

C. A. Jones

DRAKE COLLEGE OF FLORIDA



1967-1968

FORT LAUDERDALE, FLORIDA 33301

DRAKE COLLEGE OF FLORIDA

COEDUCATIONAL
NONSECTARIAN

A non-profit degree-granting institution
chartered by the State of Florida

This catalog supersedes all previous editions
of the Drake College of Florida catalog

CATALOG FOR 1967-1968

Published April, 1967

ACADEMIC CALENDAR 1967-68

SPRING QUARTER 1967

Monday, April 3 Quarter begins
Tuesday, May 30 Memorial Day, Holiday
Monday, June 19 Final examinations begin
Friday, June 23 Final examinations end
Sunday, June 25 Commencement: 2:00 p.m.

SUMMER QUARTER 1967

Monday, June 26 Classes begin
Tuesday, July 4 Independence Day, Holiday
Monday, September 4 Labor Day, Holiday
Monday, September 11 Final examinations begin
Friday, September 15 Final examinations end
Monday, September 18 Fall vacation begins

FALL QUARTER 1967

Monday, September 25 Quarter begins
Thursday, November 23 Thanksgiving recess begins
Monday, November 27 Classes resume
Monday, December 13 Final examinations begin
Friday, December 17 Final examinations end
Saturday, December 18 Christmas vacation begins

WINTER QUARTER 1968

Wednesday, January 3 Classes begin
Thursday, February 22 Washington's Birthday, Holiday
Monday, March 18 Final examinations begin
Friday, March 22 Final examinations end
Saturday, March 23 Spring vacation begins

SPRING QUARTER 1968

Monday, April 1 Classes begin
Sunday, June 23 Commencement
Monday, June 24 Classes begin

SUMMER QUARTER 1968

Monday, June 21 Classes begin

DRAKE COLLEGE OF FLORIDA

OFFICERS OF THE CORPORATION

Stanley J. Drake, President
Jack E. Dalton, Secretary-Treasurer
Alan G. Cameron, Controller

BOARD OF TRUSTEES

Ernest W. Veigel, Jr. B.A., D.C.S.
Chairman President, RBI Enterprises, Rochester,
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Stanley J. Drake B.S., M.S., Pd.D., D.B.A.
President of Drake College of Florida

Robert W. Miller B.A., M.B.A., D.C.S.
Director, Department of Government &
Business Relations, American University,
Washington, D. C.

Jack E. Dalton B.B.A.
Secretary-Treasurer, Drake College of
Florida; President, Broward Enterprises

Robert E. Cobb B.A., LL.B.
Partner, Jansen, Cobb, Haines & Baxter,
Attorneys

Tobias R. Funt B.S., M.D., F.A.C.P.
Physician; Fellow of the American
College of Physicians; Lecturer in
Dermatology, University of Miami
School of Medicine

M.R. "Cy" Young B.S.
President, Worden-Young, Inc.,
Port Everglades, Florida; President,
Ocean Manor Hotel, Fort Lauderdale;
Former Mayor, Fort Lauderdale, Florida

OFFICERS OF THE COLLEGE

S. J. DRAKE, B.S., M.S., Pd.D., D.B.A.
President

J. E. Dalton, B.B.A.
Treasurer

Alan G. Cameron, A.B., B.B.A.
Controller

Michael Allegra, B.B.A.
Director of Admissions and Registrar

George H. Bell, A.B.
Dean of Students

Doris E. Donnelly, R.N.
College Nurse and Dean of Women

William Bell, A.B.
Director of Public Relations and
Placement Service

Pauline Hilliard, A.B., LL.B.
Librarian

Philip D'Angelo, B.B.A., M.B.A.
Director of the College Store
Director of Athletics

* * * * *

Willie O'Connor, A.B.
Secretary to the President

Annabelle Pennington
Secretary to the Dean of Students

Charlotte Lica
Secretary to the Controller

Joan B. McClure
Secretary to the Director of Admissions

FACULTY

In selecting the Drake College of Florida faculty, special attention is given to the varied backgrounds of the instructors; in addition to academic preparation, most of the instructors have had practical business experience in their particular areas of teaching. Membership in professional, administrative, and educational organizations is encouraged so that faculty members may keep abreast of new techniques and developments in business education. Participation in workshops, educational associations and conventions is stressed to broaden the outlook of the administration and the faculty.

Each member of the faculty serves as an adviser to a number of students during their attendance at Drake College of Florida. The adviser is available during office hours for student consultation and follows closely the student's academic progress at Drake College of Florida.

FACULTY OF THE COLLEGE

Michael Allegra, B.B.A.	Instructor of Accounting
Elsie Barcalow, B.A., M.B.A.	Associate Professor of Secretarial Science
George Bell, B.A.	Instructor of Management
William Bell, B.A.	Instructor of Marketing
Joseph Bosco, A.B., A.M.	Visiting Professor of History
John Cincotta, B.S., LL.B., J.S.D.	Professor of Law
Agnes Cunningham, B.S., M.S.	Associate Professor of English
Philip D'Angelo, B.B.A., M.B.A.	Assistant Professor of Personnel
Charles Finkel, B.S., J.S.D.	Lecturer in Current Af- fairs
Roland Fraenkel, B.Com., M.S., D.Eng., LL.D.	Professor of Business Administration
Thomas Moore, B.A., LL.B.	Assistant Professor of Accounting
Frank Morgan, B.S., M.A.	Associate Professor of Government
Alfred Reynolds, B.C.S., C.P.A.	Assistant Professor of Accounting
Gordon Simmons, B.S., B.A., D.J.L.	Professor of Philosophy
Sol Sokolow, B.A., B.B.A.	Lecturer in Accounting
Frank H. Martens, B.B.A., M.A.	Visiting Professor of Real Estate

MEMBERSHIPS, PROFESSIONAL AFFILIATIONS, AND RECOGNITIONS

American Association of Specialized Colleges
American College Public Relations Association
American Institute of Management
American Management Association
International Society for Business Education
National Business Education Association
Southern Business Education Association
Eastern Business Teachers Association
United Business Schools Association
Southeastern Business College Association
Florida State Association of Business Colleges
American Personnel & Guidance Association
American Vocational Association
National Rehabilitation Association
The United States Department of Immigration
Veterans Administration
Rotary International
Kiwanis International - Circle K Club
Fort Lauderdale Chamber of Commerce
American Bar Association
American Legion
Knights of Columbus
Fort Lauderdale Board of Realtors
American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants
Royal Economic Society
British Society of Commerce
British Institute of Management
American College Health Association
American Nurses Association
Florida College Nurses Association

Drake College of Florida is Chartered by the State of Florida
as a non-profit degree-granting institution.

HISTORY

Drake College of Florida was founded in 1940 as a business college.

With fine ideals, sound principles, and unselfish service in the field of education, the school became well-established.

In 1948 a new administration commenced a program of expanding the curricula and the school, continuing the basic high ideals and principles of the founders.

In 1956 the College became a corporation chartered under the laws of the State of Florida as Broward Business College, later changed to Broward College in keeping with the broadening curricula, the adoption of college-level textbooks, and the employment of faculty members with advanced degrees.

In 1962 the State of Florida issued a charter to Broward College authorizing the College to operate as a non-profit, degree-granting institution of higher learning. Under this charter the College is authorized to grant associate and baccalaureate degrees.

