



**1981-1982 CATALOG OF**

## **FORT LAUDERDALE COLLEGE**

**Main Campus**

1401 East Broward Blvd.  
Fort Lauderdale, FL 33301  
(305) 462-3761

**Miami Campus**

1440 79th Street Causeway  
North Bay Village, FL 33141  
(305) 866-1017

**West Palm Beach Campus**

2925 10th Avenue, N.  
Lake Worth, Florida 33461  
(305) 439-5333

**Hialeah Campus**

554-556 Palm Springs Mall  
N.W. 108 Street  
Hialeah, Florida 33012  
(305) 558-1949

Information on Medical Education Center courses is listed in the  
Catalog Supplement and is available on request.

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# **GENERAL INFORMATION**

## **STATEMENT OF PHILOSOPHY AND OBJECTIVES**

It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge, the attainment of useful skills, and the exposure to diverse cultural experiences.

The programs offered by the College manifest this philosophy. It is the objective of these programs to provide specialized education in business administration at the college level and to provide a broad base of general education. The results are programs that enable students to contribute to the cultural growth, social ethics and financial prosperity of the nation.

## **HISTORY**

The historical roots of the College date back to 1940 with the establishment of the Walsh School of Business Science. The College was incorporated under the laws of the State of Florida in 1956, and in 1962 the State of Florida issued a charter to the College for operation as a non-profit, degree-granting institution of higher learning with authority to grant Associate and Baccalaureate degrees. Under this charter, the College is governed by a Board of Trustees. Additional campuses have been established in Miami, Hialeah, and Lake Worth to serve Palm Beach County and Greater Miami areas. These facilities primarily serve commuting students.

## **ACCREDITATION**

The College is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized professional accrediting agency by the United States Commissioner of Education. The College is listed as an institution of higher education in the Education Directory which is published by the U.S. Department of Education.

The College is a non-profit, non-sectarian, coeducational institution chartered by the State of Florida with authority to confer collegiate degrees. The College is a member of the Florida Association of Colleges and Universities. It is approved by the Florida Bureau of Veteran's Affairs and is registered with the Florida State Board of Independent Colleges and Universities.

## **SPORTS**

Deep-sea game fishing is a top attraction in Fort Lauderdale and is done aboard fleets of charter boats and drift fishing boats. Inland fresh-water streams and conservation areas are excellent fresh-water fishing spots. Broward County has become a golfing and tennis center of the nation featuring more than 35 golf courses and hundreds of tennis courts. Other sports readily accessible are horse-back riding, hunting, water skiing and scuba diving. The National Swimming Hall of Fame is located in this city and hosts the annual Collegiate Swim Forum. The New York Yankees conduct their spring training in the city and own the Fort Lauderdale Yankees, a farm team. The Miami Dolphins and the University of Miami Hurricanes play their home games in the Orange Bowl, only a 45-minute drive from Fort Lauderdale.

## **STUDENT LIFE**

What is learned in the classroom comprises only part of the student's education which also includes the development of an understanding of people. Many College activities vary from quarter to quarter and year to year as the student body changes. It is the policy of the College to encourage those activities which are of most interest to the students by fostering leadership and by channeling the energy and enthusiasm of the students into worthwhile outlets.

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

# **FORT LAUDERDALE COLLEGE AND FORT LAUDERDALE**

Fort Lauderdale is located in Broward County, Florida which has a population exceeding 900,000 residents. World renowned for its climate and beach, 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.

Fort Lauderdale is blessed with one of the longest and broadest stretches of public-owned beaches in Florida. The beach is protected from heavy seas by coral reefs that parallel the shore.

## **CULTURAL ACTIVITIES**

There are more than 200 churches and synagogues, representing nearly every religious preference, in Fort Lauderdale. The city boasts a very active Museum of the Arts that not only displays works by the nation's artists but holds lectures and classes in art. The Fort Lauderdale Symphony Orchestra performs regular winter concerts with famed soloists. The War Memorial Auditorium, within walking distance of Fort Lauderdale College, is the scene of concerts, plays, lectures, sports events, dog shows, boat shows, and other similar events.

The Parker Playhouse, one of the nation's most beautiful and well-known theaters, has regularly scheduled Broadway plays with famous stars in leading roles. The recently completed Sunrise Musical Theater features top name entertainment in concert style.

There are numerous amateur community productions of musicals, dramas, and ballet in which students may participate.

## **LIBRARY**

The College has an adequate library to support curriculum and provide information for students, faculty and staff. A professional librarian is available to help students during normal operating hours. Small reference libraries are maintained at the non-main campuses and at the Medical Education Centers.

## **INTERCOLLEGIATE ATHLETICS**

In 1978 Fort Lauderdale College inaugurated an intercollegiate athletic program, a program which is continuing to expand. The College presently competes under the auspices of the National Association of Intercollegiate Athletics. The "Seagulls" currently field a varsity baseball team.

## **HOUSING**

The College can provide only limited on-campus housing, but will assist students in locating suitable housing off campus. For a list of available housing, students should contact the Admissions Office.

## **PLACEMENT ASSISTANCE**

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

## **TRANSFER TO OTHER COLLEGES**

Entrance requirements for transfer students vary widely among colleges and universities. Transfer of credits is a privilege granted by the institution to which the student may seek to transfer, and all applicants and requests for transfer of credits are evaluated individually. Each student must complete all courses with grades acceptable to the college to which the student seeks to transfer.

## **WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES**

The College annually submits the names of outstanding students. This national publication recognizes students of exceptional merit in leadership, scholarship, extra-curricular activities, and promise of future accomplishment. Selection to membership is made by a committee consisting of faculty and administration.

## **ANNUAL SCHOLARSHIPS FOR FORT LAUDERDALE COLLEGE STUDENTS**

The following scholarships are awarded during the Fall Quarter of each academic year. The selection of recipients is determined by an administrative scholarship committee.

### **SOPHOMORE ACHIEVEMENT SCHOLARSHIP**

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

### **JUNIOR ACHIEVEMENT SCHOLARSHIP**

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

### **SENIOR ACHIEVEMENT SCHOLARSHIP**

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

# **ADMISSIONS**

## **GENERAL ADMISSIONS REQUIREMENTS**

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) tests or equivalent. Applicants without successful prior college credits are required to take a Placement Test to determine their potential success in college level studies. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. As a result of the evaluation of the qualifications, it may be necessary to schedule the student to take developmental courses which will prepare the student for a collegiate program. These courses will be in addition to the required courses for all programs and they will count toward the fulfillment of the overall credit hour requirements. Students may apply for entry at any time.

## **EARLY ADMISSION**

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

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

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

## **APPLICATION PROCEDURE**

Qualified applicants must submit a completed Application for Admission to the College with the application fee of \$10 which is paid only once and is non-refundable. A high school transcript of work completed through date of application is also required. High school officials should be requested to mail transcripts directly to the College. If a transcript is not available at the time of application, the College will make every effort to assist the applicant in obtaining one. See application in the back of the catalog.

Upon notification of acceptance, a \$100 registration fee will be required. This fee reserves your space in class and will be applied against the first quarterly tuition charges.

## **TRANSFER STUDENTS**

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

## **FOREIGN STUDENTS**

When foreign 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 grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students and a TOEFL Score of 450 or its equivalent is required. A Form 1-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance and payment of full-time fees and tuition for three quarters. With these exceptions, the conditions for admission of foreign students are identical with those for American students.

## **G.I. BILL OF RIGHTS**

The College is approved for training of veterans under the Veterans Education and Employment Assistance Act of 1976 (G.I. Bill of Rights), as amended. Students are enrolled on a credit-hour basis in day or evening classes or during weekends. Veterans attending under the G.I. Bill are usually approved to pay quarterly tuition charges in three monthly payments as they receive their checks from the Veterans Administration.

## **ORIENTATION**

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



# **NON-TRADITIONAL CREDIT OPPORTUNITIES**

## **ESTABLISHMENT OF 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. Students may apply for examination in any course for which credit has not been earned or accepted on transfer up to a maximum of 22.5 quarter hours.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

The College accepts credits earned through the College Level Examination Program (CLEP) for up to 25% of the credit hours required by the degree program in which the student is enrolled. Scores of the 40th percentile and above are accepted for the credit hours and specific courses approved by the Dean. Necessary information may be obtained from the Admissions Office.

## **CREDIT FOR NON-COLLEGIATE TRAINING**

Credit may be granted for military, industrial or professional training which parallels the offerings of the College. The amount of credit granted will be at the discretion of the Dean.

## **AUDITING COURSES**

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

# **STUDENT FINANCIAL ASSISTANCE**

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

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

## **SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS**

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

## **FINANCIAL ASSISTANCE PROGRAMS PELL (BEOG) GRANTS**

The Pell (BEOG) Grant Program is designed to provide financial assistance to those who need it to attend post-high school educational institutions. The amount of the Pell (BEOG) Grant is determined on the basis of the student's and family's financial resources. Eligible students may receive as much as \$1,670 per year toward the cost of their education. An application for a Pell (BEOG) Grant is available in the Financial Assistance Office. A Financial Assistance Officer will assist in its completion and submission. Eligibility is determined and notification is sent directly to the student who should immediately forward such notification to the College.

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

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

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

Students needing financial assistance may borrow up to \$3,000 until they complete two academic years of a program leading to a Bachelor's Degree. They may then borrow an additional \$3,000 during their last two academic years leading to a Bachelor's Degree for a maximum of \$6,000 as undergraduate students. Payments begin six months after

the student completes the program or ceases to carry at least a half-time course of study and may be extended over a 10-year period. Repayment may be deferred for various reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school half-time, is undergoing rehabilitation training, or if the student is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled.

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

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

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

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

## **INSTITUTIONAL SCHOLARSHIPS**

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

# **OTHER SOURCES OF FINANCIAL ASSISTANCE**

## **VETERANS ASSISTANCE PROGRAMS**

VETERANS EDUCATION AND EMPLOYMENT ASSISTANCE ACT OF  
1976, AS AMENDED

Veterans eligible for training under the G.I. Bill are entitled to a monthly allowance while attending the College in an approved program of study. Veterans with over 18 months of active duty are entitled to a maximum of 45 months of training, and those with 6 to 18 months of active duty are entitled to 1½ months of training for each month of active duty. The College will assist in preparing and submitting applications.

