

# FORT LAUDERDALE UNIVERSITY

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

1970-1971

All monetary matters referred to in this catalog are subject to change



#### **EDUCATION'S THE TOPIC**

Governor Claude R. Kirk, Jr. of Florida engages in affable conversation with Dr. S. J. Drake during a visit to Fort Lauderdale by the governor. Fort Lauderdale University is among the fastest-growing of the state's colleges and universities which are training young men and women for important roles in our space-age industry.



## 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 University. 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 Fort Lauderdale University.

Because Fort Lauderdale University 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 Fort Lauderdale University community join with me in welcoming you. It is our earnest desire that your stay at Fort Lauderdale University in beautiful Fort Lauderdale will be pleasant, profitable, and intellectually stimulating.

S. J. Drake  
President, Fort Lauderdale University

# 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 Fort Lauderdale University is 1401 E. Broward Boulevard, Fort Lauderdale, Fla. 33301. The telephone number is 305-525-4761.

Inquiries should be addressed as follows:

Academic Interests .....	V.P. for Academic Affairs or Academic Dean
Admission of Students .....	Director of Admissions
Alumni .....	Executive Secretary, Alumni Association
Athletics .....	Director of Athletics
Business Affairs .....	V.P. for Administration
Catalogs and Bulletins .....	Director of Admissions
Curriculum .....	V.P. for Academic Affairs or Academic Dean
Faculty Appointments .....	V.P. for Academic Affairs or Academic Dean
General Matters Pertaining to the University .....	The President
Gifts and Bequests .....	The President
Health and Medical Matters .....	Director of Health Services
Housing .....	Director of Housing
Payment of Student Bills .....	Cashier
Public Relations .....	Dean of University and Community Relations
Scholarship and Financial Aid .....	Dean of Student Affairs
Student Activities .....	Director of Student Activities
Student Employment .....	Dean of Student Affairs
Transcripts and Records .....	Registrar
Withdrawal Notices .....	Registrar

## Office Hours:

Administrative Offices: 8 a.m. to 5 p.m., Mon. through Fri,  
Closed Saturday

Faculty Offices: Consultation with Faculty Members by appointment.

# *Preliminary Application for Admission*

I request an application for admission to Fort Lauderdale University  
for the  Fall Quarter     Winter Quarter     Spring Quarter  
 Summer Quarter

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Street and Number)

\_\_\_\_\_

(Town)

(State)

(Zip Code)

Name of Parent or Guardian: \_\_\_\_\_

\_\_\_\_\_

(Give address if different from yours)

Name of High School from which Graduation took place:

\_\_\_\_\_

(Grade Average)

Date of Graduation: \_\_\_\_\_

(Date)

Name of School, College, or University last attended:

\_\_\_\_\_

Intended Vocation: \_\_\_\_\_

Mail to: Director of Admissions  
Fort Lauderdale University  
1401 East Broward Blvd.  
Fort Lauderdale, Florida 33301

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# *For Students*

If you have a problem with—	Person or Office to Contact
Adding Courses .....	Registrar
Admissions .....	Director of Admissions
Change of Major .....	Dean of Academic Affairs, or Vice President for Academic Affairs
Change of Course or Section .....	Registrar
Counseling .....	Director of Guidance and Counseling
Course Overload or Course Substitution .....	Dean of Academic Affairs or Vice President for Academic Affairs
Discipline .....	Dean of Student Affairs
Dropping Courses .....	Registrar
Housing .....	Director of Housing
Loans .....	Dean of Student Affairs
Lost and Found .....	Dean of Student Affairs
Mail .....	Dean of Student Affairs
Parking Fines .....	Cashier
Parking Permits .....	Director of Student Activities
Part-time Employment .....	Dean of Student Affairs
Payment of Tuition, Fees, etc. ....	Cashier
Readmission .....	Director of Admissions
Records, Academic .....	Registrar
Registration .....	Registrar
Reservation of Meeting Rooms .....	Dean of Academic Affairs
Scholarships .....	Dean of Student Affairs
Selective Service .....	Registrar
Student Activities .....	Director of Student Activities
Student Finances .....	Cashier
Transcripts .....	Registrar
Transfer to other institutions .....	Registrar
Transportation .....	Director of Student Activities
Tuition and Fees (Payment) .....	Cashier
Withdrawal .....	Registrar

FOOT LAUDERDALE UNIVERSITY

SCHOOL YEAR 1969-70

1969																						
SEPTEMBER			OCTOBER			NOVEMBER																
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30				
29	30													22	23	24	25	26	27	28		
														29	30	31						

1970																					
JANUARY			FEBRUARY			MARCH															
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
26	27	28	29	30	31	23	24	25	26	27	28	29	23	24	25	26	27	28	29		
														30	31						

1970																				
JUNE			JULY			AUGUST														
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
4	5	6	7	8	9	10	1	2	3	4	5	6	7	3	4	5	6	7	8	9
11	12	13	14	15	16	17	8	9	10	11	12	13	14	10	11	12	13	14	15	16
18	19	20	21	22	23	24	15	16	17	18	19	20	21	17	18	19	20	21	22	23
25	26	27	28	29	30	31	22	23	24	25	26	27	28	24	25	26	27	28	29	30
							29	30												



SCHOOL YEAR 1970-71  
1970

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

1971

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE							JULY							AUGUST													
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	7	5	6	7	8	9	10	11	1	2	3	4	5	6	7	2	3	4	5	6	7	8	2	3	4	5	6	7	8														
11	12	13	14	15	16	17	8	9	10	11	12	13	14	8	9	10	11	12	13	14	12	13	14	15	16	17	18	8	9	10	11	12	13	14	9	10	11	12	13	14	15	9	10	11	12	13	14	15														
18	19	20	21	22	23	24	15	16	17	18	19	20	21	15	16	17	18	19	20	21	19	20	21	22	23	24	25	12	13	14	15	16	17	18	16	17	18	19	20	21	22	16	17	18	19	20	21	22														
25	26	27	28	29	30	31	22	23	24	25	26	27	28	22	23	24	25	26	27	28	26	27	28	29	30			19	20	21	22	23	24	25	23	24	25	26	27	28	29	23	24	25	26	27	28	29														

# Calendar of Events

## Fall Quarter, 1969

- September 22-24 (M, T, & W)**—8:00 a.m.-5:00 p.m.—Registration for day and evening students.
- September 25 (Th)**—6:30 p.m.-10:00 p.m.—Registration for evening students.
- September 25 (Th)**—Classes begin for both day and evening students. Late registration fee and schedule change fee are in effect, except for evening students.
- October 3 (F)**—Last day for change of schedule and late registration.
- November 25 (T)**—Last day to file application and pay fees for graduation at end of Fall Quarter.
- November 25 (T)**—11:00 p.m.—Classes end for Thanksgiving holiday.
- December 1 (M)**—8:00 a.m.—Classes resume.
- December 1 (M)**—Last day to withdraw from class.
- December 1-5 (M-F)**—8:00 a.m.-3:00 p.m.—Pre-registration for Winter Quarter. Students must register prior to or after their regular class schedules.
- December 8-10 (M, T, & W)**—Final Examinations.
- December 10 (W)**—Fall Quarter ends.
- December 12 (F)**—All final grades must be submitted to the Registrar's Office before 12:00 noon.

**NOTE:** All "I" grades from Spring and Summer Quarters must be changed in the Registrar's Office by professor approval prior to the end of the succeeding quarter or the "I" grade will be administratively changed to "NG" on the student's official record and transcript.

## Winter Quarter, 1970

- January 5-7 (M, T, & W)**—8:00 a.m.-5:00 p.m.—Registration for day and evening students.
- January 6 (T)**—6:30 p.m.-8:00 p.m.—Registration for evening students.
- January 8 (Th)**—Classes begin for both day and evening students. Late registration fee and schedule change fee are in effect.
- January 16 (F)**—Last day for change of schedule and late registration.
- March 6 (F)**—Last day to file application and pay fees for graduation at end of Winter Quarter.
- March 11 (W)**—Last day to withdraw from class.

**March 9-13 (M-F)**—8:00 a.m.-3:00 p.m.—Pre-registration for Spring Quarter. Students must register prior to or after their regular class schedules.

**March 18-20 (W, Th, & F)**—Final examinations.

**March 20 (F)**—Winter Quarter ends.

**March 20 (F)**—All final grades must be submitted to the Registrar's Office before 5:00 p.m.

**NOTE:** All "I" grades from Fall Quarter must be changed in the Registrar's Office by professor approval prior to the end of the succeeding quarter, or the "I" grade will be administratively changed to "NG" on student's official record and transcript.

### Spring Quarter, 1970

**March 23-25 (M, T, & W)**—8:00 a.m.-5:00 p.m.—Registration for day and evening students.

**March 24 (T)**—6:30 p.m.-8:00 p.m.—Registration for evening students.

**March 26 (Th)**—Classes begin for both day and evening students. Late registration fee and schedule change fee are in effect.

**April 3 (F)**—Last day for change of schedule and late registration.

**May 18, 19, & 20 (M-W)**—8:00 a.m.-3:00 p.m.—Pre-registration for Summer Quarter (for both six-week sessions or for either six-week session). Students must register prior to or after their regular class schedules.

**May 22 (F)**—Last day to file application and pay fees for graduation at end of Spring Quarter.

**May 25 (M)**—Last day to withdraw from class.

**May 25-29 (M-F)**—Pre-registration for Fall Quarter, 1970.

**June 3-5 (W, Th, & F)**—Final examinations.

**June 5 (F)**—Spring Quarter ends.

**June 5 (F)**—All final grades must be submitted to the Registrar's Office before 5:00 p.m.

**NOTE:** All "I" grades from Winter Quarter must be changed in the Registrar's Office by professor approval prior to the end of the succeeding quarter, or the "I" grade will be administratively changed to "NG" on student's official record and transcript.

**June 7 (Sun)**—3:00 p.m.—Commencement.

### Summer Quarter, 1970

**First Summer Session—June 15, 1970, to July 22, 1970**

**June 11-12 (Th & F)**—8:00 a.m.-5:00 p.m.—Registration for day and evening students.

- June 11 (Th)**—6:30 p.m.-8:00 p.m.—Registration for evening students.
- June 15 (M)**—Classes begin for both day and evening students. Late registration fee and schedule change fee are in effect.
- June 18 (F)**—Last day for change of **schedule** and late registration.
- July 1 (W)**—Compensatory class day **due** to celebration of Fourth of July on Monday, July 6th.
- July 6 (M)**—July 4th holiday.
- July 14 (T)**—Last day to withdraw from **class**.
- July 14 (T)**—Last day to file application and pay fees for graduation at end of First Summer Session.
- July 20-22 (M, T, & W)**—Final examinations.  
Pre-registration for Second Summer Session.
- July 22 (W)**—First Summer Session of the Summer Quarter ends.
- July 22 (W)**—All final grades must be submitted to the Registrar's Office before 5:00 p.m.

### Second Summer Session—July 23, 1970, to August 28, 1970

- July 20-22 (M, T, & W)**—8:00 a.m.-5:00 p.m.—Registration for day and evening students.
- July 21 (T)**—6:30 p.m.-8:00 p.m.—Registration for evening students.
- July 23 (Th)**—Classes begin for both day and evening students. Late registration fee and schedule change fee are in effect.
- July 29 (W)**—Last day for change of **schedule** and late registration.
- August 17 (M)**—Last day to file **application** and pay fees for graduation at end of Second Summer Session.
- August 21 (F)**—Last day to withdraw from class.
- August 26-28 (W, Th, & F)**—Final examinations.  
Pre-registration for Fall Quarter, 1970.
- August 28 (F)**—Second Summer Session of the Summer Quarter ends.
- August 28 (F)**—All final grades must be submitted to the Registrar's Office before 5:00 p.m.

This calendar is subject to change, particularly as to the dates of orientation and registration. If later notices are in conflict with this calendar, the latest information should be followed.

### Fall Quarter, 1970

- September 15 (T)**—All teaching staff reports for duty.
- September 21-23 (M, T, & W)**—8:00 a.m.-5:00 p.m.—Registration for day and evening students.
- September 22 (T)**—6:30-8:00 p.m.—Registration for evening students.

**September 24 (Th)**—Classes begin for both day and evening students.

Late registration fee and schedule change fee are in effect.

**October 2 (F)**—Last day for change of schedule and late registration.

**November 24 (T)**—Last day to file application and pay fees for graduation at end of Fall Quarter.

**November 24 (T)**—11:00 p.m.—Classes end for Thanksgiving holiday.

**November 30 (M)**—8:00 a.m.—Classes resume.

**November 30 (M)**—Last day to withdraw from class.

**November 30-December 4 (M-F)**—8:00 a.m.-3:00 p.m.—Pre-registration for Winter Quarter. Students must register prior to or after their regular class schedules.

**December 7-9 (M, T, & W)**—Final examinations.

**December 9 (F)**—Fall Quarter ends.

**December 9 (F)**—All final grades must be submitted to the Registrar's Office before 5:00 p.m.

**NOTE:** All "I" grades from Spring and Summer Quarters must be changed in the Registrar's Office by professor approval prior to the end of the succeeding quarter, or the "I" grade will be administratively changed to "NG" on student's official record and transcript.



Accredited business colleges, technical institutes, and junior colleges affiliated with Fort Lauderdale University for the purpose of transfer of credits and inter-institutional cooperation:

**ALABAMA**

Alverson-Draughon College, Birmingham  
Continental Commercial College  
Massey-Draughon Business College  
North Alabama College of Commerce

**ARIZONA**

Lamson Business College

**CALIFORNIA**

Coleman College  
Empire College of Commerce  
Grace Ball College  
Riverside University  
Sawyer College of Business, Pomona  
Skadron College of Business  
San Diego College of Business

**COLORADO**

Blair Business College  
Parks School of Business

**CONNECTICUT**

Morse of Hartford

**FLORIDA**

Aladdin Business College  
Lakeland Business Institute  
Massey Business College  
Massey Technical Institute  
Tampa Technical Institute

**GEORGIA**

Dayton Business College  
Marsh-Draughon Business College

**IDAHO**

Link's School of Business  
Twin Falls Business College

**ILLINOIS**

Gem City College  
Illinois Business College  
Illinois Commercial College  
International Data Processing Institute  
Metropolitan School of Business

**INDIANA**

Lockyear College of Business

**IOWA**

Hamilton College  
Nettleton Business Training College

**KANSAS**

Central College  
Wichita Business College

**KENTUCKY**

Bryant and Stratton Business College  
Draughon's Business College

Fugazzi Business College  
Spencerian College  
Sullivan Business College  
United Electronics Institute

**LOUISIANA**

Bish Mathis Institute  
Louisiana Business College  
Meadows-Draughon College  
Robinson Business College  
Spencer Business College

**MAINE**

Beal Business College  
Plus-Gray's School of Business

**MARYLAND**

Baltimore Institute  
The Gardner School of Business

**MASSACHUSETTS**

Andover Institute of Business, Andover  
Andover Institute of Business, Brockton  
Andover Institute of Business, Lynn  
Andover Institute of Business, Springfield  
Bryant & Stratton School  
Bryant-McIntosh  
Burdett College  
New England School of Accounting  
Salter Secretarial School  
Lynch Commercial College

**MICHIGAN**

Muskegon Business College

**MINNESOTA**

Globe Business College  
Minneapolis Business College  
Rasmussen School of Business

**MISSOURI**

The Gard Business University

**MONTANA**

Great Falls Commercial College

**NEBRASKA**

C. E. School of Commerce  
Nettleton Business College and  
Computer Institute

**NEW HAMPSHIRE**

Andover Institute of Business

**NEW JERSEY**

Roberts, Walsh Stenotype School  
Union Technical Institute, Mountainside  
Union Technical Institute, Asbury Park

**NEW MEXICO**

Sante Fe Business College

**NEW YORK**

Albany Business College  
 Sadie Brown's Collegiate Institute  
 Utica School of Commerce  
 Westchester Business Institute  
 Mandl School for Medical & Dental  
 Assistants

Island Drafting School

**NORTH CAROLINA**

Croft Business College  
 Hardbarger Business College  
 King's Business College  
 Miller-Motte Business College  
 Evans Business College

**NORTH DAKOTA**

Aaker's Business College  
 Dakota Business College

**OHIO**

Griswold Business College  
 Griswold Institute  
 Institute of Computer Management  
 Miller-Draughon College  
 Northwestern School of Commerce  
 Portsmouth Interstate Business  
 Southern Ohio Business College  
 Steubenville Business College  
 Whiting Business College

**OKLAHOMA**

Oklahoma School of Business,  
 Accountancy, Law, and Finance  
 Tulsa Business College

**OREGON**

Western Business University

**PENNSYLVANIA**

Allentown Business School  
 Bethlehem Business School  
 Cambria-Rowe Business College  
 Central Pennsylvania Business School  
 Churchman Business College  
 DuBois Business College  
 Duff's Business Institute  
 Eric Business Center  
 Institute of Computer Management,  
 Philadelphia  
 Keystone School of Business  
 Lackawanna Junior College  
 Lansdale School of Business  
 McCann School of Business  
 Thompson Institute  
 Computer Systems Institute

New Castle Business College  
 New Kensington Commercial School  
 Penn Commercial College  
 Philadelphia School of Office Training  
 Thompson School of Business &  
 Technology

Wheeler School, The  
 Wilkes-Barre Business College  
 Williamsport School of Commerce  
 Penn Technical Institute

**SOUTH CAROLINA**

Columbia Commercial College  
 Forrest College

**SOUTH DAKOTA**

Nettleton Commercial College  
 Northwest College of Commerce

**TENNESSEE**

Draughon's Business College, Knoxville  
 Draughon's Business College, Nashville  
 Edmondson College of Business  
 Knoxville Business College  
 McKenzie College  
 Miller-Hawkins Business College  
 West Tennessee Business College

**TEXAS**

Community College  
 Draughon's Business College, Lubbock  
 Durham Business College,  
 Corpus Christi  
 Durham Business College, El Paso  
 Durham Business College, Houston  
 Durham Business College, Pasadena  
 Durham Business College,  
 San Antonio

International Business College  
 San Antonio Commercial College  
 Stenograph Institute of Texas  
 Valley Central College

**VIRGINIA**

Kee's Business College  
 Norfolk College  
 Phillips Business College  
 College of Hampton Roads

**WASHINGTON**

Knapp Business College

**WEST VIRGINIA**

Huntington College of Business

**WISCONSIN**

Patricia Stevens Career College and  
 Finishing School

**CANADA**

Success Commercial College

# History

Fort Lauderdale University had its beginning in 1940 as Walsh School of Business Science. A few years later the name was changed to Broward Business College, and the school was incorporated under the laws of the State of Florida in 1956. With a broadening of the curricula, the adoption of college-level textbooks, and the employment of faculty members with advanced degrees, the name was changed in 1961 to Broward College. In 1962 the State of Florida issued a charter to the College for operation as a non-profit, degree-granting institution of higher learning with authority to grant associate and baccalaureate degrees.

In 1963 the Trustees of Broward College honored its president, Dr. S. J. Drake, who has been with the College since 1948, by designating the institution as Drake College of Florida. Each year found the College growing in stature and prestige, increasing its enrollment from 535 in the Fall of 1967 to 1,036 in 1969, and continuing to make its contribution to the community, business, and industry.

At the Commencement Program on June 9, 1969, Dr. Drake announced from the rostrum of the Parker Playhouse stage that a new Charter had been issued to the Board of Trustees of Drake College of Florida changing its name and adding to its potentials for services to the community, the nation, and the world. He stated that the name of the college was, as of that date, *Fort Lauderdale University*.

During the Summer and Fall Quarters of the 1969/70 academic year, the University employed six earned Doctorates for administrative and instructional positions and two CPA's with Masters Degrees and beyond for the Accounting Department. In addition, the institution employed an outstanding man in the field of Marketing; this man has his Masters Degree plus work on his Doctorate and is a scholar in his field. Other fine instructors have been employed for the General Education support of the Business Administration College in the subject matter fields of mathematics, foreign languages, fine arts, and sociology.

Fort Lauderdale University's curricula, programs, and organization are being patterned after the standards and requirements of the Accrediting Commission for Business Schools. The University hopes to receive four-year accreditation early in 1970. The University anticipates employing additional qualified faculty and staff support members and, in the near future, expects to offer graduate study in the various majors of business administration leading to the Master of Business Administration Degree.



## ACCREDITATION AND RECOGNITION

Fort Lauderdale University (formerly Drake College of Florida) was accredited on the Junior College level on May 22, 1968, by The Accrediting Commission for Business Schools. The Accrediting Commission for Business Schools is designated as a Nationally Recognized Accrediting Agency by the United States Office of Education under the provisions of Public Law 82-550 and subsequent legislation.

Fort Lauderdale University is a candidate for accreditation as a Senior College of Business by A.C.B.S. and will continue to hold its accreditation as a Junior College of Business until it achieves Senior College of Business accreditation. The University will be inspected and evaluated for accreditation as a four-year institution in the winter of 1970.

