing Research 4.0 Credit Hours**

In this course, research methods are applied to the functions of marketing including sampling, collection, analysis, and reporting of data, sales forecasting, and market analysis.

Prerequisite: MAR 1011, STA 3152 (or permission from instructor)

**MAR 4722 Marketing Management 4.0 Credit Hours**

This course is a managerial approach to the overall marketing function and includes analysis of product development, promotion, pricing, physical distribution, and marketing strategy

Prerequisite: MAR 1011, MAR 3503

**MAR 4933 Selected Topics in Marketing 4.0 Credit Hours**

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

Prerequisite: If any, determined by the course material and the instructor.

**MAR 4999 Internship in Marketing 4.0 Credit Hours**

As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, service firms, and industrial organizations acceptable to the College. Arrangements for the internship training provided for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. (160 clock hours)

Prerequisite: 3.0 GPA and departmental approval

# SECRETARIAL

## **SES 1000 Office Filing Systems** **2.0 Credit Hours**

Theory and practice are offered in alphabetic, numeric, subject, and geographic filing. The rules presented comply with "simplified filing standards" developed by the Association of Records Managers and Administrators (ARMA) Standards Board.

## **SES 1050 Business Office Machines** **2.0 Credit Hours**

Primary emphasis is on developing touch operation of a 10-key calculator. Various types of calculators are presented as are other common office machines. Reprographics is discussed.

## **SES 1100 Keyboarding I** **2.0 Credit Hours**

Course covers techniques and basic skills of typing, with emphasis on formation of correct typewriting techniques and mastery of the keyboard.

## **SES 1110 Keyboarding II** **2.0 Credit Hours**

A continuation of SES 1100 with emphasis on speed, accuracy, and rhythm.  
Prerequisite: SES 1100

## **SES 1120 Intermediate Typing I** **2.0 Credit Hours**

Emphasis is on the development of skills in typing a variety of office documents and on the production of mailable copy. Credit is given when a student passes a comprehensive test and demonstrates the ability to type accurately 40-50 wpm.

Prerequisite: SES 1110

## **SES 1130 Intermediate Typing II** **2.0 Credit Hours**

A continuation of SES 1120. Credit is given when a student passes a comprehensive test and demonstrates the ability to type accurately 50-60 wpm.

Prerequisite: SES 1120

## **SES 1145 Advanced Typing I** **2.0 Credit Hours**

Development of advanced techniques with preparation of correspondence, tabulated reports, manuscripts, and a variety of business forms and documents.

Prerequisite: SES 1130

## **SES 1150 Advanced Typing II** **2.0 Credit Hours**

A continuation of SES 1145. Credit is given when a student demonstrates the ability to type accurately 60 words a minute.

Prerequisite: SES 1145

**SES 1200 Machine Transcription** **2.0 Credit Hours**

Transcription training designed to develop accuracy and speed in machine transcription.

Prerequisite: SES 1100

**SES 1240 Medical Transcription** **2.0 Credit Hours**

Assists the students in the mastery of transcribing medical dictation. Material for medical dictation has been selected from case histories, letters, and hospital records. Special attention is given to all forms of correspondence concerning medical records.

Prerequisite: SES 1100

**SES 1260 Legal Transcription** **2.0 Credit Hours**

This course is designed to assist the student in the mastery of transcribing legal dictation. Material for legal dictation has been selected from documents, case histories, and legal correspondence. Special attention is given to handling the attorney's correspondence, preparing legal documents, and setting up testimony.

Prerequisite: SES 1100

**SES 1270 Legal Terminology** **2.0 Credit Hours**

A study of legal words, terms, and phrases normally encountered in the application of modern law in an office environment.

**SES 1730 Legal Office Procedures** **2.0 Credit Hours**

A background course in law office procedures. It emphasizes law office ethics, preparation of court documents, a study of probate procedures, and legal filing. The spelling and definitions of legal terms are also covered.

**SES 1740 Medical Office Procedures** **2.0 Credit Hours**

This elective secretarial course emphasizes preparation of medical documents, work flow in the medical office, and medical terminology.

**SES 1750 General Office Procedures** **2.0 Credit Hours**

This course provides exposure to such business office procedures as handling incoming and outgoing mail, using office equipment such as copiers, adding machines, and calculators. Other routine functions normally performed by office employees are discussed.

**SES 2100 Travel Typing** **2.0 Credit Hours**

This course offers the student hands on experience in learning format, production of a variety of travel industry documents using practical application of techniques.

Prerequisite: Keyboarding I and II.

**SES 2150 Word Processing I** **2.0 Credit Hours**

A study of the concept and applied use of word processing procedures and equipment in a simulated word processing office environment. The total flow of office communications will be covered from input (author origination and revision) through output (hard copy printout or storage). Using automated typewriting equipment, emphasis is placed on the satisfactory production of office documents including letters, forms of reports from machine transcription, handwritten and typewritten copy using commercially available software.