## **WAR ORPHAN EDUCATIONAL ASSISTANCE**

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

## **VOCATIONAL REHABILITATION FOR VETERANS**

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

## **TUITION AND FEES**

Tuition will be charged at the rate of \$40 per quarter hour.

### **FEES:**

An Application Fee of \$10 (non-refundable) must accompany an Application for Admission.

A non-refundable Registration Fee of \$100 shall be paid within 15 days of acceptance of the Application for Admission. A student may not schedule classes unless the Registration Fee is paid. This fee will be applied to the tuition charges for the student's first quarter of study.

A Graduation Fee of \$25 shall be paid by graduating students prior to commencement.

The College charges no fee for scheduled tests or final examinations. Students who are unable to take a test or final examination when scheduled may take it at a later date. A fee of \$15 will be charged for each test taken at a later date. A fee of \$20 will be paid for each final examination taken at a later date. Only 10 days will be allowed from the original test date.

A fee of \$10 will be paid for each examination taken to establish credit by examination, and an Academic Credit Fee of \$20 per quarter hour will be paid for each course for which academic credit is established by special proficiency examination.

## **STUDENT ACCOUNTS**

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

## REFUND POLICY

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

1. **FAILURE TO ENTER** — If an accepted student does not enter classes, the full amount of any prepaid tuition, with the exception of the Registration Fee, is refunded. The Application Fee is not refundable.
2. **WITHDRAWAL** — The effective date of withdrawal is the last date of recorded attendance. The student is expected to notify the Dean or Registrar in writing or by personal interview prior to or upon the date of withdrawal from classes.
  - a) In the event of withdrawal from College, tuition charges for the period of attendance are as follows:

<b>Withdrawal</b>	<b>Charges</b>
Through Last Date for Schedule or Program change as specified in the College Calendar	Registration and other fees only
From Last Date for Schedule or Program Change through 30th calendar day of quarter	50% of Quarterly Tuition
31st through 60th calendar day of quarter	75% of Quarterly Tuition
After 60th calendar day of quarter	100% of Quarterly Tuition

- b) The amount of any refund due is determined by subtracting the tuition charges as set forth above from the total amount of tuition charges paid. Approved refunds are made promptly.
  - c) Any amounts determined to be owed the College as a result of these calculations are due and payable in full on the effective date of withdrawal.
3. **REDUCTION IN CREDIT HOURS** — There is no refund or adjustment in quarterly tuition charges for reduction in credit hours after the Last Date for Schedule or Program Change for the quarter as specified in the College Calendar.
4. **COLLEGE FEES** — The Application Fee and all other College Fees are not refundable.

# ACADEMIC INFORMATION

## QUARTER HOUR OF CREDIT

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

## GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each quarter. Grade reports are mailed to the home address of the student.

The following grading system is used:

<b>GRADE EVALUATION</b>	<b>GRADE POINTS PER QUARTER HOUR</b>
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
W Withdrawal	0
F Failure	0
I Incomplete (Automatically changes to "F" if course require- ments are not completed satisfactorily within the two weeks after the be- ginning of the next quar- ter.)	not calculated
N No Grade (Awarded if a student withdraws from a class under mitigating cir- cumstances.)	not calculated
X Exemption	not calculated
U Audit	not calculated

## CALCULATION OF GRADE POINT AVERAGE

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

class, the student would multiply 4.5 quarter hours times the grade points for a C (2) for a total of 9 grade points. Adding the total number of grade points, 18 and 9, the student would have 27 grade points. The student attempted 9 credits. The grade points of 27, divided by 9 quarter hours attempted, would result in a Grade Point Average of 3.0.

## **STUDENT RECORDS**

The College assures the confidentiality of student educational records as required by law. Should information be desired by the student which is not contained in quarterly grade reports, requests may be made through the office of the Registrar where student records are compiled.

## **GRADUATION**

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

## **DEAN'S LIST**

To recognize and encourage outstanding scholastic performance, a Dean's List is published at the end of each quarter. To be eligible for this honor, a student must have earned a Grade Point Average of at least 3.5 and must have been registered for 12 or more quarter hours.

## **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; 3.9 and above, summa cum laude.

## **ATTENDANCE REQUIREMENTS**

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

Classes are scheduled between 8 a.m. and 10 p.m., normally Monday through Friday. Students may also attend Saturday morning classes which are scheduled as needed. Students attending under the "Work-Study Program" may, if necessary, be scheduled for a minimum class

load in order to permit employment. The College is in session throughout the year on a quarterly basis except for holidays and vacations as shown in the College Calendar. The Summer Quarter is optional, but full class offerings are available for the many students who choose to attend and accelerate their program.

## **ACADEMIC DEFICIENCIES**

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

## **STANDARDS OF PROGRESS**

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

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

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

## **ACADEMIC SUSPENSION AND DISMISSAL**

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

## **REGULATIONS GOVERNING STUDENT CONDUCT**

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



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

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

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

## **FAMILIARITY WITH COLLEGE REGULATIONS**

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

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

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

## **COOPERATIVE EDUCATION PROGRAM**

**(Ft. Lauderdale College only)**

Cooperative Education is an Academic Program. 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 Director of Cooperative Education, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose of the programs is to present students to employers in a way which will increase their post-graduation employment potential.

## **COOPERATIVE EDUCATION PLANS**

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

1. The Parallel Plan
2. The Alternating Plan

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

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

Students who elect to participate in either plan must obtain academic counseling prior to entering either plan to assure that their Cooperative Education courses are properly integrated into their over-all academic program of studies.

Students are also advised that they must make formal application to the Cooperative Education Department and be accepted into the program prior to registering for their first Cooperative Education course. Admission to and retention in the program is restricted to students who have attended the College two quarters and have satisfactory grade point averages.

## **COOPERATIVE EDUCATION CREDIT**

Credit is granted for successful completion of a Co-op course on the same basis as for any other course. Successful completion of these courses requires the student to develop personal responsibility and display initiative beyond what is required in an on-campus classroom setting under the supervision of the instructor. Successful completion also requires the student to: (a) develop specific on-the-job objectives with the Director of Cooperative Education; (b) schedule at least one interview with the Director of Cooperative Education during each quarter; (c) attend an assigned weekly scheduled class with a faculty member; and (d) return the completed Cooperative Education Workbook not later than final exam week at the end of each quarter.

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

Credits earned in Co-op courses are applied to the credit requirements for each degree program. Specifically, these credits apply to the elective course requirements in all areas except Area III of all degree programs offered by the College.

## **DEGREE PROGRAMS**

### **Two Majors**

Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirements of two majors, a student will be awarded only ONE degree unless a minimum of 45 appropriate quarter hours in addition to the requirements of the first degree have been earned. In cases where the requirements of two majors have been met and only one degree is involved, a notation denoting both majors will be entered on the transcript.

### **Two Degrees**

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

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

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

## **THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS**

The chart on Page 20 depicts the group of Senior Colleges of Business which together form the Summit System of Colleges and Schools. Listed are the Degree and Diploma Programs offered throughout the System, and the locations at which they are available.

**FOR ADDITIONAL INFORMATION:**

1. Review the program offerings in the following pages to identify your area of interest;

2. Consult the chart on Page 20 to determine where the program in which you are interested is offered;
3. Visit, call or write the Director of Admissions at the College you wish to attend requesting more information about the College, the program in which you are interested, and the career employment possibilities available to you as a graduate.

## SUMMIT COLLEGE SYSTEM ACADEMIC PROGRAM

### Programs and Locations

Educational Program	Orlando	Tampa College	Fort Lauderdale College
<b>Bachelor of Science Degree</b>			
Accounting Major	X	X	X
Data Processing Major	X	X	X
International Business Major			X
Management Major	X	X	X
Marketing Major	X	X	X
<b>Associate in Science Degree</b>			
Accounting Major	X	X	X
Court Reporting Major	X	X	X
Data Processing Major	X	X	X
Hotel and Restaurant Administration Major			X
Management Major	X	X	X
Marketing Major	X	X	X
Real Estate Major			X
<b>Bachelor of Business Administration Degree</b>			
	X	X	X
<b>Associate in Business Degree</b>			
	X	X	X
<b>Cooperative Education Program</b>			
	X	X	X
<b>Diploma Programs</b>			
Data Processing Diploma	X	X	X

## THE BACHELOR OF SCIENCE DEGREE

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

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

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

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

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

## THE BACHELOR OF SCIENCE DEGREE

AREA I —Business Administration Component (Required for all Majors)		Quarter Hours	
Select from:			
ACC	2001	Principles of Accounting I	4.5
ACC	2021	Principles of Accounting II	4.5
ACC	2041	Principles of Accounting III	4.5
COC	1000	Data Processing Fundamentals	4.5
GEB	1012	Introduction to Business Enterprise	4.5
MAN	2000	Principles of Management	4.5
BUL	2100	Business Law I	4.5
MAR	1023	Introduction to Marketing	4.5
SES	1100	Introductory Typing	4.5
CORE TOTAL — Selected from the courses listed above.			36.0

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AREA II—Major Components (Chosen from one of  
the following Majors)

### ACCOUNTING MAJOR

A. Required Core		Quarter Hours	
ACC	2501	Federal Taxation I	4.5
ACC	2101	Intermediate Accounting I	4.5
ACC	2121	Intermediate Accounting II	4.5
ACC	3401	Cost Accounting I	4.5
ACC	4201	Advanced Accounting I	4.5
ACC	4601	Auditing I	4.5
BUL	2122	Business Law II	4.5
CORE TOTAL			31.5
B. Major Electives			
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.			
ELECTIVE TOTAL			13.5
COMPONENT TOTAL			45.0

## DATA PROCESSING MAJOR

			Quarter Hours
A.	Required Core		
	COC 1211	Computer Concepts	4.5
	COP 2100	Computer Programming — Basic	4.5
	COP 2120	Computer Programming — COBOL	4.5
	COP 2160	Computer Programming — RPG	4.5
	COP 3530	Data Base Management	4.5
	COP 3110	Computer Programming — FORTRAN	4.5
	CIS 4360	Data Communications	4.5
	CORE TOTAL		31.5
B.	Major Electives		
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
	ELECTIVE TOTAL		13.5
	COMPONENT TOTAL		45.0