Fort Lauderdale University is a nonprofit, nonsectarian, co-educational institution of higher education chartered by the State of Florida with authority to confer collegiate degrees. The University is listed by the U. S. Office of Education as a "Professionally accredited Institution of Higher Learning." The two-year and four-year programs leading to Associate and Bachelor degrees are approved by the Florida State Approval Agency for Private Schools.

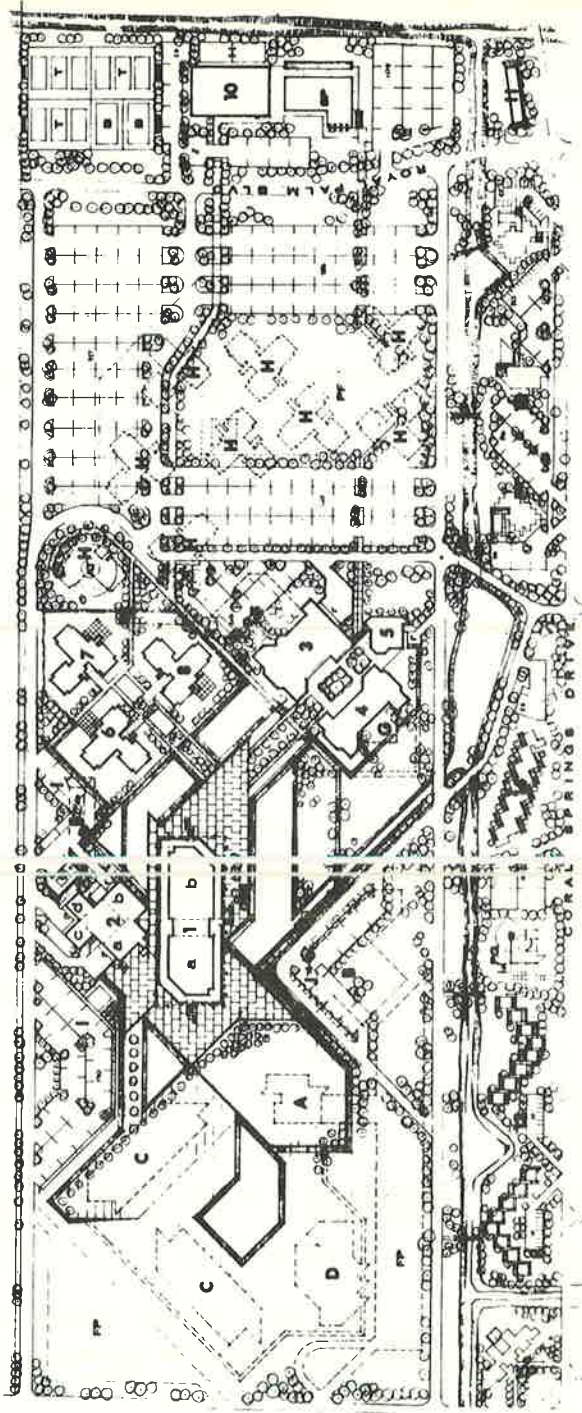
## THE FUTURE OF FORT LAUDERDALE UNIVERSITY

Fort Lauderdale University believes in the concept that a small university is important to the individuals of this nation, to the leaders of this nation, and to the future of mankind. The continuation of the university community where college students and faculty can work together closely to achieve wholesome educational, moral, and social development of the individual is still the most important challenge for all who would be desirous of having our American way of life continue.

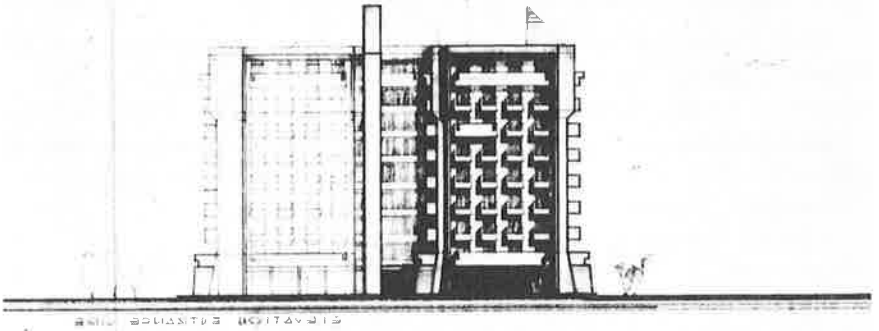
It is the belief of this University that as the need grows the answer will be established for the community. In the fall of 1969, the enrollment was 1,036; as our facilities are provided, this enrollment will increase. We would like to think of a goal for the immediate future of approximately five thousand (5,000) students. Beyond that there would be no person who could say what the great state of Florida would demand.

To answer this need, the school is working toward a move to Coral Springs which is located to the Northwest of Fort Lauderdale proper. One might say that it is a suburb of Fort Lauderdale and is a part of the greater Fort Lauderdale complex. On the next page or so of this catalog, you will see plot plans of the new school. Our present sites will be used for a strong evening school program and for a teacher creditation program.

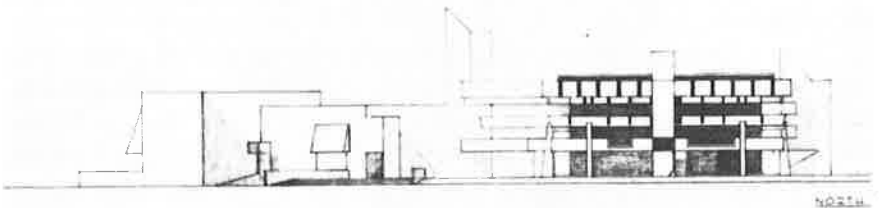
- 1 GENERAL PURPOSE BUILDING
  - a - ADMINISTRATION
  - b - LIBRARY
- SECOND FLOOR: COMPUTER AND CLASS ROOMS
- THIRD FLOOR: CLASS ROOMS
- FOURTH FLOOR: FACULTY OFFICES
- ROOF: MECHANICAL
- 2 LECTURE BUILDING
  - a FIRST PHASE CAMPUS RECEIVING
  - b ART DEPARTMENT
  - c ART CLASS ROOM
  - d LECTURE PREPARATION
- 3 CAFETERIA
- 4 STUDENT UNION BLDG
- 5 BOOK STORE
- 6 PERMITORY 1, 125 - 600
- 7 PERMITORY 2, 125 - 470
- 8 PERMITORY 3, 125 - 340
- TOTAL 1400
- 9 EQUIPMENT BUILDING
- 10 GYMNASIUM
- 11 GROUNDS MAINTENANCE
- 12 FERTILITY ROOM
- 13 2 FLOOR GARDEN APPTS FOR 500 STUDENTS
- 14 6 1/2 APPTS. FOR MARRIED STUDENTS, NO CHILDREN
- 15 PRESIDENTS RESIDENCE
- A FUTURE ADMINISTRATION
- B FUTURE LIBRARY
- C FUTURE CLASSROOM BLDG
- D FUTURE SERVICES BLDG
- E CENTRAL RECEIVING
- F ADDITIONAL CLASS ROOMS
- G ADDITION TO STUDENT UNION
- H FUTURE PARKING
- I FUTURE BALL COURTS
- J GUEST PARKING
- AT EAST CAMPUS WATER
- K FUTURE PARKING
- L RECEIVING
- M PLAY GROUND
- N SWIMMING POOL
- O HAND BALL COURTS
- P TENNIS COURTS
- Q FUTURE BALL COURTS
- R PLAYING FIELDS
- S FUTURE PLAYING FIELDS
- NOTE: 1ST PHASE PARKING 1980



PROPOSED SITE DEVELOPMENT PLAN,  
CORAL SPRINGS



**PROPOSED DORMITORY AT CORAL SPRINGS SITE**



**PROPOSED GENERAL PURPOSE AND LECTURE BUILDING, CORAL SPRINGS SITE**

## BEAUTIFUL FORT LAUDERDALE, THE VENICE OF AMERICA

Fort Lauderdale, a city of 130,000, is the governmental seat of Broward County, the fastest growing area in the United States. World renowned for its climate and beach it is the center of Florida's Gold Coast tourist mecca. It offers the student of Fort Lauderdale University not only superb climate and recreation but also numerous cultural and educational opportunities to supplement his academic study.

**Climate.** Weather Bureau records show the average winter afternoon temperature is 75.4 degrees. Reliable trade winds blowing off the Atlantic Ocean assure suprisingly comfortable summers, with the usual high temperatures in the high 80's or low 90's. The even temperatures often mean a savings in students' wardrobes compared to the various seasons of the north.

**Venice of America.** Located between Palm Beach and Miami, Fort Lauderdale has a maze of lagoons, bays, rivers, and canals, with more than 300 miles of waterfront property. You can crisscross 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 excellent fresh-water fishing spots. Broward County has become the golfing center of the nation with more than 35 courses. Other sports readily accessible are tennis, horseback riding, hunting, water skiing and scuba diving. The National Swimming Hall of Fame is located in this city and hosts the annual Collegiate Swim Forum. The New York Yankees conduct their spring training in the city and own the Fort Lauderdale Yankees, a farm team. The Miami Dolphins and the University of Miami Hurricanes play their home games in the Orange Bowl, only a 45-minute drive from Fort Lauderdale.

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

The beach is internationally famous as an invasion point for thousands of spring vacationing college students.

**Commercial Activities.** Port Everglades, the permanent home of the famous Queen Elizabeth, is 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.



Although the tourist industry is the largest in the country, there are huge cattle ranches and citrus groves spreading west toward the Everglades. The year-round growing season and fertile soil provide one of the richest agricultural areas in the nation where truck farmers get two and three crops per year. The fantastic growth of the area has made the building construction industry one of the major contributors to the economy. In addition, numerous light industries particularly in the electronics field have located in Fort Lauderdale.

Fort Lauderdale is served by three airports, two railroads and three bus lines. The Fort Lauderdale International Airport serves National Airlines, Eastern Airlines, Northeast Airlines, Northwest Orient, Bahamas Airways, Mackey International and Shawnee Airlines. They offer direct flights to all the major cities in the North and Midwest.

Cultural Activities. There are more than 140 churches and synagogues, representing nearly every religious denomination, in Fort Lauderdale. The city boasts a 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 with famed soloists. The Metropolitan Opera with its leading stars performs each winter. The War Memorial Auditorium, within walking distance of Fort Lauderdale University, is the scene of concerts, plays, lectures, sports events, dog shows, boat shows, and other similar events.

The Parker Playhouse, one of the nation's most beautiful and modern theaters, has regularly scheduled Broadway plays with famous stars in the leading roles.

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

Some of the students who came to Fort Lauderdale University liked the area so much that after graduation they obtained positions in this city and are now living here permanently. But, whether you decide to make your home here or not, your time spent at Fort Lauderdale University will be such a rewarding experience that it will live among your memories forever.

## PHILOSOPHY

Fort Lauderdale University is a coeducational, nonsectarian university 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 University 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 on the degree program.

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

Since the University realizes the importance of enriching the curriculum with General Studies, these Studies are prominently integrated into the total learning environment. Thus the graduate from Fort Lauderdale University is prepared to enter the adult world in one of many fields: Accounting, Management, Marketing, Real Estate and Insurance, Office Administration, Systems Analysis and Electronic Data Processing, Technical and Scientific Management, or Business 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.

Fort Lauderdale University 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, Fort Lauderdale University 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.

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

The University would summarize its philosophy as follows:

1. To its students, Fort Lauderdale University owes programs of higher education, sound and imaginative in concept and implemented by skillful, competent instruction. In its courses of study, the University 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 Fort Lauderdale University 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 University 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 by a centering of interests.

2. To the faculty, the University owes opportunities for emotional and intellectual growth so as to maintain the high degree of intellectual vitality necessary to inspire young people. Fort Lauderdale University 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, Fort Lauderdale University owes the maintenance and expansion of its facilities so as to provide, for the citizens of this region, collegiate programs which meet the changing need of a metropolitan area. The University aspires to provide for the community an important resource through varied programs which prepare young people for immediate careers or further study and specialization.

4. To industry and the professions, Fort Lauderdale University owes the maintenance and development of curricula that will produce graduates well qualified to assume their duties as leaders in business and industry. The University 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 Fort Lauderdale University 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.





**Congressman J. Herbert Burke, of Florida's 10th District, an honorary alumnus, greets Dr. Drake in Washington, D. C.**



## BROWARD CAMPUS

University 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

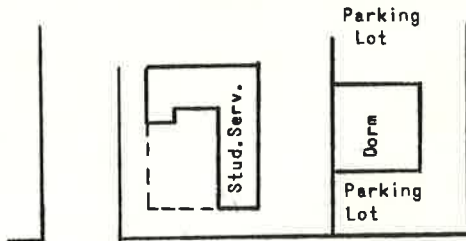
Stanley Hall, 1614 N. E. 1st Street

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

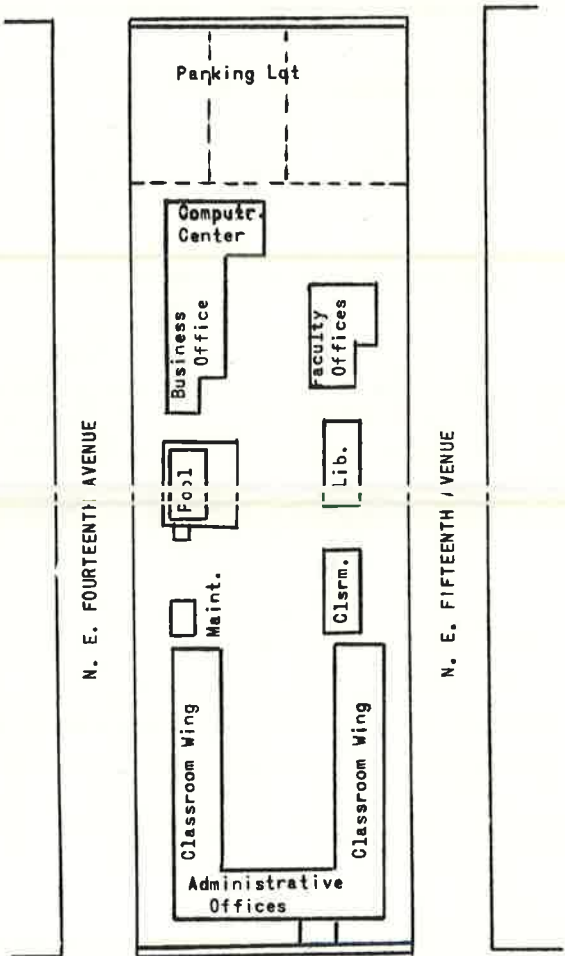
The University Bookstore is located at 719 East Broward Boulevard, 7 blocks east of the campus.

## NORTH CAMPUS

1015 N.E. Fourth Ave.



N. E. SECOND STREET



EAST BROWARD BOULEVARD

## **THE BROWARD CAMPUS**

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

The University Student Services Building is located across the street from the University student parking lot. Small university residences for men are from one to three blocks from the campus. University residence halls are available on a first-come first-served basis.

The University 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 7,500 books divided between the areas of business, finance, the humanities, and social sciences, in open shelf arrangement for ready availability. The University continues to add up-to-date books on all subjects to its collection, and students have access to several sets of encyclopedias and many reference books. The Library of Congress system of classification is used. The Director of Library Services and a library clerk are on duty to give individual assistance as the need arises. The library is open from 8:00 a.m. to 10:00 p.m. Monday through Friday; 9:00 a.m. to 12:00 noon on Saturday; and 7:00 to 10:00 p.m. on Sunday.

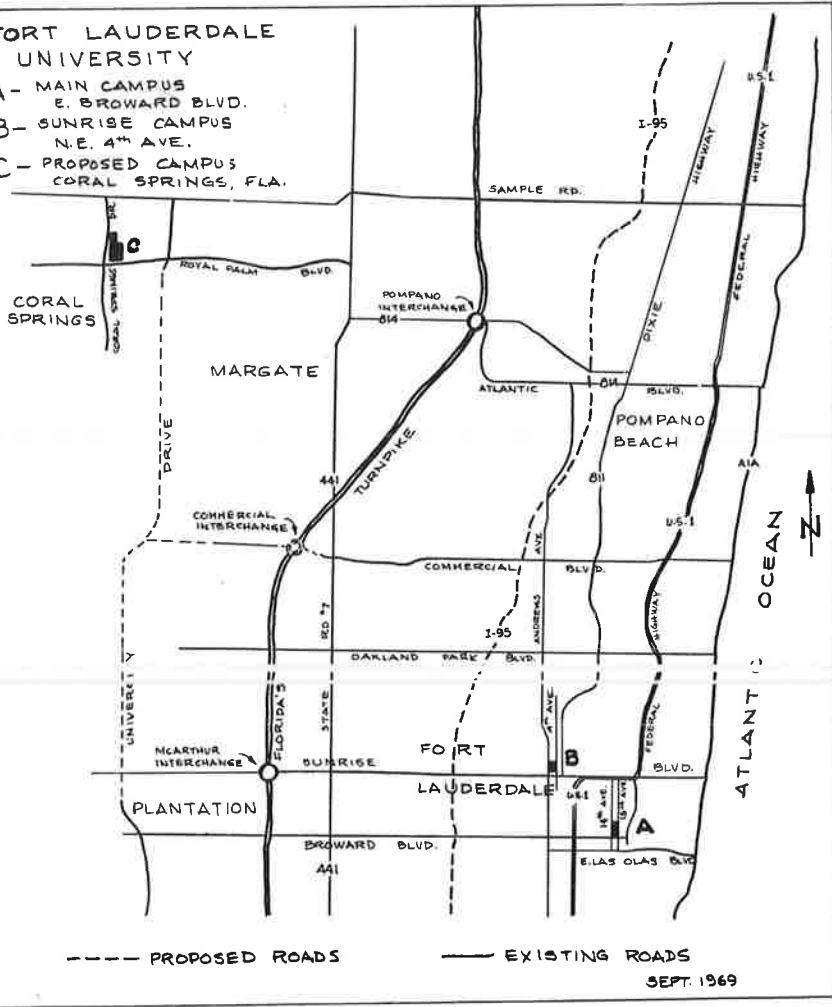
Within a few minutes' walk from the University is the modern Fort Lauderdale Public Library, the facilities of which are readily available to the faculty and the students of Fort Lauderdale University. The combined facilities of the Fort Lauderdale University Library and the Fort Lauderdale Public Library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

## **THE NORTH CAMPUS**

The doubling of the students' enrollment forced the University to reactivate the north campus at 1015 N.E. Fourth Avenue. The two-acre campus features a centrally air conditioned building with seven offices for administrative and faculty personnel and eleven classrooms. Ample parking space is found at this campus.

**FORT LAUDERDALE  
UNIVERSITY**

- A - MAIN CAMPUS  
E. BROWARD BLVD.
- B - SUNRISE CAMPUS  
N.E. 4<sup>th</sup> AVE.
- C - PROPOSED CAMPUS  
CORAL SPRINGS, FLA.



*General  
Information*

## ADMISSIONS AND RECORDS

The Admissions and Records Office houses all of the permanent records of every student. It operates as an integral part of Student Services under the Dean of Student Affairs. It provides information to students concerning evaluation of transfer credits, transcripts, eligibility to graduate, pre-registration and registration, change of schedule, withdrawing from school, attendance and grade reports. The Admissions Office acts as a liaison between the student and outside agencies such as the Veterans Administration, Vocational Rehabilitation, Selective Service and others. All student records are confidential and will not be released to anyone outside the college without the written consent of the student.

## ADMISSION AND REGISTRATION

### Requirements for Admission

In order to maintain the standards of character and efficiency required by the administration of Fort Lauderdale University, the institution seeks students who are best qualified by health, character, personality, and previous training to pursue college courses. Requirements, therefore, include a satisfactory recommendation and transcript from the secondary school, a health certificate from the family physician, and evidence of personality and character suitable for the educational objective being sought. All candidates for a degree must be high school graduates or must have a High School Equivalency Certificate.

The University is on a quarterly basis of 3 twelve-week quarters and 2 six-week summer sessions comprising one quarter, allowing five 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 to the quarterly starting date as possible.

Each applicant's record is carefully reviewed by the Admissions Office. Transfer students from affiliated schools are accepted on the basis of a recommendation from an official of that institution. Students transferring from other schools, colleges and universities are reviewed on the basis of their past performance. All applicants are required to be in good standing at the last institution attended. Students applying to college for the first time are reviewed on the basis of their high school records and counselor recommendations. It is required for first time applicants to submit scores for either the Scholastic Aptitude Test of

the College Entrance Examination, the American College Testing Program or another comparable test.