In 1963 the Board of Trustees acted to change the name "Broward College" to "Drake College of Florida" because of the confusion that existed locally between the name Broward College and that of a public junior college of similar name.

Each year finds the College growing in stature and prestige, making its contribution to the community, government, business and industry.

Drake College of Florida continues to pattern its organization, curricula, and programs with a view toward conforming to the standards and requirements of the Accrediting Commission for Business Schools and the Southern Association of Colleges and Schools and work for accreditation by those agencies.

PHILOSOPHY

Drake College of Florida is a co-educational, non-denominational, specialized college of business dedicated to the concept of developing the personality of the individual to the point of its highest usefulness to himself, the society in which he lives, and to his God.

The College is a private institution which operates independently of Federal or State taxes and its educational objectives are pursued in the spirit of the free enterprise system. It is within this environment that students are prepared for careers in business.

The curriculum is fashioned in recognition of the importance of the liberal arts not only in the understanding of man's own nature and cultural heritage, but also in the stimulation they offer to the imagination, understanding, and the search for basic truths. To this end, notwithstanding the humanities, social sciences and other arts are an important, integral part thereof.

OBJECTIVES

To provide a program of higher education which enhances business and administrative competence.

To maintain a balance between the equally important needs of general education and of professional education for business responsibility.

To stimulate understanding, appreciation, and constructive evaluation of the business environment in which the student lives.

To disseminate professional knowledge in such a way that its students can assume positions of responsibility and implement their progress in their classes.

To develop in its students thorough training in modern business practices, the abilities necessary for responsible positions in business and government.

To offer its students guidelines which, if followed, will develop their moral responsibilities, social behavior and personalities to the fullest.

LOCATION

Located on the lower East Coast of Florida, about twenty-five miles north of Miami, the City of Fort Lauderdale has a population exceeding 125,000. The winter temperature mean is 68.6 degrees, the summer average 82.4. First-time summer visitors are surprised that the temperature seldom goes above 90 degrees in July, August, or September.

Scenic rivers, bays, lakes, inlets, and canals that wind in and around every section of the city place the accent on water and serve to enhance the beauty and charm of this subtropical wonderland referred to as "The Venice of America." Fort Lauderdale is blessed with one of the longest and broadest stretches of public-owned beaches in Florida. The National Swimming Hall of Fame is located in this city.

Entertainment ranging from grand opera and symphony concerts to dance bands and professional wrestling is presented in 3,000-capacity Memorial Auditorium in Holiday Park, where the city maintains a recreation center and varied outdoor sports facilities less than ten blocks from the Drake campus. Fort Lauderdale supports its own symphony orchestra. Outstanding Broadway productions with top theatrical stars can be seen at the Parker Playhouse. The New York Yankees conduct their spring training in Fort Lauderdale.

Birch Park is a State park fronting directly on the ocean. Modern picnic facilities, bridle paths, and nature trails are among park features.

THE DRAKE CAMPUS

The Drake campus lies between Northeast Fourteenth and Fifteenth Avenues and between East Broward Boulevard and North East Second Street in downtown Fort Lauderdale.

In addition to the administration and classroom buildings, there are a bookstore, infirmary, library, student union, and Cameron Hall, which houses additional classrooms and offices for the Dean of Students, faculty, and some of the administrative personnel. There are two tennis courts, basketball court, shuffleboard courts, and a swimming pool on the campus. Virginia Hall, residence for women, and Pine Crest Dormitories, residence for men, are across the street from the campus.

ADMISSIONS

Students are admitted to Drake College of Florida on the basis of general intelligence, intellectual capacity, scholarship, special aptitude, character, and health.

Attendance at Drake College of Florida is a privilege, and the College, therefore, reserves the right to suspend or dismiss any student whose academic record or code of conduct does not conform with the standards set.

ADMISSION AND REGISTRATION

The Admission Policies of the College require that the student applicant have on file in the Office of Admissions, the following items:

1. A completed Drake College of Florida application form for admission, and the application fee of \$15 - non-refundable.
2. A completed Drake College of Florida medical form signed by an attending physician.
3. A transcript of high school credits.
4. A transcript of any previous college credits earned, or a statement of attendance.

Applicants are advised to file an application for admission as far in advance of the starting date of a quarter as possible, because the size of the student body is limited and approval of candidates for admission is on a selective basis.

The College is on a quarterly basis with each term twelve weeks in length. Therefore, there are four regular admission dates for beginning students each year.

METHODS OF ADMISSION

1. Admission by Certificate

A graduate of a high school, preparatory school, or the equivalent, may be admitted upon presentation of an official transcript representing a satisfactory record.

2. Admission by Advanced Standing

A student who applies for advanced standing through credits earned at another institution must submit an official transcript of his record for evaluation.

3. Admission as a Special Student

A special student is not a candidate for a degree. He may take courses in which students who are working for a degree are normally enrolled. Any grades that the special student earns may be applied to a degree if he meets all the admission requirements of a student pursuing a program leading to a degree.

4. Admission as an Unclassified Student

A person who wishes to study at Drake College of Florida but is unable to furnish the necessary credentials for admittance may be admitted as an unclassified student. He will receive letter grades in the courses completed but cannot receive credit for these courses until he qualifies for admission as a degree candidate.

ALL APPLICANTS

An applicant entering Drake College of Florida for the first time must submit a transcript of his secondary school record. The secondary school record is required in addition to any college transcripts which may be submitted in support of the application for admission.

TRANSFER STUDENTS

1. A transfer student pursuing a bachelor degree program must earn his final 64 quarter hours of credit in residence at Drake College. At least 16 of these quarter hours must be earned in his major.
2. A transfer student pursuing an Associate degree program must earn his final 32 quarter hours of credit in residence at Drake College. At least 8 of these quarter hours must be earned in his major.
3. Drake College accepts a limited number of qualified transfer students from other recognized colleges and universities. Credit will be allowed where the previous work is applicable to the curriculum to be pursued at Drake, provided it is of at least C quality or better.

ATHLETIC ACTIVITIES BUILD
SOUND BODIES, LEADERSHIP

Participation in athletic activities helps to develop sound bodies and is an important factor in developing qualities of leadership, initiative, and quick thinking. Sports serve to teach the lessons of sportsmanship, to increase pride in the College, and to stimulate morale.

Drake College has a men's basketball team known as the "Drake Demons," which continues to get better and better each year.

There are three tennis courts, two shuffleboard courts, and a swimming pool on the Drake campus.

For those who like to play golf, there are ten golf courses in Fort Lauderdale with over ten additional ones just outside Fort Lauderdale.

Another popular sport is intramural bowling. The bowling league is composed of mixed bowling teams; men and women students are divided among the various teams. All games are scheduled in the evening.

In addition to the swimming pool on the Drake campus, students are only five minutes away from Fort Lauderdale beach--more than six miles of beautiful ocean beach. Thousands of students from colleges and universities all over the country come to Fort Lauderdale during their spring and summer vacations to enjoy the beautiful beach. The city sponsors a twelve-month recreational program which includes free swimming at its new Olympic-size pool.

STUDENT IDENTIFICATION NUMBER

During registration each student will be given an identification card. It is very important that the student sign this card and carry it at all times since many college records are dependent upon it.