## INTERNATIONAL BUSINESS MAJOR

			Quarter Hours
A.	Required Core		
	ECS 3003	Comparative Economic Systems	4.5
	MAN 3300	Personnel Management	4.5
	MAN 4060	Business Policy and Administration	4.5
	MAN 4600	Management of International Business	4.5
	ECO 4702	Principles of International Economics	4.5
	MAN 4998	Selected Topics in Management	4.5
	CORE TOTAL		27.0
B.	Major Electives		
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
	ELECTIVE TOTAL		18.0
	COMPONENT TOTAL		45.0

## MANAGEMENT MAJOR

		Quarter Hours
A.	Required Core	
	BUL 2122 Business Law II	4.5
	MAN 2800 Small Business Management	4.5
	MAN 3300 Personnel Management	4.5
	RMI 3015 Risk and Insurance	4.5
	MAN 4410 Labor Relations and Collective Bargaining	4.5
	MAN 4060 Business Policy and Administration	4.5
	<b>CORE TOTAL</b>	<b>27.0</b>
B.	Major Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	<b>ELECTIVE TOTAL</b>	<b>18.0</b>
	<b>COMPONENT TOTAL</b>	<b>45.0</b>

## MARKETING MAJOR

		Quarter Hours
A.	Required Core	
	MAR 1101 Salesmanship	4.5
	ADV 2000 Advertising	4.5
	MAR 3203 Marketing Channels and Distribution	4.5
	MAR 3344 Promotion Policies and Strategy	4.5
	MAR 4613 Marketing Research	4.5
	MAR 4722 Marketing Management	4.5
	<b>CORE TOTAL</b>	<b>27.0</b>
B.	Major Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	<b>ELECTIVE TOTAL</b>	<b>18.0</b>
	<b>COMPONENT TOTAL</b>	<b>45.0</b>



AREA III—General Education Component (Required for all Majors)	Quarter Hours
A. Required Core	
ECO 1013 Principles of Economics I	4.5
ECO 1023 Principles of Economics II	4.5
POS 2041 American National Government	4.5
PSY 2012 General Psychology (Select two English)	4.5
ENG 1540 English Usage I,	
ENG 1541 English Usage II,	
ENC 2102 English Composition, or	
ENC 2135 English Composition II (Select two Math)	9.0
MAC 1132 Fundamentals of College Mathematics I,	
MAC 1133 Fundamentals of College Mathematics II,	
MAT 2013 College Algebra, or	
GEB 3111 Statistics (Recommended for Accounting Majors)	9.0
CORE TOTAL	36.0
B. General Education Electives To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.	
ELECTIVE TOTAL	18.0
AREA III—COMPONENT TOTAL	54.0
<hr/>	
AREA IV—Approved Elective Component To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.	
AREA IV—COMPONENT TOTAL	45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	180

## THE ASSOCIATE IN SCIENCE DEGREE

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

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

		<b>Quarter Hours</b>
Area I —	Business Component	27 (minimum)
Area II —	Major Component	36 (minimum)
Area III —	General Education Component	27 (variable)
	<b>TOTAL QUARTER HOURS REQUIRED</b>	<b>90 (minimum)</b>

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

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

## THE ASSOCIATE IN SCIENCE DEGREE

AREA I—Business Component			Quarter
(Required for all Majors)			Hours
ACC	2001	Principles of Accounting I	4.5
ACC	2021	Principles of Accounting II	4.5
GEB	1012	Introduction to Business Enterprise	4.5
BUL	2100	Business Law I	4.5
COC	1000	Data Processing Fundamentals	4.5
SES	1100	Introductory Typing	4.5
AREA I—COMPONENT TOTAL			27.0

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AREA II—Major Components (Chosen from one of the following Majors)

### ACCOUNTING MAJOR

A. Required Core			Quarter
			Hours
ACC	2041	Principles of Accounting III	4.5
ACC	2101	Intermediate Accounting I	4.5
ACC	2121	Intermediate Accounting II	4.5
BUL	2122	Business Law II	4.5
MAN	2000	Principles of Management	4.5
CORE TOTAL			22.5
B. Major Electives			
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog. It is recommended that ACC 3401 Cost Accounting I and ACC 2501 Federal Taxation be taken to enhance your career objectives.			
ELECTIVE TOTAL			13.5
COMPONENT TOTAL			36.0

## DATA PROCESSING MAJOR

			Quarter Hours
A.	Required Core		
	COC 1211	Computer Concepts	4.5
	CIS 2321	Business Systems Analysis and Design	4.5
	COP 2100	Computer Programming—Basic	4.5
	COP 2120	Computer Programming—COBOL	4.5
	COP 2160	Computer Programming—RPG	4.5
	CORE TOTAL		22.5
B.	Major Electives To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
	ELECTIVE TOTAL		13.5
	COMPONENT TOTAL		36.0

## HOTEL AND RESTAURANT ADMINISTRATION MAJOR

			Quarter Hours
A.	Required Core		
	HFT 1000	Hotel and Restaurant Organization and Management	4.5
	HFT 1300	Housekeeping and Plant Engineering and Maintenance	4.5
	HFT 2420	Hotel and Restaurant Accounting and Control	4.5
	HFT 2999	Internship in Hotel and Restaurant Administration	4.5
	BUL 2122	Business Law II	4.5
	CORE TOTAL		22.5
B.	Major Electives To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
	ELECTIVE TOTAL		13.5
	COMPONENT TOTAL		36.0

## MANAGEMENT MAJOR

		Quarter Hours
A.	Required Core	
	MAN 2000 Principles of Management	4.5
	MAN 1344 Principles of Supervision	4.5
	BUL 2122 Business Law II	4.5
	MAN 2800 Small Business Management	4.5
	MAR 1023 Introduction to Marketing	4.5
	<b>CORE TOTAL</b>	<b>22.5</b>
B.	Major Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	<b>ELECTIVE TOTAL</b>	<b>13.5</b>
	<b>COMPONENT TOTAL</b>	<b>36.0</b>

## MARKETING MAJOR

		Quarter Hours
A.	Required Core	
	MAR 1023 Introduction to Marketing	4.5
	MAR 1101 Salesmanship	4.5
	MAR 2151 Retailing	4.5
	ADV 2000 Advertising	4.5
	BUL 2122 Business Law II	4.5
	<b>CORE TOTAL</b>	<b>22.5</b>
B.	Major Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	<b>ELECTIVE TOTAL</b>	<b>13.5</b>
	<b>COMPONENT TOTAL</b>	<b>36.0</b>

## REAL ESTATE MAJOR

		Quarter Hours
A.	Required Core	
	REE 1001 Introduction to Real Estate	4.5
	REE 1030 Real Estate Selling	4.5
	REE 2500 Real Estate Management	4.5
	REE 2205 Real Estate Finance	4.5
	BUL 2122 Business Law II	4.5
	CORE TOTAL	22.5
B.	Major Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	ELECTIVE TOTAL	13.5
	COMPONENT TOTAL	36.0

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### AREA III—General Education Component— (Required for all Majors)

		Quarter Hours
A.	Required Core	
	(Select two English)	
	ENG 1540 English Usage I,	
	ENG 1541 English Usage II,	
	ENC 2107 English Composition I, or	
	ENC 2135 English Composition II	9.0
	(Select two Math)	
	MAC 1132 Fundamentals of College Math I,	
	MAC 1133 Fundamentals of College Math II,	
	MAT 2013 College Algebra, or	
	GEB 3111 Statistics (Recommended for Accounting Majors)	9.0
	CORE TOTAL	18.0

- B. General Education Electives  
To be selected in consultation with the Faculty Advisor or Dean from among the General Education Courses listed in the catalog.

ELECTIVE TOTAL	9.0
COMPONENT TOTAL	27.0
TOTAL QUARTER HOURS REQUIRED FOR GRADUATION WITH AN ASSOCIATE IN SCIENCE DEGREE	90.0

## ASSOCIATE IN SCIENCE DEGREE COURT REPORTING MAJOR

BUSINESS COMPONENT (All required)		Quarter Hours
A. Required Core		
SES 1221	Machine Shorthand Theory I	6.0
SES 1222	Machine Shorthand Theory II	6.0
SES 1224	Court and Conference Dictation I	6.0
SES 2225	Court and Conference Dictation II	6.0
SES 5226	Court and Conference Dictation III	6.0
SES 5227	Court and Conference Dictation IV	6.0
SES 5228	Court and Conference Dictation V	6.0
SES 5230	Court and Conference Dictation VI	6.0
SES 1100	Introductory Typing	4.5
SES 1110	Intermediate Typing	4.5
SES 1120	Advanced Typing	4.5
SES 1145	Expert Typing	3.0
SES 1436	The Law and Legal Terminology	4.5
SES 2248	Anatomy and Medical Terminology	4.5
SES 2256	Medical Dictation	3.0
SES 2220	Court Reporting and Transcription Preparation	4.5
SES 2221	Dictation Techniques	4.5
SES 2998	Court Reporting Testing	3.0
SES 2999	Court Reporting Testimony (Intern.)	1.5
TOTAL BUSINESS COMPONENT		90.0

<b>B. General Education Component</b>		
APB 1200	Anatomy and Physiology	4.5
ENG 1540	English Usage I	4.5
ENG 1541	English Usage II	4.5
ENC 1312	Written Communication	4.5
PSY 2012	General Psychology	4.5
	General Elective	4.5

<b>TOTAL GENERAL COMPONENT</b>		<b>27.0</b>
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<b>MINIMUM TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>117</b>
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## THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

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

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

		<b>Quarter Hours</b>
Area I —	Business Administration Component	81 (minimum)
Area II —	General Education Component	54 (minimum)
Area III —	Approved Elective Component	45 (variable)
	<b>TOTAL QUARTER HOURS REQUIRED</b>	<b>180 (minimum)</b>

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

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

# THE BACHELOR OF BUSINESS ADMINISTRATION

AREA I—Business Administration Component			Quarter Hours
A.	Required Core		
	ACC 2001	Principles of Accounting I	4.5
	ACC 2021	Principles of Accounting II	4.5
	ACC 2041	Principles of Accounting III	4.5
	COC 1000	Data Processing Fundamentals	4.5
	GEB 1012	Introduction to Business Enterprise	4.5
	MAN 2000	Principles of Management	4.5
	BUL 2100	Business Law I	4.5
	MAR 1023	Introduction to Marketing	4.5
	SES 1100	Introductory Typing	4.5
	CORE TOTAL (Selected from courses listed above)		36.0
B.	Business Electives To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog. At least 27 Quarter Hours must be from courses in the 3000 or 4000 series.		
	ELECTIVE TOTAL		45.0
	COMPONENT TOTAL		81.0

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AREA II—General Education Component	Quarter Hours
A. Required Core	
ECO 1013 Principles of Economics I	4.5
ECO 1023 Principles of Economics II	4.5
POS 2041 American National Government	4.5
PSY 2012 General Psychology (Select two English)	4.5
ENG 1540 English Usage I,	
ENG 1541 English Usage II,	
ENC 2102 English Composition I, or	
ENC 2135 English Composition II (Select two Math)	9.0
MAC 1132 Fundamentals of College Mathematics I,	
MAC 1133 Fundamentals of College Mathematics II,	
MAT 2013 College Algebra, or	
GEB 3111 Statistics	9.0
CORE TOTAL	36.0
B. General Education Electives To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education Courses listed in the catalog.	
ELECTIVE TOTAL	18.0
COMPONENT TOTAL	54.0

AREA III—Approved Elective Component

To be selected in consultation with the Faculty  
Advisor, Registrar or Dean to effectuate a  
balanced educational program in keeping with  
the personal objectives and career ambitions of  
the student.

