

**BULLETIN OF**  
**DRAKE COLLEGE**  
**OF FLORIDA**



**1967-1969**

**Fort Lauderdale, Florida 33301**



The seal is the most dominant emblem at Drake College of Florida. The ship, the rising sun, the six stars, and the Latin motto symbolize the hopes of Drake College for its graduates as they sail the sea of life toward new horizons.

The Latin motto, *Crescant Progrediendo Avidi* rings out the message which may be translated somewhat as follows: "Let growth be the result of enthusiastic strides forward, for progress is the growth of enthusiasm. Let there be growth through enthusiastic step-by-step efforts. Permit the eager to progress to their goals."

Bulletin of Drake College of Florida, published quarterly by Drake College of Florida, 1401 East Broward Blvd., Ft. Lauderdale, Florida 33301.

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# **DRAKE COLLEGE OF FLORIDA**

**COEDUCATIONAL  
NONSECTARIAN**

A nonprofit degree-granting institution  
chartered by the State of Florida

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

**1967-1969**



**Dr. Drake and Mayor Burry**

The Honorable E. R. Burry, Mayor of Fort Lauderdale, presenting President Drake with Proclamation proclaiming the week of June 19, 1967, "Drake College Week in Fort Lauderdale."



## Message from the President

Opportunities today are more numerous and more varied than at any time in the history of our nation. The rewards in business, industry, and the professions are also greater than ever. But the educational qualifications are also higher than ever.

Today the importance of education cannot be overstressed. In our free society, the college degree, symbolizing the completion of an educational pattern, has great significance when the holder of a degree seeks a place in business, industry, government, or a profession.

We welcome this opportunity to introduce you to our College. You will find many programs in this catalog leading to a bachelor's degree or an associate degree, and one of these may be of particular interest to you.

I hope you will read this catalog carefully and refer to it frequently. It will help you understand the educational philosophy and institutional objectives of Drake College.

Because Drake College is young, it is flexible, vibrant, not paralyzed by rigid tradition, not inhibited by fixed habits and attitudes, and willing to engage in pioneering efforts in the field of education. We are a rapidly growing institution, proud of our philosophy, goals, and achievements; of our alumni, faculty, and programs. We hope you will share our excitement and enthusiasm after reading this catalog.

All members of the Drake College community join with me in welcoming you to our company. It is our earnest desire that your stay at Drake College in beautiful Fort Lauderdale will be pleasant, profitable, and intellectually stimulating.

S. J. Drake  
President, Drake College of Florida

# 1968

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# DRAKE COLLEGE

## ACADEMIC CALENDAR

### 1967-1969

#### Fall Quarter 1967

Registration ..... September 25-27  
 Classes Begin ..... September 28  
 Thanksgiving Holidays ..... November 23 and 24  
 Final Examinations ..... December 11-13  
 Christmas Vacation ..... December 14-January 2

#### Winter Quarter 1968

Registration ..... January 3-5  
 Classes Begin ..... January 8  
 Washington's Birthday Holiday ..... February 22  
 Final Examinations ..... March 18-20

#### Spring Quarter 1968

Registration ..... March 25-27  
 Classes Begin ..... March 28  
 Memorial Day Holiday ..... May 30  
 Final Examinations ..... June 5-7  
 Commencement ..... June 8

#### Summer Quarter 1968

##### First 6 weeks

Registration for both 6-week periods ..... June 13-14  
 Classes Begin ..... June 17  
 Independence Day Holiday ..... July 4  
 Final Examinations ..... July 22-24

##### Second 6 weeks

Classes Begin ..... July 25  
 Final Examinations ..... August 28-30

### Fall Quarter 1968

Registration .....	September 23-25
Classes Begin .....	September 26
Thanksgiving Holidays .....	November 28 and 29
Final Examinations .....	December 9-11
Christmas Vacation .....	December 12-January 1

### Winter Quarter 1969

Registration .....	January 2-4
Classes Begin .....	January 6
Washington's Birthday — Holiday .....	February 22
Final Examinations .....	March 17-19

### Spring Quarter 1969

Registration .....	March 24-26
Classes Begin .....	March 27
Memorial Day — Holiday .....	May 30
Final Examinations .....	June 4-6

### Summer Quarter 1969

#### First 6 weeks

Registration for both 6-week periods .....	June 12-13
Classes Begin .....	June 16
Independence Day — Holiday .....	July 4
Final Examinations .....	July 21-23

#### Second 6 weeks

Classes Begin .....	July 24
Final Examinations .....	August 27-29

### Fall Quarter 1969

Registration .....	September 22-24
Classes Begin .....	September 25

The program and requirements set forth in this catalog are necessarily subject to change without notice at any time at the discretion of the administration.



# Directory for Correspondence

Students and prospective students should read carefully the pertinent sections of this Announcement, as indicated below, before writing or requesting applications.

The post office address of Drake College of Florida is 1401 E. Broward Boulevard, Fort Lauderdale, Fla., 33301. The telephone number is 525-4761.

Inquiries should be addressed as follows:

Academic Interests .....	Academic Dean
Admissions of Students .....	Director of Admissions
Alumni .....	Executive Secretary, Alumni Association
Athletics .....	Director of Athletics
Business Affairs .....	Controller
Catalogs and Bulletins .....	Director of Admissions,
Curriculum .....	Academic Dean
Faculty Appointments .....	The President or Academic Dean
General Matters Pertaining to the College .....	The President
Gifts and Bequests .....	The President
Health and Medical Matters .....	Director, Health Service
Housing .....	Dean of Students
Payment of College Bills .....	Controller
Payment of Student Bills .....	Cashier
Public Relations .....	Director of Public Relations
Scholarship and Financial Aid .....	Dean of Students
Student Affairs and Activities .....	Dean of Students
Student Employment .....	Director of Personnel
Transcripts and Records .....	Registrar
Withdrawal Notices .....	Registrar
Office Hours	

Administrative Offices: 9 a.m. to 5 p.m., Mon. through Fri.

Closed Saturday

Faculty Offices: Consultation with Faculty Members by appointment.

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# **DRAKE COLLEGE OF FLORIDA**

## **HISTORICAL SKETCH**

This institution had its beginning in 1940 as a private business school and was known as the Walsh School of Business Science. With fine ideals, sound principles, and unselfish service in the field of business education, the school became well established.

A few years later the name of the school was changed to Broward Business College. A new administration commenced a program of expanding the curricula and the school, continuing the basic ideals and principles of the founders.

In 1956 Broward Business College was incorporated under the laws of the State of Florida and a few years later the name was 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 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.

Because of the confusion that existed locally between Broward College and the Broward Junior College, the Board of Trustees acted to change the name of Broward College to Drake College of Florida, in honor of its president, Dr. S. J. Drake, who has been with this institution since the spring of 1948.

Each year finds the College growing in stature and prestige, making its contribution to the community, 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 working for accreditation by those agencies.

## **THE FUTURE OF DRAKE COLLEGE OF FLORIDA**

Drake College believes in the concept of the small college community where students and faculty can work together closely to achieve wholesome educational, moral, and social development of the individual. The enrollment in the fall of 1967 numbered 535. The student body will continue to increase each year as needed

facilities are made available until the enrollment ultimately reaches two thousand students. The College is continually adding more and better faculty members and expects some time in the future to offer graduate study in business administration leading to the Master of Business Administration degree.



Dr. S. J. Drake, President of Drake College, presenting Certificate of Affiliation to Dr. George Chen, President of the Overseas Chinese Business College, Taichung, Taiwan (Free China).

## **BEAUTIFUL FORT LAUDERDALE, THE VENICE OF AMERICA**

Fort Lauderdale, a city with a population of about 130,000, is renowned for its wonderful climate and golden beach on the Atlantic Ocean. While the climate and tourist attractions make Fort Lauderdale a pleasant place to live, it has even more to offer the student of Drake College. Off-campus cultural and educational opportunities are plentiful as a supplement to academic study.

**Climate.** A thirty-year Weather Bureau record shows the average winter afternoon temperature is 75.4 degrees. And thanks to the reliable trade winds blowing in off the cool sea, summers are surprisingly comfortable. During June, July, and August the high temperatures are usually in the high 80s or low 90s. The low temperatures range from 71 to 74 during those months. The even temperatures often mean a savings in students' wardrobes compared to the various seasons of the north.

**Venice of America.** Located on the lower East Coast of Florida, the tidewaters of the Atlantic Ocean flow into Fort Lauderdale through a maze of lagoons, bays, rivers, and canals. You can criss-cross the city by boat and the area is a center for boating on the East Coast of the United States. That's why Fort Lauderdale is aptly called the "Venice of America."

**Sports.** Deep-sea game fishing is a top attraction in Fort Lauderdale and is easily done aboard fleets of charter boats and drift fishing boats. Inland are fresh-water streams and conservation areas that make up some fine fresh-water fishing spots. Other outdoor sports are to be found on fine facilities for golf, tennis, archery, horseback riding, shuffleboard, early winter hunting, water skiing, airboat rides in the Everglades. In fact, water sports and other outdoor activities are nearly unlimited in Fort Lauderdale, where you will even find ice skating and hockey at a large arena. The National Swimming Hall of Fame is located in this city. The New York Yankees conduct their spring training in Fort Lauderdale.

**The Beach.** Fort Lauderdale is blessed with one of the longest and broadest stretches of public-owned beaches in Florida. Some wise pioneer residents provided it and the beach itself is protected from heavy seas by coral reefs that parallel the shore.

For young men and women, the beach is more than a watering spot. It's a place to make friends and enjoy relaxed good times in leisure hours. Visitor and resident alike are inclined to unwind and



relax in its healthful, warm environment. The beach is internationally famous as the invasion point for thousands of spring vacationing college students, as the place Billie Graham spoke to the youth of the country and as a setting for a movie — “Where the Boys Are.”

**Educational Activities.** Besides the usual avocations of a tourist mecca, Fort Lauderdale and vicinity offers opportunities to broaden the student's outlook. A good example is Port Everglades, one of the deepest harbors in the South, where dozens of luxury cruise ships and Navy vessels call, many of them conducting public open house.

In contrast, there are cattle ranches and citrus groves to visit and a Seminole Indian reservation west of the city. Within an hour's drive of Drake College are the famous Seaquarium where ocean life can be observed, the Fairchild Tropical Gardens, and the Everglades National Park, to mention a few of the worthwhile attractions. Trips can be planned also to Cape Kennedy on the Central East Coast of Florida to get a peek at our nation's space exploration nerve center.

**Cultural Activities.** There are 131 churches and synagogues, representing nearly every religious denomination, in Fort Lauderdale. The city is proud of its very active Museum of the Arts that not only displays paintings and artworks by the nation's artists but holds lectures and classes in art. The Fort Lauderdale Symphony Orchestra performs regular winter concerts that are awaited by lovers of serious music. Leading stars of the Metropolitan Opera are brought to the city by the Fort Lauderdale Opera Guild. And the War Memorial Auditorium, within walking distance of Drake College, is the scene of plays, lectures, sports events, dog shows, boat shows, and other similar events.

Fort Lauderdale is served by three airports, two railroads, and three bus lines: the Fort Lauderdale International Airport, Fort Lauderdale Executive Airport, and North-Perry Airport; the Florida East Coast Railroad and the Seaboard Air Line Railway; and Fort Lauderdale Transit Lines, Greyhound, and Trailways.

Some of the students from the North who came to Drake College liked Fort Lauderdale so much that after graduation they obtained positions in this city and are now living here permanently. This may not happen to you, but your stay in beautiful Fort Lauderdale while attending Drake College will be such a delightful experience that it will live among your pleasant memories throughout your lifetime.

## PHILOSOPHY

Drake College of Florida is a coeducational, nonsectarian, 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 nonprofit 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 America's economic system, providing training at each level which students will find useful and marketable should they need to terminate their education before completion of the degree program.

Faculty members concentrate on instruction in preference to research, publication or conflicting outside interests.

Since the College realizes the importance of enriching the curriculum with General Studies, these Studies are prominently integrated into the total learning environment. Thus the graduate from Drake College of Florida is prepared to enter the adult world in one of many fields: Accounting, Management, Marketing, Real Estate and Insurance, Secretarial Science (Administrative, Executive, Legal, or Medical), Systems Analysis and Electronic Data Processing, Technical and Scientific Management, or Higher Education (teaching in business or private junior colleges), with a background of General Studies to stimulate cultural and intellectual growth and develop a high level of citizenship.

Drake College of Florida stands out for its selection of self-motivated young men and women who are on their way up in business and community life to make significant contributions to thinking and living in a complex democratic republic. Since habits of thinking and living are rather well established by the time students reach college age, Drake College of Florida expects and assumes mature behavior of its students and strives to create and maintain an environment of social, moral, and intellectual excellence. Only those students who are attuned to these ideals are encouraged to apply.

Drake College of Florida opens the doors of educational opportunity for many serious-minded students despite their previous limited educational background and attainments. From the beginning, the College has offered an array of instructional programs on various levels, geared to meeting different interests, abilities, and objectives.



While a high school diploma is required for admission no entrance examination is required for admission to Drake College of Florida, nor are students denied admission solely because of prior scholastic performance at other educational institutions. A mature attitude, a seriousness of educational purposes, native ability sufficient to profit from selected instruction and a reasonable potential for success are the prime considerations of entrance. This does not mean that a student can enter a specific program of study for which he has not demonstrated his ability or evidenced aptitude. Once enrolled there is no compromise with satisfactory performance and the student is expected to make normal progress toward program completion.

Drake College of Florida, as a degree-granting institution of higher education, is dedicated to a philosophy of service to its students, to its faculty, to the community at large, and to industry and the professions.

1. To its students, Drake College owes programs of higher education, sound and imaginative in concept and implemented by skillful, competent instruction. In its courses of study, the College aims to provide curricula which will open to all students a view of education as an integrative force in human life. Such a view commits the College to demonstrating in its classrooms that learning is not an ornament to life, but a way of life. Through the counseling and teaching processes, the College hopes to lead each student into a program for which his abilities and interests fit him so that he can be educated to live his life and earn his living, not by a disjunction of interests, but by a centering of interests.

2. To the faculty, Drake College owes opportunities for emotional and intellectual growth so as to maintain the high degree of intellectual vitality necessary to inspire young people. The College recognizes the necessity of providing for faculty a democratic work atmosphere in which the individual's voice will be heard, his talents used, his intellectual growth assured, and his security established.

3. To the community, Drake College owes the maintenance and expansion of its facilities so as to provide, for the citizens of this region, collegiate programs which meet the changing needs of a metropolitan area. Drake College aspires to provide for the community an important resource through varied pro-

grams which prepare young people for immediate careers or for further study and specialization.

4. To industry and the professions, Drake College owes the maintenance and development of curricula that will produce graduates well qualified to assume their duties as employees. The College by maintaining channels of communication between industry and the professions, on the one side, and the institution on the other, aims at the development of curricula which provide education and training relevant to vocational patterns and technological advances. Through such channels, the institution brings about necessary modification of programs and inaugurates new courses of study to meet new needs in a viable economic society.

## **INSTITUTIONAL OBJECTIVES**

Succinctly stated, objectives of Drake College of Florida are:

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.

## **CO-EDUCATION**

The economy of coeducational classes looms so large today that many higher institutions for men or for women are becoming coeducational. This change-over is a trend that is gathering momentum for economy and other reasons.

Former colleges for men find that, in addition to reasons of economy, the need to lower barriers for the higher education of women is becoming more apparent as women represent the largest

population group that, with proper education, would be available for highly specialized personnel that are in short supply. As women find job opportunities not formerly available to them, larger numbers are flocking to college gates. This build-up is likewise gathering momentum.

Former colleges for women and former colleges for men find that, in addition to reasons of economy, an increasing number of parents wish their children to attend school during late adolescence in a quality setting for young men and women. Such a setting helps to develop skills and wholesome attitudes for cooperating with adult work-a-day groups that are not segregated by sex.

Students at Drake College of Florida sit together in such classes as Marriage and the Family, Human Relations, Essentials of Mental and Physical Health, and Psychology of Emotional Adjustment, thus becoming schooled in the management of personal as well as professional problems, as they arise after leaving school. Drake College of Florida has always welcomed both young women and young men to all of its classes.



**Miss Katharine Dasher, Secretary in the Broward County Tax Department, received her Associate degree from Drake in 1965.**



**Robert J. Cenami, Safety Director at the Hardrives Co., received his B.B.A. degree from Drake College in 1964.**



Michael Allegra, B.B.A. degree from Drake ('64) Director of Admissions and Registrar.



John Williams, Instructor at Armstrong College, received B.B.A. from Drake College and M.B.A. from Armstrong.

## INSTRUCTION

Since its founding, Drake College has always stressed effective teaching in the belief that the real strength of an educational institution is its faculty. Accordingly, the typical Drake faculty member has a thorough knowledge of his subject and in addition, and of equal importance, the ability to impart his knowledge with clarity and patience; he stimulates enthusiasm for learning; and enjoys the respect and admiration of his students both for his teaching ability and the cordiality of his personal relations with them.

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 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.

Drake College is comparatively a small college. Hence, in a very short time everyone becomes acquainted, and an atmosphere of friendly cooperation exists. Being a small college, the students receive individual attention in small classes. This method of instruction is far more efficient, and the student moves ahead at greater speed. The deans and members of the faculty are always willing to

discuss problems with students which are of either an instructional or a personal nature. This sympathetic understanding on the part of the faculty and administrative staff makes for a feeling of fellowship and friendliness.

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.

## **SIGNIFICANCE OF THE COLLEGE DEGREE**

Society is placing increasing pressure on young people to earn college degrees. With a degree, society opens great vistas to the graduate; without it, doors close, relegating the young man or woman to a second-class position in the financial and social structure of the community.

The business community in recent years has added to this pressure. Vast numbers of employers are using the baccalaureate degree as a screening device. Those employees with the degree are put into one category from which future selection will be made for advancement; those without this "passport" are at a disadvantage.



**Philip D'Angelo, instructor and Director of Athletics at Drake College, received his B.B.A. from Drake and M.B.A. from Indiana Northern University.**



**Patrick Sullivan, Director of Student Activities, at the Rochester Business Institute, received his B.B.A. from Drake in 1964.**



## THE CAMPUS

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

Virginia Hall residence for women is across the street from the College tennis courts. Small college residences for men are from one to three blocks from the campus. College residence halls are on a first-come first-served basis.

The College Library was named in honor and memory of Mrs. Virginia Judson, a devoted teacher who died in 1964 after serving for five years as head of the English Department and as Librarian. The library houses a working collection of 6,500 books divided between the areas of business, finance, the humanities, and social sciences, in open shelf arrangement for ready availability. The College continues to add to its collection of up-to-date books on all subjects it teaches, and students have access



**Charles Flack**  
Librarian

several sets of encyclopedias and many reference books. The Library of Congress system of classification is used. A librarian and assistant librarian are on hand to give individual assistance as the need arises. The library is open from 9:00 a.m. to 4:00 p.m. and from 7:00 to 9:00 p.m. Monday through Friday.

Within a few minutes' walk from the College is the modern Fort Lauderdale Public Library, the facilities of which are readily available to the faculty and the students of Drake College. The combined facilities of the College Library and the Fort Lauderdale Public Library offer unusual opportunities for a student to experience a wide scope of supplementary reading, reference work, and research.



## CAMPUS

College residences off campus and not shown in the drawing but close by are:

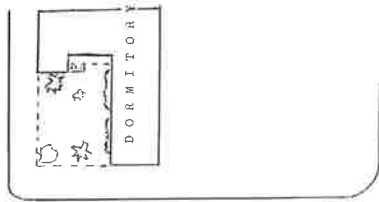
Dalton Hall, 1605 East Broward Boulevard

Miller House, 1615 East Broward Boulevard

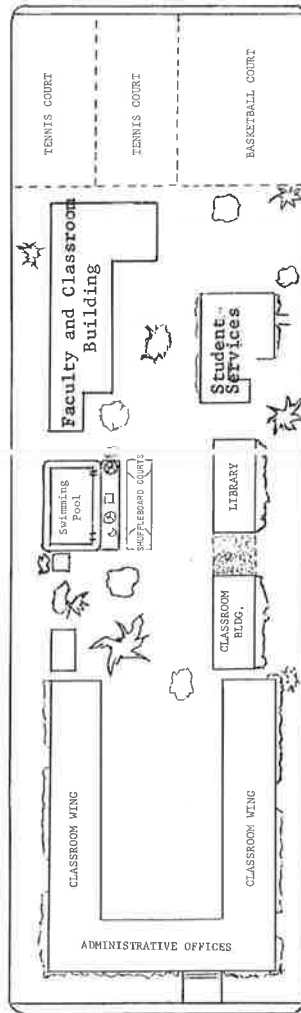
Morgan House, 1610 N. E. 1st Street  
Stanley Hall, 1614 N. E. 1st Street

Bell House, 18-24 N. E. 16th Avenue

The College Bookstore is located at 719 East Broward Boulevard, 7 blocks east of the campus.



NORTH-EAST SECOND STREET





# Admission and Registration

## POLICIES

Students are admitted to Drake College of Florida on the basis of a general high-school diploma or its equivalent, intelligence, scholarship, special aptitude, character, health, emotional maturity, and other qualities. The College is on a quarterly basis of twelve-week terms, allowing four admission dates each year for beginning students. Since, however, the size of the student body is limited, and approval of candidates is selective, students are advised to apply for admission as far in advance of the quarterly starting date as possible.

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.

## HOW TO ENROLL

**General Instructions.** To apply for admission, a student must submit:

1. A completed Drake College of Florida application form for admission. A non-refundable \$25 Administrative Service Charge must accompany the application of a student who has not previously been enrolled at Drake College.
2. The secondary school record, if any. If no secondary-school record can be furnished, see "Special Student," below.
3. A completed medical form signed by attending physician.
4. A transcript of any previous college credits earned, or a statement of attendance. This is in addition to the secondary-school record.

Newly entering students are registered, counseled, and oriented before regular classes begin. Therefore, they must report at 8:00 a.m. on registration day.

A fee is charged for late registration. Late registration is closed five days after regular registration. (See "Late Registration Fee" in another section of the catalog.) Unless previous arrangements have been made with the Registrar, no new registrations are made after such period.

**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.

**Special Student.** A student who is unable to furnish necessary credentials for admission as a candidate for a degree, may be admitted as a special student. He may take courses in which students who are working for a degree are normally enrolled. Grades that he earns cannot be applied toward a degree until he meets all the admission requirements of a student pursuing a program leading to a degree.

**Student with Advanced Standing.** A student who applies for advanced standing through credits earned at another institution must submit an official transcript of this record for evaluation.

**Transfer Student.** Many Drake students transfer from other higher institutions. A list of the institutions from which Drake students transferred is given in another part of the catalog.

A transfer student pursuing a program for a bachelor's degree must earn his final 64 quarter hours of credit in residence at Drake College of Florida, at least 16 of which must be earned in his major.

A transfer student pursuing a program for an associate degree must earn his final 32 quarter hours of credit in residence at Drake College of Florida, at least 8 of which must be earned in his major.

**Student Subject to 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.

The Drake College admission card is acceptable by most local draft boards, and students may present this as evidence of intention to enter Drake 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 will be submitted to local draft boards **after** students have registered, as this form requires information which is valid and available only for full-time students in good standing.

**Vocational Rehabilitation Services for Florida's Handicapped.** Any disabled person of employable age who is handicapped in

getting or holding employment is eligible for vocational rehabilitation services. If the disabled person desires to work and appears to have any good possibilities of becoming employable, he will receive assistance in making a rehabilitation plan. He will also be given necessary assistance in carrying out the plan.

All services given must be for the purpose of preparing the disabled person for work and assisting him to find and get established on a job.

Vocational rehabilitation services include:

1. Medical diagnosis to determine the kind and extent of medical and vocational services necessary to prepare the individual for employment.

2. Vocational counseling and advice in the selection of a suitable vocation.

3. Medical, surgical, and hospital services necessary to enable the disabled person to work.

4. Artificial limbs, braces, hearing aids, etc., needed in the employment for which the individual is preparing.

5. Training needed for a job.

6. Money or other assistance to pay the cost of living of the individual while he is preparing for employment.

7. Transportation, books, tools, and training supplies necessary to enable the disabled person to carry out his vocational rehabilitation plan.

8. Assistance in helping the disabled person to find a suitable job and to get adjusted to work on the job.

All diagnostic, counseling, training services, and assistance in obtaining employment are free to disabled persons who need these services. The disabled individual is expected to pay for all other services to the extent he is able. All necessary rehabilitation services are provided free to those who are unable to pay.

The services given in each case are those necessary to enable the disabled person to become employable in a vocation which appears suitable for him. The plan for the individual is made by the disabled person with the advice and assistance of a rehabilitation counselor.

The individual is responsible for carrying out the plan to the best of his ability with the help necessary to enable him to reach his goal — a job at which he can work successfully.

This goal has been reached by more than 62,000 persons in

Florida. There are many opportunities for those disabled people who will prepare themselves for employment.

Residents of Fort Lauderdale and Broward County should make application to the Vocational Rehabilitation Service, 3520 West Broward Blvd., Ft. Lauderdale, Florida 33312.