- SES 2151 Word Processing II** **2.0 Credit Hours**  
Continuation of Word Processing I.  
Prerequisite: SES 2150
- SES 2152 Word Processing III** **2.0 Credit Hours**  
Continuation of Word Processing II. Mailing list systems and electronic dictionaries are introduced.  
Prerequisite: SES 2151
- SES 2153 Word Processing IV** **2.0 Credit Hours**  
A continuation of word processing procedures and applications with different varieties of commercially available software.  
Prerequisite: SES 2152
- SES 2154 Word Processing V** **2.0 Credit Hours**  
The student masters the skills of format, creating and storing information, and data files.  
Prerequisite: SES 2153
- SES 2155 Word Processing VI** **2.0 Credit Hours**  
A continuation of SES 2154

## **REAL ESTATE**

- REE 1001 Real Estate** **4.0 Credit Hours**  
A study of the laws and practices dealing with real estate transactions, from initial contract through actual closing. Real estate transactions from single homes to major developments are covered.

# PARALEGAL

## **LEA 2100 Introduction to Paralegal Studies 4.0 Credit Hours**

This course is a study of the field of legal assisting, including ethics, regulations of Paralegals and Legal Assistant, interviewing and an introduction to analytical skills.

## **LEA 2200 Legal Research and Writing 4.0 Credit Hours**

This course covers professional legal writing, legal document preparation, and an introduction to legal research techniques.

Prerequisites: COC 1020

## **LEA 2300 Civil Litigation and Torts 4.0 Credit Hours**

This course is a study of the procedures of civil litigation from pre-trial discovery through the trial stage, as well as torts, personal injury and professional malpractice.

## **LEA 2400 Wills, Trusts, and Probate Procedures 4.0 Credit Hours**

This course covers forms, rules, and procedures for will preparation, trusts and probate regulation.

## **LEA 2500 Family Law & Ethical Considerations 4.0 Credit Hours**

This course deals with actual ethical case studies and problems relating to the nine canons of the ABA Moral Code of Professional Responsibility.

# ECONOMICS

## **ECO 2013 Principles of Economics (Macroeconomics)**

**4.0 Credit Hours**

A basic study of economics and cultural changes with research into the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, a consideration of monopoly, the laws of supply and demand, and production control.

## **ECO 2023 Principles of Economics (Microeconomics)**

**4.0 Credit Hours**

This course includes a study of the tools for economic analysis, the market system, price theory of the firm, and theories of production and distribution.

Prerequisite: ECO 2013

## **ECO 3001 Current Issues in Economics**

**4.0 Credit Hours**

A study of the underlying causes and available solutions to unemployment, inflation, monopolies, poverty, and income distribution. Government economic policies related to these and other problems are examined.

Prerequisite: ECO 2013

## **ECO 3040 Economics for the Consumer**

**4.0 Credit Hours**

A survey of the economic theory as it relates to problems affecting the American consumer.

Prerequisite: ECO 2013

## **ECO 3223 Money and Banking \***

**4.0 Credit Hours**

A study of the nature and function of money and credit instruments, the Federal Reserve System, monetary theory and fiscal policies, and expansion and stabilization of the money supply.

## **ECO 3514 Investments**

**4.0 Credit Hours**

A study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes which influence investment policy timing, selection and investment values.

## **ESC 3003 Comparative Economic Systems**

**4.0 Credit Hours**

A description, analysis, and appraisal of the economic theories of Capitalism, Socialism, and Communism.

Prerequisite: ECO 2013

## **ESC 3405 Industry and Trade of Latin America**

**4.0 Credit Hours**

A study of the industrial significance of several Latin American countries, the development of their industry, and the volume and types of exports and imports related to the American economy.

\* Does not count toward fulfillment of General Education requirements.

**ECO 4702 Principles of International  
Economics**

**4.0 Credit Hours**

A study of the fundamentals of international trade, international monetary policies, theories of foreign exchange, the balance of payments, and the international monetary system.

Prerequisite: ECO 2023

**GRADUATE LEVEL**

**ECO 5050 Managerial Economics**

**4.0 Credit Hours**

Business decision-making based upon the application of economic theory.

Prerequisite: ECO 2013.

# ENGLISH

## **ENC 1312 Written Communications 4.0 Credit Hours**

Practical application of the principles of composition to effective written communication, including basic types of correspondence and written reports. Particular attention is devoted to the development of distinctive style and vocabulary.

## **ENG 1540 English Usage and Composition 4.0 Credit Hours**

A systematic study of English fundamentals; grammar, punctuation, mechanics, sentence structure, vocabulary, rules and conventions that govern acceptable and efficient English usage, with explanations, examples, and drill in language operations.

## **ENG 4998 Selected Topics in English 4.0 Credit Hours**

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

Prerequisites, if any, are determined by the course material and instructor.