COMPONENT TOTAL	45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	180.0

## THE ASSOCIATE IN BUSINESS DEGREE

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

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

		<b>Quarter Hours</b>
Area I —	Business Component	45 (minimum)
Area II —	General Education Component	27 (minimum)
Area III —	Approved Elective Component	18 (variable)
	<b>TOTAL QUARTER HOURS REQUIRED</b>	90 (minimum)

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

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

# THE ASSOCIATE IN BUSINESS DEGREE

	Quarter Hours
AREA I—Business Component	
A. Required Core	
GEB 1012 Introduction to Business Enterprise	4.5
BUL 2100 Business Law I	4.5
COC 1000 Data Processing Fundamentals	4.5
ACC 2001 Principles of Accounting I	4.5
ACC 2021 Principles of Accounting II	4.5
SES 1100 Introductory Typing	4.5
CORE TOTAL	27.0
B. Business Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the catalog.	
ELECTIVE TOTAL	18.0
COMPONENT TOTAL	45.0
AREA II—General Education Component	Quarter Hours
A. Required Core	
(Select two English)	
ENG 1540 English Usage I,	
ENG 1541 English Usage II,	
ENC 2102 English Composition I	
ENC 2135 English Composition II	9.0
(Select two Math)	
MAC 1132 Fundamentals of College Mathematics I,	
MAC 1133 Fundamentals of College Mathematics II,	
MAT 2013 College Algebra	
GEB 3111 Statistics (Recommended for Accounting Majors)	9.0
CORE TOTAL	18.0

- B. General Education Electives  
To be selected in consultation with the Faculty Advisor or Dean from among the General Education Courses listed in the catalog.

ELECTIVE TOTAL 9.0

AREA II—COMPONENT TOTAL 27.0

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AREA III—Approved Elective Component

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.

AREA III—COMPONENT TOTAL 18.0

MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION 90.0

**DATA PROCESSING DIPLOMA PROGRAM**

<b>Courses Offered</b>		Quarter Hours
MAC 1132	Fundamentals of College Mathematics I	4.5
SES 1100	Introductory Typing	4.5
COC 1000	Data Processing Fundamentals	4.5
* COC 1211	Computer Concepts	4.5
ACC 2001	Principles of Accounting I	4.5
ENG 1540	English Usage I	4.5
CIS 2321	Business Systems Analysis and Design	4.5
* COP 2100	Computer Programming — BASIC	4.5
* COP 2160	Computer Programming — RPG	4.5
* COP 2120	Computer Programming — COBOL	4.5
GEB 1012	Introduction to Business Enterprise	4.5
*	Free Elective	4.5
TOTAL QUARTER HOURS		54.0

\*Extra lab hours required

## COOPERATIVE EDUCATION COURSES

### COE 211 COOPERATIVE EDUCATION SEMINAR

First Co-op course to acquaint the student with the Co-op program and to prepare for a subsequent work assignment. This seminar is conducted on campus. In this seminar, each student will prepare a cover letter and resume to be presented to employers. The student will also be prepared for the various interviewing techniques used by employers.

## PARALLEL PLAN COURSES

		Quarter Hours
COE 241	PARALLEL WORK I	4.5
COE 242	PARALLEL WORK II	4.5
COE 341	PARALLEL WORK III	4.5
COE 342	PARALLEL WORK IV	4.5
COE 441	PARALLEL WORK V	4.5
COE 442	PARALLEL WORK VI	4.5

The above courses are normally taken during the sophomore, junior and senior years. COE 241 and 242 are available to students pursuing an Associate Degree. Since each student's Co-op program is designed specifically for him, these courses are taken, one per quarter, simultaneously with other on-campus courses.

## ALTERNATING PLAN COURSES

COE 361	ALTERNATING WORK I	6
COE 362	ALTERNATING WORK II	6
COE 461	ALTERNATING WORK III	6
COE 462	ALTERNATING WORK IV	6

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

# COURSE DESCRIPTIONS

## BUSINESS

### ACCOUNTING

#### **ACC 1009 Accounting**

Basic training in double entry bookkeeping; journalizing, posting, the trial balance, the worksheet, adjusting and closing entries, and the preparation of financial statements.

*4½ Quarter Hours*

#### **ACC 1029 Accounting**

A continuation of ACC 1009. Accounting for plant assets, the voucher system, partnerships and corporations. Prerequisite: ACC 1009.

*4½ Quarter Hours*

(ACC 1009 and ACC 1029 substitute for ACC 1001)

#### **ACC 2001 Principles of Accounting I**

This course defines accounting objectives and their relation to business. The student is taught fundamental principles of accounting, the recording of transactions in elementary journals, and posting ledgers. The trial balance, working papers, financial statements, and the opening and closing of books are included.

*4½ Quarter Hours*

#### **ACC 2021 Principles of Accounting II**

This course is a continuation of ACC 1001 with application to more advanced transactions. Emphasis is placed on the opening of books, classification and control of accounts, safe-guarding of cash; notes, acceptances, discounts, capital investments and withdrawals, and the adjusting and closing of books. Prerequisite: ACC 2001.

*4½ Quarter Hours*

#### **ACC 2041 Principles of Accounting III**

A continuation of ACC 1001 and 1021 with application to accounting for corporations and manufacturing operations. It covers the opening, adjusting and closing of corporation accounts and books, describes manufacturing and cost accounting systems, classifications of accounts, budgeting, internal reporting, and the analysis of financial statements.

*4½ Quarter Hours*

#### **ACC 2101 Intermediate Accounting I**

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 2041.

*4½ Quarter Hours*

#### **ACC 2121 Intermediate Accounting II**

A continuation of ACC 2101. Primary emphasis is on accounting for ownership; liabilities, capital, and corporate net worth.

*4½ Quarter Hours*

#### **ACC 2501 Federal Taxation I**

A thorough study of federal income tax laws and their application to individual, partnership, and corporation income. What constitutes incomes and deductible expenditures is given special emphasis. Specimen returns and problems are used in the development of skills in preparation of tax returns, particularly individual returns.

*4½ Quarter Hours*



### **ACC 3300 Managerial Accounting**

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.

*4½ Quarter Hours*

### **ACC 3401 Cost Accounting I**

An introductory course which includes job order and process cost accounting systems, elements of cost, direct and indirect costs, stores ledger and control, work in process and finished goods inventories, valuation of materials, accounting for labor, monthly closing entries, analytical statements and comparative statements. Prerequisite: ACC 2041.

*4½ Quarter Hours*

### **ACC 3421 Cost Accounting II**

A further study of cost data for planning, control and decision-making purposes. Prerequisite: ACC 3401.

*4½ Quarter Hours*

### **ACC 3521 Federal Taxation II**

An advanced study of the principles of taxation applied to corporations, estates, and trusts. Prerequisite: ACC 2501.

*4½ Quarter Hours*

### **ACC 3860 Government Accounting**

Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 1041.

*4½ Quarter Hours*

### **ACC 4201 Advanced Accounting I**

Property acquisition, revaluation and retirement, and depreciation principles and practices are studied in greater depth. Intangible assets, current and long-term debt, pension plans, corporation formation and capital stock transactions are covered. Financial statement analysis, funds flow and related statements are given thorough treatment. Frequent reference is made to pronouncements by the Securities Exchange Commission and the American Institute of Certified Public Accountants. Prerequisite: ACC 2121.

*4½ Quarter Hours*

### **ACC 4221 Advanced Accounting II**

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

*4½ Quarter Hours*

### **ACC 4601 Auditing I**

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

*4½ Quarter Hours*

### **ACC 4621 Auditing II**

A continuation of ACC 4601, which is prerequisite. Stress is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, the responsibility for them, and the duty in testifying in connection with them in court.pl100

*4½ Quarter Hours*

## **ACC 4998 Selected Topics in Accounting**

A special study of selected topics which are of current interest and relevance to the student preparing for a career in accounting. Prerequisites, if any, are determined by the course material and instructor.

*Variable Credit*

## **ACC 4999 Internship in Accounting**

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

*4½ Quarter Hours*

# **COURT REPORTING**

## **SES 1221 Machine Shorthand Theory I**

An introduction to computer-compatible machine shorthand theory, phonetics, and symbols. Finger position, brief forms and phrases and reading habits are stressed.

*6 Quarter Hours*

## **SES 1222 Machine Shorthand Theory II**

A completion and review of the basic principles of machine shorthand. New brief forms and phrases are introduced, as well as the beginning of court reporting techniques on the machine, and some Q & A. Students will be expected to attain a speed of 60 words a minute on basic material. Prerequisite: Machine Shorthand Theory I.

*6 Quarter Hours*

## **SES 1224 Court and Conference Dictation I**

A course which develops the skills learned in Machine Shorthand Theory I and II, and emphasizes the attainment of speed on more difficult material. Testing is done at controlled speeds up to 80 words a minute and students are expected to attain a speed of 80 words a minute. Prerequisite: 60 words a minute.