WITHDRAWALS FROM COLLEGE

Drake College has expenses of a continuing nature, commitments for which are usually required on an annual basis. It is, therefore, essential that annual income be assured and that students, once enrolled, remain for the entire academic year. Drake College of Florida, like other colleges and universities, makes no refund of tuition and fees when a student withdraws or is dismissed from college. If a course is interrupted indefinitely because of a continued illness, a credit will be issued to the student for the unused tuition. This credit will be good throughout one year from the date of issuance, and is not transferable.

If a student is drafted, refunds of tuition will be made upon presenting a photostatic copy of his official notice of induction. Tuition refunds in this case will be prorated according to the date that the official withdrawal form is received by the Registrar.

REGISTRATION

Registration for newly entering students will be as follows:

Spring Quarter 1967	April 3, 1967
Summer Quarter 1967	June 26, 1967
Fall Quarter 1967	September 25, 1967
Winter Quarter 1968	January 3, 1968

Students will be expected to report to the College on the above dates at 8:00 a.m. Registration, counseling, orientation and other processing will take place before regular classes begin.

Late registration fee \$10. Registration will be closed five school days after regular registration. Unless previous arrangements have been made with the Registrar, no new registrations will be made after this date.

SELECTIVE SERVICE

Students who are subject to the Selective Service System will furnish the Registrar with the necessary classification information on the Application for Admission. SS Forms 109 will be submitted to the local draft boards, after students have registered. SS Form 109 is only accepted on full-time students in good standing.

The Drake College admission card is acceptable by most local draft boards, and students may present this as evidence of intention to enter our College. Information regarding a student yet to enter Drake College of Florida, will be sent to local draft boards only upon request of the draft board itself. It is important to realize that SS Form 109 requires information which is valid and available only after a student has actually registered.

MAIL

Until a student knows his room assignment, he may have mail addressed to himself as follows: Student Name, Drake College of Florida, 1401 E. Broward Blvd., Fort Lauderdale, Florida, 33301. The lower left-hand portion of the envelope should include a notation that the student is not yet here but will be registering for whatever quarter it happens to be; that is, April 1967, June 1967, September 1967 registrant, etc.

Immediately after a residence assignment has been made, the students are requested to insure that mail is addressed to them at their place of residence.

Students who desire to have their mail received by Drake College and distributed through the Bookstore may do so after payment in advance of a service charge of \$2 per month.

INSURANCE

Health and Accident Insurance coverage is available through the Educators Mutual Life Insurance Company. This coverage is voluntary and is obtained by application directly to the company. Application for insurance will be mailed to the student prior to registration.

CASHING OF CHECKS

Students will be expected to make their own financial arrangements before arrival or shortly thereafter. It is suggested that whenever possible, students open personal checking accounts in any of the many conveniently located banks in the vicinity of Drake College. In cases where bank accounts are

not practical, arrangements should be made for the transmission of funds to students by means of postal or other types of money orders. It is not possible for the College to extend any credit or check-cashing services, or any other form of financial service. Therefore, appropriate arrangements should be made in advance to preclude awkward or embarrassing situations.

STUDENT BAGGAGE

Following are items that students must furnish at a minimum for their use in student residences: 4 sheets, 2 pillowcases, 6 towels, 4 face cloths, 3 small bath mats, 2 blankets, 1 swim suit.

Please ship the above minimum items enough time before registration to insure their availability upon your arrival.

Students are requested to be conservative in choosing the articles of clothing, toiletries, luggage, etc., which they bring to college. Room space, drawer space, and closet space are entirely adequate for normal use. Bring only the clothing you are sure of using.

All baggage must be sent prepaid, addressed to the WILL CALL Department, Railway Express, Fort Lauderdale, Florida, with the notation: "Notify Drake College of Florida." After a student has registered in the housing office and has been assigned his living quarters, he may then call and make arrangements with the Railway Express Agency WILL CALL Department to notify them of his address so packages may be properly delivered.

FINANCIAL INFORMATION

Books and supplies are not included in the tuition and fees. The cost of textbooks and supplies, including stationery, pens, pencils, etc., varies with the different programs and courses. All textbooks and supplies are sold by the college bookstore at prices determined by the publishers.

Tuition fee for each quarter covers the normal study load of 16 quarter hours. Permission to carry more than 16 hours will be granted when the scholarship of the student warrants the additional load. In such instances, the additional courses will be charged at the rate of \$20 per quarter hour of credit.

PAYMENT OF TUITION AND FEES

Students who register at Drake College at the beginning of any quarter are thereby entering into a contract to remain at Drake College for at least three consecutive quarters, unless graduating before the three quarters are up. (The summer quarter is not considered a "consecutive" quarter in this context, unless the summer quarter is the first quarter.)

All new students must pay a \$15.00 application fee, which accompanies the application blank, and is not refundable.

All new students must pay, within 15 days after notification of acceptance, a tuition deposit of \$100.00. This deposit is not refundable.

The following schedule of payments applies to the 1967 - 1968 academic year.

(Note: Totals shown as due should be reduced by the amount of any deposit paid.)

<u>Entrance Quarter</u>	<u>Date by which Payments Must be Made</u>	<u>Purpose</u>	<u>Amount</u>
Fall, 1967	August 25, 1967	Tuition for three quarters at \$320.00 per quarter	
Winter, 1968	December 1, 1967		
Spring, 1968	February 25, 1968		
Summer, 1968	May 13, 1968		\$960.00
		*General fee	<u>75.00</u>
Total due for those <u>not</u> in College Housing			\$1,035.00

For those in College Housing, the \$1,035.00 should be increased by \$540.00, which consists of three quarters at \$170.00 per quarter, plus a refundable breakage deposit of \$30.00.**

*The general fee, which is not refundable, covers other costs such as orientation, testing program, laboratory fees, health service fees (exclusive of insurance), use of recreational facilities, use of student union facilities, subscription to Beachcomber (College Newspaper), a copy of Seabreeze (College Yearbook), and use of the library.

**The breakage deposit is refundable thirty days after the student permanently leaves College Housing. Current damages are payable on demand.

Those preferring to pay by installments, may follow one of the schedules that follows. There is a \$50.00 carrying charge for those making installment payments. For those registering for the Fall, 1967, quarter:

	<u>Date Due</u>	<u>Students Not in College Housing</u>	<u>Students in College Housing</u>
First Payment	August 25, 1967	\$445.00	\$645.00
Second Payment	October 15, 1967	320.00	490.00
Third Payment	December 1, 1967	320.00*	490.00*

For those registering for the Winter, 1968, quarter:

First Payment	December 1, 1967	\$445.00	\$645.00
Second Payment	January 31, 1968	320.00	490.00
Third Payment	March 1, 1968	320.00*	490.00*

For those registering for the Spring, 1968, quarter:

First Payment	February 25, 1968	\$445.00	\$645.00
Second Payment	March 31, 1968	320.00	490.00
Third Payment	May 1, 1968	320.00*	490.00*

For those registering for the Summer, 1968, quarter:

First Payment	May 13, 1968	\$445.00	\$645.00
Second Payment	June 30, 1968	320.00	490.00
Third Payment	August 1, 1968	320.00*	490.00*

SPECIAL FEES

Late registration fee	\$10.00	Graduation fee	\$15.00
Change of course fee (each course)	5.00	(Payable at beginning of student's last quarter)	
Make-up test fee	5.00	Transcript fee (No charge for the first one, after first)	1.00

*Reduce this amount by any deposits made.