## **MMC 3000 Mass Media 4.0 Credit Hours**

This course covers the basic principles, theories, and ideas of mass media. The technology and creative methods used in mass media past, present, and future. Discuss and cover in detail the use of mass media in business, politics, religion, entertainment, and advertising. This course will also cover the psychological and behavioral aspects of mass media; influences on mass consumption, mass hysteria, mass appeal and mass control.

The media to be covered in the course will be film, video, television, print (magazines and newspaper).

## **SPC 3010 Effective Speaking 4.0 Credit Hours**

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

## **SPC 3420 Conference & Discussion Techniques 4.0 Credit Hours**

Designed to acquaint students with principles, methods, and theories of discussion and conference planning and to assist them in developing leadership and conference skills.



# INTENSIVE ENGLISH

## LEVEL I

**ENI 0101 Conversation -- Part A** **2.0 Credit Hours**

This course is designed to enable the student to practice English in a conversational manner through situations given to the student.

**ENI 0111 Conversation - Part B** **2.0 Credit Hours**

A continuation of ENI 0101.

**ENI 0201 Comprehension - Part A** **2.0 Credit Hours**

This course is designed to help the student build up vocabulary through reading and writing passages. Questions, both oral and written, will follow all reading materials.

**ENI 0211 Comprehension - Part B** **2.0 Credit Hours**

A continuation of ENI 0201.

**ENI 0301 Structure and Writing - Part A** **2.0 Credit Hours**

This course acquaints students with the most significant directions of philosophical thought so that they may be able to formulate questions, arrive at reasonable answers, and evaluate those of others.

**ENI 0311 Structures and Writing - Part B** **2.0 Credit Hours**

A continuation of ENI 0301.

## LEVEL II

**ENI 0102 Conversation - Part A** **2.0 Credit Hours**

Students will practice English through conversation both individually and in groups. Students will make oral presentations to enhance their English skills.

**ENI 0112 Conversation - Part B** **2.0 Credit Hours**

A continuation of ENI 0102.

**ENI 0202 Comprehension - Part A** **2.0 Credit Hours**

This reading section will include all the structures used in ENI 0201 and ENI 0211. Questions, both oral and written, will follow each reading assignment. Approximately 600 new words will be introduced.

**ENI 0212 Comprehension - Part B** **2.0 Credit Hours**

A continuation of ENI 0202.

**ENI 0302 Structures and Writing - Part A** **2.0 Credit Hours**

This grammar section will include all the structures presented in ENI 0301 and ENI 0311 and progress to a higher level. Prepositional phrases, verb tenses, infinitive verbs, ordinal, cardinal numbers, comparative and superlative degrees are introduced.

**ENI 0312 Structures and Writing - Part B** **2.0 Credit Hours**  
A continuation of ENI 0302.

### LEVEL III

**ENI 0103 Conversation - Part A** **2.0 Credit Hours**  
This course is designed to help the student converse in English through true life situations and consumer education. Oral and listening skills are introduced.

**ENI 0113 Conversation - Part B** **2.0 Credit Hours**  
A continuation of ENI 0103.

**ENI 0203 Comprehension - Part A** **2.0 Credit Hours**  
This section includes reading assignments wherein new vocabulary words are introduced as well as literature of popular authors.

**ENI 0203 Comprehension - Part B** **2.0 Credit Hours**  
A continuation of ENI 0203

**ENI 0303 Structures and Writing - Part A** **2.0 Credit Hours**  
This grammar section will include all structures presented in ENI 0301 and ENI 0302 and progress to a higher degree. Course includes present perfect tense, infinitives, suffixes, prefixes, idiomatic expressions, adverbs, adjectives, etc.

**ENI 0313 Structures and Writing - Part B** **2.0 Credit Hours**  
A continuation of ENI 0303.

### LEVEL IV

**ENI 0104 Conversation - Part A** **2.0 Credit Hours**  
This course consists of oral presentations and elaboration from TV programs, news and current events using idiomatic phrases.

**ENI 0114 Conversation - Part B** **2.0 Credit Hours**  
A continuation of ENI 0104.

**ENI 0204 Comprehension - Part A** **2.0 Credit Hours**  
Reading assignments will reflect the structures and vocabulary used in ENI 0201, ENI 0202 and ENI 0203. Vocabulary building techniques are emphasized.

**ENI 0214 Comprehension - Part B** **2.0 Credit Hours**  
A continuation of ENI 0304.

**ENI 0304 Structures and Writing - Part A** **2.0 Credit Hours**  
This grammar section will include all structures presented in ENI 0301, ENI 0302, and ENI 0303. It will concentrate on highly sophisticated grammatical structures and applying them to everyday writing, reading, and conversational situations.