*6 Quarter Hours*

## **SES 1436 The Law and Legal Terminology**

An introductory course in both civil and criminal law. Sources of the law are examined, and the student is introduced to the legislative process and the functions and operation of administrative and regulatory agencies. The course also covers all aspects of the judicial system, including discovery, trial, and the appellate processes.

Legal terminology is presented, together with the utilization of the terms, and the student is required to attain an understanding of the meaning and the use of the legal terms. No prerequisite.

*4½ Quarter Hours*

## **SES 2225 Court and Conference Dictation II**

This course emphasizes clarity of notes and more difficult dictating material for complete utilization of theory. Dictation of literary matter, some jury charge, Congressional Record, and Q & A material at increasing rates of speed occurs in Court and Conference Dictation II through IV. Speeds up to 110 words a minute are attained in this course. Prerequisite: Minimum 80 words a minute.

*6 Quarter Hours*

## **SES 2226 Court and Conference Dictation II**

A continuation of Court and Conference Dictation II. Specialized vocabulary is emphasized, as well as literary, Congressional material, and Q & A. Speed of 140 is attained in this course.

The National Shorthand Reporters Association series of textbooks is used to study court reporting punctuation, grammar and English. Varied multi-voice material, including courtroom testimony, depositions, statements, commission hearings, evidentiary hearings, etc., are dictated in class and transcribed. Prerequisite: Minimum 110 words a minute.

*6 Quarter Hours*

## **SES 2220 Court Reporting Procedures and Transcription Preparation**

The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trial transcript in deliverable form, is required.

Included in this course: the role of the reporter in trials, depositions, and administrative hearings; instruction in the ethics of court reporting; indexing, filing and storage of notes; structure of courts locally, statewide; increasing notereading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turnaround time schedules.

*4½ Quarter Hours*

## **SES 2221 Dictation Techniques**

Detailed instruction and practice in the use of dictating and transcribing equipment and its relation to efficient, accurate, productive reporting. How to train typists also included in this course.

*4½ Quarter Hours*

## **SES 2227 Court and Conference Dictation IV**

A continuation of Court and Conference Dictation III. Speed of 170 words a minute will be developed. Multi-voice testimony is emphasized. Practice in writing notes for a notereader. Dictation includes motions, evidentiary hearings, depositions, with technical, specialized material emphasized. Salable transcripts are produced. Prerequisite: Minimum 140 words a minute.

*6 Quarter Hours*

## **SES 2228 Court and Conference Dictation V**

A continuation of Court and Conference Dictation IV. Speeds of 180-200 words a minute will be developed. Prerequisite: Minimum 170 words a minute.

*6 Quarter Hours*

## **SES 2230 Court and Conference Dictation VI**

A continuation of Court and Conference Dictation V. A speed of 225 words a minute will be developed. A study of Court Reporting as a profession; the role of the Court Reporter as a professional. Dictation, transcription and presentation of daily copy, arbitrations, and grievance hearings. Prerequisite: 200 words a minute.

*6 Quarter Hours*

## **SES 2256 Medical Dictation**

A course designed to familiarize the student with the dictation and transcription of material containing medical terminology such as case histories, operation and x-ray reports, and medical articles.

*3 Quarter Hours*

## **SES 2999 Court Reporting Testimony (Internship)**

Students are required to complete an internship of 50 hours of courtroom and/or free-lance reporting under the supervision of practicing court reporters. Excerpts of each day's notes dictated and typed by the students, with appropriate turnaround time. Dress, attitude and demeanor also graded. Prerequisite: 200 words a minute.

*1½ Quarter Hours*

### **SES 2998 Court Reporting Testing**

A course designed to prepare the advanced student for national and state testing. Emphasis is placed on timed written and machine tests under simulated conditions of speed with material suitable for the Registered Professional Reporter's test as administered through NSRA.

*3 Quarter Hours*

### **SES 2990 Speed Development I**

A course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

*6 Quarter Hours*

### **SES 2991 Speed Development II**

A second level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

*6 Quarter Hours*

### **SES 2992 Speed Development III**

A third level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

*6 Quarter Hours*

### **SES 2993 Speed Development IV**

A fourth level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

*6 Quarter Hours*

### **SES 2994 Speed Development V**

A fifth level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

*6 Quarter Hours*

## **DATA PROCESSING**

### **COC 1000 Data Processing Fundamentals**

A course which familiarizes students with basic concepts and terminology utilized in the application of computers to business.

*4½ Quarter Hours*

### **COC 1211 Computer Concepts**

A study of advanced data communication theory, secondary storage facilities and job control language. An introduction to BASIC programming language provides the student with experience that is suited to many applications. Prerequisite: COC 1000.

*4½ Quarter Hours*

### **COP 2100 Computer Programming — BASIC**

A course designed to instruct the student in the use of BASIC, a comprehensive, commercially oriented compiler/interpreter designed for use with the CP/M operating system. This course will also include the hands-on use of real-time display terminals. Prerequisites: COC 1211, SES 1100.

*4½ Quarter Hours*

### **COP 2120 Computer Programming – COBOL**

This course provides a foundation for the use of COBOL (Common Business Oriented Language) as a computer language. The student is expected to learn and apply the basic facilities of this language utilizing sequential access methods.

Prerequisites: COC 1211, SES 1100.

*4½ Quarter Hours*

### **COP 2160 Computer Programming – RPG**

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. Prerequisites: COC 1211, SES 1100.

*4½ Quarter Hours*

### **CIS 2321 Business Systems Analysis and Design**

This course in business data processing operations is concerned with the design and maintenance of forms, records, and office systems. Included is a study of punched cards, and other input/output systems, work-flow planning, office layout, work measurement, types of business equipment and office tools available and the writing of business procedure specifications. Also included is information retrieval research techniques and tools as they apply to systematic principles of management decision making. Prerequisite: COC 1211.

*4½ Quarter Hours*

### **COC 2400 The Computer Society and the Individual**

A course designed to introduce computer technology and its impact on society and the individual. The focus of this introduction is non-technical.

*4½ Quarter Hours*

### **COP 3110 Computer Programming – FORTRAN**

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. Prerequisites: COC 1211, MAT 2013.

*4½ Quarter Hours*

### **COP 3121 Computer Programming – Advanced COBOL**

This course provides advanced concepts of COBOL as a computing language. The student is expected to learn and apply the advanced facilities of this language utilizing access methods. Prerequisite: COP 2120.

*4½ Quarter Hours*

### **COP 3160 Computer Programming – Advanced RPG**

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 utilizing direct access methods. Prerequisite: COP 2160.

*4½ Quarter Hours*

### **COP 3530 Data Base Management**

This course introduces the student to the various methods of organizing and structuring data and files for access and use in advanced programming applications. Prerequisite: COP 2120 or COP 2160.

*4½ Quarter Hours*

### **CIS 4360 Data Communications**

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 2120.

*4½ Quarter Hours*

### **COP 4400 Computer Programming — Assembler Language**

This course provides the student with an introduction to computer languages at the assembler level. Students are expected to develop assembler language programs using a remote-entry, timesharing terminal. Prerequisite: COP 2120 or COP 2160.

*4½ Quarter Hours*

### **MAN 4810 Management Information Systems**

An introduction to systems analysis design. Includes the determination of information needs and data collection facilities necessary to provide them; effect of computer use on existing organizations, and evaluation of systems effectiveness.

*4½ Quarter Hours*

### **COC 4998 Selected Topics in Data Processing**

A special study of selected topics which are of current interest and relevance to the student preparing for a career in data processing. Prerequisites, if any, are determined by the course material and the instructor.

*Variable Credit*

### **COC 2999 Internship in Data Processing**

As part of the preparation for a career in data processing, the student is permitted to serve an internship in the data processing departments of financial, business and industrial organizations or government agencies acceptable to the College. 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.

*4½ Quarter Hours*

## **FASHION MERCHANDISING**

### **FAD 1121 Personal Development**

A study of personal appearance: business etiquette; personal and business wardrobe; voice and diction; diet and visual poise.

*4½ Quarter Hours*

### **MKA 1126 Fashion Sketching and Design**

A study of color, line, form and texture as bases for designing apparel as well as an introduction to basic sketching design to develop the ability to sketch the fashion figure rapidly.

*4½ Quarter Hours*

### **MKA 1455 Development of Fashion**

An examination of the historical influences which have shaped contemporary fashion.

*4½ Quarter Hours*

### **HHD 1621 History of Furniture**

A study of the history of furniture use and fashion. Additional lab sessions are required.

*4½ Quarter Hours*

### **CTE 1827 Fashion Buying and Retailing**

A study of principles and techniques of successful buying of merchandise for resale. Students are given an opportunity to analyze various retail operations.

*4½ Quarter Hours*

### **CTE 1840 Clothing and Accessories**

This course surveys clothing and accessories focusing on types of apparel for women, men and children. The use of fashion accessories is included.

*4½ Quarter Hours*

**FAM 2101 Basic Modeling**

Retail modeling, wholesale modeling, photographic modeling, and professional make-up are included.

*4½ Quarter Hours*

**FAM 2201 Professional Modeling**

Professional modeling sessions, promotional modeling, television modeling, voice control, and character improvisation are included.

*4½ Quarter Hours*

**HHA 2320 Interior Design**

A study of decorating, room planning, floor covering, textiles, and accessories.

*4½ Quarter Hours*

**MKA 2409 Fashion Coordination**

An introduction to, and practice in, writing copy for fashion publications. Fashion show coordination and commentary are included.

*4½ Quarter Hours*

**CTE 2998 Selected Topics in Fashion Merchandising**

A special study of selected topics which are of current interest and relevance to the student preparing for a career in fashion merchandising. Prerequisites, if any, are determined by the course material and instructor.

*Variable Credit*

**CTF 2999 Internship in Fashion Merchandising**

As part of the preparation for a career in fashion merchandising, the student is permitted to serve an internship in retail and wholesale establishments, manufacturing concerns, and other organizations and 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.

*4½ Quarter Hours*

## **HOTEL AND RESTAURANT ADMINISTRATION**

**HFT 1000 Hotel and Restaurant Organization and Management**

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

*4½ Quarter Hours*

**HFT 1300 Housekeeping, Plant Engineering and Maintenance**

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

*4½ Quarter Hours*

**HFT 1510 Marketing, Sales, and Public Relations**

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

*4½ Quarter Hours*

**FSS 2251 Food and Beverage Management**

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.