**Foreign Students.** All foreign students are warmly received by the College and the community. They are oriented to campus life in the same manner as other incoming students. One of the counselors of the Division of Student Personnel Services is a special advisor to foreign students. These students come in steadily increasing numbers from a wide geographic area, including American Samoa, Bolivia, Canada, Canal Zone, Costa Rica, Iran, Netherland Antilles, Puerto Rico, Thailand, Venezuela, the Virgin Islands, West Germany, and other countries.

When foreign students apply for admission, official transcripts of secondary and college work are submitted with three notarized translations. These transcripts should include the specific dates of school attendance, the courses taken during each year of attendance, and the grades received for each course. The same conditions for admission will prevail for foreign students as for American students. Satisfactory evidence of successful mastery and command of the English language will be required of all foreign students. All records should be submitted well in advance of the opening of the quarter for which the student plans to enroll, since they must be evaluated before Form I-20 (Immigration Certificate of Acceptance) can be sent to the applicant.

**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 is classified as a transfer student and must meet all requirements for transfer students.

**Class Auditor.** A registered student who wishes to audit any particular course without receiving credit must have the approval of the Department Chairman and the Academic Dean. A person not officially registered in Drake College of Florida who wishes to audit a particular course, must secure written permission from the Academic Dean.

## WHEN TO ENROLL

The college year is divided into four quarters of approximately eleven weeks each. The fall quarter begins the latter part of September and ends at the Christmas holidays. The winter quarter begins during the first week in January and extends to the middle of March. The spring quarter begins in March and ends in the early part of June. The summer quarter begins in June and closes in the latter part of August. The exact date on which quarters begin and end will be found in the College Calendar.

New courses are begun each quarter. It is possible, therefore, for students to enter Drake College at the beginning of any quarter.

Registration for newly entering students will be as follows:

Fall Quarter, 1967 ..... September 25  
Winter Quarter, 1968 ..... January 3  
Spring Quarter, 1968 ..... March 25  
Summer Quarter, 1968 ..... June 13  
for both 6-week periods, beginning June 13 and July 25,  
respectively.

Fall Quarter, 1968 ..... September 23  
Winter Quarter, 1969 ..... January 2  
Spring Quarter, 1969 ..... March 24  
Summer Quarter, 1969 ..... June 12  
for both 6-week periods, beginning June 12 and July 24,  
respectively.

Fall Quarter, 1969 ..... September 22

## COLLEGES AND UNIVERSITIES FROM WHICH STUDENTS HAVE TRANSFERRED TO DRAKE COLLEGE

During the past twenty-seven years, students and graduates from the following colleges and universities have attended Drake College of Florida:

Alabama, University of	Emerson College
American University, The	Emory University
Amherst College	Fairleigh Dickinson University
Anderson College	Farmington State Teachers College
Andrew College	Florida Southern College
Arizona State College	Florida State University
Arizona, University of	Florida, University of
Armstrong College	Georgia State College
Asbury College	Georgia Institute of Technology
Assumption College	Georgia, University of
Auburn University	Gettysburg College
Baker University	Goucher College
Ball State Teachers College	Hiram College
Barry College	Hunter College
Beaver College	Husson College
Belmont College	Illinois, University of
Bennett College	Indiana University
Boston University	Iowa State College
Bowling Green State University	Iowa, University of
Bradford Junior College	Jamestown College
Briar Cliff College	John Brown College
Bridgeport, University of	John Carroll University
Brown University	Johns Hopkins University
Bryn Mawr College	Kansas State Teachers College
Bucknell University	Kansas, University of
Burdette College	Kent State University
California, University of	Kentucky, University of
Campbell College	Lake Erie College
Centenary College	Lake Forest College
Cincinnati, University of	Lawrence College
Citadel, The Military College of	Lebanon Valley College
South Carolina	Long Island University
Clarkson College of Technology	Louisville, University of
Colby Junior College for Women	Loyola University
Colorado State University	Lynchburg College
Columbia University	Manhattanville College of the
Connecticut College	Sacred Heart
Connecticut, University of	Mars Hill College
Cooper Union	Mary Baldwin College
Cornell University	Maryland State College
Dartmouth College	Maryland, University of
Dayton, University of	Maryville College
Dean Junior College	McGill University
Denison University	McMaster University
De Paul University	McNeese State College
Detroit, University of	
Duke University	
Edgewood College of the Sacred Heart	

Mercer University  
 Miami University  
 Miami, University of  
 Michigan State University of Agriculture  
 & Applied Science  
 Michigan, The University of  
 Middle Tennessee State University  
 Middlebury College  
 Millsaps College  
 Minnesota, University of  
 Montreat-Anderson College, Inc.  
 Mount Holyoke College  
  
 New Hampshire, University of  
 New York University  
 Nichols College of Business  
 Administration  
 North Carolina, University of  
 Northwestern University  
  
 Ohio State University, The  
 Ohio Wesleyan University  
 Oneonta, College at  
  
 Pennsylvania, University of  
 Pine Manor Junior College  
 Pittsburgh, University of  
 Pratt Institute  
 Providence College  
  
 Rollins College  
 Rosary College  
 Russell Sage College  
  
 Sacred Heart Junior College  
 St. Cloud State College  
 St. Joseph College  
 St. Mary's College  
 St. Petersburg Junior College  
  
 South Carolina, University of  
 Smith College  
 Springfield College  
 Stetson University  
 Sullins College  
 Syracuse University  
  
 Tampa, University of  
 Taylor University  
 Temple University  
 Tennessee, University of  
 Trinity University  
 Tri-State College  
 Tufts University  
 Tulsa, University of  
  
 Utica College  
  
 Vanderbilt University  
 Vassar College  
 Virginia Polytechnic Institute  
 Vienna, University of  
  
 Wake Forest College  
 Washington University  
 Wayne State University  
 Waynesburg College  
 Weber College  
 Wellesley College  
 Wesleyan College  
 Western Maryland College  
 Western Ontario, University of  
 Wheaton College  
 William Smith College  
 Wisconsin, University of  
 Wittenburg College  
 Woodbury College  
 Wyoming, University of

# General Information

## STUDENT HOUSING

Dormitory reservations for men and women are made through the Office of the Dean of Students. Student housing which is either owned or leased by the College is limited, but the Office of the Dean of Students has listings of many rooms, apartments, and houses close to the College campus at reasonable rentals.

The College is making plans to build a residence hall for 200 additional students and a cafeteria in the near future.

At this time, students either prepare their own meals in apartment units in which they live or eat in cafeterias or restaurants within walking distance of the College.

## RULES AND CONDITIONS OF ENROLLMENT RESERVED BY THE COLLEGE

Attendance at Drake College of Florida is a privilege and the College reserves the right to require a student to withdraw at any time. It also reserves the right to impose disciplinary probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements is void when the fraud is discovered, and the student is not entitled to any credit for work which he may have done at the College. When students are dismissed or suspended from the College for cause, there will be no refund of tuition and fees paid. If a dismissed or suspended student has paid only a part of his tuition and fees, the balance due the College will be considered a receivable and will be collected.

Drake College of Florida holds in high regard the ideals of clean living, scholastic achievement, wholesome recreation, fair play, honest work, and service to one's fellows. Students shall, at all times, conduct themselves as befitting young ladies and young gentlemen. The College expects and assumes mature behavior of its students and strives to create and maintain an environment of social, moral, and intellectual excellence. This applies to conduct both in and out of the College. Only those students who are attuned to these ideals are encouraged to apply.

Drake College does not permit the serving or consumption of alcoholic beverages of any kind in the College or in any place outside the College where official student organizations may be



meeting. Students carrying alcoholic beverages or under the influence of alcohol will be subject to immediate dismissal from the College. Student organizations will be held responsible for their actions in this regard and will be subject to suspension, if violated.

### **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.

### **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.

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.

### **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 Boulevard, 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, January 1968, March 1968, registrant, etc.

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

## **INSURANCE**

Health and Accident Insurance coverage is available. This coverage is voluntary but each student is automatically covered and billed \$6 per quarter unless this insurance is declined by the parents in writing. Specific information regarding this coverage may be obtained by writing to our Controller.

## **STUDENT BAGGAGE**

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

Students must ship the above minimum items early enough to insure their availability upon 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.

All baggage must be sent prepaid, addressed to the WILL CALL Department, Railway Express, Fort Lauderdale, 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.

## **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.

# Academic Information

## BACHELOR'S DEGREE IN THREE OR FOUR YEARS

Except for the Bachelor of Science in Business Education, Bachelor's degrees conferred at Drake College require 192 quarter-hour credits (equivalent to 128 semester-hour credits). The Bachelor of Science in Business Education requires 200 quarter-hour credits. For a program requiring 192 quarter hours, students may 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 of 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 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.

## GRADING SYSTEM

In the table below, each letter designation except "I" is self-explanatory. 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.

Letter Designation	Proficiency	Grade Point Designation
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.

## DEFINITION OF UNIT OF CREDIT

Full-time students are enrolled for 16 or more quarter hours; part-time students, for less than 16. The unit of credit in the College is the quarter hour. This is the credit allowed for one class hour a week for ten weeks or its equivalent. Unless designated otherwise by numerical code, courses offered have a credit of four quarter hours.

To convert semester hours to quarter hours, semester hours are multiplied by  $1\frac{1}{2}$ . Quarter hours can be changed to semester hours by multiplying by  $\frac{2}{3}$ . For example, 60 quarter hours are the equivalent of 40 semester hours.

Laboratory class periods are assigned one-half the value of recitation periods.

## GRADE REPORTS

A report of the student's grades earned in each course is sent to his parent or guardian at the end of each term.

A student may be warned, placed on probation, or asked to withdraw from the College if his work is unsatisfactory.

A permanent record of all the student's courses, credits, and grades earned is kept at the Registrar's Office. The student should maintain a record of courses, credits, and his grades each term and check from time to time to see that his record agrees with that of the College. The record may also help him determine his eligibility for any activity that requires him to meet specific scholastic standards.

Copies of the permanent record are available to the student upon request and payment of a small service charge.

## QUALITY POINTS

Quality points are awarded on the basis of four for each credit of A grade, three for each credit of B grade, two for each credit of C grade, one for each credit of D grade, and zero for each credit of F grade. (Courses marked with an X count as credits attempted until the situation is clarified — at the initiative of the student — at which time the appropriate mark is recorded.) The symbols I, W, WP, and WF do not count as credits attempted.

The quality-point average is determined by dividing the total of the quality points earned by the total credits attempted. The following example illustrates a quality-point average of 2.25 obtained by dividing 36 by 16.

	Quarter Hours	Grade Received	Credits Attempted	Credits Earned	Quality Points
1.11 Fundamental Accounting I	4	A	4	4	16
8.11 U.S.Govern- ment I	4	C	4	4	8
4.11 Freshman English I	4	W	0	0	0
10.11 History of Western Civilization I	4	B	4	4	12
17.12 Logic	4	F	4	0	0
	<hr/> 20		<hr/> 16	<hr/> 12	<hr/> 36

A course in which a grade of A, B, or C has been received may not be repeated for credit; neither may a course in which a D has been received if the student has completed any course for which the one with the D is a prerequisite. If a course in which a grade of

D or F has been received is repeated once before completion of any subsequent course for which it is prerequisite, then credits, credits attempted, and quality points earned will be counted for the second registration only. Any subsequent registration will be counted for the purpose of credits attempted and quality points earned, in addition to the second registration.

### 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 3.5 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 the students.

### HONORS AND PRIZES

Graduation Honors are based on the quality-point average for all work taken prior to the awarding of the degree. The required averages must be earned on the work taken at Drake College of Florida 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

### 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 member-

ship by faculty members. Election to Alpha Beta is the highest scholastic honor that a student in business administration or secretarial science can win.

### **STUDENT CLASS LOAD**

A 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.

### **ADDING AND DROPPING OF COURSES**

The addition of courses beyond the normal load of 16 quarter hours (See "Student Load" and "Quality Points" above) must be arranged during the first 5 days of any quarter at a charge of \$5 over and above the regular tuition fee for each addition. Requests for such additions must be made through the office of the Director of Student Affairs after making the \$5 per course payment to the cashier. The Cashier will present a receipt to the student and this evidence of payment will be required by the Director of Student Affairs prior to making the course change. Failure to attend scheduled classes does not constitute official withdrawal. Official withdrawal requires the consent of the instructor and the Director of Student Affairs. Such withdrawal must be arranged before four-fifths of the class hours have transpired. Failure to withdraw officially results in a failing grade.

Courses dropped during the registration or late registration period do not appear on the formal transcript. Courses dropped after the late registration period but within the first half of the quarter are recorded as "W". Courses dropped after the first half of the quarter are recorded as "WP" or "WF", depending upon whether the student is passing or failing at the time of withdrawal.

## 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 has not received a baccalaureate degree.

## SCHOLASTIC STANDING. Warning, Probation, Suspension, Dismissal

A minimum quality-point average of 2.0 must be maintained. Failure to achieve quality-point average of 2.0 by a student who is at Drake College the first quarter will result in the student being placed on 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 quality-point average to remove the academic warning status. Failing to do so, he is placed on probation.

Students who have been placed on probation and who fail to remove this status will be suspended for the following quarter.

A suspended student when he returns must maintain a quality-point average of 2.0. Failing to do so, he is dismissed.

Any student who brings discredit upon this institution may have his matriculation terminated or be subject to disciplinary action.

## ATTENDANCE AND ABSENCE POLICY

Students registered for classes are expected to so conduct their private lives that they get to all scheduled class meetings on time, well prepared, adequately rested, in good health, and ready to participate in the rigor of cooperative learning.

Regular and punctual attendance is required of all students in all course activities scheduled for credit. Drake College has no system of "allowable cuts." There are no excused absences. All absences are recorded by the instructor in each class and the instructor is responsible for reporting excessive absences to the Dean of Students. A student with excessive absences is dropped from the course with a failing grade.



Even though no absences will be officially excused, instructors realize that because of illness or other legitimate emergencies beyond the control of the student absences should be given consideration on the basis of individual merit.

Absences occurring immediately before or after Thanksgiving, Christmas, and other holidays or vacation periods will be recorded as double absences.

Dismissal of a student from any class for unsatisfactory behavior will count as an absence.

The effect of absence from class upon the student's grade is at the discretion of the individual faculty member. In courses involving lectures and direct student participation, absence will undoubtedly affect the student's grade. The student is responsible to the instructor to make up work missed because of unavoidable absence.

A student who has been dropped for absences and who appeals for readmission will be readmitted only after consultation of the faculty member and the Dean. Permission for readmittance will be given only with the approval of the instructor.

Excessive absences will result in an administrative entry of "WA" (withdrawn because of excessive absences). This entry is considered to be the same as an "F" for purposes of computing the quality-point average.

Regular attendance is essential to successful completion of a course. Regular attendance at classes is largely a matter of attitude. Students who "strive for excellence" try hard to maintain perfect attendance, knowing that grades do suffer as a result of absences from class.

## **WITHDRAWAL FROM 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.

Drake College has expenses of a continuing nature, commitments for which are usually required on an annual basis. It is therefore essential that our income be assured and that students once enrolled remain for the period of commitment whether it be for one or more quarters. 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 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.

## GRADUATION REQUIREMENTS

It is well to stop to consider graduation requirements at the time of entering college, because graduation requirements clarify the meaning of the college years that lie ahead. The requirements are set up to help the student keep in mind the goal that lies ahead of him — a good, sound education.

The administration urges every student to enter Drake College with the determination to complete his course. The demand for the services of those who persevere until they receive recognition as graduates is far in excess of the demand for non-graduates. The student in any school who does not finish his course is looked upon as a failure and will find increased difficulty in securing employment for the reason that in no field of effort are failures welcome.

To receive faculty recommendation and be considered a candidate for graduation, a student must have fully met the admission requirements of the College, satisfactorily completed the scholarship, curriculum, residence, and other requirements for the degree for which he is enrolled, and must have fulfilled all financial obligations to the College.

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.

Completion of the formal requirements in courses, hours, grades, grade points, etc., does not necessarily entitle a candidate to a degree from Drake College. There are moral and personal qualifications for graduation in addition to the educational ones. The faculty bases its recommendation for the degree on considerations of character and ability, attainment, growth, and worthiness in general, as well as on the completion of the required number of hours and courses in the curriculum.

**Application for Graduation.** Application for graduation must be submitted to the College Registrar at the time of registration for the last quarter during which the student anticipates completing all academic requirements. Application for Graduation Forms are available upon request from the office of the Registrar. It is the responsibility of the student to properly complete and submit this form.

**Curriculum.** Minimum hour requirements for the standard Bachelor's and Associate degrees and the one-year Diploma Courses are stated elsewhere in this catalog.

**Scholarship.** In all degree programs offered by Drake College the minimum scholarship requirement for graduation is a quality-point index of at least 2.0. Any candidate for a degree who incurs a failure or a grade of incomplete during a term preceding commencement will not be eligible for graduation that year. Students must satisfactorily remove the deficiencies during the following quarter in order to be eligible for graduation at the next commencement.

**Residence.** All candidates for a Bachelor's degree must complete a minimum of 64 credit hours in residence at Drake College, including 16 hours of credit in the major field of specialization.

Candidates for an Associate degree must complete a minimum of 32 credit hours in residence, including 8 hours of credit in the major field of specialization.

All work for the one-year diploma must be completed in residence, beginning in the fall and continuing through the summer quarter.

**Commencement Attendance.** All degree candidates are required to attend the College commencement exercises in the year of qualification. Degrees in absentia are awarded only to candidates officially excused for personal or immediate family illness, military service, or employment obligations beyond the control of the candidate. Special permission to receive a degree in absentia can be given only by the College President.

**Graduation Fees.** Each candidate for a degree must have satisfied all financial obligations to the College, including the \$20 graduation fee, at least 30 days prior to the commencement convocation.

## TRANSFER TO OTHER FOUR-YEAR COLLEGES

When the Director of Admissions at Drake College approves an application for admission, he does so with the expectation that the student will continue his studies at Drake until he receives either a Bachelor's or an Associate degree or a one-year diploma. "College hopping" at the whim of the student is discouraged and frowned upon by colleges and universities. Perseverance, dependability, and the ability to see a course of action through to its completion are highly valued at Drake College.

Students who for some very good reason find it necessary to transfer to another college or university should be made to realize that the admission of a student to other institutions rests entirely with the college or university in question. Policies regarding the acceptance of students from other institutions are not uniform. As entrance requirements vary widely, students and parents are urged to make certain that high-school preparation satisfies in full the entrance requirements of the college or university to which the student considers transferring. Whereas the kinds of courses taken by a student in high school may satisfy the entrance requirements of Drake College or other colleges, they may not satisfy in full the entrance requirements of the college to which a student may wish to transfer.

Transfer of credits is always a privilege granted by the institution to which application is made, not a right. All applicants and requests for transfer of credits are evaluated individually. Even students transferring from one Ivy League college to another may lose some credits in the transfer. Also, whereas Drake College and other colleges and universities give their students credit for completing a course with the lowest passing grade of D, no college or university known to us will accept any credits for courses in which a student has earned the lowest passing grade of D. Every attention is given at Drake College to maintaining courses of such quality that they will be well received on other campuses, but all colleges have courses and programs unique to themselves, and it isn't always possible to establish exact equivalencies. Vocationally oriented courses, in particular, are not always transferable, especially to the strongly liberal-arts-oriented institutions. At the same time, these vocational or specialized courses may be the very ones which the student may depend upon for support during advanced study.

A list of those institutions which have expressed their willingness to receive and review applications from students and graduates of

Drake College is maintained by the Registrar.

Each transcript sent to an institution of higher learning shall be accompanied by an evaluation of the student's attitude, dependability, and the ability to sustain a course of action.

## **GRADUATE STUDY**

Although most of the students who earn a Bachelor's degree at Drake College consider their education terminal, a small percentage of students go on to graduate work at some other college or university in order to earn a Master's degree in Business Administration, Science, or Education. We commend these students and do everything we can to get them into the better graduate schools. The number of Drake graduates who continue their education in graduate schools and receive Master's degrees continues to increase.

Most graduate schools now require applicants for admission to graduate work to take the Graduate Record Examination. Drake graduates who have a very good scholastic record and who do well on the Graduate Record Examination should experience no difficulty in being admitted to graduate study. Drake College seniors who are contemplating graduate work should inquire of the particular graduate school they plan to enter what specific courses of study should be followed and what scholastic standards must be maintained at the undergraduate level.

A list of graduate schools which will recognize the Bachelor's degree from Drake College as well as those graduate institutions from which Drake College graduates received their Master's degrees is maintained in the Registrar's Office.

## Programs of Instruction

Upon graduating from high school many students are absorbed in one area of specialization. These students are primarily concerned with the activities of the immediate environment, with concrete and early returns, and with help toward self-direction. They will usually do well to start specializing in their first year in college.

At Drake College of Florida four years lead to the Bachelor of Business Administration Degree in Accounting, Management, Marketing, or Real Estate and Insurance, the Bachelor of Science in Secretarial Science Degree, the Bachelor of Science Degree with a concentration in Systems Analysis and Electronic Data Processing, or Technical and Scientific Management, or the Bachelor of Science in Business Education Degree. The Bachelor of Science in Business Education Degree leads to teaching in business and private junior colleges.

The Bachelor of Science Degree with a concentration in Technical and Scientific Management is tailor-made for each case. A student who applies for admission with credits earned in a professional or scientific program at another educational institution must submit an official transcript of his record for evaluation.

Such a student will be given credit for all those courses, with passing grades, he has earned at his previous school, regardless of the fact that his work is not applicable to the curriculum to be pursued at Drake.

Each student who falls into this category will have his record evaluated by the Admissions Office. A special program based on this evaluation will be individually constructed for such a student that will lead to a Bachelor of Science Degree with a Technical and Scientific Management Major.

Two years lead to the Associate in Business Administration Degree in Accounting, Management, Marketing, Real Estate and Insurance, Systems Analysis and Electronic Data Processing, or Technical and Scientific Management. In Secretarial Science, two years lead to the Associate in Commercial Science, with Executive, Legal, or Medical Secretarial Major.

One full year, four quarters, beginning in September and continuing through the summer quarter, leads to a diploma in Accounting or Secretarial Science.

The first year of a Liberal Arts program is described in another section.

The various degrees described above fulfill five major functions:

1. To develop appreciation for moral and social significance of business and industry, and consider the compatibility of sound economic and business practice with the attainment of high professional ideals.
2. To insist upon a reasonable mastery of the skills of reading, writing, speaking, and thinking, including problem-solving.
3. To develop powers of judgment in handling knowledge and skills.
4. To provide a climate at the collegiate level which will motivate intellectual and moral growth.
5. To encourage capable students to pursue advanced study.

### BACHELOR DEGREE CURRICULUM

#### Total Credit Hour Requirements

	Credit Hours
Elements of Administration (Core) .....	48
General Studies (Core) .....	80
Major .....	36
Electives .....	28
Total .....	
	192*

\*Bachelor of Science in Business Education must take 200 instead of 192 credit hours. Electives for this course must total 36 instead of 28 credit hours.