### **Trial Admission**

Fort Lauderdale University is willing to admit a limited number of students whose previous scholastic records may not be up to the level required of the majority of students, if the pattern of achievement and ability indicate, in the judgment of the Admissions Committee, that such action is appropriate. Such trial admission is recommended for the summer quarter, but may be during any regular quarter. Experience has shown that such applicants can demonstrate in one quarter of attendance if they possess the combination of ability and motivation needed for earning satisfactory grades at the University. Any student admitted on a trial basis is expected to earn at least a "C" (2.00) average while pursuing a normal load of studies.

## **HOW TO ENROLL**

### **General Instructions**

To apply for admission, a student must submit:

1. A completed Fort Lauderdale University Application for Admission. A non-refundable \$25 fee must accompany the application of a student who has not previously been enrolled at Fort Lauderdale University.
2. The secondary school record, if any. If no secondary school record can be furnished, see "Special Student", on page 26.
3. A completed medical form signed by the 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.
5. Results of the Scholastic Aptitude Test of the College Entrance Examination, the American College Test or other comparable test scores, if first time applicant for post-high school education.

Newly entering students are advised, registered and oriented before regular classes begin.

A fee of \$25 is charged for late registration. Late registration is closed one week after regular registration (see University Calendar). Unless previous arrangements have been made with the Registrar, no new registrations are taken after such period.

### **Student Identification Number and Card**

Each applicant is assigned a student identification number when the application is received. When the student registers, this number will be given to him on a permanent student identification card. It is

very important that the student sign this card and carry it at all times since many university records are dependent on this student number and the identification card serves as the student's admission to many university events.

### **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 of the admission requirements of a student pursuing a program leading toward a degree.

### **Student with Advanced Standing**

A student who applies for advanced standing through credits earned at other institutions must submit official transcripts of his records for evaluation.

### **Transfer Students**

Many Fort Lauderdale University students transfer from other institutions of higher learning. A transfer student pursuing a program for a bachelor's degree must earn his final 48 quarter hours of credit in residence at Fort Lauderdale University, 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 Fort Lauderdale University, at least 8 of which must be earned in his major.

### **Students Subject to Selective Service**

Students who are subject to the Selective Service System must furnish the Registrar with the necessary classification information on the Application for Admission.

The Fort Lauderdale University letter of acceptance is acceptable by most local draft boards, and students may present this as evidence of intention to enter the University. Information regarding a student not yet matriculated at Fort Lauderdale University will be sent to local draft boards only upon request of the draft board itself. It is important to realize that the SS Form 109 will be submitted to local draft boards only after students have officially registered, as this form requires information which is valid only for registered full-time students in good standing.



## **Vocational Rehabilitation Service**

Any disabled person of employable age who finds difficulty in securing or holding employment is eligible for vocational rehabilitation services. If the disabled person desires to work and appears to have 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. Eligible applicants should contact their State Department of Education, Division of Vocational Rehabilitation for further information.

## **Foreign Students**

Foreign Students are welcomed by the University and the community. They are oriented to campus life in the same manner as other incoming 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 must be submitted with three notarized translations. These transcripts must 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 is required of all foreign students. All records should be submitted well in advance of the opening quarter for which the student plans to enroll, since they must be evaluated for admission before the Form I-20 (Immigration Certificate of Acceptance) can be sent to the applicant.

## **Advanced Placement**

It is the policy of Fort Lauderdale University to grant credit to a student who presents a score of 5, 4, or 3 on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board. Such credit will be assigned by the Registrar in terms of the policies of the institution and shall meet graduation, general education, program and elective requirements. The student is responsible for any charges involved and for making test arrangements with the College Entrance Examination Board, Box 592, Princeton, New Jersey. Additional information can be secured from high school counselors, Dean of Student Affairs or admissions counselors at Fort Lauderdale University, or directly from the College Entrance Examination Board.

## Re-enrollment after Period of Suspension

Any student who has been suspended from Fort Lauderdale University or any other institution of higher learning may petition for admission or readmission to the University. Such students must accompany their application or request for re-enrollment with a letter substantiating their reasons for feeling that they will be successful in their educational pursuits at Fort Lauderdale University. Each case will be reviewed individually by the Admissions Committee.

## Auditing

A registered student who wishes to audit any course without receiving credit must have the approval of the Department Chairman and the Academic Dean. Any person who wishes to audit courses will be required to file an application for admission. Tuition and fees for courses audited are the same as for courses in which credit is given.

## When to Enroll

The calendar year is divided into four quarters of approximately eleven weeks each. The fall quarter begins in the latter part of September and ends prior to 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 is divided into two parts, the first beginning in June and ending in the middle of July. The second half of the summer quarter begins in late July and ends at the end of August. Courses may be completed in either half of the summer quarter.

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

Registration dates for the 1970-71 year are as follows:

Winter Quarter, 1970 .....	January 5-7
Spring Quarter, 1970 .....	March 23-25
Summer Quarter — A, 1970 .....	June 11-12
Summer Quarter — B, 1970 .....	July 20-22
Fall Quarter, 1970 .....	September 21-23
Winter Quarter, 1971 .....	January 4-6

## VETERAN'S INFORMATION

### Cold War G. I. Bill

Fort Lauderdale University is approved for veterans' training. In 1966 Congress passed the Readjustment Benefits Acts, which is commonly known as the Cold War G. I. Bill of Rights.

This bill, effective June 1, 1966, entitles eligible veterans to one-and-one-half months of educational benefits for each month or fraction of a month of creditable active duty after February 1, 1955. The law grants a monthly allowance computed as follows:

14 or more quarter hours	full time benefits
10-13 quarter hours	three-quarter benefits
7-9 quarter hours	half benefits
fewer than 7 quarter hours	less than half benefits

Monthly allowances are made for dependents.

Veterans needing more information regarding educational assistance should contact the Veterans Service Officer of the University, the Director of Admissions or their local Veterans Administration Office.

### **JUNIOR G. I. BILL**

The Junior G. I. Bill provides educational opportunities for approximately 185,000 children of veterans who died or were permanently and totally disabled in or as the result of service in the Armed Forces of the United States.

#### **Eligibility**

1. Student whose parents died or are permanently or totally disabled from disease or injury incurred or aggravated in the armed forces during W.W. II, the Korean War, or the Viet Nam War.
2. Benefits are also extended to children of veterans who died or are permanently or totally disabled while in the armed forces during the following periods: Beginning September 16, 1940, and ending December 1, 1941; beginning January 1, 1947, and ending June 25, 1950; and while selective service is in operation from the Korean War, January 31, 1955.
3. Assistance is available to eligible students during the period which begins on the date of the 18th birthday or successful completion of high school, whichever occurs first, and ends on reaching the 23rd birthday.

A maximum of 48 months of training and education may be obtained with payments paid upon completion of each month of full-time, three-quarter time, or half-time training. Application must be filed by a parent or guardian with the Veterans Administration.

#### **Payment of Tuition and Fees by Veterans and Veterans Dependents**

Upon enrollment, veterans and veterans' dependents are required to pay all regular tuition, fees and other charges, just as other students.

# *Academic Information*

## **BACHELOR'S DEGREE IN THREE OR FOUR YEARS**

Bachelor's degrees conferred at Fort Lauderdale University require 192 quarter-hour credits (equivalent to 128 semester-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 Fort Lauderdale University have adjusted to the longer year found in business.

## **Course Schedule**

In order to maintain a normal rate of progress in a two or four year degree program, a student is expected to carry four (4) courses per

quarter, each course having the credit value of four (4) quarter hours. Some students may wish to carry a part-time schedule of one (1) to three (3) courses. Any student who wishes to carry five (5) courses (twenty quarter hours) per quarter must have an overall grade point average of at least 2.5 (C). Permission must be secured from the Dean to carry more than twenty (20) quarter hours. All new students and freshmen will carry not more than four (4) courses during their first quarter of attendance.

### **Classification**

Classification is based upon the student's academic standing in terms of hours completed successfully at the beginning of the quarter.

Regular students are those who have satisfied entrance requirements and are pursuing a course of study leading to a degree. They are classified as follows:

Freshmen—Students with fewer than 48 quarter hours.

Sophomores—Students who have completed 48 quarter hours but less than 97 quarter hours.

Juniors—Students who have completed 97 quarter hours but less than 145 quarter hours.

Seniors—Students who have completed 145 quarter hours.

### **Pre-registration**

Any student who desires may pre-register for his courses at the time specified in the university calendar. All students who pre-register should pay fees 3 days prior to the official day of pre-registration.

### **Registration**

A schedule of courses will be available from the Registrar's Office well in advance of pre-registration and regular registration each quarter. Each student has an evaluation of his credits which will be given to him on or prior to his registration. Any student may obtain a copy of this evaluation upon request to the Registrar's Office. Faculty advisers and counselors are available to assist the student in his choice of courses.

A late registration fee of \$25 will be in effect for any student who registers after the regular registration period for each quarter as indicated on the university calendar.

### **Change of Schedule**

Any student may initiate a change in his course schedule during the first week of classes in each quarter. Each transaction carries with it a processing fee of \$5. Changes are to be initiated in the Registrar's Office on the proper change of course form.

## Withdrawal from Classes

After the one week for change of schedule a student will only be permitted to withdraw from a class. He may withdraw and receive "W" (no grade penalty) up until one week prior to final examinations in each quarter.

Forms for these changes are available in the Registrar's Office and must be completed and returned to that office before the change will be considered completed.

## Complete Withdrawal

A student may completely withdraw from school at any time during the quarter. In order to keep his credentials in proper order, this withdrawal must be completed on proper forms in the Registrar's Office. All financial obligations must be satisfied prior to the student's official withdrawal. Fort Lauderdale University makes no refund of tuition and fees when a student withdraws or is dismissed. If a course is interrupted indefinitely because of continued illness, a credit will be issued to the student for the unused, prorated tuition. This credit will be good throughout one year from the date of issuance and is not transferrable. All students who are under 21 years of age must have parental permission to withdraw from the University.

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 is received by the Registrar.

## Grades

Final grades are reported by the Registrar's Office at the end of each quarter. These grades are sent to each student's permanent address as indicated on his file. It is imperative that all changes of address be reported immediately to that office.

The following system of grades and grade-points is used:

Grade Earned	Grade Point
A	4
B	3
C	2
D	1
F	0
"W", "I", and "NG"	Grades of "W", "I", and "NG" are not considered in the computation of the grade point average.

The grade of "W" is assigned to a course whenever a student officially withdraws from a class.

The grade of "I" is an interim designation for a course in which the student did not complete sufficient work on which to base a grade. The instructor may assign a grade of "I" at his own discretion. All grades of "I" must be made up no later than the end of the next regular quarter (not including summer quarters). If the grade of "I" is not removed by this time, it will then become an "NG" (No Grade) and the student will be required to repeat the course in order to receive credit. It is the student's responsibility to contact his instructor about removing an "I" grade.

The designation "NG" indicates no credit or grade could be assigned.

### **Grade Point Average**

The GPA (Grade Point Average) can be determined by dividing the total number of grade points earned by the total number of credit hours attempted. Example: 16 hours attempted, 32 grade points earned = 2.0 GPA (C average).

### **Dean's List**

In an effort to recognize and encourage outstanding scholastic performance, the University announces a Dean's List at the end of each quarter. To be eligible for this honor a student must have earned a grade point average of at least 3.5 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 University bulletin board, released to the press, and mailed to high schools, junior colleges, and business schools previously attended by the students.

### **President's List**

Students who achieve a grade point average of 4.0 (A) and are registered for 16 or more quarter hours will be placed on the President's List. This is the highest honor a student may receive.

### **Transfer Students**

The previous records of all transfer students are evaluated on an individual basis. All work taken at an accredited institution or affiliated school which has the quality of "C" or better is transferable. Though all credits are transferable, all course work taken elsewhere may not be applicable to this student's chosen major. Students coming from a two year program or school will be required to complete a minimum of two years work at this University.

## **Academic Probation**

If the cumulative average at the end of any quarter is less than 2.0 (C), the student will be placed on academic probation. He will remain on academic probation until such time as his cumulative average is a 2.0 or higher. A student who is placed on academic probation is encouraged to seek counseling from the Guidance Department.

If a student has a deficit of 15 or more grade points, his status will be reviewed by the Academic Standards Committee. Continued enrollment with such a deficit may be terminated by the Committee or other recommendations made. Any student who falls this far below will be called in by the Guidance Department for counseling.

## **CLASS ATTENDANCE AND ABSENCES**

Regular and punctual attendance is required of all students in all courses and activities scheduled for credit. Students are responsible for all assignments and instructions presented. The University has no system of "allowable cuts" and instructors will use their own discretion in determining the relationship of attendance to grades and making special arrangements for factors such as illness or other unavoidable absences. It is important that the student himself is aware of each instructor's absence procedure, and it is the responsibility of the student to provide an explanation to his instructor for each absence.

A student who is excessively absent from a class or has an extended period of absence will be reported to the Registrar's Office. The student will be contacted and his absence will be discussed. Excessive absence may result in the student's dismissal from the course.

## **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 University 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.



## “WONDERFUL WEDNESDAY”

In most universities, Wednesday is that distressing time halfway through the dredge of the academic week. At Fort Lauderdale University it is a respite. Classes are scheduled on Mondays, Tuesdays, Thursdays, and Fridays only. “Wonderful Wednesday” allows the students to rest from the pressures of lectures, labs, tests, notetaking and other chores of educational pursuits.

The students love it! And why not.

They sleep in. They congregate on the sun swept beach. Those who work pick up extra wages. Those who are behind in their studies have more time to catch up. The day is the students’ to use as they will.

The faculty is as appreciative of the mid-weekend as the students. They also have a catch-up day. They hold office hours for student consultations when they are needed. They are available for tutoring if their students desire it.

It’s an opportunity the entire campus uses to advantage.

## 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 Fort Lauderdale University 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 University, 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 University.

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 student. 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 Fort Lauderdale University. 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 University 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 Fort Lauderdale University 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 quarter preceding commencement will not be eligible for graduation that quarter. 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 48 credit hours in residence at Fort Lauderdale University, 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 University 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 University President.

**Graduation Fees.** Each candidate for a degree must have satisfied all financial obligations to the University, including the \$25 graduation fee, at least 30 days prior to the commencement convocation.

## 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 Fort Lauderdale University 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 Fort Lauderdale University by its President, Dr. S. J. Drake, to encourage and reward excellence in scholarship, distinction in achievement, higher personal standards, and leadership. Membership is open to both men and women who are pursuing programs leading to baccalaureate degrees and who have a quality-point average of 3.5 or higher after earning a minimum of 96 quarter hours' credit. In addition to a very high scholastic standing, other qualifications are character, desirable personal qualities, social adjustment, and evidence of leadership attributes. Students who meet the high standards and qualifications are elected to membership by faculty members. Election to Alpha Beta is the highest scholastic honor that a student in business administration or office management can receive.

## TRANSFER TO OTHER FOUR-YEAR COLLEGES

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 require-

ments 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 Fort Lauderdale University or other colleges, they may not satisfy in full the entrance requirements of the university 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 Fort Lauderdale University 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 Fort Lauderdale University 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 Fort Lauderdale University 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 Fort Lauderdale University 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 Fort Lauderdale University 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. Fort Lauderdale University 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. Fort Lauderdale University 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 Fort Lauderdale University as well as those graduate institutions from which Fort Lauderdale University graduates received their Master's degrees is maintained in the Registrar's Office.

# *Financial Information*

## **GENERAL**

The Fort Lauderdale University Board of Trustees reserves the right to change the tuition, fees, and other charges contained in this catalog.

## **THE CASHIER**

All payments are to be made by mail or in person to the CASHIER, Fort Lauderdale University, 1401 East Broward Boulevard, Fort Lauderdale, Florida 33301 and to no other individual except the Field Registrars who are permitted to accept payments when interviewing applicants away from Fort Lauderdale. Field Registrars will give the prospective student a receipt and immediately mail the payment to the Cashier.

## **APPLICATION FEE**

An application fee of \$25 must accompany each original application for admission to Fort Lauderdale University. The fee is to be mailed with the application to the University, ATTN: CASHIER. The Cashier will assign a student number to the application and forward it to the Director of Admissions for consideration. Previously accepted students, such as veterans returning to the University from military service, need not pay a second application fee.

## **TUITION DEPOSIT**

After your application is reviewed by the Director of Admissions, you will be notified if you are accepted. Assuming that you are accepted, you must send a non-refundable deposit of \$100 which will be applied to the tuition charged for your first quarter of study.

## **TUITION**

The tuition rate is \$33 per credit hour per academic quarter. Since the normal student registers for 16 credit hours of study each quarter, the tuition is \$528 per quarter. Some students are capable of taking more than 4 courses. If your advisor approves additional courses for you, the tuition is \$132 for each course.

After a student registers, at either pre-registration or regular registration, tuition payments are not refunded except when the student is involuntarily inducted (drafted) into military service of the United States. In this instance, a prorata refund is made. Tuition paid **prior to registration** will be refunded if the student does not register. As stated

in a previous paragraph, however, the \$100 tuition deposit is not refunded.

If a student must withdraw from the University for medical reasons, a prorata adjustment is made and the student's account is credited. This credit is valid for one year from the date of official withdrawal from the University. In order to receive this credit, a physician (M.D.) must write a brief letter to the Cashier, simply stating that the student cannot remain in school for medical reasons.

### **ACTIVITY FEE**

All students registered for more than one course must pay an activity fee of \$22 each academic quarter. This non-refundable fee is used exclusively for student activities and entitles the student to the following:

- Student I.D. Card
- Use of the University Health Service
- Admission to Cultural Events
- Admission to Athletic Events
- Participation in Athletic Programs
- Student Newspaper (The Clipper)
- Annual Yearbook (The Seabreeze)
- Parking on School Lots (First Come-First Served Basis)
- Limited Transportation Between Campuses
- Automobile Identification Sticker
- Health and Accident Insurance
- Any other scheduled student activity

### **LATE REGISTRATION FEE**

Students who do not register on or prior to the last day of scheduled registration are required to pay a late registration fee of \$25.00. Since completion of the registration procedure requires payment of all current and overdue charges, this fee is charged if a student cannot make payment during the scheduled registration days, or if he pays with a check which is returned for insufficient funds.

### **DELINQUENT ACCOUNTS FEE**

If a student has any indebtedness, for any reason, the student's account is charged a service fee computed at the rate of 1½% per month on the unpaid indebtedness. Any indebtedness remaining at the end of any quarter will result in the withholding of grades, transcripts, degrees, and letters of recommendation.

## GRADUATION FEE

The graduation fee of \$25 covers expenses incidental to graduation and it must be paid when registering for the final quarter of study prior to graduation, and whether or not you participate in the commencement exercise.

This fee includes:

Rental of caps and gowns.

Graduation dinner for the student and two guests.

## OTHER FEES

Make payment to the Cashier. A receipt will be issued.

Transcript (the first is free) .....	\$ 2.00
Change of course fee .....	\$ 5.00 per course change
Parking violation .....	\$ 5.00
Laboratory fee for computer courses ..	\$20.00
(Other than Elements of Data Processing)	

## BOOKS AND SUPPLIES

Books, supplies, class and fraternity jewelry, 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.

## INSTALLMENT PAYMENTS

The University does not finance tuition and other fees. Therefore, students and their parents are encouraged to contact their lending agency 3 to 6 months in advance of registration. If you wish to finance your education with Tuition Plan, Inc., New York, New York, please write to our Cashier for an application at least 3 months prior to registration. This organization makes quarterly payments to the University, and the parents of the student make monthly payments of equal amounts to Tuition Plan, Inc. For more information on this subject, see EDUCATIONAL LOANS PLANS, one of the following paragraphs.

## VETERANS

Veterans, like other students, are expected to make full payment at registration. If you need financial assistance, please see the above paragraph. You should make all arrangements with the Veterans Administration well in advance of registration so that you have VA Certificate of Eligibility before you enter school. If you have any questions re-



garding this matter, please contact your local Veterans Administration office without delay.

### HOUSING FEES

As stated elsewhere in this catalog, limited University housing is available at a cost of \$225.00 per academic quarter. This amount, plus a "Breakage, Damage and Cleanup" deposit of \$75.00 must be mailed to the Cashier at the time you are accepted for housing. In the event you have signed a lease and do not register at the University, the breakage, damage and cleanup deposit is refunded in full, and \$125 of the prepaid rental fee will be refunded to you.

Students are permitted to move into University housing two days prior to registration week, but they must write or wire the Director of Housing, giving the date and time of arrival if they wish to do this.

### TYPICAL UNIVERSITY EXPENSES

The University reserves the right to change fees at any time.

For the convenience of students and parents, typical current University expenses for the Academic Year (at present fees) are estimated as follows:

	Not in University Housing	In University Housing
*Tuition	\$1,584.00	\$1,584.00
Activity Fee	66.00	66.00
**University Housing		675.00
***Breakage, Damage & Cleanup Deposit		75.00

\* Does not include laboratory fees for computer system analysis courses.