**ENI 0314 Structures and Writing - Part B** **2.0 Credit Hours**  
A continuation of ENI 0304.

# GOVERNMENT / HISTORY

## **AMH 4370 American Economic History 4.0 Credit Hours**

A study of the industrial development of America; exploitation and natural resources; history of manufacturing, banking, trade, and transportation; the evolution of industrial centers; and facts contributing to the growth of the United States

Prerequisite: ECO 2013

## **AMH 4998**

### **POS 4998 Selected Topics in American Government or American History 4.0 Credit Hours**

A special study of selected topics which are of current interest and relevance to the student in the area of American History.

Prerequisites, if any, are determined by the course material and instructor.

## **POS 2041 American National Government 4.0 Credit Hours**

A study of the Constitutional structure and dynamics of the American federal system. Included is an examination of the current structure, organization, powers, and procedures of the American national government.

## **POS 2141 World Geography 4.0 Credit Hours**

This course offers the students information about all countries and sights around the world. Maps and time zones are included.

## **POT 4064 Contemporary Political Thought 4.0 Credit Hours**

An examination of various nominative and empirical approaches to the study of political science, stressing contemporary thinking and developments in the field.

# HUMANITIES

## **ART 2001 Selected Topics in the Arts 4.0 Credit Hours**

This course provides an opportunity for the student to participate in the performing and visual arts and explore the creative process from the perspectives of artist, performer and audience.

## **EUH 2000 World History 4.0 Credit Hours**

A course that educates the student, potential travel agent and counselor in world events, sights and attractions.

## **HUM 1210 Survey of Early Western Culture 4.0 Credit Hours**

A study of the structure, processes, models, and cultural laws of early Western civilizations. Material is included from the anthropological study of socio-economic systems and cultural heritage.

## **HUM 1230 Survey of Contemporary Western Culture 4.0 Credit Hours**

A study of native culture areas and advanced civilizations. Metropolitan cultures are examined along with cultural differences in selected geographically varied nation-states, urban, and agrarian subcultures.

## **PHI 2100 Philosophy 4.0 Credit Hours**

This course acquaints students with the most significant directions of philosophical thought so that they may be able to formulate questions, arrive at reasonable answers, and evaluate those of others.

## **PHI 4661 Ethics 4.0 Credit Hours**

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

## **SPN 1100 Conversational Spanish I 4.0 Credit Hours**

A basic course for students who wish to develop the ability to speak and understand the Spanish language with emphasis on phrasing, idioms, and everyday vocabulary.

## **SPN 1101 Conversational Spanish II 4.0 Credit Hours**

An advanced course for students who wish to develop a broad competence in Spanish. This course emphasizes the oral-aural aspects of the language and the more sophisticated use of subjective clauses and sentence structure.

# MATHEMATICS

**MAC 1132 Fundamentals of College Mathematics** **4.0 Credit Hours**

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

**MAC 1133 Mathematics for Business\*** **4.0 Credit Hours**

This course deals with the following topics: Percentage in business, bank and sales records, financial charge, payroll and taxes, inventory, depreciation, business finance, and compound interest.

**MAT 2013 College Algebra** **4.0 Credit Hours**

The algebra of sets, linear equations, fractioning, proofs, determinants and relations, and functions. Emphasis is placed on understanding the structure of mathematical systems.

**QMB 3700 Mathematics of Finance** **4.0 Credit Hours**

A study of simple and compound interest, ordinary annuities, other annuities, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities, and life insurance. Various sources of corporate funds are also studied.

Prerequisite: MAC 1132

**QMB 4900 Introductory Quantitative Methods** **1.0 Credit Hours**

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

**STA 3152 Statistics** **4.0 Credit Hours**

This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing, and analyzing data are presented.

## GRADUATE LEVEL

**STA 5040 Quantitative Methods** **4.0 Credit Hours**

Statistical theory and problems relating to business and industry in supporting administrative decision-making

Prerequisite: STA 3152, or another form of abstract mathematics is highly recommended.

\* Does not count toward fulfillment of General Education requirements.

# PSYCHOLOGY / SOCIOLOGY

**CLP 3144 Abnormal Psychology** **4.0 Credit Hours**

An examination of abnormality in terms of current knowledge concerning mental health. Topics include mental illness and treatment, social disorders, organic and psychotic disorders, child psychosis, and disorders of mood and emotion.

Prerequisite: PSY 2012

**DEP 3401 Adult Psychology** **4.0 Credit Hours**

This course deals with the human life span as a whole and attempts to acquaint the student with the processes of maturation, aging, and death.

**INP 3301 Human Relations** **4.0 Credit Hours**

A study of the fundamentals of the processes of motivating, communicating and cooperating with management, co-workers, and the public.

**MAF 3001 Marriage and Family** **4.0 Credit Hours**

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.

**PSY 1010 Human Motivation** **4.0 Credit Hours**

This course is designed to promote proper study habits and skills which should enable the student to compete successfully in the higher education environment.

**PSY 2012 General Psychology** **4.0 Credit Hours**

A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of decision-making, the mind-body ecological system, and the emotional self.

**PSY 2998 Topics in Psychology**

**SOC 2998 Topics in Sociology**

**4.0 Credit Hours**

A special study of selected topics which are of current interest and relevance to the student in the area of Psychology or Sociology.