EDUCATIONAL LOAN PLANS

Drake College of Florida has arranged with two private agencies to make educational loans available to students requiring financial assistance.

Information regarding the loans available may be obtained by writing to Drake College of Florida or by writing direct to:

Mr. Richard K. Knight
Insured Tuition Payment Plan
6 St. James Avenue
Boston, Massachusetts 02116

or

Funds for Education
319 Lincoln Street
Manchester, New Hampshire 03103

Drake College has no financial interest in, and derives no benefits from, either of these agencies. They are mentioned in this catalog because of the many inquiries from parents regarding financial assistance and budget-payment educational programs.

SMOKING

Smoking is restricted to the rest rooms, the student union, and other areas designated for smoking. Smoking is not permitted in the classrooms, in the library, or in the administrative office areas.

PARKING

The use of automobiles by students is not encouraged, but it is not prohibited. Parking is limited and parking spaces will be assigned on a first-come, first-served basis. There is a charge for parking of \$15 per quarter, payable in advance.

Unauthorized autos and those not parked according to regulations will be towed away or ticketed at the owner's expense.

Reckless and negligent driving will result in the loss of parking privileges and probation or dismissal for the students involved.

The College assumes no liability for property damage, loss of articles, or bodily injury while parking facilities are used.

STUDENT HOUSING

All students attending Drake College of Florida are required to live in college residence halls. Exceptions to this requirement must be obtained from the Dean of Students prior to initial registration. Such exceptions are granted only to students who wish to live at home, which means essentially that all non-Florida residents will live in college housing. Married students are also exempted from this requirement.

The College makes every effort to honor roommate requests wherever possible. Rooms are assigned on a first-come first-served basis so all requests for roommate assignments should be made as soon as possible and accompanied by the room deposit of \$100.

Students will not be permitted to register for classes until housing arrangements have been made with the College.

CLASSIFICATION OF STUDENTS

Freshman: A student who has completed less than 48 quarter hours of college credit.

Sophomore: A student who has completed at least 48 but less than 96 quarter hours of college credit.

Junior: A student who has completed at least 96 but less than 144 quarter hours of college credit.

Senior: A student who has completed at least 144 quarter hours of college credit but not received a baccalaureate degree.

QUARTER HOURS

Students who are enrolled for 16 or more quarter hours are considered to be full-time students.

Students enrolled for less than 16 hours are considered part-time students.

The unit of credit in the College is the quarter hour, which is the credit allowed for one lecture hour a week for ten weeks or its equivalent. Unless designated otherwise by numerical code, courses offered have a credit of four quarter hours.

MAJOR: Completion of a minimum of 40 quarter hours, including 16 hours of advanced work in a given area, will constitute a major.

MINOR: Completion of a minimum of 16 quarter hours in a given area will constitute a minor.

STUDENT LOAD

The normal class load during each quarter is considered to be four academic courses, accruing 16 quarter hours or at least 48 quarter hours per nine-month period. Those students desiring to take more than four academic courses per quarter must obtain consent from the Dean. A grade point average of 3.0 for the previous quarter is required as a prerequisite to taking more than four academic courses in a quarter.

CLASS AUDITORS

Those registered students who wish to audit any particular course without receiving credit must have the approval of the department director and the Dean. Those persons not officially registered in Drake College of Florida who wish to audit a particular course must secure written permission from the Dean.

GRADING SYSTEM

<u>Letter Designation</u>	<u>Proficiency Designation</u>	<u>Grade Point Designation</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	
W	* Officially withdrew during first 3 weeks	
WP	* Officially withdrew from course - passing	
WF	* Officially withdrew from course - failing	

* Official withdrawal from classes requires the consent of the instructor and the Dean of Students.

The grade of "I" indicates that the student did not fulfill all the requirements for the completion of the course. Before the grade of "I" can be given, a valid excuse for failure to complete the work required must be submitted to the Dean.

A grade of "I" will be automatically converted to a final grade of "F" if the full requirements of the course are not satisfied by the student within the first six weeks of the following quarter.

GRADE POINTS

The grade point average is used for determining student class loads, minimum academic standards, and eligibility for graduation. The grade point average is calculated by dividing the total number of grade points by the total number of quarter hours attempted. In calculating grade point averages, grades in non-credit courses will not be included.

SCHEDULE CHANGES

Requests for schedule change should be made through the office of the Dean of Students. All schedule changes should take place during the first five class days of any quarter. There is a charge of \$5 for each change of course.

Adding Courses: More than a normal class load(16 quarter hours) requires the approval of the Dean of Students. The extra course or courses may not be added at any time except during registration and late registration.

Dropping Courses: A student who officially withdraws from a course during the registration period will not receive a grade and the course will not appear on the formal transcript. A student officially withdrawing from a course after the registration period, but within the first half of the quarter, will receive a "W" for the course. A student officially withdrawing after the first half of the quarter will receive a "WF" if he is failing or "WP" if he is passing at the time of the withdrawal.

No student may officially withdraw from a course having completed four-fifths of the class hours. Failure to attend scheduled classes will not constitute formal withdrawal. Failure to withdraw officially from a course will result in a failing grade. Official withdrawal requires the consent of the instructor and the Dean of Students.

FORMAL WITHDRAWAL FROM THE COLLEGE

If a student wishes to withdraw from all courses, he must complete a formal withdrawal form in the Dean of Students office. Formal withdrawal is considered official when all forms have been completed and all financial obligations have been fulfilled. Official transcripts of work completed will not be issued until all obligations to Drake College of Florida have been met.

RE-ENROLLMENT AFTER PERIOD OF SUSPENSION

A student who has not attended another college since being suspended from Drake College of Florida is eligible to enroll on probation at the end of the suspension. A student who has attended another college since being suspended by Drake College of Florida is classified as a transfer student and must meet all requirements for transfer students.

SCHOLASTIC REQUIREMENTS

Attendance: Regular and punctual class attendance is expected of all students. There are no excused absences; however, some absences may be authorized by the College. In the event of any absences, the responsibility for work missed is placed upon the student. Persistent absence and tardiness could result in dismissal of a student from the College.

Academic Warning: A minimum grade point average of 2.0 must be maintained. Failure to achieve a grade point average of 2.0 will result in the student's being placed on academic warning.

Removal of Academic Warning: A student having been placed on academic warning must, during the next quarter, pass at least 16 quarter hours of academic course work with a minimum of 2.0 grade point average to remove the academic warning status.

Academic Probation: Students who have been placed on academic warning and who fail to remove this status will be placed on academic probation for the following quarter. A student failing to remove the academic probation status during the quarter may be denied readmission the following quarter.

DEAN'S LIST

In an effort to recognize and encourage outstanding scholastic performance, the College announces a Dean's List at the end of each quarter. To be eligible for this honor, a student must have earned a quality-point average of at least 3.0 for that particular quarter and must have been registered for a sufficient number of hours to entitle him to classification as a full-time student. The list is placed on display on the College bulletin board, released to the press, and mailed to high schools, junior colleges, and business schools previously attended by students.