\*\* This does not include food. Students have kitchens in each house and prepare their own meals or eat in cafeterias and restaurants where prices are reasonable.

\*\*\* This deposit, or a portion of it is forwarded after all students have vacated housing and an inspection is made to determine the costs of returning the housing, including such common areas as kitchens, bathrooms, living rooms, etc., to an acceptable condition. Students should not expect this deposit to be returned at the time they vacate housing.

### EDUCATIONAL LOAN PLAN

The Tuition Plan, Inc., is offered by Fort Lauderdale University 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 period with Parent Life Insurance included.

Parents who wish to adopt The Tuition Plan to avoid large single payments at the beginning of each quarter receive from the University a contract, which, when signed by the parent, is returned to the University 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 Cashier, Fort Lauderdale University, 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.

Fort Lauderdale University has no financial interest in, and derives no benefits from this agency. It is mentioned in this catalog because of the many inquiries from parents regarding financial assistance and budget-payment educational programs.

## 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. The University does not cash checks for students although we will accept them in payment for tuition and other charges.

Some of the banks near the University are:

Central Bank in Fort Lauderdale  
15 East Broward Boulevard

Broward National Bank of Fort Lauderdale  
25 South Andrews Avenue

First National Bank  
225 East Las Olas Boulevard

Fort Lauderdale National Bank  
201 S.E. 6th Avenue

# *Student Affairs*

## **OFFICE OF STUDENT AFFAIRS**

The Office of Student Affairs includes the Dean of Student Affairs, Director of Admissions and Registrar, Director of Guidance and Counseling, Director of Student Activities and Athletics, Director of Health Services, and the Director of Housing. The primary function of this office is to provide the essential personnel services to help students both collectively and individually to make optimal use of the educational opportunities. The University Student Service Building is located at the corner of northeast 14th Avenue and 2nd Street and houses all student services personnel. Students are encouraged to utilize the student personnel services and the staff welcomes inquiries of all kinds from students, parents and others interested in the University.

## **ORIENTATION**

The orientation program is designed to acquaint the students with academic and social policies and programs of the University and to give them basic information about services and opportunities for campus participation. Students will meet members of the administration, faculty, and student body and receive information that will have value to their adjustment to college life.

The orientation program is offered prior to the beginning of each quarter and all new students are encouraged to attend.

## **ADMISSIONS AND RECORDS**

The Admissions Office houses all of the permanent records of every student. It operates as an integral part of Student Services under the Dean of Student Affairs. It provides information to students concerning evaluation of transfer credits, transcripts, eligibility to graduate, preregistration and registration, change of schedule, withdrawing from school, attendance and grade reports. The Admissions Office acts as a liaison between the student and outside agencies such as Veterans' Administration, Vocational Rehabilitation, Selective Service and others. All student records are confidential and will not be released to anyone outside the college without the written consent of the student.

## **COUNSELING**

Counseling services at the University help the student initiate, continue, and complete his program in the best possible way. Professional counselors are available to assist students in resolving educational, vocational, and personal problems. Specialized testing is scheduled for the student who is in need of objective information concerning his abilities, achievements, interests, and personality. Students with specific problems requiring remedial work, tutoring, or psychiatric treatment are advised to visit the Guidance Center for assistance or referral information. Students and interested parents are encouraged to request help from the guidance staff at any time.

## **TESTING AND EVALUATION**

Standardized test scores and the past academic records of entering students are not always sufficient data for program advisement and counseling. In such cases the student is required to complete a battery of ability and achievement tests to insure proper course selection and career planning.

Students who must take the test battery are contacted by the Director of Guidance prior to registration with details for the testing session.

## **FINANCIAL AID**

A program of financial aid to assist qualified students toward their educational goals is available through the Office of Student Affairs.

Scholarships, loans, and the Tuition Plan may be utilized by deserving students with limited resources. Applicants must have been admitted to the University with all previous school records on file in the Office of the Registrar before financial aid applications can be considered. Interested students should contact the Dean of Student Affairs in the Student Services Building on the main campus.

The following forms of financial aids are available at the University:

### **Scholarship Work Program**

This program gives financial aid to a limited number of needy and qualified students. The student is encouraged to apply early and if a scholarship is granted, he will be assigned approximately 20 hours of work per week to pay for his tuition. All applications are submitted to the Financial Aid and Scholarship Committee. Information concerning how to apply may be obtained in the Office of the Dean of Student Affairs in the Student Services Building.

## **Guaranteed Student Loans**

Students who need funds to finance their college education may be eligible for a guaranteed loan. The student may apply for a loan at any lending institution such as: banks, savings and loan associations, insurance companies, credit unions, pension funds and similar supervised lending institutions. This program varies from state to state but generally a student may borrow up to \$1500 each academic year, if educational costs require borrowing to this extent.

The student contacts the agency and applies for the loan in his own locale. After completing the loan application the student then forwards his application to the University for verification of his intended enrollment. All applications for Guaranteed Loans should be forwarded to the Financial Aid Officer at least four weeks prior to registration.

## **The Dr. Charles A. Schurman Scholarship Fund**

A \$200 scholarship is available each year to a senior in the Business Administration Program. The student is selected by the Financial Aid and Scholarship Committee of the University, with emphasis placed on a high scholastic record and financial need. Any senior student interested in applying should contact the Financial Aid Officer in the Office of Student Affairs.

## **Veterans' Benefits**

Veterans enrolled at Fort Lauderdale University are entitled to Veterans' Benefits. These benefits will cover the veteran during his complete stay at the University whether it be a one, two or four year program.

\* \* \* \*

In order to increase the financial aid for students, the University has applied for the National Defense Student Loan Program, College Work Study Program, and the Educational Opportunity Grants Program, which are sponsored by the Federal Government. This additional financial aid is expected to be available beginning with the Fall Term for 1970. Additional information regarding these Federal programs will be forwarded to students upon request.

## **JOB PLACEMENT SERVICE**

A placement service is coordinated through the Office of the Dean of Student Affairs to assist students and alumni in realizing their career objectives. Students interested in employment either during their col-

legiate program or after graduation should contact the Office of the Dean of Student Affairs in the Student Services Building on the main campus. A list of job opportunities, full and part time work that covers a wide range of abilities, including skilled, unskilled, semi-professional, and professional is published periodically. Graduating seniors should register early in their final year so that they will be informed of visits to the campus by recruiters from educational systems, businesses, industries, and governmental agencies throughout the country. The placement service provides a central source of information on graduate schools and programs and a variety of material on financial assistance available to graduate students. The placement services are available to students and alumni, and job information is advertised on both campuses through the use of the University news letter.

## HEALTH SERVICE

The Fort Lauderdale University Health Center 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 university community.

The Health Center is under the direction of a registered nurse who provides health counseling and emergency out-patient care for students, faculty, and staff. An excellent group health insurance program is provided to all students at a very low rate which is a part of the activity fee.

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

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

Students are urged to report to the Health Center 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. Responsibility for consent to treat students who are minors rests with the physician or hospital and the parents or guardians.

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 community health and safety.

## HOUSING

Limited dormitory facilities on campus are available for men and women students and reservations should be made through the Director of Housing in the Office of Student Affairs. Each dormitory will be assigned a resident adviser who will provide supervision and assistance to the students. University dormitories have cooking privileges and all students are required to pay a \$75 cleaning and damage deposit in advance. This deposit is refundable after the student has been properly cleared and moves from the dormitory. Students should not expect to receive this deposit when they vacate housing. All or a portion of it will be forwarded to the student after an inspection of the housing is made and any repairs or cleanup has been completed. All students who live in University housing must sign a rental agreement to remain in the dormitory for three quarters and to abide by University housing rules and regulations. Fort Lauderdale University reserves the right to dismiss any student from University housing at any time for serious infractions of the housing rules. Any student who has a problem related to housing is encouraged to contact his resident adviser or the Director of Housing.

The Office of Student Affairs provides off-campus housing information for students throughout the school year. A list of current rooms, apartments and houses for rent is available upon request from the Office of Student Affairs, located in the Student Services Building on the main campus. Students living off campus are expected to abide by all rules and regulations issued by their landlord and any student who conducts himself in a manner that is detrimental to the general welfare of the University will be subject to disciplinary action by the University.

## LIBRARY

The Library is centrally located on the East Broward Campus opposite the swimming pool. Primarily intended for student use, the collection includes some 7,500 volumes and is expected to increase to 10,000 volumes within the next two years. Books are classified according to the Library of Congress system. A variety of local and national newspapers is received daily, and the Library subscribes to a growing number of popular and academic periodicals. Back issues of journals on microfilm are gradually being acquired, as well as filmstrips, slides, recordings and tapes.

During the 1969-70 academic year, two computer terminals and two typewriters have been placed in the Library for faculty and student use. In addition, two stereo phonographs and a tape recorder are avail-

able for music listening and language study. A coin operated copy machine has been installed.

Library hours are posted outside the Library. Reference service is offered Monday through Friday from 8:30 a.m. to 4:30 p.m., and the Director of Library Services will assist students with assignments whenever possible. Other libraries in the Fort Lauderdale community will be contacted when the on-campus facilities have been exhausted.

Periodicals, reference and reserve books must be used in the Library building. Reserve materials may be borrowed for short periods with written permission of the instructor. Books from the general collection are loaned for two weeks, and may be renewed in person or by phone for three additional two-week periods. Fines are charged for overdue books at the rate of five cents per day, exclusive of days on which the Library is closed. Students reporting lost books will be charged the list price of the book. Fines are payable at the university cashier's office, and all students must be cleared through the Library before withdrawal or graduation from the university.

## **BOOKSTORE**

A bookstore owned and operated by the University is located six blocks west at 719 E. Broward Blvd. Students may purchase all necessary textbooks, University supplies, gym outfits, sweatshirts, and other miscellaneous items there. All requests for textbook refunds must be accompanied by proper receipts and made within the dead-line posted in the bookstore. All materials returned must be in the identical condition as purchased. The bookstore will repurchase used textbooks during the school year provided the University readopts the text, the book is in good condition, and the bookstore needs the textbook to replenish its stock. The bookstore hours are Monday through Friday, from 10:00 a.m. to 5:30 p.m. and on Saturday, from 8:00 a.m. to 12 noon.





# *Student Regulations*

## **STANDARDS OF BEHAVIOR**

Students enrolled in Fort Lauderdale University are expected to uphold at all times standards of integrity and behavior that will reflect credit upon themselves, their families, and the University, to behave in good taste, and to respect the rights and privileges of others. They are expected to abide by the laws of the city, state, and nation and by the rules and regulations of the University. The University reserves the right to dismiss students whose behavior, on the campus or off the campus, is considered undesirable or harmful to the University.

## **DISCIPLINE**

Students who fail to meet their responsibilities to the University will be referred to the appropriate disciplinary body for action. Disciplinary measures may be taken by the judicial privy council, resident hall staff, the Dean of Student Affairs, the Director of Student Activities or the Discipline Committee, which is composed of students, faculty and administration. Any student at Fort Lauderdale University who has been suspended or expelled, or whose record is marked that he is not to be re-admitted without clearance does not have visiting privileges on campus.



## STANDARDS OF DRESS

Students enrolled in Fort Lauderdale University are expected to maintain a public and personal image of the highest order. The efforts and interests of everyone connected with the University are directed toward making the University one of the very best. In line with this goal, certain standards of dress have been established which apply to all students. Students are expected to be neat and clean in person at all times. The following information should be read carefully by all students who intend to register or to remain at the University:

**MEN:** (a) beards and long hair are prohibited; (b) moustaches and reasonable length sideburns will be permitted provided they are not bizarre or exaggerated; (c) shirttails must be worn inside the trousers unless the shirt is specifically designed to be worn outside the trousers; (d) slacks are expected to be clean, free from holes, and not ripped or torn; (e) Bermuda shorts, zorries, thongs, and transparent clothing are not permitted while on campus.

**WOMEN:** (a) extreme hair styles will not be permitted; (b) slacks, shorts, Bermuda shorts, excessively short skirts and transparent clothing will not be permitted; (c) thongs and zorries must not be worn on campus.

## DRUGS, STIMULANTS AND BARBITUATES

Any person enrolled as a student in Fort Lauderdale University who is arrested for unlawful possession of any narcotic drug, central nervous system stimulant, hallucinatory drug, or barbituate as identified or defined in either Chapters 389 or 404 Florida Statutes, shall, following a disciplinary hearing, be subject to suspension from all classes of instruction until the determination of his guilt by a court of competent jurisdiction. If adjudicated guilty, the student shall be automatically expelled. No student expelled for this reason may be considered for re-admittance to the University for a period of two years. Any student subject to suspension or expulsion from Fort Lauderdale University may be entitled to a waiver of the suspension or expulsion if he divulges information leading to the arrest and conviction of a person who supplied such drug, stimulant, or barbituate to him, or if he voluntarily discloses his unlawful possession of such drugs, stimulant, or barbituate prior to his arrest.

For additional information relative to regulations and other University policies and procedures, the student should consult the Student Handbook and specific sections of the University Catalog. Each student is held responsible for observances of the rules and regulations of the University in so far as they affect him.

# *Student Activities*

## **STUDENT SENATE**

All students matriculated and registered at Fort Lauderdale University are members of the student body and subject to the Charter of the Student Senate. Students are entitled to vote in the general and special elections of the student body, serve as members of the Student Senate if elected, and are subject to all benefits and rules as stated in the Student Senate Charter of Fort Lauderdale University. The officers of the Senate are: President, Vice President, Secretary, Treasurer and a number of Senators determined by the Senate. A copy of the Student Senate Charter may be obtained by request from the President of the Student Senate.

## **RELIGIOUS AND SERVICE ORGANIZATIONS** **INTER-VARSITY CHRISTIAN FELLOWSHIP**

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 beliefs.

## **NEWMAN CLUB**

A Catholic organization to deepen the spiritual and enrich the temporal lives of any interested students by a balanced program of religious, educational, and social activities.

## **YOUNG ISRAELITES**

An organization to give young men and women of the Jewish faith an opportunity for fellowship and spiritual growth.

## **CIRCLE K**

Circle K is an organization for men who are interested in the betterment of educational and community life. In addition, the Club sponsors social and recreational activities for the University.

## **PROFESSIONAL CLUBS AND SOCIETIES** **EXECUTIVE LEADERSHIP CLUB**

A club of special interest to students enrolled in the Business Administration Program with a major in Management. 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 University library, and in various ways promotes interest in management.

### **EXECUTIVE SECRETARIES' CLUB**

A club for students majoring in Secretarial Science which creates interest in advanced professional education in the area of Secretarial Science. Monthly meetings are held, occasional field trips to representative business establishments are planned, and successful secretaries are invited to speak to members of this group.

### **MARKETING AND SALES CLUB**

A club of particular interest to students majoring in Marketing. This Club is associated with the Fort Lauderdale Sales-Marketing Executives Club which has won national honors for its program. The Marketing and Sales Club gathers professional journals and books on marketing concepts of U.S. business.

### **ROTARACT CLUB**

The Rotaract Club of Fort Lauderdale University is sponsored by the Fort Lauderdale Rotary Club. Rotaract Clubs are found on the campuses of many colleges and universities in the United States and over thirty other countries. All Rotaract Clubs are affiliated with Rotary International, which has over 700,000 Rotarians in over 14,000 clubs in 147 countries and geographical regions.

The purpose of a Rotaract Club is to stimulate among its members acceptance of high ethical standards, to develop leadership and responsible citizenship through service to the University and to the community, and to promote international understanding and peace. A Rotaract Club brings together young adults of good character and leadership potential, men, or men and women (as determined by the sponsoring Rotary Club). Its purpose and appeal are in tune with the interests of today's young men and women. FLU students are encouraged to become members of its Rotaract Club.

### **BETA DELTA**

A society for students enrolled in higher education which holds discussions on college teaching, sponsors visits by well-known college instructors and contributes to a special library shelf of higher education. The society endeavors to form a sound basic friendship and helpfulness between present and former students of higher education at the University.

## **SORORITIES AND FRATERNITIES**

The following social sororities and fraternities are active on Campus:

### **Sororities**

Psi Beta Chi

Delta Kappa Pi

### **Fraternities**

Kappa Beta Phi

Lambda Theta Gamma

Tau Sigma Pi

Lambda Psi Omega

## **LECTURES AND CONCERTS**

A program of lectures and concerts is designed for the cultural enrichment and entertainment of the University Community. Outstanding individuals and groups, which are in accordance with the interests of the students, are presented throughout the year.

## **ATHLETICS**

Athletics has a prominent part in college life at Fort Lauderdale University. Participation helps to develop sound bodies and is an important factor in developing qualities of leadership, initiative and sportsmanship. The major intercollegiate sports are basketball, baseball, and tennis. A comprehensive intramural program is arranged to cover most popular sports and offers a chance for participation by all students. Competition is keen among independent and social groups and stimulation is provided by the awarding of the "All Sports" trophies to the outstanding intramural athlete and group for the year.

## **CAMPUS SWIMMING POOL**

A swimming pool is located on the main campus and is available for the students use throughout the year. A schedule of days and times that the pool will be open for students will be announced early in the Fall Quarter.

## **Y.M.C.A. ACTIVITY PROGRAM**

The Fort Lauderdale Y.M.C.A. has a program of activities available for students of the University which includes the use of a swimming pool, weight room, handball courts, and game room. The student is required to pay a nominal fee for each quarter he uses these facilities. Interested students should visit the Y.M.C.A., which is located at 521 Northeast 5th Street.

## **STUDENT PUBLICATIONS**

### **University Newspaper—"The Clipper"**

The Clipper is a University publication which serves as the official newspaper and voice of the student body. The students write and edit

stories and prepare advertising. The Clipper contains news about the University, sports, fashion and women's interests, clubs and organizations, personals, and alumni news. The newspaper is issued monthly and is placed in busy spots on the campus where it can easily be obtained by the students.

#### **University Yearbook—"Seabreeze"**

The Seabreeze is the University Yearbook and it is published annually. The work is done by the students with the assistance of a faculty advisor. Each student receives a copy and the yearbook offers varied opportunities for students who desire to gain experience outside the classroom in the area of publications.







*Drake College of  
Business  
Administration*

**ACCOUNTING  
ECONOMICS  
FINANCE  
LAW, REAL ESTATE,  
AND INSURANCE  
MANAGEMENT  
MARKETING  
OFFICE ADMINISTRATION  
SYSTEMS ANALYSIS**

## DRAKE COLLEGE OF BUSINESS ADMINISTRATION

The Drake College of Business Administration prepares men and women for positions of leadership and service by equipping them with the ethical and philosophical principles upon which our society, economy, and government rests and by providing them with the pragmatic skills and techniques to live a productive and worthwhile life in business, in government, and in their various communities.

This College will strive to develop the environment and knowledge for the development of careers in fields of business and other related areas.

The goal of the Drake College of Business Administration will be to develop leaders with "know how" for our way of life.

The College offers each matriculating student the promise of continuance of care and guidance in order that he may realize his best potential according to his capacity and probable future abilities.

The Drake College of Business Administration offers courses leading to the BBA; BA in Business Administration; BS in Business Education; BS in Systems Analysis; BS in Technical Management; BS in Office Administration; ABA in Business Administration; AS in Executive, Legal, and Medical Secretarial Science; and one-year programs in the Secretarial or Accounting fields.

Each four-year degree program is offered with various majors and minors. After selecting a major area of concentration, a student should contact the department head, area leader, or the Dean of Academic Affairs for individual advisement and counseling pertinent to major requirements and employment goals.

### General Requirements for Graduation

1. One hundred and ninety-two quarter hours credit; 2.0 cumulative grade point average, computed by dividing total quality points earned by total credit hours attempted.
2. Grade of "C" or higher in each course used for a major.
3. The last forty-eight quarter hours credit in residence.
4. Transfer credits from junior colleges or technical institutes may not exceed 96 quarter hours credit.
5. MAJOR—36-44 quarter hours credit

Every candidate for a degree must choose a major field. Specific requirements for programs of study in Business Administration are listed on the following pages and are approved by the chairman of the department concerned or by the Dean of Academic Affairs.

The choice of a major should be made not later than the beginning of the junior year and must be approved by the head of the department of the major subject. Thereafter the student's schedule for each quarter must meet the approval of the major department. Any student not making satisfactory progress in the major subject may be required to change his major or to relinquish his candidacy for a degree.

6. CORE CURRICULUM AND/OR CONCENTRATION

CURRICULUM—36-40 quarter hours credit each

7. ELECTIVES—Credits necessary to complete 192 quarter hours credit

Choice is not restricted except it must include some advanced undergraduate study (courses numbered in the 300 and 400 level). Free electives may include courses from the offerings of the College of Arts and Sciences, except courses in health, physical education, and recreation which are primarily activity courses.

8. Thirty (30) days prior to graduation, each candidate must complete and submit to the Registrar's Office formal application for graduation and pay a \$25.00 graduation fee to the Cashier.