#### ELEMENTS OF ADMINISTRATION

Course Number	Course Title	Credit Hours
1.11—	Fundamental Accounting I .....	4
1.12—	Fundamental Accounting II .....	4
15.11—	Business Mathematics I .....	4
15.12—	Business Mathematics II .....	4
13.11—	Introduction to Business .....	4
13.12—	Principles of Management .....	4
12.11—	Business Law I .....	4
12.12—	Business Law II .....	4
14.11—	Principles of Marketing .....	4
8.13—	Government and Business Relations I .....	4
8.21—	Government and Business Relations II .....	4
24.11—	Elements of Data Processing .....	4
Total .....		48

## GENERAL STUDIES

Course Number	Course Title	Credit Hours
4.11	Freshman English I .....	4
4.12	Freshman English II .....	4
4.13	Written Communication I .....	4
4.21	Written Communication II .....	4
4.22	Fundamentals of Speech .....	4
10.11	History of Western Civilization I .....	4
10.12	History of Western Civilization II .....	4
10.21	American History I .....	4
10.22	American History II .....	4
10.31	Current History I .....	4
8.11	U.S. Government I .....	4
8.12	U.S. Government II .....	4
2.11	Principles of Economics I .....	4
2.12	Principles of Economics II .....	4
17.11	Principles of Philosophy .....	4
17.12	Logic .....	4
18.11	Principles of General Psychology .....	4
23.21	Human Relations .....	4
23.12	Marriage and the Family .....	4
9.11	Essentials of Mental and Physical Health .....	4
Total .....		80

## MAJOR Accounting

Course Number	Course Title	Credit Hours
1.21	Intermediate Accounting I .....	4
1.22	Intermediate Accounting II .....	4
1.32	Advanced Accounting I .....	4
1.33	Advanced Accounting II .....	4
1.23	Cost Accounting I .....	4
1.31	Cost Accounting II .....	4
1.41	Auditing I .....	4
1.42	Auditing II .....	4
1.43	Income Tax I .....	4
Total .....		36



## Management

Course Number	Course Title	Credit Hours
13.21	Dynamics of Supervision .....	4
13.22	Dynamics of Middle Management .....	4
13.23	Personnel Management .....	4
13.31	Procurement Management .....	4
13.32	Labor Relations .....	4
13.33	Executive Procedures and Decision Making .....	4
13.41	Financial Analysis .....	4
13.42	Budgetary Control .....	4
13.43	Business Policy .....	4
Total .....		36

## Marketing

Course Number	Course Title	Credit Hours
14.12	Principles of Salesmanship I .....	4
14.13	Principles of Salesmanship II .....	4
14.21	Sales Management .....	4
14.25	Advertising .....	4
14.31	Public Relations .....	4
14.32	International Marketing .....	4
14.41	Principles of Wholesaling .....	4
14.42	Retailing Principles & Policies .....	4
14.43	Marketing Problems and Policy Case Studies .....	4
Total .....		36

## Real Estate and Insurance

Course Number	Course Title	Credit Hours
19.11	Real Estate Principles and Practices I .....	4
19.12	Real Estate Principles and Practices II .....	4
19.21	Real Estate Salesmanship .....	4
19.22	Real Estate Brokerage .....	4
12.31	Real Estate Law .....	4
Total Real Estate Credits .....		20

19.34—Insurance Principles and Practices I .....	4
19.35—Insurance Principles and Practices II .....	4
19.38—Life Insurance .....	4
19.41—Property and Liability Insurance .....	4
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Total Insurance Credits .....	16

### Secretarial Science

Course Number	Course Title	Credit Hours
25.11—Elementary Typewriting .....		4
25.12—Intermediate Typewriting .....		4
25.13—Advanced Typewriting .....		4
22.11—Shorthand Theory .....		4
22.12—Shorthand Dictation .....		4
22.13—Dictation and Transcription I .....		4
22.21—Dictation and Transcription II .....		4
16.11—Secretarial Practice and Procedures .....		4
16.12—Business Machines .....		4
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Total .....		36

### Systems Analysis

Course Number	Course Title	Credit Hours
24.12—Programming Languages I .....		4
24.13—Programming Languages II .....		4
24.21—Accounting Systems* .....		4
24.22—Systems Design I .....		4
24.23—Systems Design II .....		4
24.31—Communication Based Systems .....		4
24.32—Systems Analysis I .....		4
24.41—Systems Analysis II** .....		4
24.42—Class Logic** .....		4
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Total .....		36

\*Must take Intermediate Accounting I and II before taking Accounting Systems (24.21).

\*\*Not required for the Associate in Business Administration, Systems Analysis concentration.

## Higher Education

Course Number	Course Title	Credit Hours
3.21	History of Higher Education .....	4
3.22	Principles and Practices of College Teaching .....	4
3.23	Philosophical Foundations of Higher Education .....	4
3.31	Psychological Foundations of Higher Education .....	4
3.32	Measurements and Evaluation in Business Education .....	4
3.33	Sociology of Higher Education .....	4
3.41	The Independent Business College in American Education .....	4
3.42	Methods of Teaching Allied Business Subjects .....	4
3.43	Methods of Teaching Accounting or .....	4
	or	
3.44	Methods of Teaching Management or .....	4
	or	
3.45	Methods of Teaching Marketing or .....	4
	or	
3.46	Methods of Teaching Secretarial Studies .....	4
	Total .....	36

### ASSOCIATE IN BUSINESS ADMINISTRATION DEGREE CURRICULUM Total Credit Hour Requirements

	Credit Hours
Elements of Administration (Core) .....	36
General Studies (Core) .....	24
Major .....	36
Total .....	96

## ELEMENTS OF ADMINISTRATION

Course Number	Course Title	Credit Hours
1.11	Fundamental Accounting I .....	4
1.12	Fundamental Accounting II .....	4
15.11	Business Mathematics I .....	4
15.12	Business Mathematics II .....	4
13.11	Introduction to Business .....	4
13.12	Principles of Management .....	4
12.11	Business Law I .....	4
14.11	Principles of Marketing .....	4
24.11	Elements of Data Processing .....	4
Total .....		36

## GENERAL STUDIES

Course Number	Course Title	Credit Hours
4.11	Freshman English I .....	4
4.12	Freshman English II .....	4
4.13	Written Communication I .....	4
4.21	Written Communication II .....	4
9.11	Essentials of Mental and Physical Health .....	4
10.31	Current History .....	4
Total .....		24

## MAJOR

Same as for Bachelor's Degree Curriculum ..... 36

## ASSOCIATE IN COMMERCIAL SCIENCE CURRICULUM

### Total Credit Hour Requirements

	Credit Hours	
Elements of Secretarial Administration (Core) .....	36	
General Studies (Core) .....	24	
Major .....	36	
Total .....		96

## ELEMENTS OF SECRETARIAL ADMINISTRATION

Course Number	Course Title	Credit Hours
1.11—	Fundamental Accounting I .....	4
15.11—	Business Mathematics I .....	4
15.12—	Business Mathematics II .....	4
13.11—	Introduction to Business .....	4
25.11—	Elementary Typewriting .....	4
25.12—	Intermediate Typewriting .....	4
25.13—	Advanced Typewriting .....	4
22.11—	Shorthand Theory .....	4
22.12—	Shorthand Dictation .....	4
Total .....		36

## GENERAL STUDIES

Course Number	Course Title	Credit Hours
4.11—	Freshman English I .....	4
4.12—	Freshman English II .....	4
4.13—	Written Communication I .....	4
4.21—	Written Communication II .....	4
9.11—	Essentials of Mental and Physical Health .....	4
10.31—	Current History .....	4
Total .....		24

## MAJOR

### Executive Secretarial

Course Number	Course Title	Credit Hours
1.12—	Fundamental Accounting II .....	4
12.11—	Business Law I .....	4
12.12—	Business Law II .....	4
22.13—	Dictation and Transcription I .....	4
22.21—	Dictation and Transcription II .....	4
16.11—	Secretarial Practice and Procedures .....	4
16.12—	Business Machines .....	4
13.12—	Principles of Management .....	4
24.11—	Elements of Data Processing .....	4
Total .....		36

## Legal Secretarial

Course Number	Course Title	Credit Hours
1.15	Accounting for the Legal Office .....	4
12.11	Business Law I .....	4
12.12	Business Law II .....	4
12.13	Legal Terminology .....	4
22.13	Dictation and Transcription I .....	4
22.21	Dictation and Transcription II .....	4
16.11	Secretarial Practice and Procedures .....	4
16.12	Business Machines .....	4
16.23	Legal Secretarial Procedure .....	4
Total .....		36

## Medical Secretarial

Course Number	Course Title	Credit Hours
1.14	Accounting for the Medical Office .....	4
21.21	Anatomy and Physiology I .....	4
21.22	Anatomy and Physiology II .....	4
9.12	Medical Terminology .....	4
22.23	Medical Shorthand .....	4
16.11	Secretarial Practice and Procedures .....	4
16.21	Medical Secretarial Procedure .....	4
22.13	Dictation and Transcription I .....	4
22.21	Dictation and Transcription II .....	4
Total .....		36

## ONE YEAR DIPLOMA CURRICULUM

Course Number	Accounting	Credit Hours
15.11—Business Mathematics I .....		4
15.12—Business Mathematics II .....		4
1.11—Fundamental Accounting I .....		4
1.12—Fundamental Accounting II .....		4
1.21—Intermediate Accounting I .....		4
1.22—Intermediate Accounting II .....		4
13.11—Introduction to Business .....		4
12.11—Business Law I .....		4
12.12—Business Law II .....		4
1.43—Income Tax .....		4
24.11—Elements of Data Processing .....		4
4.11—Freshman English I .....		4
4.12—Freshman English II .....		4
4.13—Written Communication I .....		4
4.21—Written Communication II .....		4
9.11—Essentials of Mental and Physical Health .....		4
	Total .....	64

Course Number	Secretarial Science	Credit Hours
25.11—Elementary Typewriting .....		4
25.12—Intermediate Typewriting .....		4
25.13—Advanced Typewriting .....		4
22.11—Shorthand Theory .....		4
22.12—Shorthand Dictation .....		4
22.13—Dictation and Transcription I .....		4
16.11—Secretarial Practice and Procedures .....		4
16.12—Business Machines .....		4
13.11—Introduction to Business .....		4
24.11—Elements of Data Processing .....		4
4.11—Freshman English I .....		4
4.12—Freshman English II .....		4
4.13—Written Communication I .....		4
4.21—Written Communication II .....		4
9.11—Essentials of Mental and Physical Health .....		4
Elective .....		4
	Total .....	64

# Bachelor Degree Programs

## BACHELOR OF BUSINESS ADMINISTRATION, B.B.A.

Accounting Concentration

Suggested Program Leading to the Degree

(This program is on a 3-quarter-per-year basis)

TWELVE QUARTERS

### FIRST YEAR

Fall Quarter

Course Number	Course Title	Credit Hours
13.11	—Introduction to Business .....	4
1.11	—Fundamental Accounting I .....	4
15.11	—Business Mathematics I .....	4
4.11	—Freshman English I .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.11	—Principles of Marketing .....	4
1.12	—Fundamental Accounting II .....	4
15.12	—Business Mathematics II .....	4
4.12	—Freshman English II .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
13.12	—Principles of Management .....	4
18.11	—Principles of General Psychology .....	4
8.13	—Government and Business Relations I .....	4
4.13	—Written Communication I .....	4

### SECOND YEAR

Fall Quarter

Course Number	Course Title	Credit Hours
1.21	—Intermediate Accounting I .....	4
8.21	—Government and Business Relations II .....	4
9.11	—Essentials of Mental and Physical Health .....	4
4.21	—Written Communication II .....	4



Winter Quarter

Course Number	Course Title	Credit Hours
1.22	—Intermediate Accounting II .....	4
10.11	—History of Western Civilization I .....	4
23.21	—Human Relations .....	4
4.22	—Fundamentals of Speech .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
1.32	—Advanced Accounting I .....	4
2.11	—Principles of Economics I .....	4
10.12	—History of Western Civilization II .....	4
	Elective .....	4

**THIRD YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
1.33	—Advanced Accounting II .....	4
2.12	—Principles of Economics II .....	4
10.21	—American History I .....	4
	Elective .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
1.23	—Cost Accounting I .....	4
10.22	—American History II .....	4
24.11	—Elements of Data Processing .....	4
	Elective .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
1.31	—Cost Accounting II .....	4
10.31	—Current History .....	4
17.11	—Principles of Philosophy .....	4
	Elective .....	4

## FOURTH YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
1.41	Auditing I .....	4
8.11	United States Government I .....	4
12.11	Business Law I .....	4
	Elective .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
1.42	Auditing II .....	4
8.12	United States Government II .....	4
12.12	Business Law II .....	4
	Elective .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
1.43	Income Tax I .....	4
17.12	Logic .....	4
23.12	Marriage and the Family .....	4
	Elective .....	4

## BACHELOR OF BUSINESS ADMINISTRATION, B.B.A. Management Concentration

Suggested Program Leading to the Degree  
(This program is on a 3-quarter-per-year basis)

### TWELVE QUARTERS

## FIRST YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
13.11	Introduction to Business .....	4
1.11	Fundamental Accounting I .....	4
15.11	Business Mathematics I .....	4
4.11	Freshman English I .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
14.11	Principles of Marketing	4
1.12	Fundamental Accounting II	4
15.12	Business Mathematics II	4
4.12	Freshman English II	4

### Spring Quarter

Course Number	Course Title	Credit Hours
13.12	Principles of Management	4
18.11	Principles of General Psychology	4
8.13	Government and Business Relations I	4
4.13	Written Communication I	4

## SECOND YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
13.21	Dynamics of Supervision	4
8.21	Government and Business Relations II	4
9.11	Essentials of Mental and Physical Health	4
4.21	Written Communication II	4

### Winter Quarter

Course Number	Course Title	Credit Hours
13.22	Dynamics of Middle Management	4
10.11	History of Western Civilization I	4
23.21	Human Relations	4
4.22	Fundamentals of Speech	4

### Spring Quarter

Course Number	Course Title	Credit Hours
13.23	Personnel Management	4
2.11	Principles of Economics I	4
10.12	History of Western Civilization II	4
	Elective	4

### THIRD YEAR

#### Fall Quarter

Course Number	Course Title	Credit Hours
13.31	—Procurement Management .....	4
2.12	—Principles of Economics II .....	4
10.21	—American History I .....	4
	Elective .....	4

#### Winter Quarter

Course Number	Course Title	Credit Hours
13.32	—Labor Relations .....	4
10.22	—American History II .....	4
24.11	—Elements of Data Processing .....	4
	Elective .....	4

#### Spring Quarter

Course Number	Course Title	Credit Hours
13.33	—Executive Procedures and Decision Making .....	4
10.31	—Current History .....	4
17.11	—Principles of Philosophy .....	4
	Elective .....	4

### FOURTH YEAR

#### Fall Quarter

Course Number	Course Title	Credit Hours
13.41	—Financial Analysis .....	4
8.11	—United States Government I .....	4
12.11	—Business Law I .....	4
	Elective .....	4

#### Winter Quarter

Course Number	Course Title	Credit Hours
13.42	—Budgetary Control .....	4
8.12	—United States Government II .....	4
12.12	—Business Law II .....	4
	Elective .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
13.43	—Business Policy .....	4
17.12	—Logic .....	4
23.12	—Marriage and the Family .....	4
	Elective .....	4

**BACHELOR OF BUSINESS ADMINISTRATION, B.B.A.**

Marketing Concentration

**Suggested Program Leading to the Degree**

(This program is on a 3-quarter-per-year basis)

**TWELVE QUARTERS**

**FIRST YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
13.11	—Introduction to Business .....	4
1.11	—Fundamental Accounting I .....	4
15.11	—Business Mathematics I .....	4
4.11	—Freshman English I .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.11	—Principles of Marketing .....	4
1.12	—Fundamental Accounting II .....	4
15.12	—Business Mathematics II .....	4
4.12	—Freshman English II .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
13.12	—Principles of Management .....	4
18.11	—Principles of General Psychology .....	4
8.13	—Government and Business Relations I .....	4
4.13	—Written Communication I .....	4

## SECOND YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
14.12	Principles of Salesmanship I .....	4
8.21	Government and Business Relations II .....	4
9.11	Essentials of Mental and Physical Health .....	4
4.21	Written Communication II .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
14.13	Principles of Salesmanship II .....	4
10.11	History of Western Civilization I .....	4
23.21	Human Relations .....	4
4.22	Fundamentals of Speech .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
14.21	Sales Management .....	4
2.11	Principles of Economics I .....	4
10.12	History of Western Civilization II .....	4
	Elective .....	4

## THIRD YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
14.25	Advertising .....	4
2.12	Principles of Economics II .....	4
10.21	American History I .....	4
	Elective .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
14.31	Public Relations .....	4
10.22	American History II .....	4
24.11	Elements of Data Processing .....	4
	Elective .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
14.32	—International Marketing .....	4
10.31	—Current History .....	4
17.11	—Principles of Philosophy .....	4
	Elective .....	4

FOURTH YEAR

Fall Quarter

Course Number	Course Title	Credit Hours
14.41	—Principles of Wholesaling .....	4
8.11	—United States Government I .....	4
12.11	—Business Law I .....	4
	Elective .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.42	—Retailing Principles and Policies .....	4
8.12	—United States Government II .....	4
12.12	—Business Law II .....	4
	Elective .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
14.43	—Marketing Problems and Policy Case Studies .....	4
17.12	—Logic .....	4
23.12	—Marriage and the Family .....	4
	Elective .....	4

**BACHELOR OF BUSINESS ADMINISTRATION, B.B.A.**  
**Real Estate and Insurance Concentration**

**Suggested Program Leading to the Degree**

(This program is on a 3-quarter-per-year basis)

**FIRST YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
13.11—	Introduction to Business .....	4
1.11—	Fundamental Accounting I .....	4
15.11—	Business Mathematics I .....	4
4.11—	Freshman English I .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.11—	Principles of Marketing .....	4
1.12—	Fundamental Accounting II .....	4
15.12—	Business Mathematics II .....	4
4.12—	Freshman English II .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
13.12—	Principles of Management .....	4
18.11—	Principles of General Psychology .....	4
8.13—	Government and Business Relations I .....	4
4.13—	Written Communication I .....	4

**SECOND YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
8.21—	Government and Business Relations II .....	4
23.21—	Human Relations .....	4
9.11—	Essentials of Mental and Physical Health .....	4
4.21—	Written Communication II .....	4



### Winter Quarter

Course Number	Course Title	Credit Hours
2.11	—Principles of Economics I .....	4
10.11	—History of Western Civilization I .....	4
17.11	—Principles of Philosophy .....	4
4.22	—Fundamentals of Speech .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
2.12	—Principles of Economics II .....	4
8.11	—U. S. Government I .....	4
10.12	—History of Western Civilization II .....	4
17.12	—Logic .....	4

## THIRD YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
8.12	—U. S. Government II .....	4
10.21	—American History I .....	4
23.12	—Marriage and the Family .....	4
	Elective .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
19.11	—Real Estate Principles and Practices I .....	4
19.34	—Insurance Principles and Practices I .....	4
10.22	—American History II .....	4
	Elective .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
19.12	—Real Estate Principles and Practices II .....	4
19.35	—Insurance Principles and Practices II .....	4
10.31	—Current History .....	4
	Elective .....	4

## FOURTH YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
19.21	—Real Estate Salesmanship .....	4
19.38	—Life Insurance .....	4
12.11	—Business Law I .....	4
	Elective .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
19.22	—Real Estate Brokerage .....	4
19.41	—Property and Liability Insurance .....	4
12.12	—Business Law II .....	4
	Elective .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
12.31	—Real Estate Law .....	4
24.11	—Elements of Data Processing .....	4
	Elective .....	4
	Elective .....	4

## BACHELOR OF SCIENCE IN SECRETARIAL SCIENCE

### B.S. IN SEC. SCI.

#### Secretarial Science Concentration

**Suggested Program Leading to the Degree**  
 (This program is on a 3-quarter-per-year basis)

### TWELVE QUARTERS

## FIRST YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
13.11	—Introduction to Business .....	4
1.11	—Fundamental Accounting I .....	4
15.11	—Business Mathematics I .....	4
4.11	—Freshman English I .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
14.11	Principles of Marketing	4
1.12	Fundamental Accounting II	4
15.12	Business Mathematics II	4
4.12	Freshman English II	4

### Spring Quarter

Course Number	Course Title	Credit Hours
13.12	Principles of Management	4
18.11	Principles of General Psychology	4
8.13	Government and Business Relations I	4
4.13	Written Communication I	4

## SECOND YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
25.11	Elementary Typewriting	4
8.21	Government and Business Relations II	4
9.11	Essentials of Mental and Physical Health	4
4.21	Written Communication II	4

### Winter Quarter

Course Number	Course Title	Credit Hours
25.12	Intermediate Typewriting	4
10.11	History of Western Civilization I	4
23.21	Human Relations	4
4.22	Fundamentals of Speech	4

### Spring Quarter

Course Number	Course Title	Credit Hours
25.13	Advanced Typewriting	4
2.11	Principles of Economics I	4
10.12	History of Western Civilization II	4
	Elective	4

### THIRD YEAR

#### Fall Quarter

Course Number	Course Title	Credit Hours
22.11	—Shorthand Theory .....	4
2.12	—Principles of Economics II .....	4
10.21	—American History I .....	4
	Elective .....	4

#### Winter Quarter

Course Number	Course Title	Credit Hours
22.12	—Shorthand Dictation .....	4
10.22	—American History II .....	4
24.11	—Elements of Data Processing .....	4
	Elective .....	4

#### Spring Quarter

Course Number	Course Title	Credit Hours
22.13	—Dictation and Transcription I .....	4
10.31	—Current History .....	4
17.11	—Principles of Philosophy .....	4
	Elective .....	4

### FOURTH YEAR

#### Fall Quarter

Course Number	Course Title	Credit Hours
22.21	—Dictation and Transcription II .....	4
8.11	—United States Government I .....	4
12.11	—Business Law I .....	4
	Elective .....	4

#### Winter Quarter

Course Number	Course Title	Credit Hours
16.11	—Secretarial Practice and Procedures .....	4
8.12	—United States Government II .....	4
12.12	—Business Law II .....	4
	Elective .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
16.12—Business	Machines .....	4
17.12—Logic	.....	4
23.12—Marriage and the Family	.....	4
Elective	.....	4

**BACHELOR OF SCIENCE**

Systems Analysis Concentration

**Suggested Program Leading to the Degree**

(This program is on a 3-quarter-per-year basis)

**TWELVE QUARTERS**

**FIRST YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
13.11—Introduction to Business	.....	4
1.11—Fundamental Accounting I	.....	4
15.11—Business Mathematics I	.....	4
4.11—Freshman English I	.....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.11—Principles of Marketing	.....	4
1.12—Fundamental Accounting II	.....	4
15.12—Business Mathematics II	.....	4
4.12—Freshman English II	.....	4

Spring Quarter

Course Number	Course Title	Credit Hours
13.12—Principles of Management	.....	4
1.21—Intermediate Accounting I	.....	4
18.11—Principles of General Psychology	.....	4
4.13—Written Communication I	.....	4

## SECOND YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
24.11	—Elements of Data Processing .....	4
1.22	—Intermediate Accounting II .....	4
17.11	—Principles of Philosophy .....	4
4.21	—Written Communication II .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
24.21	—Accounting Systems .....	4
24.12	—Programming Languages I .....	4
17.12	—Logic .....	4
4.22	—Fundamentals of Speech .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
24.13	—Programming Languages II .....	4
23.21	—Human Relations .....	4
9.11	—Essentials of Mental and Physical Health .....	4
	Elective .....	4

## THIRD YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
24.42	—Class Logic .....	4
8.13	—Government and Business Relations I .....	4
2.11	—Principles of Economics I .....	4
	Elective .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
24.22	—Systems Design I .....	4
8.21	—Government and Business Relations II .....	4
2.12	—Principles of Economics II .....	4
8.11	—United States Government I .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
24.23	—Systems Design II .....	4
8.12	—United States Government II .....	4
10.21	—American History I .....	4
	Elective .....	4

## FOURTH YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
24.31	—Communication Based Systems .....	4
10.31	—Current History .....	4
10.22	—American History II .....	4
12.11	—Business Law I .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
24.32	—Systems Analysis I .....	4
10.11	—History of Western Civilization I .....	4
12.12	—Business Law II .....	4
	Elective .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
24.41	—Systems Analysis II .....	4
10.12	—History of Western Civilization II .....	4
23.12	—Marriage and the Family .....	4
	Elective .....	4

**BACHELOR OF SCIENCE IN BUSINESS EDUCATION  
B.S. IN BUS. ED.**

Accounting Concentration

**Suggested Program Leading to the Degree**  
(This program is on a 3-quarter-per-year basis)

TWELVE QUARTERS

**FIRST YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
13.11	Introduction to Business .....	4
1.11	Fundamental Accounting I .....	4
15.11	Business Mathematics I .....	4
4.11	Freshman English I .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.11	Principles of Marketing .....	4
1.12	Fundamental Accounting II .....	4
15.12	Business Mathematics II .....	4
4.12	Freshman English II .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
13.12	Principles of Management .....	4
18.11	Principles of General Psychology .....	4
8.13	Government and Business Relations I .....	4
4.13	Written Communication I .....	4

**SECOND YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
1.21	Intermediate Accounting I .....	4
8.21	Government and Business Relations II .....	4
12.11	Business Law I .....	4
4.21	Written Communication II .....	4
3.21	History of Higher Education .....	4



### Winter Quarter

Course Number	Course Title	Credit Hours
1.22	Intermediate Accounting II	4
10.11	History of Western Civilization I	4
12.12	Business Law II	4
4.22	Fundamentals of Speech	4
3.22	Principles and Practices of College Teaching	4

### Spring Quarter

Course Number	Course Title	Credit Hours
1.32	Advanced Accounting I	4
3.23	Philosophical Foundations of Higher Education	4
10.12	History of Western Civilization II	4
23.21	Human Relations	4

## THIRD YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
1.33	Advanced Accounting II	4
3.31	Psychological Foundations of Higher Education	4
2.11	Principles of Economics I	4
10.21	American History I	4

### Winter Quarter

Course Number	Course Title	Credit Hours
1.23	Cost Accounting I	4
3.32	Measurements and Evaluation in Business Education	4
2.12	Principles of Economics II	4
10.22	American History II	4

### Spring Quarter

Course Number	Course Title	Credit Hours
1.31	Cost Accounting II	4
3.33	Sociology of Higher Education	4
10.31	Current History	4
17.11	Principles of Philosophy	4

## FOURTH YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
1.41	Auditing I .....	4
3.41	The Independent Business College in American Education .....	4
8.11	United States Government I .....	4
24.11	Elements of Data Processing .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
1.42	Auditing II .....	4
3.42	Methods of Teaching Allied Business Subjects .....	4
8.12	United States Government II .....	4
9.11	Essentials of Mental and Physical Health .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
1.43	Income Tax .....	4
3.43	Methods of Teaching Accounting .....	4
17.12	Logic .....	4
23.12	Marriage and the Family .....	4

## BACHELOR OF SCIENCE IN BUSINESS EDUCATION B.S. IN BUS. ED.

### Management Concentration

Suggested Program Leading to the Degree  
(This program is on a 3-quarter-per-year basis)