GRADUATION REQUIREMENTS

The student is responsible for meeting the requirements in his program, as outlined in the catalog at the time of his first registration, or at the time of his graduation, according to the discretion of the College. A student who does not complete his degree requirements within six years of the date of his original registration will be required to have his credits completely re-evaluated.

APPLICATION FOR GRADUATION

A candidate for graduation should file an application for graduation at the beginning of his final quarter of work. Failure to file an application could result in a delay in the candidate's graduation. Application forms are available in the general office.

Graduation Honors. Graduation Honors are based on the quality-point average for all work taken prior to the award of the degree. The required averages must be earned on the work taken at Drake College as well as on all work presented for the degree, including any transfer work.

cum laude	3.30-3.64
magna cum laude	3.65-3.94
summa cum laude	3.95-4.00

STUDENT CONDUCT

Attendance at Drake College of Florida is a privilege, and the College reserves the right to suspend or dismiss any student whose code of conduct does not conform with the standards set by the College.

The College will not allow the use of alcoholic beverages in college buildings, on the college property, in college dormitories or student residences, or at college-sponsored functions. Students carrying alcoholic beverages or under the influence of alcohol will be subject to immediate dismissal from the College.

STUDENT DRESS

It is the philosophy of Drake College of Florida that enrollment at the College is similar to employment in industry. The College feels that habits of conduct, attitude, and dress shall be the same as those desired by future employers; therefore, students should dress in an appropriate manner. The coat and tie are encouraged, although not required because of the climatic conditions in South Florida. Students are permitted to dress comfortably. Young men may wear open-necked sport shirts tucked into the trousers, and young ladies will be permitted to wear skirts and blouses and other comfortable attire. At all times, it must be remembered that neatness and propriety of dress must be paramount.

BACHELOR'S DEGREE IN THREE OR FOUR YEARS

The baccalaureate degrees conferred at Drake College are standard degrees that require a student to earn 192 quarter hour credits (equivalent to 128 semester hour credits). Students who have enrolled at Drake College in a program leading to a bachelor's degree can choose to complete their studies in either three or four years. As a matter of fact, it would not be impossible for a scholastically strong, ambitious student who is willing to put forth a vigorous effort and carry extra subjects or courses (provided a B average or better is maintained) to reduce the time to two and three-fourths calendar years or in rare cases to two and one-half years.

The Four-Year Plan. Under this plan, the student who enjoys a more leisurely education follows the typical four-year college program with similar study loads and vacation periods; that is, he attends classes for three quarters (nine months) and takes a three-month vacation.

The Three-Year Plan. Any moderately industrious student may complete a baccalaureate program in three years (twelve quarters) by attending four quarters (48 school weeks) in each of the three calendar years. The student still enjoys four weeks vacation--two weeks at Christmas, one week in the spring, and one week at another time in the year.

The three-year plan offers several advantages. First, it enables the student to begin graduate study and earn a Master's degree sooner or to enter business at an earlier age than he would under the four-year plan. Second, besides providing a substantial saving in tuition payments and living expenses, the plan enables a young man or woman to start earning a higher rate of income in a more responsible professional position a year earlier than is possible for students who attend four years and pay for their education by summer time work. Thus the financial advantages of the three-year program can extend to paying the costs of college especially for the growing number of students who are borrowing in order to complete their studies. Third, the student during college life works at the pace that he will find in business. Employers have expressed satisfaction in learning that graduates of the accelerated plan at Drake College have adjusted to the longer year found in business.

CURRICULA

General Curricular Requirements. Drake College of Florida offers four four-year curricula leading to the Bachelor of Business Administration degree - Accounting, Management, Marketing, and Real Estate - and one four-year curriculum leading to the degree of Bachelor of Secretarial Science.

In addition, the College offers two-year curricula leading to the Associate in Business Administration degree - Accounting, General Business, Executive Secretarial, Medical Secretarial, and Legal Secretarial.

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

Total Hour and Core Requirements. Each curriculum leading to the Bachelor of Business Administration degree requires a cumulative total of 192 quarter-hours of academic credit and must also satisfy the minimum core requirements as outlined for each curriculum.

ASSOCIATE IN BUSINESS ADMINISTRATION DEGREE

Total Hour and Core Requirements. Each curriculum leading to the Associate degree requires a minimum of 96 quarter-hours of academic credit, and must also satisfy the minimum core requirements as outlined for each curriculum.

BACHELOR DEGREE CURRICULUM

Total Hour Requirements

	<u>Quarter Hours</u>
Elements of Administration (Core)	36
General Studies (Core)	76
Major	40*
Minor	16
General Electives	<u>24</u>
Total	192

- * 24 Quarter Hours Required (Core)
16 Quarter Hours Restricted Electives

ELEMENTS OF ADMINISTRATION

<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
A101	Fundamental Accounting I	4
A102	Fundamental Accounting II	4
MT101	Business Mathematics I	4
MT102	Business Mathematics II	4
MG100	Introduction to Business	4
T101	Elementary Typing	4
LW101	Business Law I	4
LW102	Business Law II	4
OP180	Self Development for Men	4
OP175	Self Development for Women	4
	Total	<u>36</u>

GENERAL STUDIES

<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
EN151	English Grammar & Composition I	4
EN152	English Grammar & Composition II	4
EN250	Report Writing	4
EN275	Fundamentals of Speech	4
H201	American History I	4
H202	American History II	4
G301	U. S. Government I	4
G302	U. S. Government II	4
H100	History of Western Civilization I	4
H101	History of Western Civilization II	4
E201	Economics I	4
E202	Economics II	4
G303	Government and Business Relations	4
H401	Current History	4
PH301	History of Philosophy	4
PH320	Logic	4
PH310	Business Ethics	4
PS100	Applied Psychology	4
SO201	Human Relations	4
	Total	<u>76</u>

ACCOUNTING MAJOR CURRICULUM

<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
A251	Intermediate Accounting I	4
A252	Intermediate Accounting II	4
A351	Advanced Accounting I	4
A352	Advanced Accounting II	4
A401	Auditing I	4
A402	Auditing II	4
	Total required core	<u>24</u>
	ELECTIVES (16 Qtr. Hours from the following)	
A301	Cost Accounting I	4
A302	Cost Accounting II	4
A451	Income Tax I	4
A452	Income Tax II	4
OP103	Payroll Accounting	4
F301	Financial Analysis	4
F351	Budgetary Control	4
A425	Municipal and Government Accounting	4
E475	Fundamentals of Statistics	4
E301	Money and Banking	4
MT201	College Algebra	4
A475	Accounting Systems and Procedures	4
A480	Comptrollership	4
	Total Quarter Hours Major	<u>40</u>

MANAGEMENT MAJOR CURRICULUM

<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
MG101	Principles of Management	4
MG490	Executive Decisions	4
MG475	Human Factors in Management	4
LW405	Labor Law	4
MG250	Public Relations	4
F351	Budgetary Control	4
	Total required core	<u>24</u>
	ELECTIVES (16 Qtr. Hours from the following)	
MG451	Factory Management	4
MG452	Plant Layout	4
MG175	How to Organize and Operate a Small Business	4
MG375	Personnel Management	4
MG350	Office Management	4
E301	Money and Banking	4
F250	Credits and Collections	4
MG495	Business Policy	4
	Total Quarter Hours Major	<u>40</u>