John Williams, received B.B.A. from Drake College and M.B.A. from Armstrong and C.P.A. from the State of California.

## ONE-YEAR CERTIFICATE PROGRAMS

The Drake College of Business Administration offers two one-year certificate programs. These are offered for prospective secretaries and for junior accountants who cannot afford to take more than four quarters of study during the beginning phases of their educational preparation.

The requirements for the Junior Accounting Certificate and the Secretarial Certificate are as follows:

### JUNIOR ACCOUNTING: 64 CREDIT HOURS

Mth 101, 102 .....	8	Eng 102 or 103 .....	4
Acc 101, 102, 103 .....	12	Psy 101 .....	4
Acc 201, 202 .....	8	Spe 100 .....	4
Mgt 101 .....	4	Jou 211 .....	4
LRI 101, 102 .....	8		—
SA 101 .....	4		64
Eng 100 or 101 .....	4		

### SECRETARIAL: 64 CREDIT HOURS

OA 102, 103 .....	8	Eng 102 or 103 .....	4
OA 201, 202, 203 .....	12	Psy 101 .....	4
OA 301, 303 .....	8	Spe 100 .....	4
OA 401 .....	4	Jou 211 .....	4
Mgt 101 .....	4	Elective .....	4
SA 101 .....	4		—
Eng 100 or 101 .....	4		64

## ASSOCIATE DEGREE PROGRAMS

The Drake College of Business Administration offers an Associate in Commercial Science Degree and an Associate in Business Administration Degree. Associate Degree Programs are six quarters in length and 96 credit hours are required. The AS Degree is offered in Executive, Legal, and Medical Secretarial fields. The ABA is offered in Accounting, Management, Marketing, Real Estate and Insurance, and Systems Analysis.

The requirements for the Associate Degree Programs are as follows:

### EXECUTIVE SECRETARIAL: 96 CREDIT HOURS (A.S. Degree)

Major		Core Curriculum	
Acc 102 .....	4	Acc 101 .....	4
LRI 101, 102 .....	8	Mth 101, 102 .....	8
OA 301, 302, 303 .....	12	Mgt 101 .....	4
OA 401 .....	4	OA 102, 103 .....	8
Mgt 102 .....	4	OA 201, 202, 203 .....	12
	—		—
	32		36

**General Education Curriculum**

Eng 100 or 101 .....	4
Eng 102 or 103 .....	4
Psy 101 .....	4
Spe 100 .....	4
His 101, 102 .....	8
Jou 211 .....	4
	<hr/>
	28

**LEGAL SECRETARIAL: 96 CREDIT HOURS (A.S. Degree)**

<b>Major</b>		<b>Core Curriculum</b>	
Acc 102 .....	4	Acc 101 .....	4
LRI 101, 102 .....	8	Mth 101, 102 .....	8
OA 301, 302, 303 .....	12	Mgt 101 .....	4
OA 401, 405, 406 .....	12	OA 102, 103 .....	8
	<hr/>	OA 201, 202, 203 .....	12
	36		<hr/>
			36

**General Education Curriculum**

Eng 100 or 101 .....	4
Eng 102 or 103 .....	4
Psy 101 .....	4
His 101, 102 .....	8
Spe 100 .....	4
	<hr/>
	24

**MEDICAL SECRETARIAL: 96 CREDIT HOURS (A.S. Degree)**

<b>Major</b>		<b>Core Curriculum</b>	
Acc 102 .....	4	Acc 101 .....	4
Bio 212 .....	4	Mth 101, 102 .....	8
Bio 301 .....	4	Mgt 101 .....	4
OA 301, 302, 303 .....	12	OA 102, 103 .....	8
OA 401, 403, 404 .....	12	OA 201, 202, 203 .....	12
	<hr/>		<hr/>
	36		36

**General Education Curriculum**

Eng 100 or 101 .....	4
Eng 102 or 103 .....	4
Psy 101 .....	4
Spe 100 .....	4
His 101, 102 .....	8
	<hr/>
	24

ACCOUNTING: 96 CREDIT HOURS (A.B.A. Degree)

Major		Core Curriculum	
Acc 103 .....	4	Acc 101, 102 .....	8
Acc 201, 202, 203 .....	12	Mth 101, 103 .....	8
Acc 301, 302, 303 .....	12	Mgt 101, 102 .....	8
Acc 401, 402 .....	8	LRI 101 .....	4
	—	Mkt 101 .....	4
	36	SA 101 .....	4
			<hr/>
			36

General Education Curriculum

Eng 100 or 101 .....	4
Eng 102 or 103 .....	4
Psy 101 .....	4
Spe 100 .....	4
His 101, 102 .....	8
	<hr/>
	24

MANAGEMENT: 96 CREDIT HOURS (A.B.A. Degree)

Major		Core Curriculum	
Mgt 103 .....	4	Acc 101, 102 .....	8
Mgt 201, 202, 203 .....	12	Mth 101, 103 .....	8
Mgt 302 .....	4	Mgt 101, 102 .....	8
Mgt 401, 402, 403 .....	12	LRI 101 .....	4
Mgt Elective .....	4	Mkt 101 .....	4
	—	SA 101 .....	4
	36		<hr/>
			36

General Education Curriculum

Eng 100 or 101 .....	4
Eng 102 or 103 .....	4
Psy 101 .....	4
Spe 100 .....	4
His 101, 102 .....	8
	<hr/>
	24

MARKETING: 96 CREDIT HOURS (A.B.A. Degree)

Major		Core Curriculum	
Mkt 102 .....	4	Acc 101, 102 .....	8
Mkt 201, 202, 203 .....	12	Mth 101, 103 .....	8
Mkt 301, 302 .....	8	Mgt 101, 102 .....	8
Mkt 402, 404, 406 .....	12	LRI 101 .....	4
	—	Mkt 101 .....	4
	36	SA 101 .....	4
			<hr/>
			36

**General Education Curriculum**

Eng 100 or 101 .....	4
Eng 102 or 103 .....	4
Psy 101 .....	4
Spe 100 .....	4
His 101, 102 .....	8
	<hr/>
	24

**REAL ESTATE AND INSURANCE: 96 CREDIT HOURS (A.B.A. Degree)**

<b>Major</b>		<b>Core Curriculum</b>	
LRI 103 .....	4	Acc 101, 102 .....	8
LRI 201, 202, 203 .....	12	Mth 101, 103 .....	8
LRI 301, 302, 303 .....	12	Mgt 101, 102 .....	8
LRI 401, 402 .....	8	LRI 101 .....	4
	<hr/>	Mkt 101 .....	4
	36	SA 101 .....	4
			<hr/>
			36

**General Education Curriculum**

Eng 100 or 101 .....	4
Eng 102 or 103 .....	4
Psy 101 .....	4
Spe 100 .....	4
His 101, 102 .....	8
	<hr/>
	24

**SYSTEMS ANALYSIS: 96 CREDIT HOURS (A.B.A. Degree)**

<b>Major</b>		<b>Core Curriculum</b>	
SA 102, 103 .....	8	Acc 101, 102 .....	8
SA 201, 202, 203, and 204 or 205 .....	16	Mth 101, 103 .....	8
SA 301, 302 .....	8	Mgt 101, 102 .....	8
	<hr/>	LRI 101 .....	4
	32	Mkt 101 .....	4
		SA 101 .....	4
			<hr/>
			36

**General Education Curriculum**

Eng 100 or 101 .....	4
Eng 102 or 103 .....	4
Psy 101 .....	4
Spe 100 .....	4
Jou 211 .....	4
His 101, 102 .....	8
	<hr/>
	28

# BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM:

## Requirements: 192 Credit Hours

The Drake College of Business Administration provides the students of Fort Lauderdale University with the opportunity to obtain the basic business degree, Bachelor of Business Administration, with majors offered in Accounting, Management, Marketing, Real Estate, Real Estate and Insurance.

The Drake College of Business Administration also offers a Bachelor of Science Degree in Office Administration and a Bachelor of Science Degree in Systems Analysis.

These degree programs require a greater concentration of study in the fields of business and less in the general education areas. The B.B.A. Degree is the most popular degree at the University.

Requirements for the Bachelor of Business Administration Degree in the various majors and the requirements for the Bachelor of Science Degree in Office Administration and the Bachelor of Science Degree in Systems Analysis are as follows:

### GENERAL EDUCATION CURRICULUM: 76 CREDIT HOURS

Communications		Math, Business, and Science	
Eng 100 or 101 .....	4	Mth 102 or 103* .....	4
Eng 100 .....	4	Mth 202 .....	4
Jou 211 .....	4	Eco 201, 202 .....	8
Spe 100 .....	4	Sc 101, 102, 103 .....	12
	16		28

\*Mth 103 is required for all Systems Analysis majors.

Social Science		Humanities	
His 101, 102* .....	8	FA 201 or 203 or 205 .....	4
His 201, 202* .....	8	Phi 301 or 401 or 402 .....	4
Gov 101* .....	4	Eng 201, 202* .....	8
Gov 201, 202* .....	8	Eng 221, 222* .....	8
Psy 101** .....	4	Eng 230, 231* .....	8
Psy 201** .....	4		16
Soc 201 or 300** .....	4		
	16		

\*Student may select 8 hrs. in or out of sequence.

\*Student selects 8 hrs. in or out of sequence.

\*\*Student may take 4 hrs. Psy & 4 hrs. Soc or 8 hrs. of either.



ACCOUNTING: 116 CREDIT HOURS (B.B.A Degree)

Major		Core Curriculum	
Acc 201, 202, 203 .....	12	Acc 101, 102, 103 .....	12
Acc 301, 302, 303 .....	12	Mth 101 .....	4
Acc 401, 402, 403, 404 .....	16	LRI 101, 102 .....	8
	—	Mgt 101, 102 .....	8
	40	Mkt 101 .....	4
<b>Free Electives</b>	—	OA 101 .....	4
	—		—
	36		40

MANAGEMENT: 116 CREDIT HOURS (B.B.A. Degree)

Major		Core Curriculum	
Mgt 103 .....	4	Acc 101, 102, 103 .....	12
Mgt 201, 202, 203 .....	12	Mth 101 .....	4
Mgt 302, 303 .....	8	LRI 101, 102 .....	8
Mgt 401, 402, 403, 406 .....	16	Mgt 101, 102 .....	8
	—	Mkt 101 .....	4
	40	OA 101 .....	4
<b>Free Electives</b>	—		—
	—		40
	36		

MARKETING: 116 CREDIT HOURS (B.B.A. Degree)

Major		Core Curriculum	
Mkt 102 .....	4	Acc 101, 102, 103 .....	12
Mkt 201, 202, 203 .....	12	Mth 101 .....	4
Mkt 301, 302 .....	8	LRI 101, 102 .....	8
Mkt 402, 403, 404, 406 .....	16	Mgt 101, 102 .....	8
	—	Mkt 101 .....	4
	40	OA 101 .....	4
<b>Free Electives</b>	—		—
	—		40
	36		

REAL ESTATE: 116 CREDIT HOURS (B.B.A. Degree)

Major		Core Curriculum	
LRI 103 .....	4	Acc 101, 102, 103 .....	12
LRI 201, 202, 203 .....	12	Mth 101 .....	4
LRI 301, 302, 304, 305 .....	16	LRI 101, 102 .....	8
LRI 403, 404 .....	8	Mgt 101, 102 .....	8
	—	Mkt 101 .....	4
	40	OA 101 .....	4
<b>Free Electives</b>	—		—
	—		40
	36		

REAL ESTATE AND INSURANCE: 116 CREDIT HOURS (B.B.A. Degree)

Major		Core Curriculum	
LRI 103 .....	4	LRI 101, 102 .....	8
LRI 201, 202, 203 .....	12	Mth 101 .....	4
LRI 301, 302, 303 .....	12	Acc 101, 102, 103 .....	12
LRI 401, 402, 403 .....	12	Mgt 101, 102 .....	8
	—	Mkt 101 .....	4
	40	OA 101 .....	4
<b>Free Electives</b>	—		—
	36		40

OFFICE ADMINISTRATION: 116 CREDIT HOURS (B.S. Degree)

Major		Core Curriculum	
OA 103 .....	4	Acc 101, 102, 103 .....	12
OA 201, 202, 203 .....	12	Mth 101 .....	4
OA 301, 302, 303 .....	12	LRI 101, 102 .....	8
OA 401, 402, 407 .....	12	Mgt 101, 102 .....	8
	—	Mkt 101 .....	4
	40	OA 102 .....	4
<b>Free Electives</b>	—		—
	36		40

SYSTEMS ANALYSIS: 116 CREDIT HOURS (B.S. Degree)

Major		Core Curriculum	
SA 102, 103 .....	8	SA 101 .....	4
SA 201, 202, 203, 204, 205 .....	20	Mth 301 .....	4
SA 301, 302 .....	8	Acc 101, 102, 103 .....	12
SA 401A, 401B .....	8	LRI 101, 102 .....	8
	—	Mgt 101, 102 .....	8
	44	Mkt 101 .....	4
<b>Free Electives</b>	—		—
	32		40

## B.A. DEGREE IN BUSINESS ADMINISTRATION PROGRAM:

### Requirements: 192 Credit Hours

The Drake College of Business Administration offers the Bachelor of Arts Degree in Business Administration with a greater concentration in the general education curriculum. Majors in Accounting, Law, Real Estate and Insurance, Management, Marketing, and Office Administration are offered.

The leadership that is required of so many of our young executives seems to indicate a need for a broader knowledge in the basic studies area.

Requirements for the Bachelor of Arts Degree in Business Administration in the various majors are as follows:

### GENERAL EDUCATION CURRICULUM: 112 CREDIT HOURS

<b>Communications</b>		<b>Math, Business, and Science</b>	
Eng 100, 101, and 102 or 103 .....	12	Mth 103 or 104 .....	4
Jou 211 or Spe 100 .....	4	Mth 201 .....	4
	—	Eco 201 .....	4
	16	Sc 101, 102, 103 .....	12
			—
			24
<b>Foreign Language</b>		<b>Humanities</b>	
101, 102 .....	8	FA 201 or 203 or 205 .....	4
201, 202 .....	8	Phi 301 or 401 or 402 .....	4
	—	Eng 201, 202 .....	8
	16	Eng 221, 222 .....	8
		Eng 230, 231 .....	8
			—
			24
<b>Social Science</b>		Student must select 16 qrt. hrs. from	
His 101, 102 .....	8	Literature courses in or out of sequence.	
His 201, 202 .....	8 or		
Gov 201, 202 .....	8		
Gov 101 .....	4		
Psy 101, 201 .....	8 or		
Soc 201, 300 .....	8		
Geo 201 .....	4		
	—		
	32		

Student may select 4 hrs. Psy and 4 hrs. Soc, or 8 hrs. of either.

### ACCOUNTING: 80 CREDIT HOURS (B.A. Degree)

<b>Major</b>		<b>Related Courses</b>	
Acc 201, 202, 203 .....	12	Mth 101 .....	4
Acc 301, 302, 303 .....	12	Acc 101, 102, 103 .....	12
Acc 401, 402, 403, 404 .....	16	LRI 101, 102 .....	8
	—	Eco 202 .....	4
	40	Mkt 101 .....	4
		Mgt 101, 102 .....	8
			—
			40

LAW, REAL ESTATE, AND INSURANCE: 80 CREDIT HOURS (B.A. Degree)

Major		Related Courses	
LRI 101, 102, 103 .....	12	Mth 101, 102 .....	8
LRI 201, 202, 203 .....	12	Acc 101, 102, 103 .....	12
LRI 301, 302, 304, 305 .....	16	Mgt 101, 102 .....	8
LRI 404 .....	4	Eco 202 .....	4
	—	LRI .....	4
	44		—
			36

MANAGEMENT: 80 CREDIT HOURS (B.A. Degree)

Major		Related Courses	
Mgt 101, 102, 103 .....	12	Mth 101, 102 .....	8
Mgt 201, 202, 203 .....	12	Acc 101, 102, 103 .....	12
Mgt 302, 303 .....	8	LRI 101, 102 .....	8
Mgt 401, 402, 403 .....	12	Eco 202 .....	4
	—	OA 101 .....	4
	44		—
			36

MARKETING: 80 CREDIT HOURS (B.A. Degree)

Major		Related Courses	
Mkt 101, 102 .....	8	Mth 101, 102 .....	8
Mkt 201, 202, 203 .....	12	Acc 101, 102 .....	8
Mkt 301, 302 .....	8	Eco 202 .....	4
Mkt 402, 403, 404, 406 .....	16	LRI 101, 102 .....	8
	—	Mgt 101, 102 .....	8
	44		—
			36

OFFICE ADMINISTRATION: 80 CREDIT HOURS (B.A. Degree)

Major		Related Courses	
OA 102, 103 .....	8	Mth 101, 102 .....	8
OA 201, 202, 203 .....	12	Acc 101, 102 .....	8
OA 301, 302, 303 .....	12	LRI 101, 102 .....	8
OA 401, 402, 407 .....	12	Mgt 101, 102 .....	8
	—	Eco 202 .....	4
	44		—
			36

## B.S. DEGREE IN BUSINESS EDUCATION PROGRAMS:

### Requirements: 192 Credit Hours

Although the Department of Education and its curriculum will be found in the College of Arts and Sciences, the Drake College of Business Administration offers the Bachelor of Science Degree in Business Education with majors in Accounting, Management, Marketing, Office Administration, and Systems Analysis.

Requirements for the Bachelor of Science Degree in Business Education in the various majors are as follows:

#### GENERAL EDUCATION CURRICULUM: 72 CREDIT HOURS

Eng 100 and 101 or 103 .....	8	<b>Math, Business, and Science</b>	
Jou 211 .....	4	Mth 102 or 103* .....	4
Spe 100 .....	4	Mth 201 .....	4
	—	Eco 201, 202 .....	8
	16	Sc 101, 102 .....	8
<b>Social Science</b>			—
His 101, 102 .....	8 or		24
His 201, 202 .....	8 or	*Mth 103 is required for all Systems	
Gov 101, 201, 202 .....	8 and	Analysis majors.	
Psy 101, 201 .....	8 or	<b>Humanities</b>	
Soc 201, 300 .....	8	FA 201 or 203 or 205 .....	4
	—	Phi 301 or 401 or 402 .....	4
	16	Eng 201, 202 .....	8 or
Student may take 4 hrs. Psy and 4 hrs.		Eng 221, 222 .....	8
Soc or 8 hrs. of either.		Eng 230, 231 .....	8
			—
			16

Literature students may select 8 hrs. in or out of sequence.

#### ACCOUNTING-BUSINESS EDUCATION: 120 CREDIT HOURS (B.S. Degree)

Major		Concentration Curriculum	
Edu 301, 302, 303 .....	12	Acc 201, 202, 203 .....	12
Edu 304, 305, 306 .....	12	Acc 301, 302, 303 .....	12
Edu 401, 402, 403, 404 .....	16	Acc 401, 402, 403, 404 .....	16
	—		—
	40		40
		<b>Technical Core Curriculum</b>	
		Mth 101 .....	4
		Acc 101, 102, 103 .....	12
		LRI 101, 102 .....	8
		Mgt 101, 102 .....	8
		Mkt 101 .....	4
		OA 101 .....	4
			—
			40

MANAGEMENT-BUSINESS EDUCATION: 120 CREDIT HOURS (B.S. Degree)

Major		Concentration Curriculum	
Edu 301, 302, 303 .....	12	Mgt 103 .....	4
Edu 304, 305, 306 .....	12	Mgt 201, 202, 203 .....	12
Edu 401, 402, 403, 405 .....	16	Mgt 302, 303 .....	8
	—	Mgt 401, 402, 403, 406 .....	16
	40		—
			40

Technical Core Curriculum

Mth 101 .....	4
Acc 101, 102, 103 .....	12
LRI 101, 102 .....	8
Mgt 101, 102 .....	8
Mkt 101 .....	4
OA 101 .....	4
	—
	40

MARKETING-BUSINESS EDUCATION: 120 CREDIT HOURS (B.S. Degree)

Major		Concentration Curriculum	
Edu 301, 302, 303 .....	12	Mkt 102 .....	4
Edu 304, 305, 306 .....	12	Mkt 201, 202, 203 .....	12
Edu 401, 402, 403, 406 .....	16	Mkt 301, 302 .....	8
	—	Mkt 402, 403, 404, 406 .....	16
	40		—
			40

Technical Core Curriculum

Mth 101 .....	4
Acc 101, 102, 103 .....	12
LRI 101, 102 .....	8
Mgt 101, 102 .....	8
Mkt 101 .....	4
OA 101 .....	4
	—
	40

OFFICE ADMINISTRATION-BUSINESS EDUCATION: 120 CREDIT HOURS  
(B.S. Degree)

Major		Concentration Curriculum	
Edu 301, 302, 303 .....	12	OA 103 .....	4
Edu 304, 305, 306 .....	12	OA 201, 202, 203 .....	12
Edu 401, 402, 403, 407 .....	16	OA 301, 302, 303 .....	12
	—	OA 401, 402, 407 .....	12
	40		—
			40

Technical Core Curriculum

Mth 101 .....	4
Acc 101, 102, 103 .....	12
LRI 101, 102 .....	8
Mgt 101, 102 .....	8
Mkt 101 .....	4
OA 102 .....	4
	—
	40

**SYSTEMS ANALYSIS-BUSINESS EDUCATION: 120 CREDIT HOURS**  
(B.S. Degree)

<b>Major</b>		<b>Concentration Curriculum</b>	
Edu 301, 302, 303 .....	12	SA 102, 103 .....	8
Edu 304, 305 .....	8	SA 201, 202, 203, 204, 205 .....	20
Edu 401, 402, 403, 408 .....	16	SA 301, 302 .....	8
	36	SA 401A, 401B .....	8
		<hr/>	44
 <b>Technical Core Curriculum</b>			
Mth 301 .....	4		
Acc 101, 102, 103 .....	12		
LRI 101, 102 .....	8		
Mgt 101, 102 .....	8		
Mkt 101 .....	4		
SA 101 .....	4		
		<hr/>	40



## BACHELOR OF SCIENCE IN TECHNICAL MANAGEMENT DEGREE PROGRAM:

### Requirements: 192 Credit Hours

The Bachelor of Science in Technical Management Degree is offered by the Drake College of Business Administration of Fort Lauderdale University for students who have attended or graduated from our affiliated technical institutes and junior colleges, who have prepared themselves in the various technical fields during their early years of college effort, and who need courses in general education and in management to build the skills and patterns of understanding that are necessary for technical management. The courses in technical subjects will be accepted and placed in the record. Up to 96 quarter credits may be accepted as transfer credits and will count toward this degree program. All credits will be equated and recorded if a grade of "C" or higher has been earned.