*4½ Quarter Hours*

### **HFT 2420 Hotel and Restaurant Accounting and Control**

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

*4½ Quarter Hours*

### **HFT 3603 Laws of Innkeeping**

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.

*4½ Quarter Hours*

### **HFT 3713 World Tourism**

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.

*4½ Quarter Hours*

### **HFT 2998 Selected Topics in Hotel and Restaurant Administration**

A special study of selected topics which are of current interest and relevance to the student preparing for a career in hotel and restaurant administration. Prerequisites, if any, are determined by the course material and the instructor.

*Variable Credit*

### **HFT 2999 Internship in Hotel and Restaurant Administration**

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.

*4½ Quarter Hours*

## **MANAGEMENT**

### **GEB 1012 Introduction to Business Enterprise**

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

*4½ Quarter Hours*

### **MAN 1344 Principles of Supervision**

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

*4½ Quarter Hours*

### **MAN 2000 Principles of Management**

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

*4½ Quarter Hours*

### **BUL 2100 Business Law I**

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

*4½ Quarter Hours*



**BUL 2122 Business Law II**

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, and insurance. *4½ Quarter Hours*

**MAR 2763 Credits and Collections**

A study of the management of the credit and collection activities of business organizations, including economic and social implications, specific types of available credit, and management and analysis of consumer and commercial credit.

*4½ Quarter Hours*

**MAN 2800 Small Business Management**

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.

*4½ Quarter Hours*

**PAD 3000 Public Administration**

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

*4½ Quarter Hours*

**RMI 3015 Risk and Insurance**

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

*4½ Quarter Hours*

**ECP 3220 Occupational Safety and Health**

This course will provide the student with an understanding of the Occupational Safety and Health Act (Williams/Stiger) of 1970 and fundamental information and skills required to function in the areas of health, safety, and facility security.

*4½ Quarter Hours*

**MAN 3300 Personnel Management**

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

*4½ Quarter Hours*

**TRA 4010 Transportation**

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

*4½ Quarter Hours*

**MAN 4060 Business Policy and Administration**

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.

*4½ Quarter Hours*

**MGT 4320 Financial Management**

A study of sources of funds, capital budgeting, analysis of financial statements, and financial institutions. The course will also involve financial forecasting and short and long-term financing of the corporate structure. Prerequisites: ACC 2021, STA 1014.

*4½ Quarter Hours*

### **MAN 4410 Labor Relations and Collective Bargaining**

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

*4½ Quarter Hours*

### **MAN 4600 Management of International Business**

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

*4½ Quarter Hours*

### **MAN 4998 Selected Topics in Management**

A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisites, if any, are determined by the course material and the instructor.

*Variable Credit*

### **MAN 4999 Internship in Management**

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

*4½ Quarter Hours*

## **MARKETING**

### **MAR 1023 Introduction to Marketing**

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

*4½ Quarter Hours*

### **MAR 1101 Salesmanship**

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

*4½ Quarter Hours*

### **ADV 2000 Advertising**

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

*4½ Quarter Hours*

### **MAR 2151 Retailing**

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 strategy are included.

*4½ Quarter Hours*

### **MAR 2503 Consumer Behavior**

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.

*4½ Quarter Hours*

### **MAR 3203 Marketing Channels and Distribution**

An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers and brokers. Prerequisite: MAR 1023.

*4½ Quarter Hours*

### **MAR 3321 Public Relations**

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.

*4½ Quarter Hours*

### **MAR 3343 Marketing Communications**

A study of the principles and applications of communications as a force for effective marketing strategy. Included is an in-depth study of the various communication channels that are vital to the marketing systems. Prerequisite: MAR 1023.

*4½ Quarter Hours*

### **MAR 3344 Promotional Policies and Strategy**

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. Prerequisites: MAR 1023, ADV 2000.

*4½ Quarter Hours*

### **MAR 4613 Marketing Research**

In this course, research methods are applied to the functions of marketing including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1023.

*4½ Quarter Hours*

### **MAR 4722 Marketing Management**

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 1023.

*4½ Quarter Hours*

### **MAR 4998 Selected Topics in Marketing**

A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites, if any, are determined by the course material and instructor.

*Variable Credit*

### **MAR 4999 Internship in Marketing**

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

*4½ Quarter Hours*

## **OFFICE PRACTICE**

### **SES 1300 Records Management**

An introduction to the use and management of the various records that a secretary will encounter in a functioning business office.

*3 Quarter Hours*

### **SES 1340 Business Office Procedures**

This course provides thorough exposure to such business office procedures as handling of incoming and outgoing mail; use of commonly used office equipment such as postage meters, duplicators and copiers, and various types of adding machines and calculators; other routine functions normally performed by office employees.

*3 Quarter Hours*

### **SES 1360 Machine Transcription**

This course provides training in the use of modern dictating equipment, including development of transcription, listening and retention skills and the ability to follow oral instructions. The production of typed mailable copy from machine dictation is stressed.

*3 Quarter Hours*

### **SES 1363 Professional Machine Transcription**

An expansion and refinement of SES 1360. Emphasis is on the development of speed and accuracy in transcribing a variety of office documents and communications related substantially to the student's occupational objective.

- A. Legal Emphasis
- B. Medical Emphasis

*2 Quarter Hours*

### **SES 2341 Professional Secretarial Practices**

A course to develop the skills and knowledge essential to success in a secretarial position; development of a work system; receiving visitors, scheduling appointments, making travel arrangements; planning meetings; and other duties and correct office procedures required by an efficient business enterprise including the basic principles, procedures, and systems of filing and records management.

- A. Legal Emphasis
- B. Medical Emphasis

*3 Quarter Hours*

### **SES 2999 Office Internship and Work Experience**

As part of the preparation for a career in the secretarial field, students are permitted to serve internships in secretarial positions in their area of specialization in professional, financial, business, and industrial offices 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.

*4½ Quarter Hours*

## **REAL ESTATE**

### **REE 1001 Introduction to Real Estate**

This course is intended to provide the student with a broad understanding of real estate activities and acquaint him with the breadth and depth of the field. Included are such topics as property descriptions and deeds, mortgages and other financing, contracts and closing statements, homesteads, business enterprises and other relationships.

*4½ Quarter Hours*

### **REE 1030 Real Estate Selling**

Among the topics the student will study in this course are motives, steps in a sale, listing techniques, selling various kinds of property, creative selling, meeting objections, financial aids, ethical behavior, and closing techniques.

*4½ Quarter Hours*

### **REE 2500 Real Estate Management**

A study of the supervision and control of real property; rental of space; credit; and maintenance with reference to residential, business, industrial and investment properties.

*4½ Quarter Hours*

**REE 2205 Real Estate Finance**

A study of the fundamentals of mortgage lending; sources of funds; organization and control of lending operations; FHA and Veterans Administration loan programs; servicing and collecting loans.

*4½ Quarter Hours*

**REE 2801 Real Estate Brokerage**

A study of the real estate brokerage office; planning for and organizing operations; selecting and training sales personnel; managing sales activities; marketing practices and policies.

*4½ Quarter Hours*

**REE 3008 Real Estate Law**

A study of the legal aspects of real property ownership, development, transfer and brokerage.

*4½ Quarter Hours*

**REE 3040 Real Estate Principles and Practices I**

This course presents a comprehensive study of real estate principles and practices, and licensing law to meet the educational requirements of the Florida Real Estate Commission for real estate salesmen. The course deals with such topics as real estate ownership and interests; contracts; surveying and property descriptions; transfers; mortgages; deeds; leases; title closing; real estate financing and investments; and other subjects.

*6 Quarter Hours*

**REE 3041 Real Estate Principles and Practices II**

This course presents a comprehensive study of real estate principles and practices to meet the educational requirements of the Florida Real Estate Commission for real estate brokers. The course deals with such topics as real estate appraising, finance, investment analysis, and management.

*6 Quarter Hours*

**REE 3101 Real Estate Appraising**

Designed to train students in the techniques and art of real estate appraising, this course includes studies of valuation procedures via the cost, market and income approaches to real estate values.

*4½ Quarter Hours*

**REE 2999 Internship in Real Estate**

As part of the preparation for a career in real estate, the student is permitted to serve an internship in real estate or in the real estate 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.

*4½ Quarter Hours*

## **SHORTHAND**

**SES 1210 Shorthand Theory**

An introduction to the basic principles of shorthand through demonstrations using oral and visual techniques with practice in reading shorthand material. Emphasis is on learning proper outlines, brief forms, and phrases as the foundation for development of the ability to accurately record and transcribe shorthand outlines.

*4½ Quarter Hours*

### **SES 1211 Theory and Introductory Dictation**

Designed to review and solidify the student's knowledge of shorthand principles and to enlarge shorthand vocabulary. Emphasis on development of speed and outline accuracy, business terminology, spelling, and punctuation are involved. Credit is given when the student passes a comprehensive test and demonstrates the ability to take and transcribe unfamiliar material dictated at 50-60 wpm. Prerequisite: SES 1210.

*3 Quarter Hours*

### **SES 1212 Advanced Dictation and Transcription**

Development of higher levels of shorthand speed and outline accuracy, introduction of efficient transcription to facilitate the acquiring of a satisfactory mailable production rate through the use of business letters from technical fields, editorials, reports, and articles selected from various fields of business and the professions. Credit is given when the student passes a comprehensive test and demonstrates the ability to take and transcribe unfamiliar material dictated at 60-90 wpm. Prerequisites: SES 1211, SES 1222 or SES 1271.

*3 Quarter Hours*

### **SES 1248 Professional Dictation and Transcription**

The course is designed to train the professional secretary to attain expert speeds in dictation and transcription. Numerous business letter shortcuts and speed pointers are employed. Transcription of office style dictation and extended dictation sessions are included. Credit is given when the student passes a comprehensive test and demonstrates the ability to take technical and other unfamiliar dictation at 100-120 wpm and transcribe that dictation at 25-30 wpm. Prerequisite: SES 1212.

- A. Legal Emphasis
- B. Medical Emphasis

*3 Quarter Hours*

### **SES 1271 Alphabetic Shorthand Theory**

This is a course in an alphabetic rather than a symbol system of shorthand and is especially popular with those persons interested in obtaining maximum dictation speed in a minimum period of time. Transcription is required. Qualified students may progress into appropriate dictation classes.