Prerequisites, if any, are determined by the course material and the instructor.

**PSY 4998 or**

**SOC 4998 Selected Topics in Psychology or  
Sociology**

**4.0 Credit Hours**

A special study of selected topics which are of current interest and relevance to the student in the area of psychology or sociology.

Prerequisites, if any, are determined by the course material and instructor.

**SOC 2995 Life History****4.0 Credit Hours**

The student taking this course will study Life's Choice and in addition will review his or her background for basic learning experiences that can qualify for educational credit that may result in advanced placement for the student. Under careful tutelage, the student will evaluate his or her background and will learn the proper method of organizing and describing these experiences into portfolios for evaluation for advanced college credit recognition.

**SOC 3000 Principles of Sociology****4.0 Credit Hours**

A study of man's cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Special attention is given to current social problems in America.

**SOC 3131 Crime and Delinquency****4.0 Credit Hours**

A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population.

**SOP 4003 Social Psychology****4.0 Credit Hours**

Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior and group dynamics.

Prerequisite: PSY 2012

## **GRADUATE LEVEL**

**PSY 5020 Organizational Behavior****4.0 Credit Hours**

An analysis of human behavior in organizations with emphasis on leadership, motivation, and group dynamics.

## **SCIENCE**

**APB 1190 Anatomy and Physiology****4.0 Credit Hours**

This general course deals with the fundamental terminology of anatomy and physiology as well as the structure, function, and chemistry of the human body, including the skeletal, muscular, endocrine, circulatory and reproductive systems.

## **HEALTH**

**PHE 1001 Selected Topics in  
Health and Recreation****4.0 Credit Hours**

This course will present current trends and components in health, nutrition and fitness. It will also offer the student an opportunity to become more knowledgeable and appreciative of recreational activities as a planner, participant and spectator.

# RESEARCH STUDIES

## **RES 2000 Elements of Research** **1.0 Credit Hour**

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

## **DRS 2900 Directed Study - Sophomore Research**

## **DRS 4900 Directed Study - Senior Research** **2.0 Credit Hours**

Open to Senior or Sophomore students with permission from the Dean's office. This research study is done under faculty supervision and must be appropriate to the student's major. This research is available only during the final quarter prior to the student's graduation with a Baccalaureate or Associate Degree and may be taken only one time.

## **ACC 5900 or**

## **MAN 5900 or**

## **PAD 5900 Directed Study Projects** **4.0 Credit Hours**

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

# STUDENT DEVELOPMENT

## **ENG 1000 Basic English Studies** **4.0 Credit Hours**

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

## **MAT 1000 Basic Mathematics Studies** **4.0 Credit Hours**

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

## **REA 1000 Basic Reading Skills** **4.0 Credit Hours**

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



**STD 1000 College Success Seminar 4.0 Credit Hours**

This seminar is designed to increase the student's success in college by providing the opportunity to obtain skills necessary to reach his/her educational objectives. Topics include time management, test-taking, communication skills, study techniques, library use and personal issues that face many college students.

**STD 1100 Interpersonal Relations 4.0 Credit Hours**

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

**STD 2081 Business Professionalism 4.0 Credit Hours**

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

## **COMMERCIAL ART**

**ART 1212 Composition I 2.0 Credit Hours**

A study of the basic elements of good composition including methods for directing the viewer's eye and emotive response.

**ART 1213 Composition II 4.0 Credit Hours**

A further study of the elements of composition as they apply to commercial illustration and design.

**ART 1300 Basic Drawing 4.0 Credit Hours**

The course is designed to develop realistic drawing skills through a series of exercises that develop the student's observation abilities. Basic shapes, shading, textures, tone, and perspective are also covered.

**ART 1320 Illustration I 2.0 Credit Hours**

Includes studies in still life and portraiture, with emphasis on accurate observation to achieve a realistic likeness.

**ART 1330 Illustration II 4.0 Credit Hours**

Instruction in illustration techniques from simple high contrast renderings to more advanced pen and ink techniques. An introduction to color includes instruction in mixing color and painting and how to use color effectively in illustration.

**GRA 1221 Lettering/Typography I 4.0 Credit Hours**

An introduction to letterforms and typefaces includes instruction in the rendering of letterforms both free-hand and using drafting tools.

**GRA 1540 Graphic Design I 2.0 Credit Hours**

An introduction to the principles and concepts of graphic communication covers methods and procedures for creative problem solving and the preparation of comprehensive design.

**GRA 2190 Portfolio****4.0 Credit Hours**

Preparation for entry into the job market including the design and mechanical preparation of a personal logo, business card, and resume' format. Instruction is given in portfolio preparation and presentation. Job interviewing skills are also covered.

**GRA 2223 Lettering/Typography II****2.0 Credit Hours**

Emphasis is placed on the effective use of letterforms in retail layout. Type specifying and copy fitting are also covered.