### TWELVE QUARTERS

## FIRST YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
13.11	Introduction to Business .....	4
1.11	Fundamental Accounting I .....	4
15.11	Business Mathematics I .....	4
4.11	Freshman English I .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.11	Principles of Marketing	4
1.12	Fundamental Accounting II	4
15.12	Business Mathematics II	4
4.12	Freshman English II	4

Spring Quarter

Course Number	Course Title	Credit Hours
13.12	Principles of Management	4
18.11	Principles of General Psychology	4
8.13	Government and Business Relations I	4
4.13	Written Communication I	4

SECOND YEAR

Fall Quarter

Course Number	Course Title	Credit Hours
13.21	Dynamics of Supervision	4
8.21	Government and Business Relations II	4
12.11	Business Law I	4
4.21	Written Communication II	4
3.21	History of Higher Education	4

Winter Quarter

Course Number	Course Title	Credit Hours
13.22	Dynamics of Middle Management	4
10.11	History of Western Civilization I	4
12.12	Business Law II	4
4.22	Fundamentals of Speech	4
3.22	Principles and Practices of College Teaching	4

Spring Quarter

Course Number	Course Title	Credit Hours
13.23	Personnel Management	4
3.11	Philosophical Foundations of Higher Education	4
10.12	History of Western Civilization II	4
23.21	Human Relations	4

### THIRD YEAR

#### Fall Quarter

Course Number	Course Title	Credit Hours
13.31	—Procurement Management .....	4
3.12	—Psychological Foundations of Higher Education .....	4
2.11	—Principles of Economics I .....	4
10.21	—American History I .....	4

#### Winter Quarter

Course Number	Course Title	Credit Hours
13.32	—Labor Relations .....	4
3.32	—Measurements and Evaluation in Business Education .....	4
2.12	—Principles of Economics II .....	4
10.22	—American History II .....	4

#### Spring Quarter

Course Number	Course Title	Credit Hours
13.33	—Executive Procedures and Decision Making .....	4
3.33	—Sociology of Higher Education .....	4
10.31	—Current History .....	4
17.11	—Principles of Philosophy .....	4

### FOURTH YEAR

#### Fall Quarter

Course Number	Course Title	Credit Hours
13.41	—Financial Analysis .....	4
3.42	—The Independent Business College in American Education .....	4
8.11	—United States Government I .....	4
24.11	—Elements of Data Processing .....	4

#### Winter Quarter

Course Number	Course Title	Credit Hours
13.42	—Budgetary Control .....	4
3.22	—Methods of Teaching Allied Business Subjects .....	4
8.12	—United States Government II .....	4
9.11	—Essentials of Mental and Physical Health .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
13.43	—Business Policy .....	4
3.44	—Methods of Teaching Management .....	4
17.12	—Logic .....	4
23.12	—Marriage and the Family .....	4

## BACHELOR OF SCIENCE IN BUSINESS EDUCATION B.S. IN BUS. ED.

Marketing Concentration  
Suggested Program Leading to the Degree  
(This program is on a 3-quarter-per-year basis)

### TWELVE QUARTERS

#### FIRST YEAR

##### Fall Quarter

Course Number	Course Title	Credit Hours
13.11	—Introduction to Business .....	4
1.11	—Fundamental Accounting I .....	4
15.11	—Business Mathematics I .....	4
4.11	—Freshman English I .....	4

##### Winter Quarter

Course Number	Course Title	Credit Hours
14.11	—Principles of Marketing .....	4
1.12	—Fundamental Accounting II .....	4
15.12	—Business Mathematics II .....	4
4.12	—Freshman English II .....	4

##### Spring Quarter

Course Number	Course Title	Credit Hours
13.12	—Principles of Management .....	4
18.11	—Principles of General Psychology .....	4
8.13	—Government and Business Relations I .....	4
4.13	—Written Communication I .....	4

## SECOND YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
14.12	Principles of Salesmanship I .....	4
8.21	Government and Business Relations II .....	4
12.11	Business Law I .....	4
4.21	Written Communication II .....	4
3.21	History of Higher Education .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
14.13	Principles of Salesmanship II .....	4
10.11	History of Western Civilization I .....	4
12.12	Business Law II .....	4
4.22	Fundamentals of Speech .....	4
3.22	Principles and Practices of College Teaching .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
14.21	Sales Management .....	4
3.23	Philosophical Foundations of Higher Education .....	4
10.12	History of Western Civilization II .....	4
23.21	Human Relations .....	4

## THIRD YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
14.25	Advertising .....	4
3.31	Psychological Foundations of Higher Education .....	4
2.11	Principles of Economics I .....	4
10.21	American History I .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
14.31	—Public Relations .....	4
3.32	—Measurements and Evaluation in Business Education .....	4
2.12	—Principles of Economics II .....	4
10.22	—American History II .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
14.32	—International Marketing .....	4
3.33	—Sociology of Higher Education .....	4
10.31	—Current History .....	4
17.11	—Principles of Philosophy .....	4

## FOURTH YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
10.41	—Principles of Wholesaling .....	4
3.41	—The Independent Business College in American Education .....	4
8.11	—United States Government I .....	4
24.11	—Elements of Data Processing .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
14.42	—Retailing Principles and Policies .....	4
3.42	—Methods of Teaching Allied Business Subjects .....	4
8.12	—United States Government II .....	4
9.11	—Essentials of Mental and Physical Health .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
14.43	—Marketing Problems and Policy Case Studies .....	4
3.45	—Methods of Teaching Marketing .....	4
17.12	—Logic .....	4
23.12	—Marriage and the Family .....	4

**BACHELOR OF SCIENCE IN BUSINESS EDUCATION  
B.S. IN BUS. ED.**

Secretarial Science Concentration

**Suggested Program Leading to the Degree**  
(This program is on a 3-quarter-per-year basis)

**TWELVE QUARTERS**

**FIRST YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
13.11—	Introduction to Business .....	4
1.11—	Fundamental Accounting I .....	4
15.11—	Business Mathematics I .....	4
4.11—	Freshman English I .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.11—	Principles of Marketing .....	4
1.12—	Fundamental Accounting II .....	4
15.12—	Business Mathematics II .....	4
4.12—	Freshman English II .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
13.12—	Principles of Management .....	4
18.11—	Principles of General Psychology .....	4
8.13—	Government and Business Relations I .....	4
4.13—	Written Communication I .....	4

**SECOND YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
25.11—	Elementary Typewriting .....	4
8.21—	Government and Business Relations II .....	4
12.11—	Business Law I .....	4
4.21—	Written Communication II .....	4
3.21—	History of Higher Education .....	4



### Winter Quarter

Course Number	Course Title	Credit Hours
25.12	—Intermediate Typewriting .....	4
10.11	—History of Western Civilization I .....	4
12.12	—Business Law II .....	4
4.22	—Fundamentals of Speech .....	4
3.22	—Principles and Practices of College Teaching .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
25.13	—Advanced Typewriting .....	4
3.23	—Philosophical Foundations of Higher Education .....	4
10.12	—History of Western Civilization II .....	4
23.21	—Human Relations .....	4

## THIRD YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
22.11	—Shorthand Theory .....	4
3.31	—Psychological Foundations of Higher Education .....	4
2.11	—Principles of Economics I .....	4
10.21	—American History I .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
22.12	—Shorthand Dictation .....	4
3.32	—Measurements and Evaluation in Business Education .....	4
2.12	—Principles of Economics II .....	4
10.22	—American History II .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
22.13	—Dictation and Transcription I .....	4
3.33	—Sociology of Higher Education .....	4
10.31	—Current History .....	4
17.11	—Principles of Philosophy .....	4

## FOURTH YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
22.21	Dictation and Transcription II	4
3.41	The Independent Business College in American Education	4
8.11	United States Government I	4
24.11	Elements of Data Processing	4

### Winter Quarter

Course Number	Course Title	Credit Hours
16.11	Secretarial Practice and Procedures	4
3.42	Methods of Teaching Allied Business Subjects	4
8.12	United States Government II	4
9.11	Essentials of Mental and Physical Health	4

### Spring Quarter

Course Number	Course Title	Credit Hours
16.12	Business Machines	4
3.46	Methods of Teaching Secretarial Science	4
17.12	Logic	4
23.12	Marriage and the Family	4

# Associate Degree Programs

## ASSOCIATE IN BUSINESS ADMINISTRATION, A.B.A. Accounting Concentration

Suggested Program Leading to the Degree  
(This program is on a 3-quarter-per-year basis)

### SIX QUARTERS

#### FIRST YEAR

##### Fall Quarter

Course Number	Course Title	Credit Hours
13.11	Introduction to Business .....	4
1.11	Fundamental Accounting I .....	4
15.11	Business Mathematics I .....	4
4.11	Freshman English I .....	4

##### Winter Quarter

Course Number	Course Title	Credit Hours
14.11	Principles of Marketing .....	4
1.12	Fundamental Accounting II .....	4
15.12	Business Mathematics II .....	4
4.12	Freshman English II .....	4

##### Spring Quarter

Course Number	Course Title	Credit Hours
1.21	Intermediate Accounting I .....	4
13.12	Principles of Management .....	4
9.11	Essentials of Mental and Physical Health .....	4
4.13	Written Communication I .....	4

#### SECOND YEAR

##### Fall Quarter

Course Number	Course Title	Credit Hours
1.22	Intermediate Accounting II .....	4
1.23	Cost Accounting I .....	4
12.11	Business Law I .....	4
4.21	Written Communication II .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
1.32	—Advanced Accounting I .....	4
1.23	—Cost Accounting II .....	4
1.41	—Auditing I .....	4
24.11	—Elements of Data Processing .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
1.33	—Advanced Accounting II .....	4
1.42	—Auditing II .....	4
1.43	—Income Tax .....	4
10.31	—Current History .....	4

**ASSOCIATE IN BUSINESS ADMINISTRATION, A.B.A.**

Management Concentration

**Suggested Program Leading to the Degree**

(This program is on a 3-quarter-per-year basis)

**SIX QUARTERS**

**FIRST YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
13.11	—Introduction to Business .....	4
1.11	—Fundamental Accounting I .....	4
15.11	—Business Mathematics I .....	4
4.11	—Freshman English I .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.11	—Principles of Marketing .....	4
1.12	—Fundamental Accounting II .....	4
15.12	—Business Mathematics II .....	4
4.12	—Freshman English II .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
13.21	Dynamics of Supervision .....	4
13.12	Principles of Management .....	4
9.11	Essentials of Mental and Physical Health .....	4
4.13	Written Communication I .....	4

SECOND YEAR

Fall Quarter

Course Number	Course Title	Credit Hours
13.22	Dynamics of Middle Management .....	4
13.23	Personnel Management .....	4
12.11	Business Law I .....	4
4.21	Written Communication II .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
13.31	Procurement Management .....	4
13.33	Executive Procedures and Decision Making .....	4
13.32	Labor Relations .....	4
24.11	Elements of Data Processing .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
13.41	Financial Analysis .....	4
13.42	Budgetary Control .....	4
13.43	Business Policy .....	4
10.31	Current History .....	4

**ASSOCIATE IN BUSINESS ADMINISTRATION, A.B.A.**  
Marketing Concentration

**Suggested Program Leading to the Degree**  
(This program is on a 3-quarter-per-year basis)

**SIX QUARTERS**

**FIRST YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
13.11—	Introduction to Business .....	4
1.11—	Fundamental Accounting I .....	4
15.11—	Business Mathematics I .....	4
4.11—	Freshman English I .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.11—	Principles of Marketing .....	4
1.12—	Fundamental Accounting II .....	4
15.12—	Business Mathematics II .....	4
4.12—	Freshman English II .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
14.12—	Principles of Salesmanship I .....	4
13.12—	Principles of Management .....	4
9.11—	Essentials of Mental and Physical Health .....	4
4.13—	Written Communication I .....	4

**SECOND YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
14.13—	Principles of Salesmanship II .....	4
14.25—	Advertising .....	4
12.11—	Business Law I .....	4
4.21—	Written Communication II .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.21—	Sales Management .....	4
14.31—	Public Relations .....	4
14.42—	Retailing Principles and Policies .....	4
24.11—	Elements of Data Processing .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
14.32—	International Marketing .....	4
14.43—	Marketing Problems and Policy Case Studies .....	4
14.41—	Principles of Wholesaling .....	4
10.31—	Current History .....	4

**ASSOCIATE IN BUSINESS ADMINISTRATION, A.B.A.**

Real Estate and Insurance Concentration

**Suggested Program Leading to the Degree**

(This program is on a 3-quarter-per-year basis)

**SIX QUARTERS**

**FIRST YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
13.11—	Introduction to Business .....	4
1.11—	Fundamental Accounting I .....	4
15.11—	Business Mathematics I .....	4
4.11—	Freshman English I .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.11—	Principles of Marketing .....	4
1.12—	Fundamental Accounting II .....	4
15.12—	Business Mathematics II .....	4
4.12—	Freshman English II .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
19.11	—Real Estate Principles and Practices I .....	4
19.34	—Insurance Principles and Practices I .....	4
9.11	—Essentials of Mental and Physical Health .....	4
4.13	—Written Communication I .....	4

SECOND YEAR

Fall Quarter

Course Number	Course Title	Credit Hours
19.12	—Real Estate Principles and Practices II .....	4
19.35	—Insurance Principles and Practices II .....	4
13.12	—Principles of Management .....	4
4.21	—Written Communication II .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
19.21	—Real Estate Salesmanship .....	4
19.38	—Life Insurance .....	4
12.11	—Business Law I .....	4
10.31	—Current History .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
19.22	—Real Estate Brokerage .....	4
12.31	—Real Estate Law .....	4
19.41	—Property and Liability Insurance .....	4
24.11	—Elements of Data Processing .....	4



**ASSOCIATE IN BUSINESS ADMINISTRATION, A.B.A.**  
Systems Analysis Concentration

**Suggested Program Leading to the Degree**  
(This program is on a 3-quarter-per-year basis)

**SIX QUARTERS**

**FIRST YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
24.11—	Elements of Data Processing .....	4
1.11—	Fundamental Accounting I .....	4
15.11—	Business Mathematics I .....	4
4.11—	Freshman English I .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
24.12—	Programming Languages I .....	4
1.12—	Fundamental Accounting II .....	4
15.12—	Business Mathematics II .....	4
4.12—	Freshman English II .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
24.13—	Programming Languages II .....	4
1.21—	Intermediate Accounting I .....	4
24.22—	Systems Design I .....	4
4.13—	Written Communication I .....	4

**SECOND YEAR**

Fall Quarter

Course Number	Course Title	Credit Hours
24.23—	Systems Design II .....	4
1.22—	Intermediate Accounting II .....	4
13.11—	Introduction to Business .....	4
4.21—	Written Communication II .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
24.31	—Communication Based Systems .....	4
24.21	—Accounting Systems .....	4
9.11	—Essentials of Mental and Physical Health .....	4
14.11	—Principles of Marketing .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
24.32	—Systems Analysis I .....	4
12.11	—Business Law I .....	4
13.12	—Principles of Management .....	4
10.31	—Current History .....	4

**ASSOCIATE IN COMMERCIAL SCIENCE, A.C.S.**

Executive Secretarial Science Concentration

**Suggested Program Leading to the Degree**

(This program is on a 3-quarter-per-year basis)

SIX QUARTERS

FIRST YEAR

Fall Quarter

Course Number	Course Title	Credit Hours
13.11	—Introduction to Business .....	4
1.11	—Fundamental Accounting I .....	4
15.11	—Business Mathematics I .....	4
4.11	—Freshman English I .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
14.11	—Principles of Marketing .....	4
1.12	—Fundamental Accounting II .....	4
15.12	—Business Mathematics II .....	4
4.12	—Freshman English II .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
25.11	Elementary Typewriting	4
13.12	Principles of Management	4
22.11	Shorthand Theory	4
4.13	Written Communication I	4

## SECOND YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
25.12	Intermediate Typewriting	4
22.12	Shorthand Dictation	4
12.11	Business Law I	4
4.21	Written Communication II	4

### Winter Quarter

Course Number	Course Title	Credit Hours
25.13	Advanced Typewriting	4
9.11	Essentials of Mental and Physical Health	4
22.13	Dictation and Transcription I	4
24.11	Elements of Data Processing	4

### Spring Quarter

Course Number	Course Title	Credit Hours
22.21	Dictation and Transcription II	4
16.12	Business Machines	4
16.11	Secretarial Practice and Procedures	4
10.31	Current History	4

# ASSOCIATE IN COMMERCIAL SCIENCE, A.C.S.

## Legal Secretarial Science Concentration

### Suggested Program Leading to the Degree

(This program is on a 3-quarter-per-year basis)

#### SIX QUARTERS

##### FIRST YEAR

###### Fall Quarter

Course Number	Course Title	Credit Hours
13.11	—Introduction to Business .....	4
1.11	—Fundamental Accounting I .....	4
15.11	—Business Mathematics I .....	4
4.11	—Freshman English I .....	4

###### Winter Quarter

Course Number	Course Title	Credit Hours
1.15	—Accounting for the Legal Office .....	4
12.13	—Legal Terminology .....	4
15.12	—Business Mathematics II .....	4
4.12	—Freshman English II .....	4

###### Spring Quarter

Course Number	Course Title	Credit Hours
25.11	—Elementary Typewriting .....	4
12.11	—Business Law I .....	4
22.11	—Shorthand Theory .....	4
4.13	—Written Communication I .....	4

##### SECOND YEAR

###### Fall Quarter

Course Number	Course Title	Credit Hours
25.12	—Intermediate Typewriting .....	4
22.12	—Shorthand Dictation .....	4
12.12	—Business Law II .....	4
4.21	—Written Communication II .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
25.13	—Advanced Typewriting .....	4
9.11	—Essentials of Mental and Physical Health .....	4
22.13	—Dictation and Transcription I .....	4
16.12	—Business Machines .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
22.21	—Dictation and Transcription II .....	4
16.11	—Secretarial Practice and Procedures .....	4
16.23	—Legal Secretarial Procedure .....	4
10.31	—Current History .....	4

## ASSOCIATE IN COMMERCIAL SCIENCE, A.C.S.

### Medical Secretarial Science Concentration

#### Suggested Program Leading to the Degree

(This program is on a 3-quarter-per-year basis)

### SIX QUARTERS

#### FIRST YEAR

##### Fall Quarter

Course Number	Course Title	Credit Hours
13.11	—Introduction to Business .....	4
1.11	—Fundamental Accounting I .....	4
15.11	—Business Mathematics I .....	4
4.11	—Freshman English I .....	4

##### Winter Quarter

Course Number	Course Title	Credit Hours
1.14	—Accounting for the Medical Office .....	4
9.12	—Medical Terminology .....	4
15.12	—Business Mathematics II .....	4
4.12	—Freshman English II .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
25.11	Elementary Typewriting .....	4
21.21	Anatomy and Physiology I .....	4
22.11	Shorthand Theory .....	4
4.13	Written Communication I .....	4

## SECOND YEAR

### Fall Quarter

Course Number	Course Title	Credit Hours
25.12	Intermediate Typewriting .....	4
22.12	Shorthand Dictation .....	4
21.22	Anatomy and Physiology II .....	4
4.21	Written Communication II .....	4

### Winter Quarter

Course Number	Course Title	Credit Hours
25.13	Advanced Typewriting .....	4
9.11	Essentials of Mental and Physical Health .....	4
22.13	Dictation and Transcription I .....	4
22.23	Medical Shorthand .....	4

### Spring Quarter

Course Number	Course Title	Credit Hours
22.21	Dictation and Transcription II .....	4
16.11	Secretarial Practice and Procedures .....	4
16.21	Medical Office Practice .....	4
10.31	Current History .....	4

## LIBERAL ARTS

For the academic year of 1967-68, Drake College of Florida is inaugurating the first year of the program for Associate in Arts Degree. This Associate degree program is given for those who seek a program, liberal and cultural in its direction, either as an end in itself or as a more comprehensive base for a business-education program. The second year, as well as the first year, of this program will appear in the next catalog.

Second-year students may elect to combine Liberal Arts with training in Accounting, Higher Education, Management, Marketing, Secretarial Skills, or Systems Analysis, or, upon completion of the Liberal Arts program, continue their education in these specialized areas toward the Bachelor of Business Administration, the Bachelor of Science, the Bachelor of Science in Business Education, or the Bachelor of Secretarial Science Degree.

The Associate in Arts Degree fulfills six major functions:

1. To develop facility in the communication arts, such as meeting, understanding, and writing for the public.
2. To provide resourcefulness in drawing from many areas of study for resolving every-day problems, including those arising from rapidly intrusting bodies of new knowledge.
3. To consider responsibilities of citizenship in relation to man's nature and his cultural heritage.
4. To work with conceptual as well as concrete thought in developing analytical skills.
5. To provide stimulation through studies of cultural and intellectual import for the thirst for broader personality development and human understanding.
6. To develop the student's appreciation for his cultural heritage and to broaden his general knowledge.

## FIRST YEAR OF ASSOCIATE IN ARTS, A.A.

No Major

### Suggested Program for the First Year

#### THREE QUARTERS

#### FIRST YEAR

##### Fall Quarter

Course Number	Course Title	Credit Hours
4.11	Freshman English I .....	4
10.11	History of Western Civilization I .....	4
2.11	Principles of Economics I .....	4
9.11	Essentials of Mental and Physical Health .....	4

Winter Quarter

Course Number	Course Title	Credit Hours
4.12	Freshman English II .....	4
10.12	History of Western Civilization II .....	4
2.12	Principles of Economics II .....	4
18.11	Principles of General Psychology .....	4

Spring Quarter

Course Number	Course Title	Credit Hours
4.13	Written Communication I .....	4
17.11	Principles of Philosophy .....	4
10.31	Current History .....	4
23.21	Human Relations .....	4



# Diploma Programs

## SECRETARIAL DIPLOMA

(This is on a 4-quarter basis beginning in the fall)

### FOUR QUARTERS

#### Fall Quarter

Course Number	Course Title	Credit Hours
13.11	—Introduction to Business .....	4
25.11	—Elementary Typewriting .....	4
22.11	—Shorthand Theory .....	4
4.11	—Freshman English I .....	4

#### Winter Quarter

Course Number	Course Title	Credit Hours
25.12	—Intermediate Typewriting .....	4
22.12	—Shorthand Dictation .....	4
16.11	—Secretarial Practice and Procedures .....	4
4.12	—Freshman English II .....	4

#### Spring Quarter

Course Number	Course Title	Credit Hours
25.13	—Advanced Typewriting .....	4
22.13	—Dictation and Transcription I .....	4
9.11	—Essentials of Mental and Physical Health .....	4
4.13	—Written Communication I .....	4

#### Summer Quarter

Course Number	Course Title	Credit Hours
16.12	—Business Machines .....	4
24.11	—Elements of Data Processing .....	4
4.21	—Written Communication II .....	4
	Elective .....	4

## JUNIOR ACCOUNTING DIPLOMA

(This is on a 4-quarter basis beginning in the fall)

### FOUR QUARTERS

#### Fall Quarter

Course Number	Course Title	Credit Hours
13.11	—Introduction to Business .....	4
1.11	—Fundamental Accounting I .....	4
15.11	—Business Mathematics I .....	4
4.11	—Freshman English I .....	4

#### Winter Quarter

Course Number	Course Title	Credit Hours
1.12	—Fundamental Accounting II .....	4
15.12	—Business Mathematics II .....	4
12.11	—Business Law I .....	4
4.12	—Freshman English II .....	4

#### Spring Quarter

Course Number	Course Title	Credit Hours
1.21	—Intermediate Accounting I .....	4
12.12	—Business Law II .....	4
9.11	—Essentials of Mental and Physical Health .....	4
4.13	—Written Communication I .....	4

#### Summer Quarter

Course Number	Course Title	Credit Hours
1.22	—Intermediate Accounting II .....	4
24.11	—Elements of Data Processing .....	4
4.21	—Written Communication II .....	4
1.43	—Income Tax I .....	4

# Courses of Instruction

## NUMBERING SYSTEM

The number to the left of the decimal point indicates the number assigned to the course, program, or department in which the course is offered.

The first number to the right of the decimal point identifies the level of each course; that is, courses numbered .1 are on the freshman level; .2, on the sophomore level; .3, on the junior level; .4, on the senior level.