Requirements for the Bachelor of Science in Technical Management Degree Program are as follows:

#### GENERAL EDUCATION CURRICULUM: 76 CREDIT HOURS

<b>Communications</b>		<b>Math, Business, &amp; Science</b>	
Eng 100 or 101 .....	4	Mth 102 or 103 .....	4
Eng 103 .....	4	Mth 201 .....	4
Jou 211 .....	4	Eco 201 .....	4
Spe 100 .....	4	SA 101 .....	4
	—	Sc 101, 102, 103 .....	12
	10		28
<b>Social Science</b>		<b>Humanities</b>	
His 101, 102* .....	8	FA 201 or 203 or 205 .....	4
His 201, 202* .....	8	Phi 301 or 401 or 402 .....	4
Gov 101* .....	4	Eng 201, 202* .....	8
Gov 201, 202* .....	8	Eng 221, 222* .....	8
Psy 101** .....	4	Eng 230, 231* .....	8
Psy 201** .....	4		—
Soc 201 or 300** .....	4		16
	16		

\*Student selects 8 hrs. in or out of sequence.

\*\*Student may take 4 hrs. Psy and 4 hrs. Soc or 8 hrs. of either.

#### TECHNICAL MANAGEMENT: 116 CREDIT HOURS

<b>Major</b>		<b>Core Curriculum</b>	
Mgt 101, 102, 103 .....	12	Electives .....	40
Mgt 202, 203 .....	8	<b>Free Electives</b>	—
Mgt 403 .....	4		36
Mgt Electives .....	16		
	40		



## DEPARTMENT OF ACCOUNTING

Today, Accounting is more than the "language of business." It has become the very "means" by which management shapes its administrative policies, determines its operating goals, and measures the results of its operations.

The accountant serves a key position in today's dynamic commercial enterprise. He is the coordinator of the organization nerve center, recording and summarizing activities of management and operating personnel. He is responsible for communicating financial data to management in an understandable monetary language and for assisting in interpreting this data. Finally, the most important function the accountant serves today is to aid in the actual planning and control of the organization.

Because almost all decision making processes of larger companies are dependent upon the information generated by the accounting department, it is not uncommon to see personnel of this department climb the "corporate ladder." Controllers often rise to become Treasurers, Financial Vice-Presidents, and Corporate Presidents.

Many young accountants find excellent opportunities available in government and public accounting. The Certified Public Accountant (C.P.A.) is now on a professional level equal to physicians and attorneys. Opportunities are available in public accounting for specialization in areas such as Auditing, Taxation, and Management Advisory Services.

Individuals seeking to eventually go in business for themselves or to step into family businesses also find that Accounting is the ideal major for them. It provides the essential foundation necessary for success in any business. The modern accountant, a coordinator of activities, an executive planner, a professional, must have an appreciation of problems of all parts of a business organization, as well as a technical proficiency in his own specialty. Because of this need for a broad understanding of business, governmental, and social problems, Fort Lauderdale University, in its Accounting Major, offers a complete program of Accounting enriched with cultural and business management courses. In addition, an academic club is available for students majoring in Accounting.

The Accounting Department offers 4 majors in degree programs and a one-year certificate program; in the Drake School of Business, a one-year certificate program, an A.B.A. Degree with 36 hours, a B.B.A. Degree with 40 credit hours in accounting major curriculum, a B.A. Degree in Business Administration with 44 credit hours, and a B.S. in Business Education with 40 credit hours in accounting major curriculum.

**ACC 101—INTRODUCTORY ACCOUNTING I**

The basic structure of Accounting. The Accounting Cycle; from Journal to Ledger to Trial Balance, Worksheet, and Financial Statements. Fundamentals of Accounting Systems, Controls, and Data Processing. 4 qrt. hrs. cr.

**ACC 102—INTRODUCTORY ACCOUNTING II**

Accounting and control procedures for Cash, Receivables, Inventories, Current Liabilities, Plant Assets, and Intangibles. A study of special problems associated with the Partnership and Corporation form of business organization. Prerequisite: Acc 101. 4 qrt. hrs. cr.

**ACC 103—INTRODUCTORY ACCOUNTING III**

Additional study of Corporate Accounting problems. An Introduction to the study of Cost Accounting; Cost determination and control in manufacturing businesses. Analysis and Interpretation of Financial Statements. Taxes, and their effect on Business Decisions. Prerequisite: Acc 102. 4 qrt. hrs. cr.

**ACC 201—INTERMEDIATE ACCOUNTING I**

Accounting Procedures reviewed, Generally Accepted Accounting Principles; Working Papers; Financial Statements and Net Income Concepts. Detailed Accounting procedures for Cash, Receivables, Inventories, and other Asset accounts. Special emphasis on Inventory valuation and cost techniques. Prerequisite: Acc 103. 4 qrt. hrs. cr.

**ACC 202—INTERMEDIATE ACCOUNTING II**

Accounting for Investments, Fixed Assets, Liabilities, and Reserves. Interpretation and Analysis of Financial Statements. Special problems involved in accounting for changes in Working-Capital, Business Combinations, Income Tax Allocation, and Price-Level Changes. Preparation of Statements from incomplete records. Prerequisite: Acc 201. 4 qrt. hrs. cr.

**ACC 203—COST ACCOUNTING I**

Principles of Cost Accounting; Cost determination for the manufacturing business; Job-Order Cost Systems; Process Cost Accounting; Material, Labor, and Manufacturing Overhead; Joint and By-Product Costs. Prerequisite: Acc 103. 4 qrt. hrs. cr.

**ACC 301—COST ACCOUNTING II**

Advanced Cost Accounting and Control; The Budget as the foundation of Systems Control. Standard Cost Accounting and Variance Analysis. Direct Costing, a Managerial Emphasis. An introduction to Controllership. Prerequisite: Acc 203. 4 qrt. hrs. cr.

**ACC 302—ADVANCED ACCOUNTING I**

Partnerships, their formation, operation, dissolution, and liquidation. Special Accounting problems associated with Joint Ventures, Insurance, Consignments, and Installment Sales. Procedures available for businesses in financial difficulty: Statement of Affairs; Receivership; Realization and Liquidation. Prerequisite: Acc 202. 4 qrt. hrs. cr.

**ACC 303—ADVANCED ACCOUNTING II**

Accounting applications of Compound Interest and Annuities; Estates and Trusts; Home Office and Branch Accounting; Consolidations. The unique accounting systems necessitated by governmental units, hospitals, universities, and other non-profit organizations. A survey of trends in current Accounting Theory. Prerequisite: Acc 302. 4 qrt. hrs. cr.

**ACC 401—AUDITING I**

Auditing Theory and Standards. External examination of the Accounting Records. Internal Control and its relationship to the Accounting system. Auditing procedures for verification of the Asset, Liability, and Equity accounts. Prerequisite: Acc 202 4 qrt. hrs. cr.

**ACC 402—AUDITING II**

Advanced Auditing; An application of the procedures learned in Acc 401; preparation of Audit Working Papers; special audits; further verification of Revenues,

Costs, and Expenses. Audit Reports and the expression of an Opinion by the CPA. Quantitative approaches to Auditing; EDP and Statistical Sampling. Prerequisite: Acc 401. 4 qrt. hrs. cr.

#### **ACC 403—FEDERAL INCOME TAX I**

Fundamentals of Federal Income Tax. The Law, its origin. Procedures for filing individual Income Tax returns. What Income is taxable? Exclusions; Deductions; Exemptions. Income and Tax Planning within the framework of the Internal Revenue Code. Prerequisite: Acc 103.

4 qrt. hrs. cr.

#### **ACC 404—FEDERAL INCOME TAX II**

Advanced Federal Income Tax; Procedures for filing Corporate, Partnership,

and Fiduciary Returns. Estate and Gift Tax interactions. Tax minimization through planning, research and the use of alternate procedures. Legislative Intent; the "Why's" of Income Tax. Refunds and Appeal procedures; Appearing before the Internal Revenue Service. Prerequisite: Acc 403. 4 qrt. hrs. cr.

#### **ACC 405—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. Prerequisite: Acc 402. 4 qrt. hrs. cr.

## **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 the 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.

Although the area of Economics is in general support of all other degree programs at the present time, it is believed that with the growth of our institution, it will develop into a major department.

### **ECO 201—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 qrt. hrs. cr.

### **ECO 202—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 qrt. hrs. cr.

### **ECO 203—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 qrt. hrs. cr.

### **ECO 301—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, com-

merce, and labor that produce changes in our economy. 4 qrt. hrs. cr.

### **ECO 302—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: Eco 201, 202. 4 qrt. hrs. cr.

### **ECO 303—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: Eco 231. 4 qrt. hrs. cr.

### **ECO 401—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: Eco 202. 4 qrt. hrs. cr.

## **FINANCE**

In the area of Finance, the courses are designed to support the Business Administration curricula. Even so, it is believed that this very important area will become a major department in the future and will offer a major as well as a minor concentration in this field. Please check the course offerings below to determine the present offerings in Finance.

### **FIN 101—THE 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.

4 qrt. hrs. cr.

of investment values as applied to specific groups and companies — industrials, railroads, utilities, investment companies, municipalities and governments. Prerequisite: 8 credits of accounting.

4 qrt. hrs. cr.

### **FIN 201—CONTEMPORARY MONETARY THEORY**

### **FIN 102—INVESTMENTS**

Principles and problems of investments, types of risk, timing, selection, institutional factors. Basic determinants

Development of finance theory since 1900; the value of money according to leading modern theorists. Offered in alternate years. 4 qrt. hrs. cr.

## **FIN 202—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: Fin 101. 4 qrt. hrs. cr.

## **FIN 301—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 qrt. hrs. cr.

## **FIN 302—CENTRAL BANKING THEORY AND PRACTICE**

Central banks and price fluctuations. Emphasis on Federal Reserve experience. Internal versus external stability of the dollar. 4 qrt. hrs. cr.

## **FIN 303—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 cap-

ital, capitalization of earnings, mergers and consolidations, dividends, retained earnings, sources and mechanics of short-term and long-term financing. Case studies are used. Prerequisite: Fin 201. 4 qrt. hrs. cr.

## **FIN 304—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: Fin 101. 4 qrt. hrs. cr.

## **FIN 401—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 qrt. hrs. cr.

## **FIN 402—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: Fin 103, 201. 4 qrt. hrs. cr.



## DEPARTMENT OF LAW, REAL ESTATE, AND INSURANCE

The Law Department at Fort Lauderdale University 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 the University.

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.

### **LRI 101—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 qrt. hrs. cr.

### **LRI 102—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 qrt. hrs. cr.

### **LRI 103—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 qrt. hrs. cr.

### **LRI 201—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 qrt. hrs. cr.

### **LRI 202—REAL ESTATE SELLING**

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. Prerequisite: LRI 103, 201.

4 qrt. hrs. cr.

### **LRI 203—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." Prerequisite: LRI 103, 201. 4 qrt. hrs. cr.

#### **LRI 301—REAL ESTATE LAW I**

Land and its elements, fixtures, easements; land descriptions; land titles and interests in land; deeds; brokers and managers; contracts for sale of land; escrows; evidence of title; mortgages; foreclosure and redemption. Prerequisite: LRI 101, 102. 4 qrt. hrs. cr.

#### **LRI 302—REAL ESTATE LAW II**

F.H.A. loan insurance; ground rents; liens; subdivisions, land development and dedication; building construction; co-ownership; dower, curtesy, community property, and homestead; descent and wills; zoning and building ordinance; taxes, special assessments and Federal income tax; landlord and tenant; shopping centers; cooperatives and condominiums; condemnation; waters. Prerequisite: LRI 101, 102. 4 qrt. hrs. cr.

#### **LRI 303—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 qrt. hrs. cr.

#### **LRI 304—REAL ESTATE MANAGEMENT**

Aimed at training for that phase of the real estate business in which the agent takes over supervision and control of real property for the owner; covering rental of space, maintenance, credit and conviction, to any relationship and similar subjects relative to residential, business, industrial and investment properties. Prerequisite: LRI 103, 201.

4 qrt. hrs. cr.

#### **LRI 305—REAL ESTATE APPRAISING**

The scientific approach to finding the value of a parcel of real estate based upon all the economic factors that influence value. Utilizes the three different approaches to finding value: the cost approach, the market approach, and the income approach; then the correlation to finding a final value. Prerequisite: LRI 103, 201.

4 qrt. hrs. cr.

#### **LRI 306—INSURANCE LAW**

The quality and scope of the contract; parties; insurance interest; consideration; insurance agents and their powers; waiver estoppel; the standard fire policy; co-insurance; etc. Prerequisite: LRI 103, 201.

4 qrt. hrs. cr.

#### **LRI 401—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 qrt. hrs. cr.

#### **LRI 402—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. Prerequisite: LRI 101, 102.

4 qrt. hrs. cr.

**LRI 403—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. Prerequisite: LRI 103, 201.

**4 qrt. hrs. cr.**

**LRI 404—REAL ESTATE  
FINANCING**

Fundamental aspects of mortgage lending; sources of funds for mortgage lending; organization and control of mortgage lending operations; loan application procedures; credit analysis; appraisal of real estate security; legal aspects of the mortgage; development of new business; insured mortgages — F.H.A. program; Veteran's Administration loan program; Loan Administration Program; collection and servicing programs for delinquent loans. Prerequisite: LRI 103, 201.

**4 qrt. hrs. cr.**





## DEPARTMENT OF MANAGEMENT

The field of Management is both an academic discipline and a practical art and it is constantly evolving and changing, both qualitatively and quantitatively.

The challenge to a department of management in a university today is to insure that the student receives both the proper academic background and also is given skill in the application of this knowledge.

The Department of Management meets this challenge in several ways. First, courses have been carefully selected to see that all phases of management are covered in depth. Fully as important, the student is given a program balanced between those courses wherein basic principles are taught and case courses involving the application of these principles in "real-life" business situations. It is here that students have the burden of determining the relevant facts and the significance of these facts and then formulating concrete ideas for action.

Thirdly, a variety of approaches to learning are included in the student's work, including report writing, role playing, films, outside reading, lectures, seminars and the case method.

And, finally, since the instruction in the Department of Management is designed to prepare a student for the realities of the world of the competent administrator, this relevancy is consistently carried through to the departmental faculty who not only have the necessary academic background, but also combine an accumulation of management experience.

Our goal is to develop well rounded students who have a complete understanding of the business world in which they work and live, and by the use of acquired knowledge and practical skills and a trained mind, achieve success in a complex and constantly changing business and industrial environment.

### MGT 101—INTRODUCTION TO BUSINESS

This basic, general and introductory course is to acquaint the student with the general field of business and industry as it exists in the United States. General areas such as ownership, organization, marketing, purchasing, production and finance are discussed and studied.

4 qtr. hrs. cr.

### MGT 102—PRINCIPLES OF MANAGEMENT

This is a comprehensive course covering the fundamental concepts of management. It exposes the student to the basic tools of modern management and acquaints him with the decision making process. Prerequisite: Mgt 101.

4 qtr. hrs. cr.

### **MGT 103—SUPERVISORY MANAGEMENT**

An integrated presentation of the principles and techniques of management at the supervisory and operating level. The case problems and text materials provide the student with a combination of management fundamentals and practical operating study that links theory to actual job problems. Prerequisite: Mgt 101 and 102. 4 qtr. hrs. cr.

### **MGT 201—LABOR RELATIONS**

A study of the history, principles and laws on the local, state, and federal levels that affect labor relations and employer-employee relations; unionism and collective bargaining. Prerequisite: Mgt 101, 102 and 103. 4 qtr. hrs. cr.

### **MGT 202—PERSONNEL MANAGEMENT**

The study of the principles and theories of personnel management including staffing, individual and group behavior, management-union relations, compensation and motivation of employees with the view of achieving productivity, job satisfaction and maximum potential. Prerequisite: Mgt 101 and 102.

4 qtr. hrs. cr.

### **MGT 203—DYNAMICS OF MIDDLE MANAGEMENT**

This is a combined case and lecture course designed to place the student in real management situations and to take him from the realm of theory into the area of practical application of that theory. The student is introduced to the five distinct phases of the decision making process and then given the opportunity to apply these principles to actual management problems. Stress is placed on the value of a trained mind in approaching problems and formulating solutions. Prerequisite: Mgt 101, 102, 103.

4 qtr. hrs. cr.

### **MGT 302—BUDGETARY CONTROL**

The study of the basic concepts of planning and control of all operations of a business including the products, market, distribution, production, research

and development, finances and the control system all from the managerial viewpoint. Prerequisite: Mgt 101, 102, and Acc 101, 102. 4 qtr. hrs. cr.

### **MGT 303—MANAGEMENT OF SMALL BUSINESS ENTERPRISES**

This course is designed to initiate the student into the significant problems encountered in the operation and management of small business enterprises. All aspects of problems peculiar to managing a small business are examined with a view to management success. Prerequisite: Mgt 101 and 102.

4 qtr. hrs. cr.

### **MGT 401—STOCK MARKET AND FINANCIAL ANALYSIS**

A comprehensive introductory course on all phases of the stock market including the mechanics of buying and selling securities, the operation of the New York Stock Exchange, the specialist system, the OTC market, new issues, odd lots, margin buying and selling short. Balance sheets, profit and loss statements, annual reports and financial ratios are also studied. Prerequisite: Mgt 101 and 102 and Acc 101 and 102.

4 qtr. hrs. cr.

### **MGT 402—PROCUREMENT MANAGEMENT**

A complete study of 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. Prerequisite: Mgt 101 and 102.

4 qtr. hrs. cr.

### **MGT 403—BUSINESS POLICIES AND TOP MANAGEMENT DECISIONS**

This course has the purpose of integrating the knowledge the student has acquired in previous management courses. The cases and lectures deal with those problems encountered in the top level of management. Lectures are given on five broad areas of management concern; setting objectives, formu-

lating policies, proper organization, purchase and utilization of resources and execution. Great stress is placed on human relations in business and behavior within organizations. Prerequisite: It will benefit the student if he takes most of his management courses prior to taking this course. 4 qtr. hrs. cr.

#### **MGT 404—MOTION AND TIME STUDY**

The analysis of the methods, materials, tools and equipment used, or to be used, in performing work in order to find the most economical way to do the work; standardization of the method, materials, tools and equipment; determination of the time required by a qualified person to do the work; and assisting in training the worker in the better method. Prerequisite: Mgt 101 and 102.

4 qtr. hrs. cr.

#### **MGT 405—FACTORY MANAGEMENT**

This course deals with the efficient layout of a factory and the planning that precedes; with proper procedures and techniques in the management of an industrial factory. Prerequisite: Mgt 101 and 102.

4 qtr. hrs. cr.

#### **MGT 406—TRANSPORTATION MANAGEMENT**

This course is designed to give the student a basic and comprehensive understanding of the transportation industry. All aspects of traffic and physical distribution problems are discussed. Air, water, and overland methods of transportation of the world's commerce are analyzed and evaluated. Prerequisites: Mgt 101 and 102.

4 qtr. hrs. cr.