*4½ Quarter Hours*

## **TYPEWRITING**

### **SES 1100 Introductory Typing**

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

*4½ Quarter Hours*

### **SES 1110 Intermediate Typing**

A continuation of SES 1100 with emphasis on speed, accuracy, and rhythm. 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 the student passes a comprehensive test and demonstrates the ability to type accurately at 45-55 wpm.

*4½ Quarter Hours*

### **SES 1120 Advanced Typing**

Development of advanced techniques with preparation of correspondence, tabulated reports, manuscripts, legal papers, and a variety of business forms and documents. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 55-60 wpm. Prerequisite: SES 1110.

*4½ Quarter Hours*

### **SES 1145 Expert Typing**

A course which focuses on the building of speed and accuracy on a variety of straight copy material. Credit is given when a student demonstrates the ability to type accurately at 60 words a minute.

*3 Quarter Hours*

### **SES 2130 Professional Typing Applications**

Emphasizes the development of decision-making skills and completing documents, preparing typed letters, reports, tabulations, handwritten drafts, and in transcribing machine dictation. Maintenance of professional habits and production levels is stressed. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 60 wpm (net). Prerequisite: SES 1120.

- A. Legal Emphasis
- B. Medical Emphasis

*4½ Quarter Hours*

### **SES 2140 Production Typing**

Emphasizes the production of mailable office documents originating in office style. By work on office routines and use of the best methods to increase typing production, the student is taught how to produce mailable letters, bills, statements, invoices, and a wide variety of other documents in volume. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 60 wpm (net). Prerequisite: SES 1120.

*4½ Quarter Hours*

# GENERAL EDUCATION

## ECONOMICS

### **ECO 1013 Principles of Economics I (Macroeconomics)**

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

*4½ Quarter Hours*

### **ECO 1023 Principles of Economics II (Microeconomics)**

This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution. Prerequisite: ECO 1013.

*4½ Quarter Hours*

### **FIN 1100 Personal Finance**

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.

*4½ Quarter Hours*

### **FIN 2010 Investments**

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

*4½ Quarter Hours*

### **ECO 2040 Economics for the Consumer**

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

*4½ Quarter Hours*

### **ECP 3001 Current Issues in Economics**

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

*4½ Quarter Hours*

### **ECS 3003 Comparative Economic Systems**

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

*4½ Quarter Hours*

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

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

*4½ Quarter Hours*

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

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

*4½ Quarter Hours*



### **ECO 3622 American Economic History**

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

*4½ Quarter Hours*

### **ECO 4504 Public Finance**

A study of the principles of public finance; consideration of classical and modern attitudes toward government revenues and expenditures; problems related to public debt and budget making; and the evaluation of fiscal policy as an instrument of control. Prerequisite: ECO 1023.

*4½ Quarter Hours*

### **ECO 4702 Principles of International Economics**

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 1023.

*4½ Quarter Hours*

## **ENGLISH**

### **REA 0002 Developmental Reading I**

This course will offer a systematic procedure for developing reading comprehension and speed skills to assist students in functioning more efficiently in their college work. Emphasis is upon reading comprehension and speed, vocabulary, listening skills, and basic sentence functions. In addition, the students will receive instruction concerning the skills of studying, classroom notetaking, and test-taking.

*4½ Quarter Hours*

### **REA 0005 Developmental Reading II**

This course is designed to develop further proficiency in reading comprehension and speed. In addition, the following concepts will be stressed: basic composition skills, in-depth grammar, writing skills, textbook utilization, word etymology, and library and dictionary skills. Prerequisite: REA 0002.

*4½ Quarter Hours*

### **ENI 0101 English Conversation I**

This section is designed to enable the student to practice the structure presented in a conversational manner, in situations, given to the student. The class will group in diads and triads for conversation drills.

*4½ Quarter Hours*

### **ENI 0102 English Conversation II**

A continuation of structures practice presented in class in diad and triad grouping. A student will start presentations on his own to motivate other students' participation in class.

*4½ Quarter Hours*

### **ENI 0103 English Conversation III**

True life situations and consumer education will be presented to the students.

*4½ Quarter Hours*

### **ENI 0201 English and Comprehension I**

This section will include all the structures learned in paradigms of declensions and the introduction of approximately 600 words in each level. Questions, both oral and written, will follow all reading materials. Tests and quizzes will be included as part of the classwork.

*4½ Quarter Hours*

## **ENI 0202 English and Comprehension II**

This reading section will include all the structures used in Level I. Questions, both oral and written, will follow each reading material. Tests and quizzes will be included as part of the classwork.

*4½ Quarter Hours*

## **ENI 0203 English and Comprehension III**

Reading assignments will reflect the structures and vocabulary from Levels I & II. Written and oral questions, tests and quizzes, will follow the reading material. Introduction to American History and Literature will be introduced.

*4½ Quarter Hours*

## **ENI 0301 English Structures & Writing I**

The introduction and mastery of verbs. The verb "to be," in present and past forms, simple present and past progressive; other activities are as follows: affirmative, negative, and question forms; regular, present and past tenses; irregular verbs; prepositions; personal and demonstrative pronouns. A workbook must be completed as an introduction to writing.

*4½ Quarter Hours*

## **ENI 0302 English Structures & Writing II**

A continuation of ENI 0301 which includes: prepositions and prepositional phrases; statements with verbs and infinitives; mass and count nouns; modal auxiliaries; possessive pronouns; ordinal and cardinal numbers; indefinite pronouns and verbs. The student has already completed a workbook in Level I and will go into spelling, dictation, crossword puzzles, descriptions of situations, etc. Lab sessions will allow time to practice listening and writing.

*4½ Quarter Hours*

## **ENI 0303 English Structures & Writing III**

This section continues with infinitives; prefixes and suffixes; idiomatic expressions; the "ing" form of the verb tenses; adverbs and adjectives. The use of the verbs; dictation; filling in the blanks; and the production of sentences and paragraphs according to different situations presented to the student. Different exercises will be given to prove how well the student can master the material given. Some of this material will be lab work.

*4½ Quarter Hours*

## **ENC 1312 Written Communication**

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.

*4½ Quarter Hours*

## **ENG 1540 English Usage I**

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.

*4½ Quarter Hours*

## **ENG 1541 English Usage II**

A continuation of ENG 1540.

*4½ Quarter Hours*

## **SPC 2010 Effective Speaking**

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.

*4½ Quarter Hours*

### **ENC 2102 English Composition I**

A course designed to expand the student's abilities in written communications. Principles of composition are developed through writing and revising communications of various types. Emphasis is placed upon sentence and paragraph construction, correctness in English fundamentals, exactness and concreteness of statement; dictionary and library practice.

*4½ Quarter Hours*

### **ENC 2135 English Composition II**

A continuation and expansion of ENC 2102. This course includes study and practice in theme, report and research writing.

*4½ Quarter Hours*

### **MMC 3000 Mass Media**

This course is an analysis of print and electronic media, including evaluation of their roles, their influences on the individual, and their impact on society as a whole.

*4½ Quarter Hours*

### **JOU 3004 Journalism**

A study of reporting, newswriting, copywriting, and other activities relating to journalistic practices with emphasis on accuracy and direct expression.

*4½ Quarter Hours*

### **ENG 3230 The Short Story**

The development of the short story from its origins to present day masters of the form.

*4½ Quarter Hours*

### **ENG 3301 The Novel**

This course deals with representative novels with attention given to the historic background for the genre, and to the background, ideas, and styles of major novelists.

*4½ Quarter Hours*

### **ENG 3400 Drama**

The purpose of this survey is to introduce the student to the dramatic experience. The plays studied range in time from Classical Greece to Contemporary America.

*4½ Quarter Hours*

### **ENG 3711 Poetry**

A study of poetic diction, imagery, versification, traditional forms and structure.

*4½ Quarter Hours*

### **AML 4103 Early American Literature**

The beginnings of American literature including the Colonial Period. The literature of the New Republic and of the American Renaissance is presented. Special attention is given to the writings of Franklin, Irving, Poe, Longfellow, Emerson and Hawthorne.

*4½ Quarter Hours*

### **AML 4109 Modern American Literature**

The rise and development of modern poetry, the modern short story, and an introduction to the twentieth century American novel.

*4½ Quarter Hours*

## **GOVERNMENT**

### **POS 2041 American National Government**

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.

*4½ Quarter Hours*

## **POS 3112 State and Local Government**

A study of the structure and operational patterns of state, county, and municipal governments. An examination of the powers and limitations of state and local governments is included.

*4½ Quarter Hours*

## **POT 4064 Contemporary Political Thought**

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

*4½ Quarter Hours*

# **HISTORY**

## **EUH 1000 History of Early Western Civilization**

A study of the development of Western Civilization from ancient Egypt to the Renaissance. Emphasis is placed on the political, social, intellectual, and economic aspects of the Graeco-Roman world and medieval Europe.

*4½ Quarter Hours*

## **EUH 1001 History of Modern Western Civilization**

A study of the development of Western Civilization from the Renaissance to the present. Included is a scrutiny of the influence of liberalism, nationalism, and modern industrialism upon political, social, economic, and intellectual life.

*4½ Quarter Hours*

## **AMH 2010 History of the United States to 1877**

An examination of United States history from the discovery of North America through the American Civil War and Reconstruction. Emphasis is placed on the Revolutionary Period, Western Expansion, and the developments which led to the American Civil War.

*4½ Quarter Hours*

## **AMH 2020 History of the United States from 1877 to Present**

A study of the history of the United States from Reconstruction to the present. Emphasis is placed on the changing structure of American society and the emergence of the United States as a world power.

*4½ Quarter Hours*

## **AMH 2570 Black American History**

This course is designed to acquaint the student with and stimulate interest in the life and history of the Black American with emphasis on his origins, enslavement, subculture; his struggle for civil rights and human dignity; and his influences and contributions.

*4½ Quarter Hours*

## **AMH 3420 History of Florida**

An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and location as they relate to Florida's development.

*4½ Quarter Hours*

## **LAH 4000 History of Latin America**

A study of the discovery, colonization and development of Latin America. The influence of Spain, the United States and other nations on the course of events in Latin America is examined.

*4½ Quarter Hours*

## HUMANITIES

### **SPN 1100 Conversational Spanish I**

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

*4½ Quarter Hours*

### **SPN 1101 Conversational Spanish II**

An advanced course for students who wish to develop a broad competence in Spanish; emphasis is placed on the oral-aural aspects of the language, and more sophisticated use of subjective clauses and sentence structure.