Accounting .....	1.00 - 1.49
Economics .....	2.00 - 2.49
Education .....	3.00 - 3.49
English .....	4.00 - 4.49
Finance .....	5.00 - 5.49
Fine Arts .....	6.00 - 6.49
Geography .....	7.00 - 7.49
Government .....	8.00 - 8.49
Health Education .....	9.00 - 9.49
History .....	10.00 - 10.49
Languages .....	11.00 - 11.49
Law .....	12.00 - 12.49
Management .....	13.00 - 13.49
Marketing .....	14.00 - 14.49
Mathematics .....	15.00 - 15.49
Office Practice and Machines .....	16.00 - 16.49
Philosophy .....	17.00 - 17.49
Psychology .....	18.00 - 18.49
Real Estate and Insurance .....	19.00 - 19.49
Religion .....	20.00 - 20.49
Sciences .....	21.00 - 21.49
Shorthand .....	22.00 - 22.49
Sociology .....	23.00 - 23.49
Systems Analysis and Electronic Data Processing .....	24.00 - 24.49
Typewriting .....	25.00 - 25.49

## COURSE TITLES

### ACCOUNTING

- 1.11 Fundamental Accounting I
- 1.12 Fundamental Accounting II
- 1.13 Payroll Accounting
- 1.14 Accounting for the Medical Office
- 1.15 Accounting for the Legal Office
- 1.21 Intermediate Accounting I
- 1.22 Intermediate Accounting II
- 1.23 Cost Accounting I
- 1.31 Cost Accounting II
- 1.32 Advanced Accounting I
- 1.33 Advanced Accounting II
- 1.41 Auditing I
- 1.42 Auditing II
- 1.43 Income Tax I
- 1.44 Income Tax II
- 1.45 Controllership

### ECONOMICS

- 2.11 Principles of Economics I
- 2.12 Principles of Economics II
- 2.21 Comparative Economic Systems
- 2.22 American Economic History
- 2.31 Business Cycles
- 2.32 International Economics
- 2.41 Problems of Economic Development

### EDUCATION

- 3.21 History of Higher Education
- 3.22 Principles and Practices of College Teaching
- 3.23 Philosophical Foundations of Higher Education
- 3.31 Psychological Foundations of Higher Education
- 3.32 Measurements and Evaluation in Business Education
- 3.33 Sociology of Higher Education
- 3.41 The Independent Business College in American Education
- 3.42 Methods of Teaching Allied Business Subjects
- 3.43 Methods of Teaching Accounting or
- 3.44 Methods of Teaching Management or
- 3.45 Methods of Teaching Marketing or
- 3.46 Methods of Teaching Secretarial Studies
- 3.47 Issues and Trends in Higher Education

### ENGLISH

- 4.01 Remedial Composition
- 4.11 Freshman English I
- 4.12 Freshman English II
- 4.13 Written Communication I
- 4.21 Written Communication II
- 4.22 Fundamentals of Speech
- 4.23 American Literature
- 4.31 English Literature
- 4.41 Survey of Great Books

### FINANCE

- 5.11 Money and Banking
- 5.12 The Stock Market
- 5.13 Investments
- 5.21 Business Finance
- 5.22 Credit and Collections

- 5.23 Contemporary Monetary Theory
- 5.31 Money and Capital Market
- 5.32 International Finance
- 5.33 Central Banking Theory and Practice
- 5.41 Advanced Corporation and Business Finances
- 5.42 Security Analysis

#### **FINE ARTS**

- 6.11 Orientation to the Arts
- 6.12 Survey of the History of Art
- 6.13 Art Appreciation
- 6.21 Music Appreciation

#### **GEOGRAPHY**

- 7.11 Physical Elements of Geography
- 7.12 Conservation of Natural Resources
- 7.13 World Economic Geography
- 7.21 Geography of North America

#### **GOVERNMENT**

- 8.11 United States Government I
- 8.12 United States Government II
- 8.13 Government and Business Relations I
- 8.21 Government and Business Relations II
- 8.22 Comparative Governments
- 8.23 American Constitutional Development

#### **HEALTH EDUCATION**

- 9.11 Essentials of Mental and Physical Health
- 9.12 Medical Terminology

#### **HISTORY**

- 10.11 History of Western Civilization I
- 10.12 History of Western Civilization II
- 10.21 American History I
- 10.22 American History II
- 10.31 Current History

#### **LANGUAGES**

- 11.11 Spanish I
- 11.12 Spanish II
- 11.21 Intermediate Spanish I
- 11.22 Intermediate Spanish II
- 11.31 Esperanto I
- 11.32 Esperanto II

#### **LAW**

- 12.11 Business Law I
- 12.12 Business Law II
- 12.13 Legal Terminology
- 12.21 Jurisprudence
- 12.22 Law of Contracts
- 12.23 Insurance Law
- 12.31 Real Estate Law

#### **MANAGEMENT**

- 13.11 Introduction to Business
- 13.12 Principles of Management
- 13.21 Dynamics of Supervision
- 13.22 Dynamics of Middle Management
- 13.23 Personnel Management
- 13.31 Procurement Management
- 13.32 Labor Relations

- 13.33 Executive Procedures and Decision Making
- 13.41 Financial Analysis
- 13.42 Budgetary Control
- 13.43 Business Policy
- 13.44 Small Business Management
- 13.45 Office Management
- 13.46 Work Simplification
- 13.47 Factory Management
- 13.48 Transportation for Management

### **MARKETING**

- 14.11 Principles of Marketing
- 14.12 Principles of Salesmanship I
- 14.13 Principles of Salesmanship II
- 14.21 Sales Management
- 14.25 Advertising
- 14.31 Public Relations
- 14.32 International Marketing
- 14.41 Principles of Wholesaling
- 14.42 Retailing Principles and Policies
- 14.43 Marketing Problems and Policy Case Studies
- 14.44 Marketing Research
- 14.45 Marketing Management

### **MATHEMATICS**

- 15.01 Remedial Mathematics
- 15.11 Business Mathematics I
- 15.12 Business Mathematics II
- 15.21 College Algebra I
- 15.22 College Algebra II
- 15.31 Mathematics of Accounting and Finance
- 15.41 Business Statistics

### **OFFICE PRACTICES**

- ~~16.11 Secretarial Practice and Procedures~~
- 16.12 Business Machines
- 16.21 Medical Office Practice
- 16.23 Legal Secretarial Procedure

### **PHILOSOPHY**

- 17.11 Principles of Philosophy
- 17.12 Logic
- 17.13 Ethics

### **PSYCHOLOGY**

- 18.11 Principles of General Psychology
- 18.12 Applied Psychology
- 18.21 Psychology of Adolescence
- 18.31 Psychology of Learning
- 18.41 Psychology of Emotional Adjustment
- 18.42 Psychology of Human Relations

### **REAL ESTATE AND INSURANCE**

- 19.11 Real Estate Principles and Practices I
- 19.12 Real Estate Principles and Practices II
- 19.21 Real Estate Salesmanship
- 19.22 Real Estate Brokerage
- 19.34 Insurance Principles and Practices I
- 19.35 Insurance Principles and Practices II
- 19.38 Life Insurance
- 19.41 Property and Liability Insurance

## **RELIGION**

- 20.11 Comparative Religions
- 20.12 The Bible as Literature
- 20.21 Religion in American Life

## **SCIENCE**

- 21.11 General Science
- 21.21 Anatomy and Physiology I
- 21.22 Anatomy and Physiology II

## **SHORTHAND**

- 22.11 Shorthand Theory
- 22.12 Shorthand Dictation
- 22.13 Dictation and Transcription I
- 22.21 Dictation and Transcription II
- 22.22 Machine Transcription
- 22.23 Medical Shorthand

## **SOCIOLOGY**

- 23.11 Introductory Sociology
- 23.12 Marriage and the Family
- 23.21 Human Relations
- 23.31 Urban Sociology

## **SYSTEMS ANALYSIS AND ELECTRONIC DATA PROCESSING**

- 24.11 Elements of Data Processing
- 24.12 Programming Languages I
- 24.13 Programming Languages II
- 24.21 Accounting Systems
- 24.22 Systems Design I
- 24.23 Systems Design II
- 24.31 Communication Based Systems
- 24.32 Systems Analysis I
- 24.41 Systems Analysis II
- 24.42 Class Logic

## **TYPEWRITING**

- 25.11 Elementary Typewriting
- 25.12 Intermediate Typewriting
- 25.13 Advanced Typewriting

## **FLEXIBILITY OF COURSES**

Generally speaking, the courses in this catalog are designed to be of help to most students in reaching their objectives and should be followed as outlined wherever and whenever possible.

Oftentimes the course outlines vary depending upon current offerings. Some of the courses are offered alternate years. The student takes the subject the year it is offered, rather than adhering strictly to the suggested yearly program of his course. However, the school schedule is annually organized to provide opportunities for a student to complete his course of study.

This information is for parents who may find in a grade report one or more subjects (some may be electives) which do not follow the rigid pattern of the course outline as it appears in the catalog.



Associate Professor Reynolds  
Instructors Braman, Hammel

**Mr. Alfred Reynolds**  
**Acting Chairman**

## **DEPARTMENT OF ACCOUNTING**

As business and government grow more complex, the demand for trained accountants increases. No longer can the business executive make his decisions by rule of thumb or observation. Today, important managerial decisions, especially in the larger companies, are based on the reports of the accountants. As intelligence officers of their firms, accountants play an important part in shaping administrative policy. Trusted with access to the most confidential information and working with the top executives, the accountants occupy an enviable position from which many move up to such positions as those of controller, treasurer, and even president.

Advancement in the accounting profession requires a well-rounded education. Every business decision of importance affects not only the financial position of the company but also its sources of material supply, its employees, its customers, and its reputation. Therefore, the modern accountant must have an appreciation of problems of all parts of a business organization, as well as technical proficiency in his own specialty. Because of this need for a broad understanding of business, governmental, and social problems, Drake College, in its Accounting Major, offers a complete program of accounting enriched with cultural and business management courses.

Men and women trained in accounting find opportunities for interesting and well-paid employment in industry, government,



educational institutions, hospitals, insurance companies, banks, or radio and television stations. As employees in these organizations they may have titles such as accountant, cost accountant, systems designer, internal auditor, office manager, treasurer, or controller.

**1.11 Fundamental Accounting I.** Elements of accounting; accounting procedure; accounting for merchandise; accounting for cash; payroll accounting; accounting for a retail store; the periodic summary; adjusting and closing accounts at end of an accounting period; accounting for investments; the personal service enterprise; practical accounting problems. **4 Credit Hours.**

**1.12 Fundamental Accounting II.** Accounting for fixed assets and deferred charges; accounting for notes, drafts, and trade acceptances; control accounts and subsidiary ledgers; accounting for taxes; preparing financial statements and closing books. Prerequisite — 1.11. **4 Credit Hours.**

**1.13 Payroll Accounting.** Social security; unemployment compensation; tax deductions; employee benefits; payroll registers; employees' earnings records; journal entries for payrolls; payroll ledger. A subsidiary payroll set of books is kept by the student. **4 Credit Hours.**

**1.14 Accounting For The Medical Office.** The student completes Fundamental Accounting I with special emphasis on accounting for the professional man. This is followed by a complete bookkeeping set for a doctor's office. **4 Credit Hours.**

**1.15 Accounting For The Legal Office.** This is similar to Accounting 1.14 except that the bookkeeping records are prepared for an attorney's office. **4 Credit Hours.**

**1.21 Intermediate Accounting I.** A review of fundamental accounting processes; the balance sheet; the income and retained earnings statements; cash and temporary investments; receivables; inventories; liabilities. **4 Credit Hours.**

**1.22 Intermediate Accounting II.** Stocks; bonds; funds; plant and equipment; intangibles; long-term debt; paid in capital; retained earnings; comparative data; special ratios and measurements; application of funds. **4 Credit Hours.**

**1.23 Cost Accounting I.** Principles of cost accounting; material,

labor, and manufacturing overhead; cost control procedures; process cost accounting; job cost accounting. **4 Credit Hours.**

**1.31 Cost Accounting II.** Advanced cost accounting; estimates and budgets; standard costs; variances; joint- and by-product costs. **4 Credit Hours.**

**1.32 Advanced Accounting I.** Partnerships, their formation, operation, dissolution, and liquidation; installment sales; consignments; home office and branch relationships; consolidations and consolidated balance sheets; income and retained earnings statements. **4 Credit Hours.**

**1.33 Advanced Accounting II.** Statement of affairs; receiver-ships; estates and trusts; compound interest amounts, present values, and special problems such as annuities, sinking funds, etc. **4 Credit Hours.**

**1.41 Auditing I.** Auditing theory; external auditing; audit procedures; fraud and its detection; audit programs and reports. **4 Credit Hours.**

**1.42 Auditing II.** An application of the procedures learned in 1.41; special audits; preparation of audit working papers; a complete audit "case" is performed. **4 Credit Hours.**

**1.43 Income Tax I.** Income tax as related to individual returns; exemptions; deductions; taxable and non-taxable income; gross and net taxable income. **4 Credit Hours.**

**1.44 Income Tax II.** Partnership and corporation income tax returns. The student prepares a multitude of problems involving all types of income tax problems, including fiduciary returns. **4 Credit Hours.**

**1.45 Controllership.** A study of the duties and liabilities of the controller. The development of and the use of forms for controlling the financial activities of a business. **4 Credit Hours.**



Professor Sackett

Dr. Ralph L. Sackett  
Chairman

## DEPARTMENT OF ECONOMICS

As students study economic theory and institutional and policy questions with realistic thoroughness, they come to final meaning behind economic and social theories on which systems of capitalism, socialism, and communism are based. Each system is described, analyzed, and appraised from an economic point of view to develop an understanding of our institutions and of macro- and micro-economic analysis. The operations of individual business and how they affect and are affected by the operations of the economic system help to orient students to the world of business.

A problem-centered approach is sometimes useful to interweave facts and theory, concepts, techniques, and laws of economics as related to the modern world. Study of essential principles of American economic history, money management for better living, consumer economics, money and banking, economic geography, and business statistics give students an awareness of the network of relationships in our economy.

The curriculum in economics gives students a broad understanding of the related fields of economics and business, rather than a specialized concentration in any one aspect. Economics is valuable in preparation for careers in business and also recommended for all students who need to know more about life in general.

**2.11 Principles of Economics I.** A study of major economic developments in our society, with stress upon such topics as production, prices, exchange, distribution, and taxation. **4 Credit Hours.**

**2.12 Principles of Economics II.** A continuation of Economics I with emphasis on economic institutions; the free enterprise system; taxation; the national debt; banking and international exchange. **4 Credit Hours.**

**2.21 Comparative Economic Systems.** Description, analysis, and appraisal from the economic point of view of the systems of capitalism, socialism, and communism, and the economic and social theories on which they are based. **4 Credit Hours.**

**2.22 American Economic History.** The development of our economic and social institutions from Colonial times to the present; background for study of our present economic system; changes in agriculture, industry, transportation, commerce, and labor that produce changes in our economy. **4 Credit Hours.**

**2.31 Business Cycles.** Determination of cyclical fluctuations; history of business cycles; theories; proposed remedies; uses and misuses of significant economic indicator; emphasis on current trends and forecasting. Prerequisite 2.11, 2.12. **4 Credit Hours.**

**2.32 International Economics.** Past and present theories of economic relationships between nations; analyzing the balance of payments; foreign exchange, free and controlled; international laissez faire versus contemporary economic nationalism; international investment and currency problems. Prerequisite: 2.31. **4 Credit Hours.**

**2.41 Problems of Economic Development.** Identification of the nature and problems of economic development; population and socio-cultural framework of underdeveloped nations; basic economic and technological foundations; analysis of alternative techniques of development. Prerequisite 2.12. **4 Credit Hours.**



Professors Hennessey, Larabee

**Dr. Leo L. Hennessey**  
Chairman

## **DEPARTMENT OF HIGHER EDUCATION**

Education is the organized development of all the powers of a human being; spiritual, mental, physical.

Drake College has an unusual opportunity to disseminate the advantages of higher learning as it seeks to extend its area of service as widely as possible. The primary duty of the College curriculum in Higher Education is to furnish teachers for service in business and junior colleges. To do this Drake provides experiences which foster such knowledge, appreciations, and habits as to yield a character equal to the demands of a college teacher.

To deal with the student as an individual, every effort will be made to discover, to conserve, and to develop the potentially superior student and to bring to fruition his abilities for constructive accomplishment in business and junior college teaching. Drake College achieves these ends through classroom instruction, individual and group guidance, and extracurricular activities with cooperative associations dealing with the business world. The course in business training for college seeks to interpret modern business life intelligently and attempts to exercise a salutary influence on the thinking and ideals of the American business youth.

The business-college teacher program at Drake aims to prepare business teachers to understand the purposes and to meet the objectives of present-day business education. It further aims to create in the student an understanding of teaching as well as

proficiency and competence in the subject matter of the business world.

Besides regular business subjects this curriculum covers Psychological Foundations of Higher Education, Philosophical Foundations of Higher Education, Principles and Practices of College Teaching, History and Sociology of Higher Education, Measurements and Evaluation in Business Education, and The Independent Business College in American Education. The required curriculum leading to the Bachelor of Science in Business Education also includes methods of teaching the major subject (accounting, management, marketing, or secretarial science), and methods of teaching allied business subjects. The course on Issues and Trends in Higher Education is an elective for those students who find it possible to fit it into the required program of study.

This program as it is offered by the Department of Higher Education has the advantage of training a student for the business world, while at the same time preparing him for a college teaching position should the opportunity present itself. Thus the curriculum for the Bachelor of Science in Business Education has a twofold purpose: first, training for a teaching position in a business or junior college and second, preparing the student for a business career.

**3.21 History of Higher Education.** This course is a survey of the history of higher education with emphasis on the contributions made by outstanding educators of Europe and America. A study is made of the periods in which the main categories of higher institutions, private and public, were established, these main categories being liberal-arts colleges, professional and technical higher institutions of various kinds, universities, and comprehensive two-year colleges. **4 Credit Hours.**

**3.22 Principles and Practices of College Teaching.** An examination of major characteristics and prospects of colleges in the United States, with special reference to principles and practices, especially in business and junior colleges, through reading, discussing, and writing. Role of teacher and contribution of learner in developing an understanding of principles and practices of college teaching in such areas as concepts, attitudes, skills, problem-solving, and appreciation of individual differences. Class discussion of current literature starts habits of keeping informed on evolving principles and practices of college teaching. **4 Credit Hours.**

**3.23 Philosophical Foundations of Higher Education.** This is a study of the philosophical basis of education to recurrent and contemporary educational issues and problems. Major philosophical systems are studied with the related educational concepts in order to determine to what extent a synthesis of viewpoint may be achieved. **4 Credit Hours.**

**3.31 Psychological Foundations of Higher Education.** This course is a systematic exposition of various psychological principles related to teaching. An analysis of the major schools of psychology are studied and the effects of heredity and environment on the student are analyzed. **4 Credit Hours.**

**3.32 Measurements and Evaluation in Business Education.** This course affords a study of the use, interpretation, and analysis of standardized tests. Emphasis is placed on the construction and scoring of teacher-made tests. Attention is also given to the statistical handling of test data. Study is made of marking and the reporting of student progress. This is not a course in statistics. **4 Credit Hours.**

**3.33 Sociology of Higher Education.** Higher education in the cultural setting of the United States is studied through library searches for characteristics of stability and mobility of population, industrial and scientific progress, status structure, and cross-cultural evidence. Individuals and small groups will design projects for studying the impact of these characteristics on junior and senior liberal-arts and professional schools. **4 Credit Hours.**

**3.41 The Independent Business College in American Education.** This course presents an in-depth study of private business schools, the beginning, the growth, the programs offered, the instruction, the status, and future of these institutions. Accreditation of private business schools is also covered in this course by means of the Accrediting Commission for Business Schools criteria. **4 Credit Hours.**

**3.42 Methods of Teaching Allied Business Subjects.** The course provides the prospective teacher in a business college with modern methods and techniques of teaching a variety of the business subjects commonly found in business colleges in addition to Accounting, Shorthand, Typewriting, Management, and Marketing. These allied subjects would be such as Business English, Business Arithmetic, Business Law, and others.

**3.43 Methods of Teaching Accounting.** A course designed to increase the efficiency of students who are prospective teachers of bookkeeping and accounting. The course covers the subject matter that in some schools is taught in two years, and in other schools, three years. The content of the course will include methods of presenting and drilling the following topics: The principles of debit and credit; the bookkeeping cycle through the trial balance; the general, special, and columnar journals; partnership, corporations, income tax, and depreciation; practice sets; proper business attitudes and habits. The assignment and correction of homework, and the matter of tests and measurements will also be treated. **4 Credit Hours.**

**3.44 Methods of Teaching Management.** This is a practical course to prepare management majors to teach management subjects. It includes basic philosophies of education, determination of course objectives, preparation of desired learning outcomes for each lesson, preparation of case studies, motivation and evaluation of student's use of training aids, using the lecture; case discussion and other teaching methods. **4 Credit Hours.**

**3.45 Methods of Teaching Marketing.** Methods used in the teaching of marketing subjects are set forth in this course. In addition, to the basic principles of teaching, this course covers those objectives and methods particularly relevant to teaching in the marketing field. These include case study methods, student-leader discussion, audio and visual aids, field trips, lecture procedures, and on-the-job training values. Motivation and evaluation of students, and other teaching procedures, are an integral part of this course. **4 Credit Hours.**

**3.46 Methods of Teaching Secretarial Science.** This course is designed to familiarize the student with the ideas of leading business educators, psychologists, and researchers. Practical aspects of the course include learning to establish course objectives, evaluate and select textbooks, prepare lesson plans, use audio-visual and community resources, and present an actual lesson. **4 Credit Hours.**

**3.47 Issues and Trends in Higher Education.** This course seeks to free the mind in the sense that a good liberal education frees the mind for, as Cardinal Newman wrote, to give "a man a clear, conscious view of his own opinions and judgments . . . and to teach him to see things as they are." In the study of conflict situa-



tions a foundation is laid in this class for an enlargement of spirit in facing hard questions and moving toward a society of high morale and drive that is built on two foundation stones that exist in our society: (1) a pluralistic approach to values, and (2) a universally honored philosophy of individual fulfillment.



Dr. H. D. Hopkins  
Chairman

Professor Hopkins  
Associate Professors Cunningham, Rehm

## DEPARTMENT OF ENGLISH

Mastery in the use of English is considered of prime importance by Drake College of Florida. It is the mark of the educated man. It involves ability to think clearly and precisely, to analyze, to criticize, to weigh evidence, to discover facts, to check conclusions and to discuss. Research in the field of preparation for business points out that among those about to enter college, skillful use of the English language is at a critically low level and specifically calls attention to weakness in the factors of basic English — spelling, grammar, punctuation and sentence structure.

It must be obvious to the serious student that many doors of preferment and advancement exist for those who attain a facility in the use of language that is precise, proper, exact, and coupled with an active mind. To fail to recognize the importance of this field of study is to maintain a hazard to employment and advancement which no thinking student would wish to do.

This institution emphasizes the importance of correct, effective, and proper usage of both the oral and the written word. It is a

college policy that in every class in the curriculum, emphasis will be directed toward use of effective English in both written and oral work of the student. This is particularly true in the Department of English where in addition to regular course requirements, critical attention to the matters of basic English usage will be constantly emphasized.

Drake College of Florida offers the following required courses in English.

**4.01 Remedial Composition.** Students' may be placed in a special non-credit English class if their background of preparation indicates the need for additional study. Assignment to a non-credit class is generally made on the basis of test scores, but may be determined by members of the faculty of the English Department. No Credit.

**4.11-2 Freshman English I and II.** Development of skill in the written discourse is the objective. Emphasis will be given to the ability to think. Craftsmanship, writing techniques, and mechanics of style are studied to permit the student to grow in his ability to employ written discourse. These courses are designed for general broadening for the student entering business or the professions. Stress will be placed upon the development of dynamic language structure. Written work will be required, including many avenues meeting business needs such as memorandums, meeting minutes, news stories, interviews, and group discussion, all requiring factual clarity. These may be either oral or written. In either case the fact of the audience and the art of listening are highlighted. **4 Credit Hours.**

**4.13-21 Written Communication I and II.** This course has as a prerequisite Freshman English I and II or the equivalent. It is an area of formal writing dealing largely with exposition, but involving also some study in description and persuasion. It deals with the collection and organization of facts and data and the composition of clear, concise articles, reports, and studies. It requires a developing ability at research. Here it is necessary to review and check the logical procedures step by step required in the gathering of pertinent data, outlining and structuring a well-developed research paper or article. Continuous through the course will be attention to language selection and the mechanics of developing sentence and paragraph structure with clarity and precision essential to the

development of the term thesis. The second term of the course is continuous in depth and in advanced study and practice and techniques. Visits and conferences with local businesses and industries and talks by local leaders serve to broaden knowledge, to develop self-reliance of the student and to encourage him in pursuit of independent study. **4 Credit Hours.**

**4.22 Fundamentals of Speech.** This course involves the art of oral discourse — the ability to speak effectively on one's feet. It involves the study of the mechanics and physiology of speech, practice in the delivery of the spoken word, attainment of clarity and effectiveness of expression, and study and practice in presentation in fields of speech situations from normal conversation to the formal address.

The course emphasizes the prime importance of the speaker's integrity and the capacity for straight thinking. It requires practice in acquiring adequate background information and its orderly development. Bodily activity, poise, vocal quality and usage, language, articulation, the speaker-audience situation and factors of clarity and persuasion will be covered during the progress of the course. Students are given regular speech assignments, followed by constructive criticism by the instructor and class members. **4 Credit Hours.**

In addition to the required courses listed above, the English program includes the following elective subjects to serve broadened intellectual goals. They are available as college and student programs permit.