MARKETING & SALES MAJOR CURRICULUM

<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
MR201	Principles of Marketing	4
MR202	Marketing Management	4
MR250	Advertising	4
MR301	Principles of Salesmanship	4
MR475	Sales Management	4
MR401	Purchasing	4
	Total required core	<u>24</u>
	ELECTIVES (16 Qtr. Hours from the following)	
MR451	Principles of Wholesaling	4
MR452	Industrial & Technical Marketing	4
MR460	Advertising Problems and Policies	4
MR350	International Marketing	4
MG250	Public Relations	4
MR450	Marketing Problems and Policy Case Studies	4
MR203	Retailing Principles and Policies	4
	Total Quarter Hours Major	<u>40</u>

REAL ESTATE MAJOR CURRICULUM

<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
RE101	Real Estate Principles and Practices I	4
RE102	Real Estate Principles and Practices II	4
RE201	Real Estate Salesmanship	4
RE402	Real Estate Brokerage	4
LW406	Real Estate Law I	4
LW407	Real Estate Law II	4
	Total required core	<u>24</u>
	ELECTIVES (16 Qtr. Hours from the following)	
RE202	Real Estate Management	4
RE300	Real Estate Appraisal I	4
RE301	Real Estate Appraisal II	4
RE203	Real Estate Finance	4
RE302	Real Estate Advertising	4
RE401	Real Estate Appraisal - Condemnation	4
RE100	Florida Real Estate Sales Exam Preparation	No Cr.
	Total Quarter Hours Major	<u>40</u>

SECRETARIAL SCIENCE MAJOR CURRICULUM

<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
S101	Shorthand Theory I	4
S102	Shorthand Theory II	4
T102	Intermediate Typing	4
T201	Advanced Typing	4
OP100	Filing and Records Management	2
OP350	Secretarial Office Practice	2
OP108	Machine Transcription	2
S251	Dictation and Transcription - 80 w.p.m.	2
	Total required core	<u>24</u>
	ELECTIVES (16 Qtr. Hours from the following)	
LW401	Jurisprudence	4
LW301	Legal Procedures	4
LW251	Legal Terminology (Shorthand)	4
A152	Accounting for the Legal Office	2
A151	Accounting for the Medical Office	2
OP101	General Office Practice	2
MS201	Anatomy and Physiology I	4
MS202	Anatomy and Physiology II	4
MS251	Medical Terminology	4
MS300	Medical Shorthand	4
S275	Dictation and Transcription - 100 w.p.m.	2
S301	Dictation and Transcription - 120 w.p.m.	2
S302	Dictation and Transcription - 140 w.p.m.	2
	Business Machines	2
	Total Quarter Hours Major	<u>40</u>

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Any of the Law courses listed below may be used as a restricted elective for any major area of concentration:

LW401 Jurisprudence	LW403 Law of Municipal Corp.
LW101 Law of Contracts	LW302 Law of Mortgages
LW205 Law of Torts	LW402 Constitutional Law
LW202 Law of Agency	LW203 Insurance Law
LW204 Law of Landlord & Tenant	LW405 Labor Law
LW303 Law of Corporations	LW304 Federal Income Tax Law
LW404 Law of Bankruptcy	LW301 Legal Procedure

Any courses in the various curricula may be taken as restricted electives depending on the career objective of the student. In order to do this, permission must be obtained from the student's advisor and from the Dean of Students.

Students are encouraged to take the minor in areas other than that of their major.

ASSOCIATE DEGREE CURRICULA

Each curriculum leading to the Associate Degree requires a minimum of 96 quarter hours of academic credit.

The Associate Degree curricula are composed of:

<u>Core</u>	<u>Hours</u>
Elements of Administration	36
General Study Requirements	24
Major Area of Concentration	<u>36*</u>
Total Credit Hours	<u>96</u>

*Includes 12 Qtr. Hrs. from Restricted Electives.

Elements of Administration

The Elements of Administration Core shall be the same as that of the baccalaureate curricula.

General Studies Requirements

<u>Course Number</u>	<u>Course Title</u>	<u>Hours</u>
EN151	English Grammar & Composition I	4
EN152	English Grammar & Composition II	4
EN250	Report Writing	4
EN275	Fundamentals of Speech	4
PS100	Applied Psychology	4
H401	Current History	<u>4</u>
	Total Credit Hours	<u>24</u>

Major

The core requirements for the major will be the same as those for the various majors in the baccalaureate curricula.

In addition to the core, the student will be required to take 12 hours of restricted electives in the major area of concentration listing.

STUDENT ACTIVITIES PLANNED TO MAKE YOU A BETTER PERSON AND A BETTER EMPLOYEE

Drake College believes that a college is more than a classroom. It is the sum of all its activities that contribute toward personal growth, individual maturity, and an appreciation of a well-rounded life. Participation in activities is looked upon as an important part of the educational process.

Most of the bigger companies, and many of the smaller ones, have a separate program of social, athletic, and community activities of their own, quite apart from their regular business routine. Consequently, your value as an employee increases in proportion to your ability to participate in such a program and to contribute your talent and enthusiasm to it. All of the better companies are searching for this particular type of person; and if you have had such training at Drake College, your opportunities of finding the position you want are greatly increased.

Being well aware of this situation, Drake College feels a definite obligation to give its students a wide background of experience in leisure-time pursuits and community projects. Students will find this a happy period of personal discovery, a rewarding stage of self-development which will bring out the best that is in them and help to make them persons of greater stature.

RELIGIOUS LIFE ENCOURAGED

Drake College is non-sectarian but encourages religious activities. Most major religious faiths are represented in Fort Lauderdale. Students are encouraged to align themselves with the religious group of their choice.

Inter-Varsity Christian Fellowship. This is an organization of Christian students of the Protestant denominations which aims to promote Christianity on the campus by means of prayer groups, Bible studies, special speakers, and social and recreational outings where Christian students can find fellowship and strengthen their Christian testimony.

Newman Club. The Newman Club at Drake College is one of more than 500 such clubs organized at non-Catholic colleges and universities in the U. S. Its objective is to deepen the spiritual and enrich the temporal lives of the Catholic students by a balanced program of religious, educational and social activities. Membership is limited to Catholic students. However, students who are not Catholics are always welcome at club activities by invitation. Meetings are held twice each month.

The Jewish Club of Drake College. This club was organized in 1966 to give young men and women of the Jewish faith opportunities for fellowship and spiritual growth. Rabbi R.M. Leviton, of the Temple Emanu-EL in Fort Lauderdale, is the spiritual adviser to the club.

PROFESSIONAL CLUBS ADD EDUCATION PLUS

Business Administration, Marketing, and Secretarial Science students are encouraged to become members of one of the professional clubs at Drake College.

Accountants Club of Drake College. Students majoring in accounting will be interested in this organization. The objectives are: (1) to further the education and understanding among students in the field; (2) to promote closer relationship between the student and the instructors; (3) to obtain qualified well-informed individuals in the fields of accounting for lectures; (4) to increase the student-accountant's chances of employment after graduation.

The Executive Leadership Club of Drake College. Students who pursue the Business Administration program and are majoring in Management will find this Club of special interest to them. The Club subscribes to several management magazines, holds monthly meetings and discussion groups, promotes the acquisition of books in the field of management for the college library, and in various ways promotes interest in management.