**GRA 2233 Production Art I****2.0 Credit Hours**

An introduction to the preparation of artwork for one-color printing, includes instruction in the proper use of tools, procedures, techniques, and the specification of ink colors and paper stock.

**GRA 2234 Production Art II****4.0 Credit Hours**

Instruction in more complicated mechanical assembly of artwork for reproduction. Includes the use of overlays and the preparation of color separated artwork; options such as die-cutting and embossing are also covered. A study of print reproduction methods covers letterpress, offset, gravure, and silk screen and relates them to their specific art requirements.

**GRA 2541 Graphic Design II****4.0 Credit Hours**

Continued study of design principles with an introduction to designing for the printed piece.

**GRA 2543 Layout****2.0 Credit Hours**

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

## **VIDEO AND FILM PRODUCTION**

**FIL 1000 The Evolution of Film****4.0 Credit Hours**

Historical and critical survey of the motion picture, tracing the roots of current cinema. Films are screened on a weekly basis, followed by lecture devoted to placing the film in its historical context, and analysis of the film's structural elements; styles of editing and different uses of color, sound, and camera movement. This course will also offer an introduction to the industry, utilizing field trips and guest speakers.

**FIL 1020 Evolution of Television****4.0 Credit Hours**

Historical and critical survey of the television and broadcast industry from the early live television to the current cable networks. To introduce the student to broadcast news, commercial application, public and entertainment production; taught through lecture, field trips and guest lecture.

**FIL 1100 Video Production I****4.0 Credit Hours**

This course is designed to demonstrate the role of video as a tool for the industry. The course provides an introduction to video production and post-production functions, dealing with storyboard concepts, casting and the use of lighting, camera and sound equipment.

**FIL 1120 Video Production II** **4.0 Credit Hours**

This is a high energy course designed to perfect the skills introduced in Video Production I, involving professionals in sound, lighting, and editing. Students will be taught the techniques of remote video production.

Prerequisite: FIL 1100.

**FIL 1130 Video Production III** **4.0 Credit Hours**

This course is designed to teach the student to perfect the skills learned in Video Production I and II emphasizing techniques utilized in location production and relevant post-production.

Pre-requisite: FIL 1120.

**FIL 1200 Script Development** **2.0 Credit Hours**

This course examines the writing of a script for commercials, television, as well as film screen play from original story line, or client concept, to final shooting scripts. This course conveys the importance of well developed scripts to every member of the production team.

**FIL 2000 Computer Graphics I** **2.0 Credit Hours**

A production course in the methods and techniques of computer generated graphics and special effects applied to video production. Introducing the student to the Amiga System through lecture, practical demonstration, and hands-on experience.

**FIL 2020 Computer Graphics II** **4.0 Credit Hours**

An advanced production class emphasizing the use of still photography, video footage, and computer graphics to develop a dramatic story or commercial production students illustrate their own concept utilizing all applications for transfer to video with music and special effects.

Pre-requisite: FIL 2000

**FIL 2100 Camera Operation** **4.0 Credit Hours**

This course is designed to provide practical application and workshop instruction in the use of various cameras for film, television and video. Students will have the opportunity to learn skills and tools of broadcast and non-broadcast camera operations.

**FIL 2200 Sound and Lighting** **4.0 Credit Hours**

The student is taught the fundamentals of location and studio lighting, the use of filters and gels, and the proper handling of lighting units. Methods and techniques of recording for film and video are also taught emphasizing instruction in automated dialogue replacement - APR (voice-over), Mix and Pix (music transfer to video), and microphone placement. Teaching is done through lecture, practical demonstration, and hands-on experience.

**FIL 2310 Acting and Directing** **4.0 Credit Hours**

A workshop in the fundamentals of directing, exploring various acting techniques and the relationship among actor, director, and script through actual production situations.

**FIL 2400 Make-Up and Wardrobe** **2.0 Credit Hours**

This course deals with the fundamentals of make-up and its techniques for film and video and workshop class in special effects make-up. Wardrobing based on script and image the director is portraying. Students will learn to interpret the script and the director's concepts as they relate to wardrobing.

**FIL 2500 Video Management**

**2.0 Credit Hours**

This is a workshop course covering pre-production needs, including set design and property, proper procedures for permits, releases, and the production budget. Fundamental business aspects of the video and film industry are emphasized.

**FIL 2600 Remote Production**

**4.0 Credit Hours**

A production course designed for advanced students. This course deals with the special techniques and equipment used for the location shoot and teaches the student to adjust to variable situations that will be encountered in uncontrolled environments.