## **DEPARTMENT OF MARKETING**

Marketing is the heart of a dynamic, free society. It starts and propels the process whereby human goals are enlarged in the very act of their being served.

Marketing is studied as a total system of business action with each area explored as it relates to the system's concept. The consumer-oriented marketing approach is the key to profitable sales volume and the foundation of the curriculum.

#### **MKT 101—ELEMENTS OF MARKETING**

The integrated marketing concept of the distribution of goods and services with consideration of market research and analysis, buying and selling, product design, pricing, promotion, transportation, competition and the responsibilities of the marketing manager. (4 hour lecture).

4 qtr. hrs. cr.

#### **MKT 102—FUNDAMENTALS OF SALESMANSHIP**

The nature and requirements of selling, including an examination of buyer motivations and selling theories in relation to the dynamic perceptual field of personal communication. (4 hour lecture).

4 qtr. hrs. cr.

#### **MKT 201—RETAIL MANAGEMENT**

Probes major forms of retail institutions and their organizational structure; the activities of the merchandising and operating divisions; the buying and merchandising functions; other related activities involved in selling goods to the ultimate consumer. (4 hour lecture).

4 qtr. hrs. cr.

#### **MKT 202—APPLIED MERCHANDISING TECHNIQUES**

Stresses locating sources of supply, negotiating, receiving, pricing, merchandise mathematics, consumer and mercantile credit. Explores all areas of the operating statement as they relate to profitable retailing, markup, markdown, inventory control and other quantitative

techniques of the buyer and the merchandise manager. Prerequisite: Mkt 201 or permission of the department chairman. (4 hour lecture). 4 qtr. hr. cr.

### **MKT 203—PROMOTIONAL STRATEGIES**

Comprehensively covers advertising, stressing purposes, techniques, organization and media selection in conjunction with other components of the marketing mix. Includes sales promotion activities such as sampling, displays and demonstrations rounding out a promotional program. (4 hour lecture). 4 qtr. hrs. cr.

### **MKT 301—INTERNATIONAL MARKETING**

An examination of the history and new developments in foreign trade, including selected products, activities, market areas and the beliefs of the foreign customer as they affect market strategy. (4 hour lecture). 4 qtr. hrs. cr.

### **MKT 302—SALES MANAGEMENT**

Methods, problems and cases relating to the management of a sales force. Selection and training organization stimulation, compensation and control. (4 hour lecture). 4 qtr. hrs. cr.

### **MKT 402—MARKETING**

#### **MANAGEMENT: PROBLEMS AND POLICIES**

The problem solving approach to decision making by the marketing manager using readings and case studies. Prerequisite: 28 credits or permission of the department chairman. (4 hour lecture). 4 qtr. hrs. cr.

### **MKT 403—MARKETING RESEARCH**

Technique and application of research methods suitable to problem solving in different areas of marketing. Prerequisite: 28 credits or permission of the department chairman. (4 hour lecture). 4 qtr. hrs. cr.

### **MKT 404—PUBLIC RELATIONS**

Applications of the different public relation techniques to influence employees, stockholders, customers and the general public. Surveys programs used by business organizations to earn public acceptance and good will for policies, products and personnel. (4 hour lecture). 4 qtr. hrs. cr.

### **MKT 406—CONSUMER BEHAVIOR**

An investigation of the behavioral factors which create and motivate consumer demand. Applications of the resultant knowledge to facilitate marketing decisions. Prerequisite: 28 credits or permission of the department chairman. (4 hour lecture). 4 qtr. hrs. cr.



## DEPARTMENT OF OFFICE ADMINISTRATION

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 of Office Administration.

### OA 101—TYPEWRITING FOR THE COLLEGE STUDENT

The course includes touch method keyboard operation, computation of margins, horizontal and vertical centering of announcements and advertisements, punctuation, word syllabication, business and personal business letter writing, and manuscript writing. The speed objective is 25 words a minute after deduction of 10 words for each error.

OA 101 is required of all students enrolled in a major field in the Drake College of Business Administration, except students who are majoring in Office Administration or in the teaching thereof. Such students are required to take OA 102 — Elementary Typewriting, but may take OA 101 — Typewriting for the College Student as a substitute.

Exemptions to OA 101 or OA 102 may be permitted under the following conditions:

Students entering with credit in type-

writing from another college, with a grade of "C" or better, will receive transfer credit for course.

Students entering with a year of high school typewriting, with a grade of "C" or better, may choose an elective as a substitute.

Students with one semester of high school typewriting, with a grade of "C" or better, may choose an elective as a substitute after passing a typewriting test at Fort Lauderdale University. The test must be passed with a net speed of 25 words per minute after deduction of 10 words for each error. 4 qtr. hrs. cr.

### OA 102—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 qtr. hrs. cr.

### **OA 103—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. Prerequisite: OA 102 or equivalent. **4 qtr. hrs. cr.**

### **OA 104—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 qtr. hrs. cr.**

### **OA 105—ACCOUNTING FOR THE MEDICAL OFFICE**

The student completes Introductory 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 qtr. hrs. cr.**

### **OA 106—ACCOUNTING FOR THE LEGAL OFFICE**

This is similar to OA 105 except that the bookkeeping records are prepared for an attorney's office. **4 qtr. hrs. cr.**

### **OA 201—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 qtr. hrs. cr.**

### **OA 202—SHORTHAND THEORY**

This is the beginning of the basic course in Gregg shorthand that introduces the fundamentals and principles of shorthand. **4 qtr. hrs. cr.**

### **OA 203—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 devel-

opment, and transcription training. Before completion of this course, student is able to take dictation easily at 60 words a minute. **4 qtr. hrs. cr.**

### **OA 301—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 qtr. hrs. cr.**

### **OA 302—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 qtr. hrs. cr.**

### **OA 303—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 qtr. hrs. cr.**

### **OA 401—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 qtr. hrs. cr.**

### **OA 402—MACHINE TRANSCRIPTION**

A course entailing the use of IBM dictating and transcribing machines. The student learns to produce a typewritten transcript from the tape that is in the transcribing machine. Stress is placed upon continuous transcription that produces mailable copy. Prerequisite: OA 103. **4 qtr. hrs. cr.**

**OA 403—MEDICAL SECRETARIAL PRACTICES AND PROCEDURES**

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.

4 qtr. hrs. cr.

**OA 404—MEDICAL SHORTHAND TERMINOLOGY**

A course acquainting the student with the medical terms used in modern medical practice and the shorthand equivalents of such terms. Practice is given in taking connected matter dictation of medical correspondence and case studies. Prerequisite: OA 103 and OA 301.

4 qtr. hrs. cr.

**OA 405—LEGAL SECRETARIAL PRACTICES AND PROCEDURES**

The course integrates law information, law office duties, and legal shorthand skills, and information on most legal forms.

4 qtr. hrs. cr.

**OA 406—LEGAL SHORTHAND TERMINOLOGY**

A course acquainting the student with the legal terms used in modern legal practice and the shorthand equivalents of such terms. Practice is given in taking connected matter dictation of legal correspondence and documents. Prerequisites: OA 103 and 301.

4 qtr. hrs. cr.

**OA 407—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. Prerequisites: Mgt 101 and 102.

4 qtr. hrs. cr.

## **DEPARTMENT OF SYSTEMS ANALYSIS**

The bachelors degree in Systems Analysis is designed to produce a business oriented systems analyst. His capabilities will encompass a broad spectrum of subjects essential to the successful use of computers in industry. Upon the completion of the four year program, the systems analyst will have studied at least three computer languages, and analyzed and designed hardware and business systems.

The computer complex available is an IBM 256,000 byte 360/40 with teleprocessing. It is one of the most sophisticated systems in the southeast. With the exponential growth of computer usage, and the corresponding need for systems analysts, Fort Lauderdale University is producing highly qualified personnel to help fill this need.

**SA 101—ELEMENTS OF DATA PROCESSING**

The objective of this course is to develop a basic understanding of computer data processing. The student will learn the use of punched cards and stored program concepts. He will also be introduced to binary arithmetic and will flowchart and write simple programs.

4 qtr. hrs. cr.

**SA 102—COMPUTER LOGIC**

This course is designed to give the student a basic knowledge of computer logic and programming concepts. Topics that will be discussed are, logic diagrams and switching circuit formulas, Boolean algebra and the APL programming language. Students will have the opportunity to write individual programs on a telecommunications terminal. Prerequisite: SA 101.

4 qtr. hrs. cr.

### **SA 103—PROGRAMMING I BAL**

This course is designed to introduce the student to a machine dependent, Mnemonic machine language. The student will be introduced to the internal instruction set of the IBM 360/40. Prerequisite: SA 102 or equivalent.

4 qtr. hrs. cr.

### **SA 201—PROGRAMMING II, BAL**

This course is an extension of SA 103. The student will be expected to code assembler language programs using card, tape and disk. He will also be introduced to the various macro instructions frequently used with the assembler language. Prerequisite: SA 103.

4 qtr. hrs. cr.

### **SA 202—PROGRAMMING III, PL/1**

This is a course in a high-level language called PL/1. The student will be introduced to this language and its varied attributes. This is a problem solving course with emphasis on student programming. Prerequisite: SA 201.

4 qtr. hrs. cr.

### **SA 203—PROGRAMMING IV, PL/1**

Programming IV is a continuation of programming III. In this course, the student will write programs using the more sophisticated aspects of the PL/1 language. Prerequisite: SA 202.

4 qtr. hrs. cr.

### **SA 204—SYSTEM ANALYSIS I**

This course is designed to introduce the student to a popular software computer control system or the disk operating system. The student will learn systems planning and considerations for systems generation, multiprogramming, executive program functions, the job control program and system-operator communications. Prerequisite: SA 203.

4 qtr. hrs. cr.

### **SA 205—SYSTEM DESIGN**

Systems design is a course that will enable a systems analyst to compare and evaluate various manufacturers' computer systems. The analysis will be economic as well as application oriented. The student will be expected to design and recommend a computer system based on his analysis. Prerequisite: SA 204 or equivalent.

4 qtr. hrs. cr.

### **SA 301—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: SA 204 or equivalent.

4 qtr. hrs. cr.

### **SA 302—MANAGEMENT INFORMATION SYSTEMS**

This course will cover the enormous design and economic problems that arise when incorporating a management information system on existing hardware. A thorough knowledge of systems languages, hardware availability and business management is a requirement for this course. Prerequisite: SA 205.

4 qtr. hrs. cr.

### **SA 401A—DIRECTED STUDIES**

These are high level, independent projects that a student will select. He will be required to analyze the problem, design and submit a term paper and a program (if required) to solve the problem. Prerequisite: SA 302 or equivalent.

4 qtr. hrs. cr.

### **SA 401B—DIRECTED STUDIES**

SA 401A Continued. Prerequisite: SA 302 or equivalent.

4 qtr. hrs. cr.



*College of  
Arts and  
Sciences*

**ART  
BIOLOGY  
CHEMISTRY  
EDUCATION  
ENGLISH  
ESPERANTO  
FRENCH  
GEOGRAPHY  
GOVERNMENT  
HISTORY  
ITALIAN  
JOURNALISM  
MATHEMATICS  
MUSIC  
PHILOSOPHY  
PHYSICS  
PSYCHOLOGY  
RELIGION  
RUSSIAN  
SOCIOLOGY  
SPANISH  
SPEECH  
THEATER**

# College of Arts and Sciences

The College of Arts and Sciences will strive to furnish to the University its general education support for all colleges, schools, divisions, departments, and programs. Certainly the major mission at this time is to support the various programs offered by the Drake College of Business.

The College of Arts and Sciences will be the embryonic birthplace for some of the new and evolving programs, schools, and colleges in the University's future.

Another goal for the College of Arts and Sciences will be to offer courses leading to the degrees, Associate in Arts; Bachelor of Arts; Bachelor of Science; and Bachelor of Science in Journalism, in various major fields of human knowledge. Specific requirements for general education courses are listed after each department or area offering.

## General Requirements for Graduation

1. One hundred and ninety-two quarter hours credit; 2.0 cumulative grade point average, computed by dividing total quality points earned by total credit hours attempted.
2. Grade of "C" or above in each course used for a major.
3. The last forty-eight quarter hours credit in residence.
4. MAJOR—36-48 quarter hours credit.

Every candidate for a degree must choose a major field. If he desires a Bachelor of Science degree, he must have a major in laboratory science or mathematics; systems analysis or computer science (offered in Drake College of Business); or in business education. The candidate for the Bachelor of Arts degree may choose his major from among the departments listed as offering majors in the College of Arts and Sciences. The requirements for each major will be listed under the departments in this catalog and are approved by the chairman of the department concerned or by the Dean of the College. The choice of a major should be made not later than the beginning of the junior year and must be approved by the head of the department of the major subject. Thereafter the student's schedule for each quarter must meet the approval of the major department. Any student not making satisfactory progress in the major subject may be required to change his major or to relinquish his candidacy for a degree.

5. MINOR—18-20 quarter hours credit.

All students may choose a minor field. Students wishing to teach may minor in education, with additional electives as needed for certification.

6. Free Electives—Credits necessary to complete 192 quarter hours credit.

Choice is not restricted except it must include some advanced undergraduate study (courses numbered in the 300 and 400 level). Free electives may include courses from the offerings of other schools in the University, except courses in health, physical education, and recreation which are primarily activity courses.

7. Thirty (30) days prior to graduation, each candidate must complete and submit to the Registrar's Office formal application and pay a \$25.00 graduation fee to the Cashier.



## LIBERAL ARTS

The Associate in Arts Degree at Fort Lauderdale University is granted to 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.

Students may elect to combine Liberal Arts with training in Accounting, Education, Management, Marketing, Office Administration, or Systems Analysis, or, upon completion of the Liberal Arts program, continue their education in these specialized areas toward the Bachelor of Arts, the Bachelor of Business Administration, the Bachelor of Science, the Bachelor of Science in Business Education, or the Bachelor of Science in Journalism 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 solving 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.

### A.A. DEGREE IN LIBERAL ARTS:

**Requirements: 96 Credit Hours**

#### GENERAL EDUCATION REQUIRED CURRICULUM: 52 CREDIT HOURS

Eng 100 or 101 and 102 or 103 .....	8	FA 201 or 203 .....	4
His 101, 102 .....	8	Geo 201 .....	4
Psy 101, 201 .....	8		—
Phi 301 .....	4		52
Soc 203 .....	4	Electives .....	44
Spe 100 .....	4		—
Jou 211 .....	4		96
Gov 101 .....	4		

## DEPARTMENT OF EDUCATION

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

Fort Lauderdale University 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 University curriculum in Education is to furnish teachers for service in business and junior colleges. To do this Fort Lauderdale University 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. Fort Lauderdale University 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 Fort Lauderdale University 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 Education, Philosophical Foundations of Education, Principles and Practices of College Teaching, Historical Foundations of Education, Sociological Foundations of Education, Measurements and Evaluation in Business Education, and Research in 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 office administration), and methods of teaching allied business subjects. The course on Current Issues in 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 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.

#### **EDU 301—HISTORICAL FOUNDATIONS OF EDUCATION**

An over-all treatment of the history of education as a process by which culture transmits itself for generations; within this pattern will be considered the antecedents of American education and their impact on American profiles; the growth of the colonial period to the present; an anticipated overview of the 1970's in relation to urgent needs and expectations for educational opportunities. Students majoring in business education will be required to concentrate on the history of its development.

4 qrt. hrs. cr.

#### **EDU 302—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 qrt. hrs. cr.

#### **EDU 303—PHILOSOPHICAL FOUNDATIONS OF 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 qrt. hrs. cr.

#### **EDU 304—PSYCHOLOGICAL FOUNDATIONS OF EDUCATION**

This course is a systematic exposition of various psychological principles related to teaching. An analysis of the major schools of psychology are studied along with the effects of heredity and environment.

4 qrt. hrs. cr.

#### **EDU 305—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 qrt. hrs. cr.

#### **EDU 306—SOCIOLOGICAL FOUNDATIONS OF EDUCATION**

*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 qrt. hrs. cr.

#### **EDU 401—RESEARCH IN 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 qrt. hrs. cr.

3.48

**EDU 402—CURRENT ISSUES IN  
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 situations 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.

4 qrt. hrs. cr.

**EDU 403—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. 4 qrt. hrs. cr.

**EDU 404—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 qrt. hrs. cr.

**EDU 405—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 qrt. hrs. cr.

**EDU 406—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 qrt. hrs. cr.

**EDU 407—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 qrt. hrs. cr.

**EDU 408—METHODS OF TEACHING  
SYSTEMS ANALYSIS**

This course is designed to prepare systems analysis majors to teach the techniques and procedures of computer programming analysis and design. In addition to the basic principles of teaching, objectives and methods pertinent to teaching the subject matter are covered. The course includes procedures followed in lesson planning, lecturing, discussion periods, and evaluations of students, preparation of examinations, and textbook selections.

4 qrt. hrs. cr.

## DEPARTMENT OF ENGLISH

English should be the major field of concentration for students planning to teach English, library science, or the humanities. A major in English is recommended also as the best preparation for editorial work, feature writing, technical writing, and literary writing. The B. A. Degree in English is highly desired by many government agencies, including the Foreign Service. Many industrial and business concerns prefer that applicants for administrative positions have skill in writing and a broad familiarity with great works of literature.

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.

A major in English consists of a minimum of 48 quarter hours. Eng 201 and 202, World Literature, are required lower division courses and are prerequisite to all advanced English courses. Eng 306, 331, 332, and 397 are required courses in the upper division courses. In the 300 and 400 level courses, 40 quarter hours are required to complete this major.

A minor in English consists of a minimum of 24 quarter hours, including 16 quarter hours in the 300 and 400 level.

All courses taken for major or minor credit must be passed with a grade of "C" or higher.

### B.A. DEGREE IN ENGLISH:

#### Requirements: 192 Credit Hours

#### GENERAL EDUCATION CURRICULUM: 100 CREDIT HOURS

<b>Communications</b>	<b>Mathematics and Science</b>
Eng 101, 102 ..... 8	Mth 103, 201 ..... 8
Jou 211 ..... 4	Sc 101, 102, 103 ..... 12
Spe 100 ..... 4	—
—	20
16	<b>Humanities</b>
<b>Foreign Language</b>	FA 201, 203, 205 ..... 12
101, 102 ..... 8	Phi 301, 401, 402 ..... 12
201, 202 ..... 8	—
—	24
16	

Student must complete 16 credits in one language. Those who studied same language in high school are required to take placement tests to determine which course they are prepared to enter.



**Social Science**

His 101, 102 .....	8
Geo 201 .....	4
Gov 101 .....	4
Soc 201, 300 .....	8
Psy 101, 201 .....	8
—————	24

Student may select 4 hrs. Psy and 4 hrs. Soc or 8 hrs. of either.

**Major**

Eng 201, 202 .....	8
Eng 306, 331, 332, 397 .....	16
Eng Electives .....	24
—————	48

**Minor**

Electives .....	24
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**Electives**

20

**ENGLISH****ENG 100—ENGLISH COMPOSITION**

Special course in written communication for the student whose background indicates an inadequate potential for successful participation in English 101. Considerable attention given to rhetorical principles and practice in composition. Offered each quarter. 4 qrt. hrs. cr.

**ENG 101—ENGLISH COMPOSITION**

Introduction to expository writing with a study of the various types of rhetoric. Preparation for effective writing at the collegiate level. Analysis of literary forms and themes. Offered each quarter. 4 qrt. hrs. cr.

**ENG 102—ENGLISH COMPOSITION**

Preparation, organization, and critical judgment of effective theme writing with an emphasis on the research paper. Offered each quarter. 4 qrt. hrs. cr.

**ENG 103—BUSINESS AND PROFESSIONAL WRITING**

A study of business, scientific, and professional writings with emphasis upon research reports and correct procedures. Offered each quarter. 4 qrt. hrs. cr.

**ENG 201—WORLD LITERATURE**

Selected masterpieces of world literature before 1610. Emphasis upon the Greek and Roman myths, epics, and drama; the Bible; Dante; and the early Renaissance period. Prerequisite: 8 quarter hours of English Composition or Eng 101 with grade of "B" or higher. Offered Fall Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 202—WORLD LITERATURE**

Selected masterpieces of world literature since 1610. Emphasis upon Goethe, Dostoevsky, and Ibsen. Prerequisite: 8 quarter hours of Composition or Eng 101 with grade of "B" or higher. Offered Winter, Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 221—ENGLISH LITERATURE**

Selected masterpieces of British literature from the beginning up to the romantic period. Prerequisite: 8 quarter hours of Composition or Eng 101 with grade of "B" or higher. Offered Spring Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 222—ENGLISH LITERATURE**

Selected masterpieces of British literature from the beginning of period for romantic poets to present day. Prerequisite: 8 quarter hours of Composition or Eng 101 with grade of "B" or higher. Offered Fall Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 230—AMERICAN LITERATURE**

American literature masterpieces from its beginning to 1900. Prerequisite: 8 quarter hours of Composition or Eng 101 with grade of "B" or higher. Offered Winter Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 231—AMERICAN LITERATURE**

American literature masterpieces from 1900 to present time. Prerequisite: 8 quarter hours of Composition or Eng 101 with grade of "B" or higher. Offered Spring Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 303—ADVANCED  
COMPOSITION**

This course offers intense practice in expository and argumentative writing. Offered Fall Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 306—INDEPENDENT  
RESEARCH**

Research techniques with various forms of literature as the basis. The analysis of the contribution of various writers and a study of the various systems of literary periods. Offered Winter and Summer Quarters, or by announcement. 4 qrt. hrs. cr.