The Executive Secretaries' Club of Drake College. Students who are majoring in Secretarial Science will want to join this group, the purpose of which is to create interest in advanced, professional education in the secretarial profession. Monthly meetings are held, occasional field trips to representative business establishments are planned, and successful secretaries are invited to speak to the members of this group. The Club subscribes to various publications, and promotes the acquisition of books in the field of Secretarial Science for the college library, and in various ways promotes interest in secretaryship as a career.

The Marketing and Sales Club of Drake College. Students concentrating in the newly organized marketing major will want to take part in this organization. It is fortunate that this club can provide student association with the Fort Lauderdale Sales-Marketing Executives Club which has won national honors for its program. The purpose of the club is to gather professional journals, magazine articles, books on marketing concepts of U. S. business and to bring in outside speakers to talk on this subject.

SORORITIES AND FRATERNITIES

Sorority and fraternity activity is always of interest to many students. Drake College has two international commerce fraternities and sororities and scholastic honorary and social fraternities.

Delta Omega Sorority and Theta Chi Fraternity. Chapters of Pi Rho Zeta International, the objects and purposes of which are: (1) to promote the interest of the college, students, and graduates; (2) to uphold scholastic standards of business education; (3) to encourage students to graduate and pursue thorough courses; (4) to create closer and better relationships among students and graduates; (5) to become better boosters for business education; (6) to encourage more young people to realize the value of business education; (7) to aid in the employment of Drake College graduates.

Kappa Beta Phi Fraternity. This social fraternity was founded on the Drake Campus by brothers of the Kappa Beta Phi Chapter of R.B.I. in Rochester, N. Y., who transferred to Drake after graduating from that institution. The fraternity pledges every term and holds meetings every two weeks. Besides fellowship and social activities, Kappa Beta Phi conducts service projects to help improve the college campus.

Tau Sigma Pi Fraternity. The Drake College chapter of social fraternity was established in 1964 by students who transferred to Drake from RBI in Rochester, to carry on the fraternal purpose of binding together into brotherhood its members in honor and fellowship and its activities help to promote the progress of the College and the student body. The high ideal of brotherhood and fellowship through group efforts in work and social activities remains the everlasting goal of the brotherhood.

Psi Beta Chi Sorority. This social sorority was organized on the Drake campus in 1966 and is the sister sorority of Tau Sigma Pi.

ALPHA BETA INTERNATIONAL HONORARY COMMERCE SOCIETY

This international honor society was founded on the campus of Drake College of Florida by its President, Dr. S. J. Drake, to encourage and reward excellence in scholarship, distinction in achievement, higher personal standards, and leadership. Membership is open to both men and women who are pursuing programs leading to baccalaureate degrees and who have a quality point average of 3.5 or higher after earning a minimum of 96 quarter hours' credit. In addition to a very high scholastic standing, other qualifications are character, desirable

personal qualities, social adjustment, and evidence of leadership attributes. Students who meet the high standards and qualifications are elected to membership by faculty members. Election to Alpha Beta is the highest scholastic honor that a student in business administration or secretarial science can win.

THE COLLEGE YEARBOOK -- "SEABREEZE"

The Seabreeze is published annually. The work is done by students and a faculty adviser. Every student receives a copy.

COLLEGE NEWSPAPER PUBLISHED

The BEACHCOMBER, an undergraduate publication, is the official newspaper and voice of the student body. The students write and edit stories and prepare advertising. The BEACHCOMBER contains news about the College, sports, fashion and women's interests, clubs and organizations, personals, and alumni news.

STUDENT SENATE TEACHES DEMOCRATIC PROCESS

The Student Senate is the undergraduate governing body of the College and includes both elected and appointed members. Each student is a voting member and is entitled to run for and to hold office in the Student Senate. The officers of the Senate are: President, Vice-President, Secretary, and Treasurer. They are elected by the student body every other quarter.

CIRCLE K CLUB

The Circle K Club is a service organization for college and university men operating on campuses and is similar to Kiwanis and other service clubs. It is sponsored by the Fort Lauderdale Kiwanis Club, the oldest Kiwanis Club in Broward County. It is a leadership and character-building group which serves the campus and the community. Circle K is an opportunity for college men because it provides a means for the same type of leadership in a college community which service clubs are giving in the business and professional world. It gives students important contact with business and professional men.

NUMBERING SYSTEM FOR DRAKE COLLEGE OF FLORIDA COURSES

ACCOUNTING

A101 FUNDAMENTAL ACCOUNTING I
A102 FUNDAMENTAL ACCOUNTING II
A103 FUNDAMENTAL ACCOUNTING III
A105 INCOME TAX & SOCIAL SECURITY
A151 ACCOUNTING FOR MEDICAL OFFICE
A152 ACCOUNTING FOR LEGAL OFFICE
A155 BUSINESS AUTOMATION FUNDAMENTALS
A175 ACCOUNTING REVIEW & ANALYSIS
A201 AUTOMATION ACCOUNTING
A251 INTERMEDIATE ACCOUNTING I
A252 INTERMEDIATE ACCOUNTING II
A275 ACCOUNTING FOR MANAGEMENT I
A276 ACCOUNTING FOR MANAGEMENT II
A301 COST ACCOUNTING I
A302 COST ACCOUNTING II
A351 ADVANCED ACCOUNTING I
A352 ADVANCED ACCOUNTING II
A375 HOTEL ACCOUNTING
A400 PAYROLL ACCOUNTING
A401 AUDITING I
A402 AUDITING II
A425 MUNICIPAL & GOVERNMENT ACCTG.
A451 ADVANCED INCOME TAX I
A452 ADVANCED INCOME TAX II
A475 ACCOUNTING SYSTEMS & PROCED. 1
A476 ACCOUNTING SYSTEMS & PROCED. 2
A480 CONTROLLERSHIP

ECONOMICS

E150 MONEY MGT. FOR BETTER LIVING
E175 CONSUMER ECONOMICS
E201 PRINCIPLES OF ECONOMICS I
E202 PRINCIPLES OF ECONOMICS II
E301 MONEY & BANKING
E302 COMPARATIVE ECONOMIC SYSTEMS
E401 ECONOMIC GEOGRAPHY
E450 AMERICAN ECONOMIC HISTORY
E475 BUSINESS STATISTICS

ENGLISH

EN99 REMEDIAL ENGLISH
EN100 REFRESHER ENGLISH
EN101 READING DEVELOPMENT
EN151 COLLEGE GRAMMAR & COMPOSITION 1
EN152 COLLEGE GRAMMAR & COMPOSITION 2
EN201 BUSINESS COMMUNICATIONS
EN250 REPORT WRITING
EN275 EFFECTIVE SPEECH
EN351 ENGLISH COMPOSITION
EN375 NEWS & PUBLICITY WRITING
EN450 SURVEY OF GREAT BOOKS
EN475 AMERICAN LITERATURE
EN480 ENGLISH LITERATURE
EN490 SEMANTICS

FINANCE

F100 PERSONAL FINANCE
F201 BUSINESS FINANCE
F250 CREDITS & COLLECTIONS
F301 FINANCIAL ANALYSIS
F325 INVESTMENTS
F351 BUDGETARY CONTROL

GOVERNMENT

G301 UNITED STATES GOVERNMENT I
G302 UNITED STATES GOVERNMENT II
G303 GOVERNMENT & BUS. RELATIONS
G401 COMPARATIVE GOVERNMENTS