**4.23 American Literature.** Literature from colonial times to the present; historians; commentators; prose and poetry; literary development growing out of the Civil War; contemporary American authors. **4 Credit Hours.**

**4.31 English Literature.** A survey of selected masterpieces of the English literature of the neo-classical, romantic, Victorian, and modern periods in relation to the thought of each period. **4 Credit Hours.**

**4.41 Survey of Great Books.** A survey of our rich cultural heritage through a survey of major works of the great writers of Western civilization. Lectures, class discussions, and critical evaluations. **4 Credit Hours.**

## FINANCE

**5.11 Money and Banking.** Nature and functions of money; credit and credit instruments, Federal Reserve System. Value of money, study of inflation, fiscal policies, characteristics of banking operations. Prerequisite: Economics. **4 Credit Hours.**

**5.12 Stock Market.** The organization and operation of leading security markets. Emphasis on the Dow theory and other theories of forecasting and market interpretation. Viewpoint primarily that of the trader. Prerequisite: 5.11. **4 Credit Hours.**

**5.13 Investments.** Principles and problems of investments, types of risk, timing, selection, institutional factors. Basic determinants of investment values as applied to specific groups and companies—industrials, railroads, utilities, investment companies, municipalities and governments. Prerequisite: 8 credits of accounting. **4 Credit Hours.**

**5.21 Business Finance.** The establishment and maintenance of a business enterprise including financial management. Performance is analyzed using ratios, cash, operating and capital budgets. The sources and uses, as well as costs, of short, intermediate and long-term funds; valuation, reorganization, consolidation and expansion. Prerequisite: 8 credits of accounting. **4 Credit Hours.**

**5.22 Credit and Collections.** A study of credit reports; bases for extending credit; analysis of accounting statements; requirements for borrowing; business trends; ratios; merchandise turnover; government requirements. **4 Credit Hours.**

**5.23 Contemporary Monetary Theory.** Development of finance theory since 1900; the value of money according to leading modern theorists. Offered in alternate years. **4 Credit Hours.**

**5.31 The Money and Capital Market.** The money and capital markets — their composition, regulation, and operation; their influence in modern business; where the funds come from and who uses them; commercial paper; acceptance; bank loans; call loans; investment banking and the Federal Securities Commission; the “open market” functions and activities of the Federal Reserve System. Prerequisite: 5.11. **4 Credit Hours.**

**5.32 International Finance.** Methods of financing foreign trade; American balance of payments; international capital movements; current problems in international trade and modes of dealing with them. Prerequisite: 5.11. **4 Credit Hours.**

**5.33 Central Banking Theory and Practice.** Central banks and price fluctuations. Emphasis on Federal Reserve experience. Internal versus external stability of the dollar. **4 Credit Hours.**

**5.41 Advanced Corporation and Business Finance.** Concepts and tools necessary for decision-making in the financial administration of the firm. Policies and problems analyzed are: cash budgeting, capital budgeting, cost of capital, working capital, capitalization of earnings, mergers and consolidations, dividends, retained earnings, sources and mechanics of short-term and long-term financing. Case studies are used. Prerequisite: 5.21. **4 Credit Hours.**

**5.42 Security Analysis.** State, municipal, and corporate securities, with emphasis on the latter; problems of personal and institutional investors; use of analysis in determining investment values; investment versus speculation. Prerequisite: 5.13, 5.21. **4 Credit Hours.**

## **FINE ARTS**

**6.11 Orientation to the Arts.** Students are overt participants in the various forms of art expression and appreciation by handling art media such as musical instruments, clay, wood, ivory, and canvas.

After preparing for a certain concert or for viewing certain art works, the students go in a body to the concert hall or art museum for the liveliest aesthetic experience within their powers. Studying, viewing, listening, and performing are all a part of the orientation to the arts as one of the finest symbols — some would say the ultimate symbol — of man's conquest of life.

Students **hear** architecture in Beethoven's symphonies and **see** architecture in their travels in and near the city of Fort Lauderdale. Then other arts are brought into relationship. In addition, music, the dance, painting, drawing, sculpture, ceramics, poetry, and

drama are related in terms of periods of history, starting with the present and surveying backward the cross currents resulting from Romanticism and Realism, moving back in time to the Classic Period, the Rococo, the Baroque, the Renaissance, the Gothic, and back to the Patristic Period. A brief review from the Patristic Period back to the present brings the study full circle. These studies of periods are **with** the arts in preference to **about** the arts. The goal of the course is that each student attain the finest aesthetic experience of which he is capable. **4 Credit Hours.**

**6.12 Survey of the History of Art.** Information and illustration on the development of painting, sculpture, architecture, and many of the minor arts from the Old Stone Age to the present. The growth and change of art forms in the light of their social, political, and religious backgrounds, analyzing circumstances surrounding each new development at the particular time and place of its birth. Text: **A Survey of the Major Visual Arts from the Dawn of History to the Present Day**, by H. S. Janson, Englewood Cliffs, N. J.: Prentice-Hall, Inc. **4 Credit Hours.**

**6.13 Art Appreciation.** An analysis of art in terms of its function, styles, structure, techniques, and relations to society. Starts with the thematic and utilitarian before going on to the formal and technical aspects of art. Enables the student or non-specialist to see connections between art and other vital areas of modern life. Offers an approach to art criticism, the task of making intelligent judgments about perplexing works of art, and prepares for a study of certain art works in the Museum of the Arts in Fort Lauderdale. Text: **Art as Image and Idea**, by Edmund B. Feldman, Englewood Cliffs, N. J.: Prentice-Hall, Inc. **4 Credit Hours.**

**6.21 Music Appreciation.** The development of personal taste and discrimination in music through the study of such subjects as orchestra and band instruments, the voice, ballet, and the architecture of music. A comparison of periods such as the classic, romantic, Baroque, and contemporary trends. The class subscribes to the Fort Lauderdale Symphony Orchestra and prepares in advance for each concert. Creative listening is stressed throughout the course. Text: **Listening to Music Creatively**, second edition, by Edwin John Stringham, Englewood Cliffs, N. J.: Prentice-Hall, Inc. **4 Credit Hours.**

## **GEOGRAPHY**

**7.11 Physical Elements of Geography.** Study of earth-sun relations, map interpretation, weather and climate, natural vegetation, and soils. **4 Credit Hours.**

**7.12 Conservation of Natural Resources.** Problems in conservation of soils, minerals, forests, wild life, water and land uses. **4 Credit Hours.**

**7.13 World Economic Geography.** Geographic analysis of the distribution of man's economic activities with emphasis on present-day patterns and trends of production, distribution and consumption of the world's major commodities. **4 Credit Hours.**

**7.14 Geography of North America.** Modern Canada, Alaska, and United States; agricultural and industrial regions, stressing interdependence of all. **4 Credit Hours.**

## **HEALTH EDUCATION**

These courses are presented by the Department of Psychology and Philosophy, of which Dr. H. Kenneth Fink, Ph.D., is Chairman.

**9.11 Essentials of Mental and Physical Health.** The main factors of mental and physical health that influence our effectiveness in business and marriage are stressed in this course, which serves to answer the repeated questions of students concerning the effects of hallucinogenic drugs, alcohol, smoking, etc., on mental and physical efficiency, the function of the nervous system and sense organs in our daily work and play, with suggestions concerning disease prevention, proper nutrition and exercise, and a balanced life of work, play, love, and spiritual involvement. **4 Credit Hours.**

**9.12 Medical Terminology.** This course is designed to acquaint the student with medical terms, including the spelling and usage. This course is intended for those whose objective is to become Medical Secretaries. **4 Credit Hours.**



**Dr. Robert D. Boyle**  
Chairman

Professor Boyle  
Associate Professors Morgan, Scheinwald  
Assistant Professor Morin

## **DEPARTMENT OF HISTORY AND GOVERNMENT**

DeQuincey has been reported as saying: "Mathematics has not a leg to stand on that is not metaphysical." History on the other hand, freer from the abstract, could not long claim our interest unless it were based upon persons and their personality and actions. In fact people (persons) make values. Take away people from a landscape or a sky-scraper, from a battle or a sermon, and one's interest is gone. History has been called a "tool" subject. A tool is something that we use to help us better to achieve our ends. Before our gaze on the map of History parade the high and the low, the great and the small, the good and the bad. We consciously or unconsciously compare our lives with theirs and can guide ourselves or protect ourselves accordingly. One of the student's great attainments is to learn how to get on with others. To this end, what a valuable tool is History as a subject for study.

History has also been called the story of Government, and indeed it is. The two are intertwined and inseparable. While History is more apt to appeal to romance and glory, Government may be said to be more scientific, much more mathematical and more all-pervasive in the practical ordering of our daily lives. Government is characterized by the ceaseless efforts of its representatives to reconcile the varying and often clashing demands of agriculture, commerce, manufacturing, merchandising and finance.



In case one never has thought of exactly what our Senators and Representatives, both on the national and local level, have been doing in their respective jobs, that is it.

The applications of these two subjects to our daily lives can be immeasurable in their impact. They challenge both the interest and the hope of the average student. The possible future development of these courses is in the hands of the student and his instructor. The state of the world today summons the student to consider the immeasurable possibilities that a proper knowledge of them can contribute to the general state of well-being.

**10.11 History of Western Civilization I and II.** A study of Western culture from prehistoric times to the present with emphasis on political, socio-economic and religious trends in the history of man; a survey of the political, economic, intellectual, and artistic developments of Greece and Rome and their influence on Western Civilization; Medieval civilization; the Renaissance; Europe in the 20th Century. **4 Credit Hours each.**

**10.21 American History I.** American history through 1865. The discovery of a new continent and the founding of a new nation; nationalism and democracy; the development of the West; the slavery question and the War between the States. **4 Credit Hours.**

**10.22 American History II.** American History from 1865 to the present; the reconstruction period; the development of the Far West; World Wars I & II. The great depression; social and economic reforms. **4 Credit Hours.**

**10.31 Current History.** Daily newspapers and weekly and monthly publications constitute the reading material for this course in "History in the Making." Current problems and issues are discussed in class. **4 Credit Hours.**

**8.11 U. S. Government I.** Government and the social process; constitutional foundations of government; political parties; the state and society; citizenship and suffrage; campaigns and elections. **4 Credit Hours.**

**8.12 U. S. Government II.** Forms of government; the congress; the executive division; legislative-executive relations; government finance; subordinate units of government, modern philosophies of

government; government of the international community. **4 Credit Hours.**

**8.13 Government and Business Relations I.** The following areas are covered in this course; business, government, and public policies; government competition with private enterprise; political philosophy and the economy; legal structure of government as it pertains to business; the influence of lobbies and other pressure groups; administration of government controls of business; patterns of business growth in the American economy; the Sherman and the Clayton Acts; Federal Trade Commission; price discrimination and other anti-trust problems. **4 Credit Hours.**

**8.21 Government and Business Relations II.** This is a continuation of course 8.31 and covers the following areas: regulation of business in general; regulation of specific sectors in business; state and local regulations; international dimension; and government and international business relations. **4 Credit Hours.**

**8.22 Comparative Governments.** Communism, Fascism, and Democracy, materialism; strategy and tactics of each form of government; natural rights recognized in a democracy; democratic liberalism; the democratic way of life. **4 Credit Hours.**

**8.23 American Constitutional Development.** Origins of the Federal Constitution; leading cases in its development by the Supreme Court and the current interpretations; readings and lectures emphasizing the social context of the opinions and their significance in relation to the evolution of American political forces. **4 Credit Hours.**

## LANGUAGES

**11.11 Spanish I.** Fundamentals of grammar, pronunciation, conversation, reading and translation. **4 Credit Hours.**

**11.12 Spanish II.** A continuation of 11.11. **4 Credit Hours.**

**11.21 Intermediate Spanish I.** Intensive and extensive reading in texts of marked literary merit; advanced grammar, composition, and conversation. **4 Credit Hours.**

**11.22 Intermediate Spanish II.** Spanish conversation and a study of Spanish literature. **4 Credit Hours.**

**11.31 Esperanto I.** The student who completes this course, the world international language, masters the 16 grammatical rules and acquires a basic vocabulary which will enable him to converse in the international language and to read elementary material in Esperanto, which is based on the Romance languages as well as other languages. It will serve as an excellent foundation for the acquisition of other languages. **4 Credit Hours.**

**11.32 Esperanto II.** Word building principles begun in Introductory Esperanto are mastered in this course and the student acquires a fairly extensive vocabulary. Conversation is improved and elementary books and stories are read. **4 Credit Hours.**



Professor Cincotta  
Associate Professor Hilliard

**Dr. John Cincotta**  
Chairman

## **DEPARTMENT OF LAW, REAL ESTATE, and INSURANCE**

The Law Department at Drake College of Florida is not intended to make lawyers of its students, nor is it one of the majors at our institution; however, it does supplement each of the majors and it strives to inculcate an awareness in the student of the pitfalls to avoid so as to forestall litigation by knowing the fundamentals of the most important and practical fields of law.

Business Law I and II are the only law courses which are

compulsory for every candidate for a baccalaureate degree at Drake College.

The courses in real estate and insurance are intended primarily for those who are majoring in this field, although other students are permitted to take any of these for their required credits in electives.

**12.11 Business Law I.** Social forces and the law; classes and services of law; agencies for enforcement; court procedure; contracts and essential facts thereof; nature and creation of agency; principal and agent; termination of agency; employer-employee relations; commercial paper: nature, kinds and parties; negotiability; transfer; notes and drafts; checks and bank collections; rights of holders and defenses. **4 Credit Hours.**

**12.12 Business Law II.** Personal property and bailments: nature and classes of property; acquiring title to personal property; ordinary bailmen; hotelkeepers, warehousemen, and factors; common carriers; sale of goods: nature and legality; formality of the sale contract; title and risks; warranties; remedies for breach of sales contracts; nature of insurance; fire insurance; automobile insurance; life insurance; regulation of business; regulation of labor; civil and criminal liability; business security. **4 Credit Hours.**

**12.13 Legal Terminology.** A course acquainting the student with the legal terms used in modern business with emphasis on spelling, pronunciation, and meaning of legal terms. **4 Credit Hours.**

**12.21 Jurisprudence.** An analytical study of sources, nature, and functions of law; an examination of the basic theories of law; a history of our court systems and a study of the duties of the court reporter. **4 Credit Hours.**

**12.22 Law of Contracts.** Offer and acceptance; consideration; statute of frauds; the parole; evidence rules; capacity of parties; breach of contract; assignment of contract; impossibility of performance; illegality; etc. **4 Credit Hours.**

**12.23 Insurance Law.** The quality and scope of the contract; parties; insurable interest; consideration; insurance agents and their powers; waiver and estoppel; the standard fire policy; coinsurance; etc. **4 Credit Hours.**

**12.31 Real Estate Law.** Land and its elements; fixtures; easements; land titles and interests in land; deeds; brokers and managers; contracts for the sale of land; escrows; evidence of title; mortgages; foreclosure and retention; liens; co-ownership; Dower, Curtesy, community property and Homestead; zoning and building ordinances; taxes and special assessments; landlord and tenant; cooperatives and condominiums. **4 Credit Hours.**

## **REAL ESTATE**

**19.11 Real Estate Principles and Practices I.** Nature, importance and character of land; the real estate business; the real estate market; real estate ownership and interests; contracts; land surveying and property descriptions; transfer of title; deeds; title closing; real estate financing; mortgage instruments; the mortgage market. **4 Credit Hours.**

**19.12 Real Estate Principles and Practices II.** Other real estate instruments; liens; taxes and assessments; brokerage; selling real estate; real estate advertising; property management; leases; property insurance; plan reading and cost estimating; property evaluation; real estate appraising; subdividing and developing; city planning and zoning; housing legislation; home ownership. **4 Credit Hours.**

**19.21 Real Estate Salesmanship.** Motives; the steps in a sale; listing techniques; selling various kinds of property; creative selling; meeting and overcoming objections; pitfalls to avoid; financial aids; ethical behavior, closing the sale. **4 Credit Hours.**

**19.22 Real Estate Brokerage.** The evolving real estate brokerage office; causes for the successes and failures of real estate firms; planning for brokerage operations; organizing brokerage operations; selecting and training real estate sales personnel; managing sales activities; marketing practices and policies; maximizing profits through controls; effective advertising practices; meeting competition through growth; the search for "professionalism." **4 Credit Hours.**

## **INSURANCE**

**19.34 Insurance Principles and Practices I.** Insurance in general; the uses of insurance; fundamental principles of risk and insurance; types of insurance organizations; structure of the insurance business; reinsurance; life insurance: scope and policy provisions of life insurance; types of life insurance policies; annuities and special contracts; insurable interest and the beneficiary; policy proceeds; reserves; surrenders and loans. **4 Credit Hours.**

**19.35 Insurance Principles and Practices II.** Workmen's Compensation insurance; Social Security insurance; insurance of property—fire: insurable interest in fire insurance; the fire insurance contract; endorsements; settlement of losses; fire insurance rates; reserves and financial statements; other insurance of property; miscellaneous property insurance. Insurance against transportation risks: ocean marine insurance; inland marine insurance. Insurance against legal liability: liability insurance generally; automobile insurance; aviation insurance; insurance against dishonesty: theft insurance; fidelity bonds. Insurance against failure of others; surety bonds; credit insurance; title insurance. **4 Credit Hours.**

**19.38 Life Insurance.** Many forces, both obvious and hidden, which influence the life-insurance salesman's own behavior and that of his client and the significance of these influences in motivating clients to change their behavior from the standpoint of life insurance. **4 Credit Hours.**

**19.41 Property and Liability Insurance.** Basic principles involved in the major types of property and liability insurance. Policy coverage in each field, with emphasis on the most common types of contracts. Insurance organization, legal aspects of contracts and other vital topics. **4 Credit Hours.**



**Mr. Alexander T. Mosley**  
**Chairman**

Associate Professor Mosley  
Lecturer William Bell  
Instructor D'Angelo

## **DEPARTMENT OF MANAGEMENT**

Management is in an era of evolution. Many traditional concepts are being evaluated and refined. The challenge arising from these changes is to provide the student of management with a conceptual framework which will facilitate his study, evaluation, and artful practice of management now and in the future.

This challenge is met by impressing upon our students that management is a basic and universal process oriented toward the identification and achievement of specific objectives by the bringing together of mind, hands, tools, materials, and the use of space and time. We emphasize that managing is distinct in its make-up, fundamentally of a disciplinary nature, and applicable to all levels of organization and to all activities whether they be production, personnel, marketing, finance, engineering, education, government, or the armed forces.

Our goal is to develop a competent administrator who can function successfully, upon graduation, in the modern business environment.

**13.11 Introduction to Business.** This general introduction course treats each facet of business, such as ownership, organization, marketing, purchasing, production, personnel, and finance, and

relates each facet to the principles of management and to economic fundamentals. **4 Credit Hours.**

**13.12 Principles of Management.** This is a comprehensive course covering the fundamental concepts of management, the decision-making process, and the planning, organizing, actuating, and controlling functions which constitute the management process and are applicable to all business operations. **4 Credit Hours.** Prerequisite: 13.11.

**13.21 Dynamics of Supervision.** Attitudes; morale; supervisory tools; controls; delegation; stimulation; collaboration; overcoming difficulties; improvement; creativeness. **4 Credit Hours.** Prerequisite: 13.11 and 13.12.

**13.22 Dynamics of Middle Management.** Various middle management positions are discussed: middle management functions and responsibilities; line and staff; mechanics of organization; dynamics of organization; future trends in management. **4 Credit Hours.** Prerequisites: 13.11 and 13.12.

**13.23 Personnel Management.** The personnel program; procurement and placement; improvement of performance; supervision; management-labor relations; remuneration; security. **4 Credit Hours.** Prerequisites: 13.11 and 13.12.

**13.31 Procurement Management.** Procurement in industry and government; purchasing policies and organization; coordination with production schedules and materials planning; optimum quantity and price; vendor relations; follow-up and expediting; receiving and inspection; purchasing research. **4 Credit Hours.** Prerequisites: 13.11 and 13.12.

**13.32 Labor Relations.** A study of the history, principles, and laws on local, state, and federal levels affecting labor relations and employer-employee relations; unionism and collective bargaining. **4 Credit Hours.** Prerequisites: 13.11 and 13.12.

**13.33 Executive Procedures and Decision Making.** How executives organize their thinking; fitting oneself for executive work; effective use of executive time; delegation; planning; decision making; management controls; decisions from general knowledge; decisions from assumptions. **4 Credit Hours.** Prerequisites: 13.11, 13.12, 13.21, and 13.22.



**13.41 Financial Analysis.** The balance sheet; the income statement; inter-statement ratios; intra-statement ratios; consolidated statements; comparative statements; trends; working capital; cash flow; long-term financial condition; price-level changes. **4 Credit Hours.** Prerequisites: 13.11, 13.12, 1.11, and 1.12.

**13.42 Budgetary Control.** The over-all annual budget; the cash budget; the short-term budget; construction and use of control forms; the use of budgets in forecasting; the relationship of budgets to management. **4 Credit Hours.** Prerequisites: 13.11, 13.12, 1.11, and 1.12.

**13.43 Business Policy.** A case approach to business policies to integrate the principles and data from all business fields and the behavioral sciences to determine the responsibilities of business enterprises toward their own personnel and the general public. A review of top level management's planning and control; organization, staffing, executing and appraising. **4 Credit Hours.** Prerequisites: 13.11, 13.12, and 13.33.

**13.44 Small Business Management.** The opportunities for the organization and operation of the small business; organization, location, financial planning; records; unit costs; merchandising; credits; personnel; opportunities in various fields considered. **4 Credit Hours.** Prerequisite: 13.11, 13.12, and permission of instructor.

**13.45 Office Management.** Organization and management of the office; office layout and equipment; selecting, training, and supervising office personnel; analysis and control; automation; work flow, and other topics. **4 Credit Hours.** Prerequisites: 13.11 and 13.12.

**13.46 Work Simplification.** Practical methods of improving work; shortcuts; work improvement techniques. **4 Credit Hours.** Prerequisites: 13.11, 13.12, and permission of instructor.

**13.47 Factory Management.** Factory planning and plant layout; methods, procedures, techniques; case problems. **4 Credit Hours.** Prerequisites: 13.11, 13.12, and permission of instructor.

**13.48 Transportation for Management.** Study of for-hire transportation including pricing, theory, nature of service offered by mode and selection of criteria useful to business and industrial users of common carrier transportation. **4 Credit Hours.** Prerequisites: 13.11, 13.12, and permission of instructor.



Associate Professor Miltenberger  
Lecturer George Bell

**Mr. Maurice Lee Miltenberger**  
Chairman

## **DEPARTMENT OF MARKETING**

The scope and importance of marketing within the American economy have increased steadily during the twentieth century. Marketing executives have taken on increasing responsibility within business enterprises, both in breadth and depth. Their authority has increased with the growing realization of the significance of marketing and the dependence of business upon an adequate knowledge of markets and how best to serve them. In particular, more authority has been given to marketing executives in product planning, investigation of the market, pricing, inventory control, and production scheduling. The widespread discussion of the "marketing concept" in the last few years with its emphasis on customer orientation, over-all planning, integration, co-ordination,

and effective communication is an expression of the extended position of marketing in the thinking of business executives who handle marketing problems.

The new "image" or modern concept of marketing is one which starts with an interpretation of consumers' needs and desires, both qualitatively and quantitatively, follows through with all the business activities involved in the flow of goods and services from producers to consumers, and ends with those services necessary to aid the consumer in getting the expected utility from the products he has purchased. The process both starts and ends with the consumer.

Courses in basic marketing no longer confine themselves to a social or an institutional approach. Many of the managerial aspects of marketing are considered, some of them in great detail. For instance, the selection of channels of distribution for various types of product is featured in marketing courses. Other subjects are given a less detailed treatment; and still others, by informal agreement, are reserved for courses in sales or marketing management, advertising, or retailing.

In addition to these general areas of study in the field of marketing there are a number of specialized courses in the field of distribution which may be pursued. These become specific study problems within the general area of marketing, and, as such, deserve a more intensive study.