*4½ Quarter Hours*

### **HUM 1210 Survey of Early Western Culture**

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.

*4½ Quarter Hours*

### **HUM 1230 Survey of Contemporary Western Culture**

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

*4½ Quarter Hours*

### **PHI 2010 Philosophy**

This course acquaints the student with the most significant directions of philosophical thought to the end that the student may be enabled to formulate his own questions, arrive at reasonable answers, and evaluate those of others.

*4½ Quarter Hours*

### **HUM 2420 Afro-American Culture**

This is a survey course designed to acquaint the student with and stimulate interest in the cultural contributions of Afro-Americans. Included are such topics as art, music, dance and literature.

*4½ Quarter Hours*

### **PHI 3600 Ethics**

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

*4½ Quarter Hours*

### **PHI 4100 Logic**

A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity.

*4½ Quarter Hours*

## MATHEMATICS

### **MAT 0002 Developmental Math I**

This course is designed to assist the student in increasing the efficiency of his computational skills in basic mathematics. Concepts covered can include whole numbers; primes; order of operations; fractions; decimals; ratios; proportion and percent; and English/Metric conversion.

*4½ Quarter Hours*

**MAT 0005 Developmental Math II**

This course is designed to further develop principles and concepts for those students who need additional exposure to, and work with basic Mathematics. No prerequisite.

*4½ Quarter Hours*

**MAC 1132 Fundamentals of College Mathematics I**

A course designed to provide the student with a firm understanding of mathematical operations utilized in business and in everyday activities. The student will also be prepared for more advanced coursework in mathematics.

*4½ Quarter Hours*

**MAC 1133 Fundamentals of College Mathematics II**

A continuation of MAC 1132 which is a prerequisite.

*4½ Quarter Hours*

**MAT 2013 College Algebra**

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

*4½ Quarter Hours*

**STA 1014 Statistics**

This course exposes the student to statistical techniques utilized in business. Methods of describing, summarizing and analyzing data are presented. Prerequisite: MAC 1132 or MAT 2013.

*4½ Quarter Hours*

**QMB 3700 Mathematics of Finance**

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

*4½ Quarter Hours*

## PSYCHOLOGY

**PSY 2012 General Psychology**

A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day to day behavior.

*4½ Quarter Hours*

**MAN 2111 Applied Psychology**

A study of the applications of the science of psychology to understanding and shaping human behavior within the context of daily life and work. Prerequisite: PSY 2012.

*4½ Quarter Hours*

**DEP 3100 Child Psychology**

This course explores the processes by which children develop into adults. Changes and growth are examined from conception to the end of adolescence. Prerequisite: PSY 2012.

*4½ Quarter Hours*

**MAN 3100 Human Relations**

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

*4½ Quarter Hours*

### **CLP 3144 Abnormal Psychology**

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 disorder of mood and emotion. Prerequisite: PSY 2012.

*4½ Quarter Hours*

### **DEP 3401 Adult Psychology**

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. Prerequisite: PSY 2012.

*4½ Quarter Hours*

### **SOP 4003 Social Psychology**

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.

*4½ Quarter Hours*

## **SCIENCES**

### **HES 1000 Community Health and Recreation**

A survey of community health issues including mental health, physical fitness, marriage and family living and recreation.

*4½ Quarter Hours*

### **APB 1200 Anatomy and Physiology**

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

*4½ Quarter Hours*

### **EVR 2011 Man and Environment**

This course explores man's interdependence with his environment and his responsibility for it. Many aspects of our environmental crises, such as pollution, urbanization, population trends and changes in life styles, are investigated, along with present and projected solutions to current problems.

*4½ Quarter Hours*

### **SES 2248 Anatomy and Medical Terminology**

A study of human anatomy including the functions of the major systems of the body. An emphasis on the correct spelling, pronunciation, and meaning of terms relating to anatomy and anatomical disorders as well as terms relating to Anesthesiology and other medical specialties.

*4½ Quarter Hours*

### **ANT 2402 Cultural Anthropology**

An examination of the nature of cultural institutions and their influence on man with special emphasis on such variables as economic structure, art, religion, language, and others.

*4½ Quarter Hours*

## **SOCIOLOGY**

### **SOC 2000 Principles of Sociology**

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

*4½ Quarter Hours*

**MAF 3501 Marriage and Family**

The family is studied as the primary social institution in historical and contemporary American society. Special emphasis is given to the interrelationships of the family, sex education, and the legal and social factors affecting marital adjustment.

*4½ Quarter Hours*

**SOC 3131 Crime and Delinquency**

A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population.  
Prerequisite: SOC 2000.

*4½ Quarter Hours*

**SOC 4740 Minorities and American Society**

A study of the ethnic, racial and religious minorities as focal points of social friction and disorder, including the function of the minority group in society. Prerequisite: SOC 2000.

*4½ Quarter Hours*



# CALENDAR 1981-1982

## FALL QUARTER, 1981

Registration and Orientation	Tuesday-Monday	September 8-14
Classes Begin	Tuesday	September 15
Last Date to Enter Classes	Tuesday	September 22
End of Fall Quarter	Wednesday	November 25

## WINTER QUARTER, 1982

Registration and Orientation	Wednesday-Saturday	December 2-5, 1981
Classes Begin	Monday	December 7
Last Date to Enter Classes	Monday	December 14
Christmas Vacation	Wednesday-Sunday	December 23, 1981-January 3, 1982
Classes Resume	Monday	January 4
End of Winter Quarter	Saturday	February 27

## SPRING QUARTER, 1982

Registration and Orientation	Wednesday-Monday	March 3-8
Classes Begin	Tuesday	March 9
Last Date to Enter Classes	Monday	March 15
Easter Holiday	Friday-Sunday	April 9-11
Classes Resume	Monday	April 12
End of Spring Quarter	Thursday	May 27

## SUMMER QUARTER, 1982

Registration and Orientation	Monday-Saturday	June 7-12
Classes Begin	Monday	June 14
Last Date to Enter Classes	Monday	June 21
Independence Day Holiday	Monday	July 5
End of Summer Quarter	Friday	August 27

## FALL QUARTER, 1982

Registration and Orientation	Tuesday-Saturday	September 7-11
Classes Begin	Monday	September 13
Last Date to Enter Classes	Monday	September 20
End of Fall Quarter	Wednesday	November 24

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Financial Aid Officer, Miami  
Financial Aid Officer, W. Palm Beach  
Admissions Secretary, W. Palm Beach  
Job Development, Co-Op  
Veterans Records Clerk  
Receptionist, West Palm Beach  
Admissions Representative, Miami  
Administrative Assistant  
Librarian  
Secretary, Hialeah  
Housekeeper  
Athletic Director  
Admissions Representative, Main  
Accounts Receivable  
Baseball Coach  
Assistant to the Dean, Main  
Registrar  
Receptionist, Miami  
Admissions Representative, W.P.B.  
Maintenance, Main  
Admissions Secretary, Miami  
Bookstore Supervisor/Cashier  
Records  
Data Processing Coordinator  
Director of Co-Op  
Maintenance  
Maintenance Supervisor  
Dean of Secretary, Main  
Admissions Representative, Main  
Admissions Secretary, Main  
Evening Secretary, West Palm Beach  
Maintenance, Miami  
Accounts Receivable/Data Processing

# APPLICATION FOR ADMISSION

## Fort Lauderdale College

1401 East Broward Boulevard, Fort Lauderdale 33301



CAMPUS \_\_\_\_\_

(A Recent Photograph and \$10 Application Processing Fee Must Accompany Application)

I hereby apply for enrollment in the College subject to the provisions of its current catalog and understand that the information submitted herewith material representation and any inaccuracy or false statement will entitle the College to deny admission to me. I HAVE READ THE COLLEGE CATALOG AND DO UNDERSTAND ITS CONTENTS AND REQUIREMENTS.

### PERSONAL INFORMATION (Please Print)

Last or Married Name		First Name		Middle Name		Maiden Name		Residence Phone ( ) -					
Mailing Address: Street				City		State		County		Zip Code		Business Phone ( ) -	
Social Security Number			Birth Place			Birth Date (Mo. Day Year)			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE				
RACE: <input type="checkbox"/> Black Non-Hispanic		<input type="checkbox"/> American Indian or Alaskan Native		<input type="checkbox"/> Asian or Pacific Islander		<input type="checkbox"/> Non-Resident Alien		<input type="checkbox"/> Hispanic		<input type="checkbox"/> White Non-Hispanic		CODE: _____	
Applicant's Employer				If married, wife or husband's name									
Full Name of Parent, Legal Guardian, or Next of Kin other than spouse (For Emergency Contact)						Relationship		Telephone Number					
Legal Address of Above Person: Street				City		State		County		Zip Code		Yr. Gr.	

### PREVIOUS EDUCATION

Name of Last High School Attended			City		State		County		Zip Code		Yr. Gr.	
Equivalency Diploma or G. E. D. <input type="checkbox"/>			Date of Issue _____			Where Issued _____						
List Colleges attended (You must request official transcripts from each)						or		<input type="checkbox"/> No Prior College				
Name				City & State		From (Mo. & Yr.)		To (Mo. & Yr.)				

### ENROLLMENT DATA

Referred By: _____		I will Attend: <input type="checkbox"/> Day Classes <input type="checkbox"/> Night Classes <input type="checkbox"/> Alternating	
Educational Program in which I wish to enroll _____		Credit Hours: _____	
<input type="checkbox"/> I plan to attend beginning with quarter and year indicated:		<input type="checkbox"/> I will need assistance with housing <input type="checkbox"/> I will need financial	
<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring Year: 19 _____		Eligible For Veteran's Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, VA Claim No.: _____	

REMARKS: \_\_\_\_\_

### FOR OFFICE USE ONLY

If accepted, I agree to abide by the policies of the College and authorize the use for public relations purposes any photograph in which I may appear:		Recommended by _____	
Signature of Applicant _____ Date _____		Admissions Representative _____ Date _____	
This Application for Admission of the above applicant to the College is submitted with my consent and approval. (Required if Applicant is under 18 years of age.)		Approved by Admissions Committee _____	
Signature of Parent or Guardian _____ Date _____		Chairman _____ Date _____	

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