HISTORY

H100 HISTORY OF WESTERN CIVILIZATION I
H101 HISTORY OF WESTERN CIVILIZATION 2
H201 AMERICAN HISTORY I
H202 AMERICAN HISTORY II
H301 BUSINESS HISTORY
H401 CURRENT HISTORY

FOREIGN LANGUAGES

L101 INTRODUCTORY SPANISH I
L102 INTRODUCTORY SPANISH 2
L201 INTERMEDIATE SPANISH
L401 ADVANCED SPANISH
L103 INTRODUCTORY ESPERANTO
L202 INTERMEDIATE ESPERANTO
L410 ADVANCED ESPERANTO

LAW

LW101 BUSINESS LAW I
LW102 BUSINESS LAW II
LW110 LAW OF CONTRACTS
LW202 LAW OF AGENCY
LW203 INSURANCE LAW
LW204 LAW OF LANDLORD & TENANT
LW205 LAW OF TORTS
LW251 LEGAL TERMINOLOGY
LW301 LEGAL PROCEDURE
LW302 LAW OF MORTGAGE
LW303 LAW OF CORPORATIONS
LW304 FEDERAL INCOME TAX LAW
LW401 JURISPRUDENCE
LW402 CONSTITUTIONAL LAW
LW403 LAW OF MUNICIPAL CORPORATION
LW404 LAW OF BANKRUPTCY
LW405 LABOUR LAW
LW406 REAL ESTATE LAW I
LW407 REAL ESTATE LAW II

MEDICAL SECRETARIAL SCIENCE

MS201 ANATOMY AND PHYSIOLOGY I
MS202 ANATOMY AND PHYSIOLOGY II
MS251 MEDICAL TERMINOLOGY
MS300 MEDICAL SHORTHAND
MS400 MEDICAL OFFICE PRACTICE

MANAGEMENT

MG100 INTRODUCTION TO BUS. ENTERPRISE
MG101 PRINCIPLES OF MANAGEMENT
MG151 HOTEL FRONT OFFICE MANAGEMENT
MG175 SMALL BUSINESS MANAGEMENT
MG250 PUBLIC RELATIONS
MG350 OFFICE MANAGEMENT
MG375 PERSONNEL MANAGEMENT
MG401 EXECUTIVE PROCEDURES
MG425 LABOUR RELATIONS
MG450 WORK SIMPLIFICATION
MG451 FACTORY MANAGEMENT

NUMBERING SYSTEM FOR DRAKE COLLEGE OF FLORIDA COURSES - Continued

MANAGEMENT (CONTINUED)

MG452 PLANT LAYOUT
MG475 HUMAN FACTORS IN MANAGEMENT
MG480 DYNAMICS OF SUPERVISION
MG490 EXECUTIVE DECISIONS
MG495 BUSINESS POLICIES

MARKETING

MR201 PRINCIPLES OF MARKETING
MR202 MARKETING MANAGEMENT
MR203 RETAIL PRINCIPLES & POLICIES
MR250 ADVERTISING
MR301 SALESMANSHIP I
MR302 SALESMANSHIP II
MR350 INTERNATIONAL MARKETING
MR401 PURCHASING
MR450 MARKETING PROBLEMS AND
CASE STUDIES
MR451 WHOLESALING PRINCIPLES
MR452 INDUSTRIAL MARKETING
MR453 MARKETING RESEARCH
MR460 ADVERTISING PROBLEMS & POLICIES
MR475 SALES MANAGEMENT I
MR476 SALES MANAGEMENT II

MATHEMATICS

MT101 BUSINESS MATHEMATICS I
MT102 BUSINESS MATHEMATICS II
MT103 BUSINESS MATHEMATICS III
MT104 BUSINESS MATHEMATICS IV
MT105 BUSINESS MATHEMATICS V
MT201 ALGEBRA I
MT202 ALGEBRA II
MT301 MATH. OF ACCOUNTING & FINANCE I
MT302 MATH. OF ACCOUNTING & FINANCE II

OFFICE PRACTICE AND MACHINES

OP100 FILING AND RECORDS MANAGEMENT
OP101 GENERAL OFFICE PRACTICE
OP102 PENMANSHIP
OP103 PAYROLL RECORD KEEPING
OP104 ADDING MACHINES
OP105 FRIDEN CALCULATING MACHINE
OP106 BURROUGHS BOOKKEEPING MACHINE
OP107 DUPLICATING MACHINES
OP108 MACHINE TRANSCRIPTION
OP109 COMPTOMETRY
OP175 SELF-DEVELOPMENT FOR WOMEN
OP180 SELF-DEVELOPMENT FOR MEN
OP201 DATA PROCESSING
OP300 NCR 2000 POSTING MACHINE
OP350 SECRETARIAL OFFICE PRACTICE
OP355 COOPERATIVE SEC. OFFICE TRAINING
OP360 LEGAL SECRETARIAL PROCEDURE

PHILOSOPHY

PH301 HISTORY OF PHILOSOPHY
PH310 ETHICS
PH320 APPLIED LOGIC

PSYCHOLOGY

PS100 APPLIED PSYCHOLOGY
PS150 PSYCHOLOGY OF PERSONALITY
PS201 SOCIAL PSYCHOLOGY
PS301 CREATIVE THINKING & IMAGINATION

REAL ESTATE

RE100 FLORIDA REAL ESTATE EXAM.PREP.
RE101 REAL ESTATE PRINCIPLES & PRAC.1
RE102 REAL ESTATE PRINCIPLES & PRAC.2
RE201 REAL ESTATE SALESMANSHIP
RE202 REAL ESTATE MANAGEMENT
RE203 REAL ESTATE FINANCE
RE300 REAL ESTATE APPRAISALS I
RE301 REAL ESTATE APPRAISALS II
RE302 REAL ESTATE ADVERTISING
RE401 REAL ESTATE APPRAISAL - CONDEM.
RE402 REAL ESTATE BROKERAGE

RELIGION

RG301 OLD TESTAMENT SURVEY
RG302 NEW TESTAMENT SURVEY
RG401 COMPARATIVE RELIGION

SHORTHAND

S100 SPEEDWRITING ABC SHORTHAND
S101 GREGG SHORTHAND THEORY I
S102 GREGG SHORTHAND THEORY II
S201 MACHINE SHORTHAND I
S202 MACHINE SHORTHAND II
S251 DICTATION & TRANSCRIP. 1 - 80
S275 DICTATION & TRANSCRIP. 2 - 100
S301 DICTATION & TRANSCRIP. 3 - 120
S302 DICTATION & TRANSCRIP. 4 - 140
S400 MACHINE TRANSCRIPTION
S450 DICTATION & TRANSCRIPTION LAB.
S475 COURT REPORTING I
S476 COURT REPORTING 2
S477 COURT REPORTING 3

SOCIOLOGY

S0201 HUMAN RELATIONS
S0301 INTRODUCTION TO SOCIOLOGY
S0350 MARRIAGE AND THE FAMILY
S0450 URBAN SOCIOLOGY

TYPEWRITING

T101 ELEMENTARY TYPING
T102 INTERMEDIATE TYPING
T201 ADVANCED TYPING
T202 PRODUCTION TYPING
T203 SPEED TYPING

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