**14.11 Principles of Marketing.** The activities of middlemen who move goods from producer to consumer. Marketing institutions are described, their functions are studied and the different price policies are discussed. Students should have taken Economics. **4 Credit Hours.**

**14.12 and 14.13 Principles of Salesmanship I and II.** This course consists of a study in the three distinct phases of selling; Part I, the Field of Selling: a survey of the importance of selling, its nature, its rewards, explanation of a salesman's job, and desirable qualifications. Part II, Preparing to Sell: a study of the characteristics and behavior of buyers; why they buy, and company buying processes. Part III, The Sales Process: covers the steps in finding a customer and in completing the sale. **4 Credit Hours each.**

**14.21 Sales Management.** Today's sales management job not only includes the supervision and control of sales personnel, sales ex-

penses, sales quotas, advertising and sales volume, but it also shares in the responsibility for product planning, market research, sales forecasting, budgets, manpower control, recruitment, pricing, servicing and profit analysis. This course is designed for those who want to progress beyond the field of product selling to that of executive management. **4 Credit Hours.**

**14.25 Advertising.** Importance in our economy of this marketing tool; different kinds of advertising, outdoor, direct mail and various media. Truth in advertising, effect on costs. **4 Credit Hours.**

**14.31 Public Relations.** The tools of a public relations program; how they are applied; the role of public relations and the various types of publics. **4 Credit Hours.**

**14.32 International Marketing.** Factors affecting world trade, growing importance of marketing in foreign trade. Nature of imports and exports, strategic issues involved. **4 Credit Hours.**

**14.41 Principles of Wholesaling.** This course provides a well-rounded treatment of the problems facing wholesale merchants. Three questions are answered: (1) what is wholesaling? (2) what is its significance? and (3) in what direction is it heading? Integrated management approach to the operations of a wholesale business. **4 Credit Hours.**

**14.42 Retailing Principles and Policies.** Retail store management policies and problems. Characteristics of different kinds of stores, with study of stock turnover, services, expenses, training of retail sales forces, pricing, trends in retailing. **4 Credit Hours.**

**14.43 Marketing Problems and Policy Case Studies.** Covers product policy, pricing, sales management, advertising, channels of distribution, and planning, with marketing research a key element in all of them. Prerequisite: 20 credits in marketing or permission. **4 Credit Hours.**

**14.44 Marketing Research.** Designed for students planning to become marketing executives. Managerial uses of marketing research in formulating marketing strategy; includes determination of situations requiring research, appraisal of alternative research methods and evaluation of studies, including theoretical concepts

in research, methodology; lectures and cases. Prerequisite: 20 credits in marketing or permission. **4 Credit Hours.**

**14.45 Marketing Management.** The purpose of this course is to present a comprehensive discussion of the problems encountered by top marketing executives — directors of marketing, vice-presidents, sales managers — in modern business concerns, and to consider the policies and procedures that may be followed in their solution. This includes the discussion of product planning, investigation of the market, pricing and price policies, planning the marketing effort, management of sales personnel, control of marketing operations and market research. Emphasis is placed upon the responsibilities of marketing people in the area of product planning, in the matter of warranties and in the all-important field of service. Prerequisite: 28 or more credits in marketing or permission from instructor. **4 Credit Hours.**

## MATHEMATICS

**15.01 Remedial Mathematics.** Students may be placed in a special non-credit Mathematics class if their background of preparation indicates the need for additional study. Assignment to a non-credit class is generally made on the basis of test score, but may be determined by members of the faculty of the Mathematics Department. **No Credit.**

**15.11 Business Mathematics I.** A very quick review of arithmetic fundamentals and problem-solving procedures; percentages; interest; discounts; negotiable instruments; payrolls; mathematics of merchandising; computing commissions; depreciations. **4 Credit Hours.**

**15.12 Business Mathematics II.** Continuation of the above, including taxes, stocks, bonds and other securities; insurance; and other applications of mathematics to the business world. **4 Credit Hours.**

**15.21 College Algebra I.** An introductory course which covers the elements of algebra, formulas, equations, graphs, systems of linear equations and linear inequalities; linear programming and compact notation. **4 Credit Hours.**

**15.22 College Algebra II.** An intermediate course which covers logarithms, mathematics of finance, an introduction to differential and integral calculus and probability. Prerequisite: 15.21. **4 Credit Hours.**

**15.31 Mathematics of Accounting and Finance.** The purpose of this course is to provide the student with conceptions and techniques of mathematics related to business, accounting, and finance. **4 Credit Hours.**

**15.41 Business Statistics.** Covers the essential methods in business statistics including the following: obtaining numerical data; the art of presenting statistical data; organizing quantitative data; the nature of samples; making estimates from sample data; testing hypotheses with sample data; regression and correlation analysis; index numbers. **4 Credit Hours.**



Professor Fink

**Dr. H. Kenneth Fink**  
Chairman

## **DEPARTMENT OF PSYCHOLOGY AND PHILOSOPHY**

In addition to holding the chairmanship of this department, Dr. Fink holds the directorship of the Guidance Department, which deals with the personal problems of students, where greater insight

is sought concerning personality, family, and sexual problems, which may be interfering with the students' college work.

The impact of the fields of psychology and philosophy are all around us. The graduate of a business college quickly becomes aware of the significance of the contributions of these fields toward his understanding of the men and women he must supervise, of the relationships between men and machines in business and industry, of the problems of ethics and logic to be found in every ongoing management-employee cooperative effort, and of the importance of the philosophical outlook or point of view of every company member.

The courses in the Department aim to acquaint the students with case studies and problems in business and industry, helping them to learn how to deal with such problems in an intelligent, effective, and humane way, never forgetting that personnel, both management and workers, are human beings, with feelings, needs, views, and sensitivities, that need to be considered in management's decisions and policy-making. The **Human Relations** course specifically deals with the problems of the relationship of management and labor. **Psychology** courses afford additional knowledge concerning the interrelationship of the functions of mind and body, an understanding of what makes both supervisor and employee "tick," not neglecting the problems of occasional deviant behavior, as particularly stressed in the **Emotional Adjustment** course. This last course, as well as the one on **Mental and Physical Health** (see Health Education 9.11), also helps the student understand himself, his motivations, goals, conflicts, frustrations, and problems, and how to deal with them head-on .

The courses in **Philosophy** and **Logic** help the student to learn to express himself clearly, without excess, redundant verbiage — a most important skill in helping the college graduate achieve progress through effective communication in climbing up in the hierarchy of his company. Since most Drake College graduates will ultimately reach supervisory or executive positions, it is important for them to understand the principles of **Ethics**, since many problems of an ethical nature will come up in the daily supervision of their employees, and in relations with their colleagues in management.

The courses offered by the Department of Psychology and Philosophy follow:

## PSYCHOLOGY

**18.11 Principles of General Psychology.** Psychology is the study of the science of behavior, which explains why we do what we do. This course helps the student understand how his mind and senses coordinate in influencing his behavior at work and at home. **4 Credit Hours.**

**18.12 Applied Psychology.** A practical application of psychological principles in vocational guidance, personnel work, industrial efficiency, advertising and selling, abnormal cases, and other practical problems. **4 Credit Hours.**

**18.21 Psychology of Adolescence.** This course offers a study in the physical, emotional, social, intellectual, and moral development of the adolescent, with special emphasis on intellectual development. **4 Credit Hours.**

**18.31 Psychology of Learning.** Theories of learning are presented, and their implications for curriculum evaluation and for teaching are discussed. The topics include intelligence, testing, motivation, whole and part learning, retention, and transfer of learning and their application to specific teaching-learning situations. **4 Credit Hours.**

**18.41 Psychology of Emotional Adjustment.** Of particular importance to future executives, this course deals with the problems of adjustment that we all face in this complex world, starting with the common neurotic syndromes and personality disorders, and leading up to the more serious psychoses. The supervisor must recognize symptoms of emotional stress and illness, and where the situation does not demand psychotherapy, he needs to learn how to encourage his employees to adjust to their home and work problems, so that they may remain efficient and reasonably satisfied employees, and not become casualties in the work force. **4 Credit Hours.**

**18.42 Psychology of Human Relations.** This course is designed specifically for future business leaders, whose duties may include the training of supervisors and foremen in the new, effective techniques of democratic (as opposed to authoritarian) leadership through discussion methods in which employees have a say in their destiny,



in problem-solving, and in the choice of equipment and methods they employ; role-playing; and non-directive counseling, as used by supervisors with disturbed workers. **4 Credit Hours.**

## **PHILOSOPHY**

**17.11 Principles of Philosophy.** We all benefit from a knowledge of the profound thinking of great philosophers of past and present. Coupled with the logic course, this course in basic philosophy encourages the development of clear thinking, and creates a more analytic outlook so that students can be more effective in expressing exactly what they mean to say in company meetings and other business contacts. **4 Credit Hours.**

**17.12 Logic.** The emphasis here is on the formation of logical sequences of thoughts, so as to help teach future business men to think clearly on their feet and express their ideas both forcefully and understandably. The student also becomes familiar with the common fallacies in thinking and speaking that so frequently distort meanings and can cause the loss of important contracts and sales. **4 Credit Hours.**

**17.13 Ethics.** This course emphasizes the basic principles of business ethics related to justice in the free enterprise system; the rights and goals of the worker; work, wages, and unions; and government intervention in economic life.

## **RELIGION**

**20.11 Comparative Religions.** Religions of the ancient Near East; Greek and Roman religion; Judaism; Zoroastrianism; Manichaeism; Islam; the religions of India, China, and Japan; the philosophical, theological and cultural aspects of various religions. **4 Credit Hours.**

**20.12 The Bible as Literature.** Bible literature studied from the literary and historical approach. Thought, history, and chronology of the Hebrew people considered with readings of classic selections from the Old Testament; the study of the New Testament from the literary and historical approach. **4 Credit Hours.**

**20.21 Religion in American Life.** A study of the development of religion in the United States, with particular attention to an understanding of the various faiths, denominations, and cults. **4 Credit Hours.**

## SCIENCE

**21.11 General Science.** Unites the subjects of physics and chemistry for a combined course by basing its treatment on the fundamental principles underlying the two sciences. The order of topics is natural and straightforward, without regard to the traditional separation between chemistry and physics. The treatment is elementary. Topics include matter in motion, properties of matter, electricity and magnetism, waves and particles, the atom, and atoms in combination. Methods include the lecture, demonstration table, and audio-visual aids. Text: **Introduction to Physics and Chemistry**, Arthur Beiser and Konrad Krauskopf. **4 Credit Hours.**

**21.21 Anatomy and Physiology I.** This course is designed to teach the student the fundamental terminology of Anatomy and Physiology along with an understanding of the basic elements of anatomy and physiology. Visual aids — diagrams, movies and other practical material are used throughout the course. **4 Credit Hours.**

**21.22 Anatomy and Physiology II.** Continuation of Anatomy and Physiology I. Prerequisite: 21.21. **4 Credit Hours.**



Mr. Edward I. Martin  
Chairman

Professor Martin  
Assistant Professor Allen

## DEPARTMENT OF SECRETARIAL SCIENCE

The secretary to the businessman occupies a well-paid and interesting position. It is not at all unusual for highly competent secretaries to become, eventually, promoted to executive positions. The demand for skilled secretaries grows constantly greater in all areas of endeavor: business, government, and the legal and medical professions.

Although women secretaries outnumber men who serve in such a capacity, the growing recognition that secretaries are frequently the executives of the future tends to increase the ranks of young men who are entering the secretarial field.

While accurate and speedy letter production is a basic requirement of a well-trained secretary, the duties that are involved call for much more. Dealings with the employer's customers, clients, or patients; and maintaining records for which the employer is responsible are just a few examples.

Students who show transcript evidence of basic courses in shorthand and typewriting, and who wish to be exempt from such courses, shall be granted such exemption without credit upon passing examinations given by the faculty of the Department.

The basic courses referred to above are:

**25.11 Elementary Typewriting.** The examination to be given will require a straight-copying net speed of 30 words a minute,

arrived at after a deduction of 10 words for each error. Time of test, 5 minutes.

**22.11 Shorthand Theory.** The examination to be given will consist of a 100-word theory test graded for correct outlines and transcription.

**22.12 Shorthand Dictation.** The examination to be given will consist of dictation of a letter of not less than 150 words. To pass the dictation test, 95% of the test letter should be correctly transcribed into longhand.

All students not granted one or more of these exemptions will be required to take the basic courses: 22.11 Shorthand Theory, 22.12 Shorthand Dictation, and 25.11 Elementary Typewriting, before taking any other typewriting or shorthand courses.

## SHORTHAND

**22.11 Shorthand Theory.** This is the beginning of the basic course in Gregg shorthand that introduces the fundamentals and principles of shorthand. **4 Credit Hours.**

**22.12 Shorthand Dictation.** A continuation of the basic course in Gregg shorthand and the fundamentals and principles of shorthand. This course includes a thorough study of the brief forms, vocabulary building, speed development, and transcription training. Before completion of this course, student is able to take dictation easily at 60 words a minute. **4 Credit Hours.**

**22.13 Dictation and Transcription I.** This course develops speed and broadens the shorthand vocabulary of the student through dictation of new material. In order to stimulate the speed of the student's response to the given dictation, constant review of basic shorthand principles continues throughout these courses. Dictation material in this course is given at 80 to 100 words a minute. **4 Credit Hours.**

**22.21 Dictation and Transcription II.** This course involves the dictation and transcription of business letters including sustained dictation for longer periods of time. Emphasis is placed upon proper transcription and high production of acceptable work. Dictation is given at 120 words a minute and higher. **4 Credit Hours.**

## **TYPEWRITING**

**25.11 Elementary Typewriting.** Keyboard mastery, correct typewriting techniques, and the development of speed and accuracy are the basic components of this course. In addition, the following phases are introduced; continuity writing, centering, tabulation, and business letters. **4 Credit Hours.**

**25.12 Intermediate Typewriting.** The development of skill in letter writing; use of carbons and envelopes; advanced tabulation; manuscript writing; and typewriting statements, invoices, telegrams, and common legal forms provide the content material for this course; **4 Credit Hours.**

**25.13 Advanced Typewriting.** Emphasis is placed on the student's initiative in solving placement arrangements quickly and accurately. Students will come into contact with material used in various types of business concerns. **4 Credit Hours.**

## **OFFICE PRACTICES**

**16.11 Secretarial Practice and Procedures.** The aim of this course is to familiarize the student with various office procedures as they pertain to the secretary. Topics include correct telephone techniques, duties of a secretary, business forms and correspondence, the use of office equipment, and records management. **4 Credit Hours.**

**16.12 Business Machines.** The purpose of this course is to acquaint the student with the operation of adding and calculating machines, bookkeeping machines, and duplicating machines. **4 Credit Hours.**

**16.21 Medical Office Practice.** Such topics are covered in this course as: medical secretary's career; professional behavior; confidential records; fees and bills; insurance in medical practice; medical office management; the doctor and the law; and the duties of a medical secretary in the hospital.

**16.23 Legal Secretarial Procedure.** The course integrates law information, law office duties, and legal shorthand skills, and information on most legal forms.

## **SOCIOLOGY**

**23.11 Introductory Sociology.** The development of modern civilization and the American philosophy of government; the individual and the family; effects of science, religion, urbanism, and conflicts of rights upon modern civilization. **4 Credit Hours.**

**23.12 Marriage and the Family.** Problems to be expected in marriage and family life; studies of marital happiness; possibility of sexual maladjustment; studies of family structure and family operations; social position of the family in the community. **4 Credit Hours.**

**23.21 Human Relations.** A survey of the influences which contribute to, or inhibit, the harmonious development of intrapersonal, and intergroup relations in our democratic society. **4 Credit Hours.**

**23.31 Urban Sociology.** The evolution of the city; causes of urban growth; the effect of urbanization on social institutions; social relations, and the national economy; problems of urban movements. **4 Credit Hours.**



Instructors Cameron, Baker

Mr. Alan G. Cameron  
Chairman

## DEPARTMENT OF SYSTEMS ANALYSIS

It has been reliably estimated that within a very few years more than half the working population of the United States will be directly involved with computers. Additionally, it is said that more than half the college students **presently** enrolled in colleges and universities today will be directly working with computers in their fields after graduation.

This, together with the geometric progression in computer technology, means that more and more systems analysts must be educated. Drake College's program in this field is unique as of the date of writing, in that no other college in the country offers these specific courses leading to a degree in Systems Analysis.

The courses themselves were suggested by International Business Machines representatives as being the types of courses they would like to see anyone have who later intended to be able to walk into any business and analyze the existing system with an eye to instituting (or improving presently installed) computer-oriented systems.

The systems-analysis field is one that will never become outdated or obsolete. As new developments in analysis and in computers occur, they will be incorporated into the Drake College curricula.

**24.11 Elements of Data Processing.** The object of this course is to develop a basic understanding of data processing. Students

will be introduced to the theory of the punched card, unit record equipment, stored program concepts, and programming. Students will have an opportunity to write and test a program on a computer system. **4 Credit Hours.**

**24.12 Programming Languages I.** This course is designed to give the student an understanding of a low-level programming language, assembler language, and a high-level language RPG. Students will develop programming competence in each language and will write and run programs on a computer system. Prerequisite: 24.11. **4 Credit Hours.**

**24.13 Programming Languages II.** This course is designed to give the student a basic understanding of the three most widely used programming languages. The student will not be expected to become programmers but to know the elements of each language, the basis of using each language, and the application of each language. Prerequisite: 24.12. **4 Credit Hours.**

**24.21 Accounting Systems.** This course is designed to serve as a starting point for the study of Systems Analysis. It includes some study of flowcharting techniques, as well as the most up-to-date accounting systems for various types of organizations. Prerequisite: 1.21. **4 Credit Hours.**

**24.22 Systems Design I.** The course acquaints the student with the techniques used in designing a computer-based system. Flow charting, block diagramming techniques, and form and card design. Each student will develop a proficiency in the use of these techniques and will completely design a card-oriented system using all of these elements. Prerequisite: 24.12. **4 Credit Hours.**

**24.23 Systems Design II.** This course is an extension of Systems Design I and introduces the use of magnetic tape and magnetic disk. The student will study the characteristics of tape and disk, the advantages and disadvantages of each, the application of each, and the file organization of each. Each student will design a system incorporating the use of each of these type units. Prerequisite: 24:22. **4 Credit Hours.**



**24.31 Communication-Based Systems.** This course is the study of complex systems utilizing teleprocessing equipment. Discussions will center on teleprocessing concepts, hardware, communication lines and facilities, and data sets. The student will be introduced to multiprogramming techniques used in teleprocessing including monitors and operating systems. Prerequisite: 24.23. **4 Credit Hours.**

**24.32 Systems Analysis I.** This course is designed to instruct the student in the procedures necessary in the practical approach to a systems study. Included will be discussions on conducting a systems study, machine and programming language selection, techniques for implementing a system, and managing a computer-based system. Prerequisite: 24.31. **4 Credit Hours.**

**24.41 Systems Analysis II.** For this course, the student will be presented with a systems problem in an actual company. Applying all of the previously studied techniques, he will study thoroughly the problem area, document the existing system, develop and document a new system, select the machines and programming systems, develop an installation implementation plan, and present his new system in a complete proposal form. Prerequisite: 24.31, 24.32. **4 Credit Hours.**

**24.42 Class Logic.** This course is designed to help the student in the systems-analysis field — or any field — acquire the one ability that is absolutely indispensable for success; the ability to **think**. The course is based entirely on the rules of inference based on the relations between two or more classes and their members. It is not concerned with propositioned logic, which is the rules of inference based on truth relations between propositions. Prerequisite: 4.11, 4.12, and 17.12. **4 Credit Hours.**

# Student Activities and Organizations

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 integral part of the educational process. The development of leaders is best achieved when young men and women have an opportunity to take responsibility. Drake College seeks this goal through a plan which includes faculty advisers for each activity, and staff departments working with student programs.

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, the value of an employee increases in proportion to his ability to participate in such a program and to contribute his talent and enthusiasm to it. All of the better companies are searching for this particular type of person; and with such training at Drake College, opportunities for a desirable position 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 United States. 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 of 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



**The Accountants Club**

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 subscribe to the following objects and purposes: (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**

**Tau Sigma Pi Fraternity.** The Drake College chapter of Tau Sigma Pi was established in 1964 by students who transferred to Drake from R.B.I. in Rochester, to carry on the fraternal purpose of binding together into brotherhood its members in honor and fellowship. 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.

**Lambda Theta Gamma.** This is a new service and social fraternity on the Drake College campus. The objectives of this fraternity are as follows: (1) improve local image of Drake College students by contributing helpful services and available time to orphanages, nursing homes, and hospitals; (2) to assist faculty and administration by helping at registration, monitoring classes, and visiting high schools to tell about Drake College; (3) to encourage interfraternity service activities; (4) to engage in intramural activities.

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

**Delta Kappa Pi Sorority.** This social sorority was organized on the Drake campus in 1967 and is the sister sorority of Kappa Beta Phi fraternity.

**Beta Delta.** This society for present and former students in the



Department of Higher Education at Drake holds discussions on college teaching, sponsors visits by well-known college teachers, contributes books to a special library shelf on Higher Education, and invites alumni of the Department of Higher Education to a dance at Drake once a year. The Society endeavors to form a sound basis of friendship and helpfulness between present and former students in the Department of Higher Education at Drake.

### **TROPICAL WEEKEND, ALL-COLLEGE PICNIC AMONG THE SOCIAL EVENTS**

Highlights of the student social calendar is the Tropical Weekend. Each club and organization nominates a girl to compete for Tropical Weekend Queen who is chosen for beauty, poise, and personality. Activities include regular school dances and fraternity and sorority parties to which the entire student body is invited, dance contests, a semi-formal dance in a Fort Lauderdale restaurant, and a picnic at a nearby state park.

The Student Senate sponsors an annual picnic in October at the Hugh Taylor Birch State Park by the Fort Lauderdale Beach. The purpose of this annual picnic is to give students and faculty and staff an opportunity to become better acquainted.

### **THE COLLEGE YEARBOOK — "SEABREEZE"**

The Seabreeze is published annually. The work is done by students and a faculty adviser. Every student receives a copy without additional charge. This yearbook and the student newspaper (see below) offer varied opportunities for students wishing to gain experience outside the classroom in the practical phases of journalism.

### **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.

## ATHLETICS

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.

Athletics has a prominent part in college life at Drake. Two intercollegiate sports were introduced last year. These are basketball and tennis.

The Drake Demons (basketball team) finished their first intercollegiate season with a ten-win, three-loss record, and were Champions of the YMCA League. The 1967-68 schedule consists of intercollegiate contests with two-year junior colleges from all over Southeast Florida. These opponents include Broward Junior College, Indian River Junior College, and Biscayne College. Drake College is a member of the National Little College Athletic Association.



This year Drake's tennis team will play such schools as Broward Junior College, and Hollywood College.

Other intercollegiate sports are expected to be added as school enrollment continues to increase.

This year Drake's intramural program will include such sports as football, basketball, baseball, swimming, and golf. Bowling is expected to be added in the near future.

There are two tennis courts, an outdoor basketball court, two shuffleboard courts and a swimming pool on the Drake Campus. Young men and women are given every encouragement and opportunity to participate in organized sports, enjoy wholesome recreation, and keep physically fit.

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 Services

The Student Service program as set up at Drake College leads the student through a series of experiences designed to help him make the best possible adjustments to life in college, in an effort to facilitate his later adjustment to life situations. The program starts with correspondence or interviews with the prospective student and his parents and the Director of Admissions and his staff. Department chairmen and faculty advisers are available for consultation with those new students who may need help in developing their academic plans.

## ORIENTATION FOR NEW STUDENTS

New students arrive on campus a few days prior to registration. The first order of business is to get settled in living quarters. The office of the Dean of Students is charged with the responsibility of seeing that all students are housed. New students are assigned to a student leader who assists whenever possible in helping the student to become acclimated to new experiences and the demands of college life. Fraternities, sororities, and other student clubs and organizations plan activities to enable the new student to get acquainted with others.

During the orientation period, placement tests are administered as a further aid toward good adjustments. The committee for the testing program is chaired by a Ph.D. in psychology.

## COUNSELING

Even though there is a Ph.D. in psychology who serves as Director of the Department of Guidance and Counseling, many others at Drake College are engaged in counseling, depending on just what kind of counseling is needed by the student. Each faculty member serves as an adviser and counsels students as to progress in the course. The Dean of Students is responsible for the personal and social guidance of men students as well as conduct and well-being of the group. The Dean of Women is responsible for the personal and social counseling of women students. On occasion a student's problems may reveal the need for more highly specialized attention than the Dean of Students or the Dean of Women can give, whereupon the student can avail himself of the services of the Director of Guidance and Counseling who is a psychologist. In the realm of spiritual counseling, the College has on its Com-

munity Advisory Board members of the various faiths represented on campus.

### **WORK OPPORTUNITIES**

The Director of Personnel has the responsibility of assisting students in finding part-time work in order to help provide part of the expenses of a college education. Students are encouraged not to undertake outside work during the first quarter or two. Students not maintaining a 2.0 quality-point average will not be assigned work opportunities. The number of jobs on campus are quite limited and are assigned to students who have been on campus one or more years. A student who is not too particular or fussy can usually find part-time work of some kind in the city of Fort Lauderdale.

### **PLACEMENT BUREAU FOR GRADUATES**

The successful placement in a rewarding and stimulating career position offering an attractive salary is a vital part of the Drake personnel guidance program that continues throughout the lifetime of the graduate and there is no charge for this service.

The Placement director assists graduating students and alumni in securing positions that are consistent with their interests, abilities, and education. This continuing year-round activity is under the supervision of a professional Placement director. No fee is charged either the graduate or the employer for this service.

### **GRADUATE SCHOOL OPPORTUNITIES**

Students nearing graduation from Drake College who are interested in admission to graduate and professional schools are directed by a special faculty committee on graduate programs. The Committee, consisting of the President of the College, the Assistant to the President, the Academic Dean, and the Registrar, assists the student in applying for and enrolling in a graduate or professional school. The number of Drake graduates who go on to graduate or professional schools increases each year.

### **SERVICES OF THE REGISTRAR**

The Registrar provides factual information concerning student records, academic standing, and progress toward degree requirements. Students who are not certain what courses they should take to meet their degree requirements should avail themselves of the services of the College Registrar.



## HEALTH SERVICE

The Drake College Health Service is established within the guidelines of the American College Health Association. It is concerned with the physical and emotional health of the student, health education and preventive programs, emergency treatment, and the promotion of individual and general health in the college community.