# **Fort Lauderdale College Administration**

<b>Carole A. Fuller</b> .....	<b>Executive Regional Director</b>
<b>Britt G. Dorman, Jr.</b> .....	<b>Director</b>
<b>Mary Jane Moore</b> .....	<b>Director of Academic Affairs</b>
<b>Dale Fuller</b> .....	<b>Director of Marketing</b>
<b>Judith Elkin.</b> .....	<b>Business Manager</b>
<b>Grace Klinefelter</b> .....	<b>Academic Dean</b>
<b>Joseph Valletti</b> .....	<b>Dean of Faculty</b>
<b>Melissa Sebastian</b> .....	<b>Director of Financial Aid</b>
<b>Shada Overton</b> .....	<b>Director of Student Services</b>
<b>Jazmin Fernandez</b> .....	<b>Director of Housing</b>
<b>George Free</b> .....	<b>Director of Placement</b>
<b>Bonita Amor</b> .....	<b>Registrar</b>
<b>Karen Venezia</b> .....	<b>Student Accounts Manager</b>

## NOTES

<u>NAME</u>	<u>DEGREE EARNED</u>	<u>SCHOOL</u>	<u>DISCIPLINE</u>
Shaban, Hisham	D. B. A.	Nova University	Business Administration
	M. S.	Florida International University Faculty of Tourism (Cairo) Technical Institute for Hotel	Hospitality
	B. S.		Hotel Management
	A. S.		Food Service
Stark, Nelson	M. A.	Florida International University	Public Administration
	B. A.	C.W. Post College	Criminal Justice
Stiber, Greg	M. B. A.	St. Thomas University University of Florida	Business Administration
	B. S.		Business Administration
Taylor, Luther	M. A.	Michigan State University	Education
	B. S.	Dartmouth College	History
Tincev, Evelyn	M. A.	Goddard College	Criminal Justice
	B. A.	North Carolina State University	Sociology
Walker, Shirley	M. B. A.	McGill University	Business Administration
	B. B. A.	Pace University	Accounting/ Computer Science
Wiemann, John	B. S.	East Texas State University	Music
Zabala, Anastasia	D. B. A.	Nova University	Business Administration
	M. S.	Nova University	Human Resource Management
	B. S.	Divine Word University	Accounting

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<u>NAME</u>	<u>DEGREE EARNED</u>	<u>SCHOOL</u>	<u>DISCIPLINE</u>
Moore, Dot	M. A.	University of South Carolina Columbia College	Health Education
	B. A.		Physical Education
Muscarella, May	M. S.	Nova University State University New York Buffalo	English
	B. S.		Education
Odom, Shirley	B. A.	University of North Iowa	Business Education
Fezza, Lorraine	M. A.	Antioch University Alfred University	Education
	B. A.		English Literature Education
Porta-Avalos, Jannette	M. S.	Long Island University New York Institute of Technology	Bilingual Education
	B. S.		Business Education
Porta-Merida, Sandra	M. S.	Long Island University NY Institute of Technology	Bilingual Education
	B. S.		Business Education
Reyes, Arthur	B. S.	Regin College	Business Administration
Rosenkrantz, Lee	B. S.	University of Florida	Journalism Communication
Sacks, Harold	Ph. D	Fort Lauderdale College	Communication
	L. L. D.	Brooklyn Law Sch.	Law
	B. S.	Brooklyn College	International Trade
Schmit, Bernard	M. B. A.	University of Miami Pepperdine University	Business Administration
	B. S.		Business Administration

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<u>NAME</u>	<u>DEGREE EARNED</u>	<u>SCHOOL</u>	<u>DISCIPLINE</u>
Eynon, Neil	B. A.	Catholic University of America	Accounting
Free, George	B. S.	Ball State University	Exercise Physiology
Haweny, Abe	M. B. A.	Fairleigh Dickinson Univ.	Business Administration
	B. S.	Rutgers Univ.	Accounting
Jones, Preston	M. B. A.	Nova University	Business Administration
	B. S.	Purdue University	Electrical Engineer
Malicharen, David	M. B. A.	Nova University	Business Administration
	B. A.	Nova University	Business Administration
	A. S.	Fort Lauderdale College	Business Administration
Mosrati, Sean	M. B. A.	Nova University	Business Administration
	B. S.	University of Miami	Industrial Engineer
Yonk, Barbara	M. A.	Nova University	Accounting
	B. S.	Auburn University	Lab Technician
Maines, Donald	B. A.	Fort Lauderdale College	Business Administration
McDermott, Jean	M. S.	University of Georgia	Business Education
	B. S.	University of Georgia	Business Education
Mightley, Richard	Ed. D.	University of Toledo	Education
	M. Sc.	University of Utah	Science Education
	M. Ed.	University of Utah	Science Education
	B. S.	Defiance College	Education