The Health Service is under the direction of a registered nurse and provides health counseling and emergency out-patient care for students, faculty, and staff.

A pre-entrance physical examination by a physician is required for all students, and the completed form should be forwarded to the Health Service at least two weeks prior to registration. Current immunization for smallpox, tetanus, and poliomyelitis are required before admission.

An excellent group health insurance program, recommended by the Health Service, is available to students at reasonable rates.

Applicants are not prevented from entering the college because of physical defects. However, students with chronic illnesses or physical defects must arrange for a transfer of records and information from their family physicians to a local practitioner to ensure continuous care.

Evaluation of students with emotional problems or a history of mental illness is performed by the school clinical psychologist at no cost to the student. However, should treatment be indicated, the cost must be borne by the student, whether he chooses to consult a local psychologist or psychiatrist or to receive treatment from the college clinical psychologist. The college reserves the right to require counseling and/or necessary treatment if the student is to remain on campus.

Students are urged to report to the Health Service at the first sign of illness. If the services of a physician or hospital care are needed, the responsibility for payment must be assumed by the student. In any case, where the illness is determined by the physician to be of more than average severity, parents will be notified by telephone.

Student health records are privileged communications and are not released without the student's consent, with the exception of information necessary from the standpoint of public health.

## FOR STUDENTS

Do you have a problem with —	Person or Office to Contact
Adding Courses? .....	Registrar
Admissions? .....	Director of Admissions
Change of Major Course? .....	Department Chairman in which you're enrolled and in which you would transfer
Change of Course or Section? .....	Registrar
Counseling? .....	Department Chairman, Dean of Students, Dean of Women, Academic Dean, or Director of Guidance and Counseling
Discipline? .....	Dean of Men or Dean of Women
Dropping Courses? .....	Registrar
Housing? .....	Dean of Students
Insurance, Student? .....	Cashier
Loans? .....	Dean of Students
Loans for Tuition? .....	Director of Student Affairs
Lost and Found? .....	Office of Dean of Students
Mail? .....	Office of Dean of Students
Parking Fines .....	Dean of Students
Parking Permits? .....	Dean of Students
Part-time Employment? .....	Director of Placement
Payment of Tuition, Fees, etc.? .....	Cashier
Readmissions? .....	Director of Admissions
Records, Academic? .....	Registrar
Registration? .....	Office of Admissions
Reservation of Meeting Rooms? .....	Registrar
Scholarships? .....	Dean of Students
Selective Service? .....	Registrar
Student Activities? .....	Dean of Students
Student Finances? .....	Controller
Transcripts? .....	Registrar
Transfer to other institutions? .....	Registrar
Transportation? .....	Dean of Students
Tuition and Fees (Payment)? .....	Cashier
Withdrawal? .....	Dean of Students



# Financial Information

## THE CASHIER

All payments are mailed or personally made to the CASHIER and not to the Controller. Checks are made payable to DRAKE COLLEGE OF FLORIDA. Second indorsement checks, except government checks, are not acceptable.

## APPLICATION FEE

An application fee of \$25 must accompany the Application for Admission from each student. This fee helps to defray the administrative expenses of the Admissions Office and is not refundable.

## TUITION DEPOSIT

All students both old and new must pay a tuition deposit of \$100 within 15 days after receiving notification that admission has been approved for the next quarter. This deposit will apply against the tuition charges for the following quarter and is not refundable. For those paying on one of the installment plans, any deposits should be deducted from the third (final) payment.

Each year all continuing students must pay this \$100 tuition deposit by June 1, which deposit will apply against the tuition for the academic year beginning in September. Grades will not be released to continuing students until this deposit has been made.

## TUITION

The tuition fee of \$400 for each quarter covers the normal class load of 16 credit hours. Permission to carry more than 16 credit hours may be granted when the scholarship of the student warrants the additional class load. In such instances, the additional courses will be charged at the rate of \$25 per credit hour (\$100 per 4 credit course).

The tuition for students carrying less than 16 credit hours will be figured at the rate of \$30 per credit hour.

After a student has registered, tuition payments are not refunded except when the student is involuntarily inducted (drafted) into the armed forces of the United States. In this instance a pro-rata refund is made.

## **GENERAL FEE**

All students must pay a general fee of \$40 each academic quarter. This fee is an over-all fee covering services performed by the student senate, the health service, the library, the student services offices, registration services and expense, intramural and inter-collegiate athletic events, recreational facilities on campus, subscriptions to the BEACHCOMBER (student newspaper), a copy of the SEABREEZE (college yearbook), guest lecture series, and expansion of academic facilities. This fee is not refundable.

## **LATE REGISTRATION FEE OF \$25**

Students who do not complete their registration on the scheduled days are required to pay a late registration fee of \$25.00. This is paid to the cashier before proceeding with late registration. The cashier will provide a receipt which will be shown to the registrar so that you can proceed with the late registration.

## **BOOKS AND SUPPLIES**

Books, supplies, class and fraternity jewelery, records, clothing, and so forth are not included in the tuition and fees. The cost of textbooks and supplies varies with the different programs. Books and supplies are sold strictly on a cash basis at our bookstore located at 719 East Broward Blvd. All bookstore surplus in excess of operating costs is divided between the student activity fund and new book acquisitions for the library.

## **GRADUATION FEE**

The graduation fee of \$20 covers all expenses incidental to graduation and must be paid at the beginning of the student's last quarter at the College.

## OTHER FEES

Make payment to the cashier. She will issue a receipt which will permit the following:

Makeup test fee .....	\$5.00	Makeup or early final examination with the consent and at the discretion of the instructor .....	\$25.00
Duplicate identification card	2.00	Laboratory fee for computer courses .....	\$15.00
Transcript fee after the first	1.50		

## PAYMENT OF TUITION AND GENERAL FEE

Tuition for the quarter (\$400) and the General Fee (\$40) must be paid not later than registration day and preferably 30 days before the student registers for classes. For those living in college housing, this sum of \$400 must be increased by \$200 for the academic quarter, plus a breakage deposit of \$50 which may be refunded in whole or in part. The \$200 per quarter housing fee includes utilities except telephone. Air conditioners may be rented for an additional \$50 per room per quarter of 10 weeks. We do not guarantee the availability of air conditioners in each room, but we will permit students either to rent them or purchase and install them at their own expense after obtaining approval of the Director of Student Affairs. Students are permitted to move into student housing a few days prior to registration week, but the student should write or wire the Director of Student Affairs giving the date and time of arrival, if he wishes to avail himself of this service.

## INSTALLMENT PAYMENTS

Those preferring to pay by installments are encouraged to contact the controller at least 3 months in advance of the need so that an application can be processed through Tuition Plan, Inc. of New York or one of the other organizations providing monies to students. This organization will make the entire year's payment to Drake College and the parents of the student make equal periodic payments to Tuition Plan, Inc., credit unions, local state plans, and so forth. Drake College does not finance tuition and other costs, but we will assist you to obtain financing as described above.

## TYPICAL COLLEGE EXPENSES

For the convenience of students and parents, the typical college expenses for the academic year of 3 quarters are estimated as follows:

	For Students in College Housing	For Students Not in College Housing
*Tuition .....	\$1,200.00	\$1,200.00
General Student Fee .....	160.00	160.00
Health and Accident Insurance .....	18.00	18.00
**College Housing		
Breakage Deposit .....	50.00	—
Books and Materials (varies with course taken).....	160.00	160.00
***College Housing .....	600.00	—
Total per academic year.....	<u>\$2,188.00</u>	<u>\$1,538.00</u>

\*Does not include \$15.00 laboratory fee for systems analysis course.

\*\*The \$50 breakage deposit is refunded when the student leaves college housing provided no damage or breakage expenses are to be deducted from this deposit. We bill the student as breakage and damage occurs rather than waiting until the end of the quarter.

\*\*\*This does not include food or air conditioning, only the room or apartment occupied by the student. Students prepare some of their meals themselves and also eat some of their meals in cafeterias and restaurants close by where prices are reasonable. Add \$150 if air conditioning is desired for the entire year.

## CONTRACT TERMS

Drake College has many expenses of a continuing nature, such as faculty and administrative salaries and plant maintenance. In order to plan and maintain these services over the entire year, it is essential that the annual income from fees be assured and the students, once enrolled, remain for the period agreed to whether it be one quarter or more. For this reason Drake College does not accept students for less than one quarter on a cash basis, or for less than 3 quarters on the financing plans offered by Tuition Payment Plan, Inc. and other financing companies. It should also be understood by students and parents that no deposits are refundable if a student account is not paid in full.

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 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.

### **DELINQUENT ACCOUNTS**

If an indebtedness to the College remains at the end of a quarter, students will not receive grades, be given transcripts of record, degrees or letters of recommendation, nor will they be permitted to register for the following quarters until their obligations have been settled with the business office. Payment is made to the Cashier and not to the bookkeeper, controller, or other persons.

### **STUDENT CHECKING ACCOUNTS**

It is recommended that students not carry about, keep on their person, nor in their respective rooms substantial sums of money. The opening of a checking account in a local bank is strongly recommended.

### **EDUCATIONAL LOAN PLANS**

The Tuition Plan, Inc., is offered by Drake College as a convenient way of financing tuition, housing, and other academic fees.

Under this deferred payment system, the cost may be spread over the entire school year or, under the two-, three-, and four-year plans, may be spread over the entire year with Parent Life Insurance included.

Parents who wish to adopt The Tuition Plan to avoid large single payments at the beginning of each term receive from the College a contract, which, when duly signed by the parent, is

returned to the College for assignment and forwarding to the Tuition Plan, Inc.

The one-year plan payments are paid in eight or ten monthly installments beginning with the first month of the school year. Under the two-year plan, there is a choice of 20, 30, or 36 monthly payments. In both the two-year and the three-year plans Parent Life Insurance is automatically included.

If a four-year program is needed The Tuition Plan offers three methods of payment: 40, 60, 72 consecutive payments. Expenses beyond the first year are estimated and the contract may be increased or decreased at the proper time to reflect changes in tuition, housing or academic fees. Parent Life Insurance is automatically included.

Application for a Tuition Plan contract, may be secured from the Business Office, Drake College of Florida, Fort Lauderdale, Florida 33301.

Monthly payments should be made payable to The Tuition Plan, Inc., and mailed to 1 Park Avenue, New York, New York 10016.

Drake College of Florida has arranged with two other 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, any of these agencies. They are mentioned in this catalog because of the many inquiries from parents regarding financial assistance and budget-payment educational programs.

**The Dr. Charles A. Schurman Scholarship Fund.** A \$200 scholarship is made available each year to a Drake College senior in the B.B.A. degree program. The student is selected by the Scholarship

and Financial Aid Committee of the College and the selection is based on a high scholastic record and financial need. Students meeting these qualifications must present their desire for consideration in writing to the Scholarship and Financial Aid Committee.

### **STUDENT INSURANCE**

Health and Accident Insurance coverage is available and automatic unless the parents refuse in writing. This coverage is recommended by the College. Information and application for Health and Accident Insurance is mailed to prospective students with Application for Admission, Payment is \$6 per quarter and each student is billed for this along with his tuition.

## OFFICERS OF THE CORPORATION

Stanley J. Drake, President

Jack E. Dalton, Secretary-Treasurer

Alan G. Cameron, Controller and Data-Processing Manager

## BOARD OF TRUSTEES

Chairman

Ernest W. Veigel, Jr., B.A., D.C.S., D.Sc., Rochester, New York

Vice-Chairman

Louis J. Fifer, B.A., D.C.S., Vice President, First Federal Savings  
& Loan Association of Broward County

Secretary

Stanley J. Drake, B.S., M.S., Pd.D., D.B.A., Sc.D.  
President of Drake College of Florida

Robert W. Miller, B.A., M.B.A., D.C.S.

Director, Department of Business-Government Relations,  
American University, Washington, D. C.

Jack E. Dalton, B.B.A.

Secretary-Treasurer, Drake College of Florida;  
President, Broward Enterprises & Development, Inc.

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 ADMINISTRATION

### President

S. J. Drake, B.S., M.S., Pd.D., D.B.A., Sc.D.

### Assistant to the President

Lottie Larabee, B.A., M.A., Ph.D.

### Assistant to the President

Frank Morgan, B.A., M.A.

### Academic Dean

Harold Hopkins, BA., M.A., LL.D.

### Controller and Data-Processing Manager

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

### Director of Admissions and Registrar

Michael Allegra, B.B.A.

### Dean of Students

George H. Bell, B.A.

### College Nurse and Dean of Women

Doris E. Donnelly, R.N.

### Director of the Guidance Department

H. Kenneth Fink, Ph.D.

### Director of Personnel and Public Relations

William Bell, B.A.

### Librarian

Charles Flack, B.A., M.A.

### Assistant Librarian

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

### Director of Athletics

Philip D'Angelo, B.B.A., M.B.A.

### Manager of College Bookstore

James Sobel, D. ès L.

## ADMINISTRATIVE ASSISTANTS

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

Secretary to the Academic Dean  
Beatrice Allen, B.A.

Secretary to the Director of Admissions  
Joan Clark

Secretary to the Registrar  
Annabelle Pennington

Secretary to the Dean of Students  
Joan McClure

Secretary to the Controller and Data-Processing Manager  
Charlotte Lica

Administrative Assistant, Data Processing  
John Baker

Data Processing Clerk  
Virginia Cogan

## MAINTENANCE DEPARTMENT

Charles Heck, Supervisor  
J. C. DeVeney  
Raymond Barr

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Paul Massara, Security Guard



Left to right, front row: Dr. Joseph I. Bosco, Professor of History; Dr. Lottie B. Larabee, Professor of Higher Education and Assistant to the President; Dr. H. D. Hopkins, Professor of English, Chairman of the Department of English, and Dean of Faculty; Dr. John Cincotta, Professor of Law and Chairman of the Department of Law, Real Estate, and Insurance; Dr. Stanley J. Drake, President of Drake College of Florida. Back row: Dr. Leo F. Hennessey, Professor of Educational Philosophy and Psychology, and Chairman of the Department of Higher Education; Dr. Robert D. Boyle, Professor of History and Chairman of the Department of History and Government; Dr. H. Kenneth Fink, Professor of Psychology and Philosophy, and Chairman of the Department of Psychology and Philosophy; and Dr. Ralph L. Sackett, Professor of Economics and Chairman of the Department of Economics.

## FACULTY

- Allegra, Michael**—Instructor in Mathematics (Part time). B.B.A., Drake College of Florida.
- Allen, Carol Annette**—Assistant Professor of Secretarial Science. M.B.E., University of Mississippi; B.S. in Ed., University of Florida.
- Baker, John**—Instructor in Electronic Data Processing.
- Bell, George Hamilton**—Lecturer in Advertising and Management. B.A., Williams College.
- Bell, William Henry**—Lecturer in Public Relations and Personnel Management. B.A., Williams College.
- Bosco, Joseph I.**—Professor of History. D.C.S., Drake College of Florida; A.M., Wayne University; A.B., Detroit City College.
- Boyle, Robert D.**—Chairman of Department of History and Government and Professor of History. Ph.D., University of Texas; M.A.Ed., Southern Methodist University; B.A., Wesleyan University.
- Braman, Richard L.**—Instructor in Accounting. B.A., Butler University.
- Cameron, A. G.**—Chairman of Department of Systems Analysis and Instructor in Systems Analysis. B.A., Davidson College; B.B.A., Drake College of Florida.
- Cincotta, John**—Chairman of Department of Law, Real Estate, and Insurance and Professor of Law. J.S.D., St. John's University School of Law; Graduate work at New York University Graduate School; LL.B., Fordham University School of Law; B.S., New York University.
- Cunningham, Agnes E.**—Associate Professor of English. M.S.Ed., University of Virginia; B.S., in Ed., Worcester State College.
- D'Angelo, Philip**—Instructor in Business Administration. M.B.A. in Management, Indiana Northern University; B.B.A. in Management, Drake College of Florida.

- Fink, H. Kenneth**—Chairman of Department of Psychology and Philosophy and Professor of Psychology and Philosophy. Ph.D., Cornell University; M.S., California Institute of Technology; A.B., Princeton University.
- Flack, Charles Ruthven**—Associate Professor of English, and Librarian. Work toward Ph.D. in Library Science, University of Chicago; M.A. University of Alberta; Diploma in Library Science, University of Wisconsin.
- Hammel, Fred**—Instructor in Accounting. C.P.A., Maryland and Texas; B.A., Johns Hopkins University.
- Hennessey, Leo F.**—Chairman of Department of Higher Education and Professor of Educational Philosophy and Psychology. Ph.D., M.Ed., A.B., Ottawa University.
- Hilliard, Pauline B.**—Associate Professor of Law. LL.B., A.B., University of Miami.
- Hopkins, H. D.**—Chairman of Department of English and Professor of English. LL.D, Heidelberg College; A.M., A.B., University of Michigan.
- Larabee, Lottie B.**—Professor of Higher Education. Ph.D., M.A., New York University; M.M., American Conservatory of Music; B.M., University School of Music (Lincoln, Neb.)
- Martin, Edward I.**—Chairman of Department of Secretarial Science and Professor of Secretarial Science. Graduate study, New York University; M.Ed., B.S. in Ed., Boston University.
- Miltenberger, Maurice Lee**—Chairman of Department of Marketing and Associate Professor of Marketing. Graduate study, Florida Atlantic University and Florida State University; M.S. in Economics, University of Michigan; B.S. in Business, Miami University.
- Morgan, Frank J.**—Associate Professor of Government. M.A., University of Miami; B.S., Seton Hall University.
- Morin, Edward Laurence, Jr.**—Assistant Professor of History and Government. M.A., Appalachian State Teachers College; B.A., Belmont Abbey College.

**Mosley, Alexander T.**—Chairman of Department of Management and Associate Professor of Management. M.B.A., Harvard Graduate School of Business Administration; B.S., University of Pittsburgh.

**Rehm, Judith M.**—Associate Professor of English. M.A., B.Ed., University of Miami.

**Reynolds, Alfred**—Associate Professor of Accounting. C.P.A., New York; B.C.S., New York University.

**Sackett, Ralph L.**—Chairman of Department of Economics and Professor of Economics. Ph.D., Pennsylvania State University.

**Scheinwald, Robert Reuben**—Associate Professor of History and Government. M.A., University of Miami; M.A., New York University; B.A., Bucknell University.

### STANDING COMMITTEES OF THE COLLEGE

1. **Planning and Development Committee**  
Dr. Drake—Chairman  
Mr. J. Dalton  
Mr. F. Morgan  
Mr. A. Cameron  
Mr. G. Bell  
Mr. W. Bell
2. **Publications Committee**  
Dr. L. Larabee—Chairman  
Dr. J. Cincotta  
Mr. M. Allegra  
Miss P. Hilliard  
Mr. C. Flack  
Mr. W. Bell
3. **Student-Faculty Recommendation Board**  
Rotating Chairman  
Dr. J. Cincotta  
Dr. H. Fink  
Mr. P. D'Angelo  
Dr. L. Larabee  
Plus four students
4. **Committee on Faculty Rank and Appointments**  
Dr. S. J. Drake—Chairman  
Dr. H. Hopkins—Co-Chairman  
Dr. L. Larabee  
Mr. F. Morgan
5. **Curriculum and Academic Standing Committee**  
Dr. H. Hopkins—Chairman  
Mr. A. Mosley
- Dr. R. Boyle  
Mr. M. Miltenberger  
Mr. E. Martin  
Dr. L. Hennessey  
Dr. H. Fink
6. **Scholarship and Financial Aids Committee**  
Mr. G. Bell—Chairman  
Mr. Alan Cameron  
Mr. W. Bell  
Mrs. D. Donnelly  
Mr. P. D'Angelo
7. **Admissions Committee**  
Mr. M. Allegra—Chairman  
Mrs. D. Donnelly  
Dr. H. Fink  
Dr. L. Larabee  
Mr. A. Reynolds
8. **Library Committee**  
Mr. C. Flack—Chairman  
Miss P. Hilliard  
Dr. H. Hopkins  
Mrs. A. Cunningham
9. **Student Activities Committee**  
Mr. G. Bell—Chairman  
Mr. P. D'Angelo  
Mr. E. Morin  
Mrs. D. Donnelly  
Mrs. C. Allen
10. **College Lecture Committee**  
Mr. F. Morgan—Chairman  
Dr. L. Hennessey  
Dr. H. Fink

## COMMUNITY ADVISORY BOARD

Emerson Allsworth, Attorney  
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**Dr. Louis W. Parker, Inventor-Scientist, being presented with an Honorary Doctor of Science degree, by President Drake, at the 27th Commencement Convocation held at the Parker Playhouse in Fort Lauderdale, June 25, 1967. Dr. T. R. Funt, member of the Board of Trustees of the College, is in the center.**



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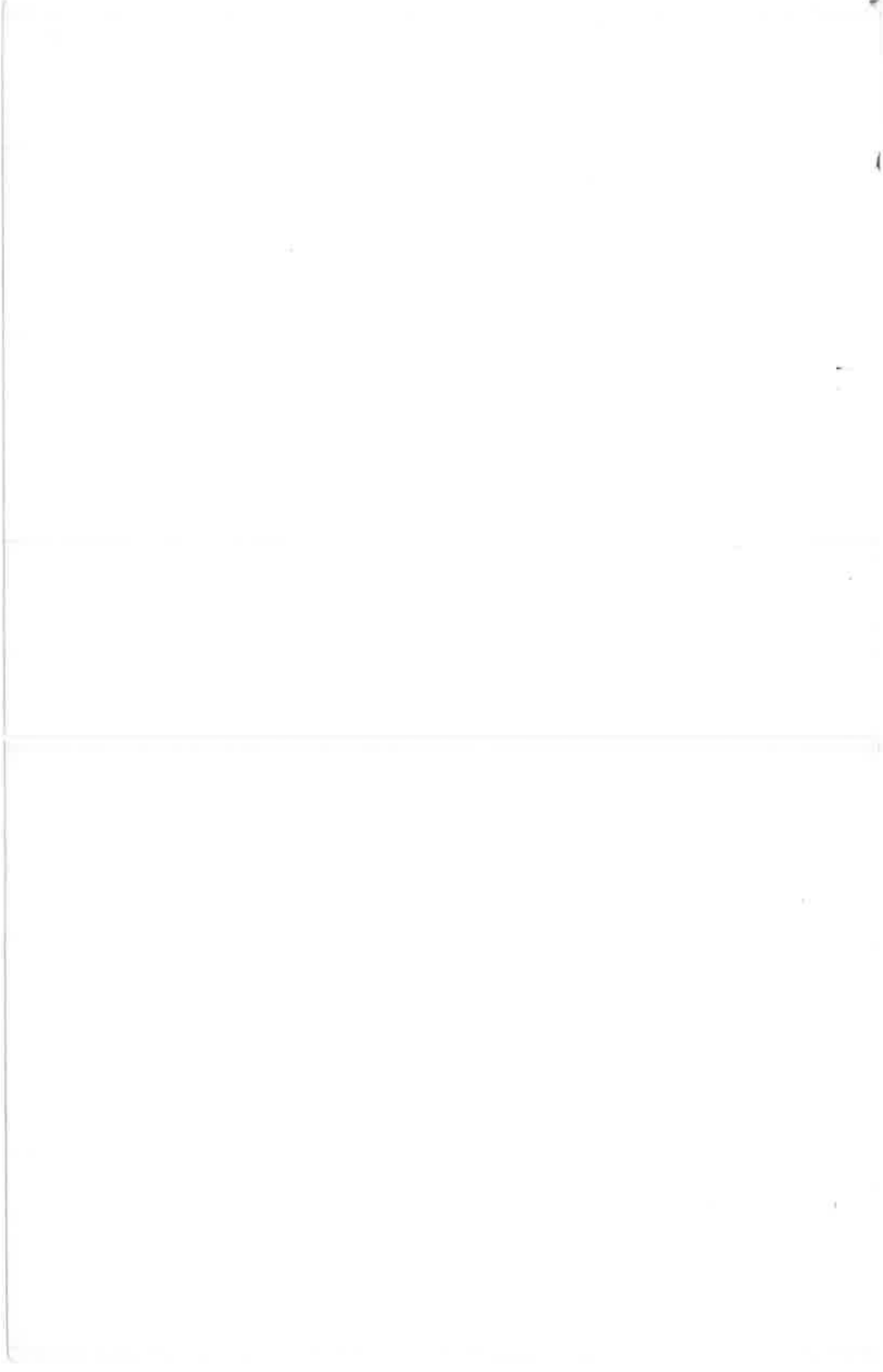
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### Flying Time to Fort Lauderdale

	Hours	Minutes
Atlanta .....	1	25
Baltimore .....	3	5
Boston .....	3	50
Chicago .....	3	25
Cincinnati .....	3	20
Cleveland .....	3	12
Dallas .....	2	32
Denver .....	6	0
Detroit .....	2	50
Kansas City, Mo. ....	4	47
Los Angeles .....	6	0
Louisville .....	4	0
New York .....	2	30
Philadelphia .....	2	38
St. Louis .....	3	50
Washington, D. C. ....	2	15



Fort Lauderdale  
Miami