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FORT LAUDERDALE COLLEGE

FACULTY CREDENTIALS

<u>NAME</u>	<u>DEGREE EARNED</u>	<u>SCHOOL</u>	<u>DISCIPLINE</u>
Ahmed, Mohammed	M. B. A	California State University	Business Administration
	B. A.	California State University	Business Administration
Belanger, Kristina	J. D.	University of Miami	Law
	B. A.	Marietta College	Political Science
Breen, Andy	B. S.	Florida International University	Psychology
	B. S.	Florida International University	Computer Science
Briceno, Lucy	B. S.	Pedagogic University	English
Castagno, Angela	M. B. A	Nova University	Business Administration
	B. S.	Nova University	Accounting
	A.S.	Broward Community College	Computers Accounting
Castora, Frank	M. B. A	Nova University	Business Administration
	B. S.	Barry University	Psychology
Cavallo, Joe	M. B. A	Nova University	Business Administration
	B. A.	Geneva College	Sociology
	A. A.	Beaver County College	Criminal Justice
Delaney, Carolyn	M. A.	Sangamon State University	Communication
	B. A.	Sangamon State University	English Literature
Esco, Jim	M. B. A.	Michigan State University	Business Administration
	B. S.	Louisiana College	Math

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ACADEMIC YEAR CALENDAR 1991 - 1992

1991

October 7	Fall Quarter (EVEN) Begins
November 16	Fall Quarter (ODD) Ends
November 18	Winter Quarter (ODD) Begins
November 28	Thanksgiving Day Holiday (School Closed)
December 20 - January 5	Christmas (School Closed Dec 25 & Jan 1)

1992

January 6	Fall Quarter (EVEN) Classes Resume
January 10	Fall Quarter (EVEN) Ends
*****	
January 13	Winter Term (EVEN) Begins
January 20	Martin Luther King Jr. Birthday Holiday
February 17	Presidents' Day Holiday
February 22	Winter Quarter (ODD) Ends
February 24	Spring Quarter (ODD) Begins
April 3	Winter Quarter (EVEN) Ends
April 6 to April 10	Spring Vacation
*****	
April 13	Spring Quarter (EVEN) Begins
May 23	Spring Quarter (ODD) Ends
May 25	Memorial Day Holiday
May 26	Summer Quarter (ODD) Begins
July 2	Independence Day Holiday
July 3	Spring Quarter (EVEN) Ends
July 6 to July 10	Summer Vacation
*****	
July 13	Summer Quarter (EVEN) Begins
August 22	Summer Quarter (ODD) Ends
August 24	Fall Quarter (ODD) Begins
September 7	Labor Day Holiday
October 2	Summer Quarter (EVEN) Ends
*****	
October 5	Fall Quarter (EVEN) Begins
November 14	Fall Quarter (ODD) Ends
November 16	Winter Quarter (ODD) Begins
November 26	Thanksgiving Day Holiday
Dec 21 to Jan 10, 1993	Christmas Holidays



Tuition and Fee Schedule  
effective for terms beginning after May 1, 1991 and before  
December 31, 1991

## TUITION

Associate Degree	96 Credit Hours	\$ 9,495.00
Bachelor's Degree	192 Credit Hours	\$ 18,995.00
Master's Degree	54 Credit Hours	\$ 7,595.00
Commercial Art	96 Credit Hours	\$ 11,995.00
Video & Film	96 Credit Hours	\$ 11,995.00

Upon enrollment into a degree program these prices are "locked-in" by the student for the duration of that program. The student must remain in attendance for three (3) consecutive terms during a twelve month period to remain at the original tuition price. Students who withdraw from the College and seek re-admittance at a later date will re-enter at the tuition rate effective at that time.

Students who were in attendance at the College prior to December 31, 1989 and have elected to remain on a per credit hour rate are charged at \$100.00 per credit hour attempted.

## LIFE EXPERIENCE CREDIT

Students who are awarded credit for life experience are charged \$45.00 per credit hour for each credit hour earned.

## FEES

Application Fee (all programs) \$ 25.00

This fee is payable by all students making initial application for admissions to the College.

Registration Fee (all programs) \$ 75.00

This fee is payable by all students who are accepted for admission into the College and should be paid within thirty (30) days of acceptance notification or prior to registration for classes.

Application and Registration fees are non-refundable and are valid for one year should a student be unable to begin classes at the originally scheduled date.

Activity Fees (day students) \$ 20.00  
(night students) \$ 10.00

These fees are payable each term in which a student is registered for eight (8) or more credit hours. The activity fees are used to sponsor a variety of student activities each term.

Graduation Fee (undergraduate) \$ 50.00  
(graduate) \$ 75.00

This fee is payable upon completion of a degree program at the College. The fee covers the expense of participation in the commencement ceremony, the cap and gown (and hood for graduate students), the printing of the degree, and other related costs.

## TEXTBOOKS

In order to defray the high cost of collegiate textbooks the College offers a unique textbook "loaner" program to students. Under this program students are issued textbooks from the Bookstore to be used for their classes each term. At the end of the term these "loaner" books are returned to the Bookstore for future use. Students who do not return "loaner" books are liable for the cost of these books. Some textbooks are included in the tuition price. Students are informed by the Bookstore as to which textbooks are to be returned.

Students who wish to purchase textbooks may do so at any time in the Bookstore.