**ENG 307—WORLD DRAMA**

This course is a study of the genre from its Greek origins to the present. Offered Spring Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 312—STUDIES IN POETRY**

This course is concerned with the study and critical evaluation of English and American poetry. Offered Fall Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 314—SHAKESPEARE: THE  
HISTORIES AND COMEDIES**

Emphasis is placed on Shakespeare's evolution and development as a writer of comedies and historical dramas. Offered Winter Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 315—SHAKESPEARE: THE  
TRAGEDIES AND  
TRAGI-COMEDIES**

Emphasis is placed on Shakespeare's evolution and development as a writer of tragedies and romances. Offered Spring Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 316—FORMS OF THE  
SHORT STORY**

An analysis of the development of the short story as a unique literary form. Emphasis upon the modern short story from 1880 to present with special attention to English and American writers. Offered Fall Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 317—THE DEVELOPMENT OF  
THE ENGLISH NOVEL**

The novel as a genre from its beginnings to about 1850 will be approached from a historical point of view. Offered Winter Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 318—THE MODERN ENGLISH  
NOVEL**

Works of selected major writers from the mid-nineteenth century to the present will be studied and analyzed. Offered Spring Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 331—SURVEY OF AMERICAN  
LITERATURE TO 1865**

Beginning with the Puritan influence and ending with the Romantic Movement, this course will offer an intensive survey of the American literary tradition. Offered Fall Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 332—SURVEY OF AMERICAN  
LITERATURE SINCE 1865**

Beginning with American realism, this course will offer an intensive survey in modern American literature. Offered Winter Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 345—THE ROMANTIC  
MOVEMENT**

This course treats British Prose and Poetry from 1789 to 1832, with emphasis on Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats. Offered Spring Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 397—LITERARY CRITICISM**

Statements from the Classical period to the present are used to make a detailed analysis of established aesthetic standards. Offered Fall Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 400—STUDIES IN CHAUCER**

Although the major concern of this course will be the works of Chaucer, attention will also be given to other medieval literature. Offered Winter Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 414—MODERN POETRY**

This course treats British and American poetry since the late nineteenth century. Offered Spring Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 415—THE AMERICAN NOVEL**

This course will study the genre in America from the Gothic romance to the contemporary novel. Offered Fall Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 421—THE VICTORIAN PERIOD**

This is a course in the literature of England from 1832 to the beginning of the 20th century. Emphasis is on the poetry and non-fiction prose. Offered Winter Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 428—THE ENGLISH RENAISSANCE**

Background material is offered to explain the literature of the period 1509-1660 excluding the works of the metaphysical poets and the long works of Milton. Offered Spring Quarter, or by announcement. 4 qrt. hrs. cr.

**ENG 432—EIGHTEENTH CENTURY LITERATURE**

This course surveys the development of both the neo-Classic and the pre-

Romantic literature in England. Offered Fall Quarter, or by announcement.

4 qrt. hrs. cr.

**ENG 445—SENIOR THESIS**

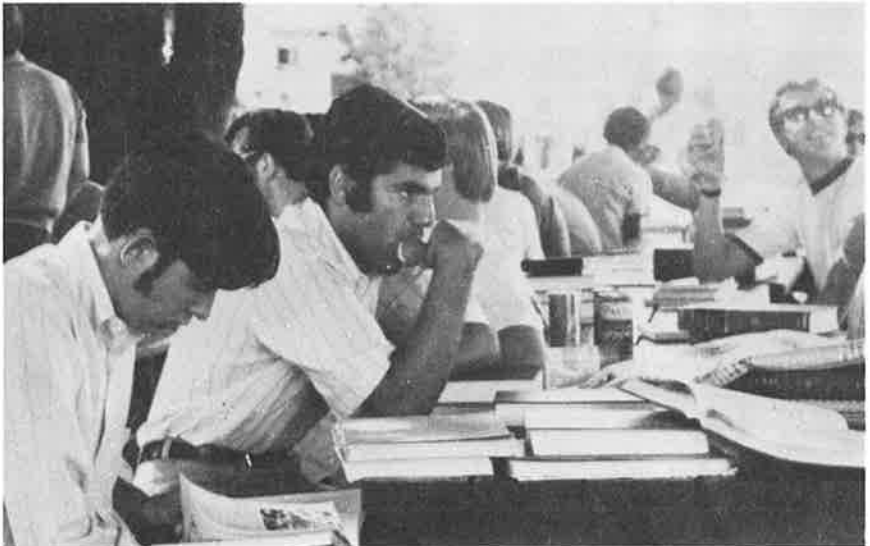
English majors are required to write a thesis on an approved literary problem. Guidance and supervision will be provided by the head of the department. Offered Winter Quarter, or by announcement. 2 qrt. hrs. cr.

**ENG 452—HISTORY AND DEVELOPMENT OF THE ENGLISH LANGUAGE**

Origins and development of the English language from earliest times to the present. Nature and direction of changes in the language with reference to phonology, morphology, syntax, and vocabulary. Prerequisite: senior standing. Offered by announcement. 4 qrt. hrs. cr.

**ENG 498—SEMINAR IN ENGLISH**

A coordinating senior seminar designed to review all of the various periods of literature with emphasis upon the contributions of the major writers. Each student will be expected to do research work in depth on one major work and one major writer. This class meets once each week. Offered Spring Quarter, or by announcement. 2 qrt. hrs. cr.



## FINE ARTS

The area of Fine Arts is a support area for the Drake School of Business and the College of Arts and Sciences. It is desired that this area become a department in the future with major and minor offerings.

### FA 101—INTRODUCTION TO ART

An introduction to art through experience with various basic media. Attention is directed to the structure of effective visual communication in relation to our environment as it pertains to problems in seeing, perception, and the organization of visual data. 4 qrt. hrs. cr.

### FA 102—ART HISTORY

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. 4 qrt. hrs. cr.

### FA 201—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 4 qrt. hrs. cr.

### FA 203—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. Creative listening is stressed throughout the course. 4 qrt. hrs. cr.

### FA 205—THEATER IN WESTERN CULTURE

The growth and development of the theater as an art in our western culture. A survey of Drama from the Greeks to the present day. 4 qrt. hrs. cr.



## FOREIGN LANGUAGES

The area of Foreign Languages offers instruction in French, Italian, Russian, and Spanish.

The principal objectives of the area are to develop the ability to speak and understand a foreign language and to enable the student to read representative works both in literature and culture with critical awareness.

With the rapid development in the field of communication the need to know a second and even a third language increases tremendously. The Jet Age has placed us only hours away from countries with languages and cultures different from ours. It is the purpose of the language area to promote better understanding among people of different background and cultures through the study of the most abstract of human developments, language.

Foreign languages are required of all candidates to a B.A. or B.S. degree and are encouraged as electives to students working toward a B.B.A degree. Students considering future graduate work are also required to pursue one or more foreign languages.

### FRENCH

#### **FRE 101—ELEMENTARY FRENCH I**

Essentials of French usage; practice in hearing, speaking, reading and writing for those with no previous knowledge of French, (4 hour lecture, language laboratory recommended). 4 *qrt. hrs. cr.*

#### **FRE 102—ELEMENTARY FRENCH II**

Continuation of French 101. Instruction in understanding, speaking, reading and writing French. Emphasis on the spoken language. (4 hour lecture, language laboratory recommended). Prerequisite: Fre 101, or instructor permission. 4 *qrt. hrs. cr.*

#### **FRE 201—INTERMEDIATE FRENCH**

Understanding and speaking French at the intermediate level. Intensive practice in reading and writing. (4 hour lecture, language laboratory recommended). Prerequisite: Fre 102, or instructor permission. 4 *qrt. hrs. cr.*

#### **FRE 202—INTERMEDIATE CONVERSATIONAL FRENCH**

Practice in speaking and writing on an intermediate level. Readings in contemporary culture. (4 hour lecture, language

laboratory recommended). Prerequisite: Fre 201, or instructor permission.

4 *qrt. hrs. cr.*

#### **FRE 203—FRENCH CULTURE AND CIVILIZATION**

A historical interpretation of France, through the study of geography, religion, sociology, and the arts. (4 hour lecture). Prerequisite: Fre 202, or instructor permission. Offered by announcement.

4 *qrt. hrs. cr.*

#### **FRE 204—INTERMEDIATE GRAMMAR AND COMPOSITION**

A study on an intermediate level of fine points of grammar and style. (4 hour lecture). Prerequisite: Fre 203, or instructor permission. Offered by announcement.

4 *qrt. hrs. cr.*

#### **FRE 301—PRACTICAL LINGUISTICS OF FRENCH**

Application of linguistics to the study of French sound patterns and structures. Required of all Majors. (4 hour lecture). Prerequisite: Fre 204, or instructor permission. Offered by announcement.

4 *qrt. hrs. cr.*

## ITALIAN

### ITA 101—ELEMENTARY ITALIAN I

Essentials of Italian usage: Practice in hearing speaking, reading, and writing for those with no PREVIOUS KNOWLEDGE OF ITALIAN. Language laboratory recommended. 4 qrt. hrs. cr.

### ITA 102—ELEMENTARY ITALIAN II

Continuation of Ita 101, speaking, reading, and writing Italian. Emphasis on the spoken language. Prerequisite: Ita 101. Language laboratory recommended. 4 qrt. hrs. cr.

### ITA 201—INTERMEDIATE ITALIAN

Understanding and speaking Italian at the intermediate level. Prerequisite: Ita 102. Language laboratory recommended. 4 qrt. hrs. cr.

### ITA 202—INTERMEDIATE ITALIAN

Continuation of Ita 201. Emphasis on the spoken language. Prerequisite: Ita 201. Language laboratory recommended. 4 qrt. hrs. cr.

## RUSSIAN

### RUS 101—ELEMENTARY RUSSIAN I

Essentials of Russian usage; practice in hearing, speaking, reading and writing for those with no previous knowledge of Russian. (4 hour lecture, language laboratory recommended). 4 qrt. hrs. cr.

### RUS 102—ELEMENTARY RUSSIAN II

Continuation of Rus 101. Instruction in understanding, speaking, reading and writing Russian. Emphasis on the spoken language. (4 hour lecture, language laboratory recommended). Prerequisite: Rus 101, or instructor permission. 4 qrt. hrs. cr.

### RUS 201—INTERMEDIATE RUSSIAN

Understanding and speaking Russian at the intermediate level. Intensive practice in reading. (4 hour lecture, language laboratory recommended). Prerequisite: Rus 102, or instructor permission. 4 qrt. hrs. cr.

### RUS 202—INTERMEDIATE CONVERSATIONAL RUSSIAN

Practice in speaking and writing on an intermediate level. Readings in contemporary culture. (4 hour lecture, language

laboratory recommended). Prerequisite: Rus 201, or instructor permission.

4 qrt. hrs. cr.

### RUS 203—RUSSIAN CULTURE AND CIVILIZATION

A historical interpretation of Russian through the study of geography, religion, sociology, and the arts. (4 hour lecture). Prerequisite: Rus 202, or instructor permission. Offered by announcement.

4 qrt. hrs. cr.

### RUS 204—INTERMEDIATE GRAMMAR AND COMPOSITION

A study on an intermediate level of fine points of grammar and style. (4 hour lecture.) Prerequisite: Rus 203, or instructor permission. Offered by announcement.

4 qrt. hrs. cr.

### RUS 301—PRACTICAL LINGUISTICS OF RUSSIAN

Application of linguistics to the study of Russian sound patterns and structures. Required of all Majors. (4 hour lecture). Prerequisite: Rus 204, or instructor permission. Offered by announcement.

4 qrt. hrs. cr.

## SPANISH

### SPA 101—ELEMENTARY SPANISH I

Essentials of Spanish usage; practice in hearing, speaking, reading and writing for those with no previous knowledge of Spanish. (4 hour lecture, language laboratory recommended). 4 qrt. hrs. cr.

### SPA 102—ELEMENTARY SPANISH II

Continuation of Spa 101. Instruction in understanding, speaking, reading and writing Spanish. Emphasis on the spoken language. (4 hour lecture, language laboratory recommended). Prerequisite: Spa 101, or instructor permission. 4 qrt. hrs. cr.

### SPA 201—INTERMEDIATE SPANISH

Understanding and speaking Spanish at the intermediate level. Intensive practice in reading and writing. (4 hour lecture, language laboratory recommended). Prerequisite: Spa 102, or instructor permission. 4 qrt. hrs. cr.

### SPA 202—INTERMEDIATE CONVERSATIONAL SPANISH

Practice in speaking and writing on an intermediate level. Reading in con-

temporary culture. (4 hour lecture, language laboratory recommended). Prerequisite: Spa 201, or instructor permission. 4 qrt. hrs. cr.

### SPA 203—SPANISH CULTURE AND CIVILIZATION

A historical interpretation of Spain, through the study of geography, religion, sociology, and the arts of the Iberian Peninsula. (4 hour lecture). Prerequisite: Spa 202, or instructor permission. Offered by announcement. 4 qrt. hrs. cr.

### SPA 204—INTERMEDIATE GRAMMAR AND COMPOSITION

A study on an intermediate level of fine points of grammar and style. (4 hour lecture). Prerequisite: Spa 203, or instructor permission. Offered by announcement. 4 qrt. hrs. cr.

### SPA 301—PRACTICAL LINGUISTICS

Application of linguistics to the study of Spanish sound patterns and structures. Required of all Majors. (4 hour lecture). Prerequisite: Spa 204, or instructor permission. Offered by announcement. 4 qrt. hrs. cr.



## GEOGRAPHY

The area of Geography is a support area for the Drake School of Business and the College of Arts and Sciences. It is desired that this area become a department in the future with major and minor offerings.

Any one of the courses offered by this area during any quarter will satisfy the requirements for graduation in this particular discipline.

### **GEO 201—INTRODUCTION TO GEOGRAPHY**

Study of earth-sun relations, map interpretation, weather and climate, natural vegetation, and soils. 4 qrt. hrs. cr.

### **GEO 202—CONSERVATION OF NATURAL RESOURCES**

Problems in conservation of soils, minerals, forests, wild life, water and land uses. 4 qrt. hrs. cr.

### **GEO 203—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 qrt. hrs. cr.

### **GEO 204—GEOGRAPHY OF NORTH AMERICA**

Modern Canada, Alaska, and United States; agricultural and industrial regions, stressing interdependence of all.

4 qrt. hrs. cr.

## HEALTH EDUCATION

All students at Fort Lauderdale University are encouraged to participate in sports on an individual basis. Certain sports are emphasized according to the facilities that are available.

All students are required to take the course, PSY 101—Essentials of Mental and Physical Health, which is offered by the Department of Psychology. In addition, the institution tries to provide a number of seminars and lectures from well-known authorities for its students on a variety of health subjects.

### **PSY 101—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 hallu-

cinogenic 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 qrt. hrs. cr.



## DEPARTMENT OF HISTORY AND GOVERNMENT

History is the study of man and his activities. The study of history helps us to understand the problems we face as individuals and aids in the answering of those problems. History teaches us to respect facts and sympathize with the cultures and traditions of other people. It is an excellent preparation for teaching, law, business, journalism, government, politics, and public relations.

A major in history consists of a minimum of 48 quarter hours. In the 300 and 400 level courses, 28 quarter hours are required. History 101, 102, 201, 202, and either 205 or 206 are required in lower level courses.

A minor in history consists of a minimum of 24 quarter hours, including 16 quarter hours in the 300 and 400 level.

All courses taken for major or minor credit must be passed with a grade of "C" or higher.

### B.A. DEGREE IN HISTORY:

#### Requirements: 192 Credit Hours

##### GENERAL EDUCATION CURRICULUM: 100 CREDIT HOURS

<b>Communications</b>	<b>Mathematics and Science</b>
Eng 100 or 101 and 102 or 103 ..... 8	Mth 103, 201 ..... 8
Jou 211 ..... 4	Sc 101, 102, 103 ..... 12
Spe 100 ..... 4	20
16	<b>Humanities</b>
<b>Foreign Language</b>	FA 201, and/or 203, and/or 205 ..... 8
101, 102 ..... 8	Phi 301 or, 401 or, 402 ..... 4
201, 202 ..... 8	Eng 201, 202 } ..... 12
16	Eng 221, 222 } ..... 12
	Eng 230, 231 } ..... 24

Student must complete 16 credits in one language. Those who studied same language in high school are required to take placement tests to determine which course they are prepared to enter.

Student may select 12 qrt. hrs. from Lit courses in or out of sequence.

<b>Social Science</b>	<b>Major</b>
Geo 201 ..... 4	His 101, 102 ..... 8
Gov 101 ..... 4	His 201, 202 and 205 or 206 ..... 12
Gov 201, 202 ..... 8	History Electives ..... 28
Psy 101, 201 ..... 8	48
Soc 201, 300 ..... 8	<b>Minor</b>
24	Electives ..... 24
	<b>Electives</b>
	20

Student may select 4 hrs. Psy and 4 hrs. Soc or 8 hrs. of either.

## HISTORY

### HIS 101—WESTERN CIVILIZATION

A study of Western culture from pre-historic 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. Offered each quarter.

4 qrt. hrs. cr.

### HIS 102—WESTERN CIVILIZATION

Continuation of His 101. Offered each quarter.

4 qrt. hrs. cr.

### HIS 201—AMERICAN HISTORY

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. Offered each quarter.

4 qrt. hrs. cr.

### HIS 202—AMERICAN HISTORY

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. Offered each quarter.

4 qrt. hrs. cr.

### HIS 206—HISTORY OF ENGLAND FROM 1688 TO THE PRESENT

Continuation of His 205. Prerequisite: sophomore standing. Offered Spring Quarter, or by announcement

4 qrt. hrs. cr.

### HIS 300—ANCIENT HISTORY

A survey of the Ancient World beginning with the civilizations in the Fertile Crescent and ending with the fall of Rome, 476 A.D. Special emphasis will be placed on Hellenic, Hellenistic, and Roman contributions. Offered Fall and Summer Quarters, or by announcement.

4 qrt. hrs. cr.

### HIS 301—THE MEDIEVAL WORLD

A thorough study of Medieval times including the development of such insti-

tutions as modern cities, trial by jury and parliamentary government from the fall of the Empire of the West to the dawn of the modern period. Offered Winter and Summer Quarters or by announcement.

4 qrt. hrs. cr.

### HIS 302—RENAISSANCE AND REFORMATION

Humanism, the bourgeoisie, the breakdown of medieval unity, the age of exploration, the causes of the Protestant Revolt, Luther, Calvin, and Henry VIII, the religious wars, the Catholic Reformation, and the Treaty of Westphalia are some of the topics covered in this course. Offered Spring and Summer Quarters, or by announcement.

4 qrt. hrs. cr.

### HIS 303—SPAIN AND PORTUGAL TO 1482

The people, economy, religion, and politics of the Iberian peninsula from the time of the Roman conquest to the unification of the Christian kingdoms are studied with special emphasis on the influence of the Moors, the Church, and the theory of Kingship. Offered Fall Quarter, or by announcement.

4 qrt. hrs. cr.

### HIS 305—HISTORY OF ENGLAND TO 1688

The formation of the English people and the social, economic, political, and intellectual development of the British Isles to revolutions of 1688. Courses 205 and 206 are of special interest to students majoring in English and to those who plan to study law. Prerequisite: sophomore standing. Offered Winter Quarter or by announcement.

4 qrt. hrs. cr.

### HIS 306—COLONIAL AMERICA

From the foundations at Jamestown and Plymouth the student follows the establishment of the thirteen English colonies in the 17th and 18th centuries. The development of local self-government, intercolonial relations, the mother country, maritime affairs, agriculture, so-

cial life, and relations with neighboring French and Spanish colonies are among the topics treated. Offered Fall Quarter, or by announcement. 4 qrt. hrs. cr.

### **HIS 307—CIVIL WAR AND RECONSTRUCTION**

Beginning with the Wilmot Proviso the student follows the slavery controversy of the fifties, the election of 1860, and secession. The military aspects of the Civil War are studied in detail and development behind the line, north and south, are noted. The Reconstruction period with many of its problems still unsolved is covered thoroughly along with political developments to the election of Hayes. Offered Winter Quarter, or by announcement. 4 qrt. hrs. cr.

### **HIS 308—TWENTIETH CENTURY AMERICA**

Topics developed are America as a world power, Progressivism, World War I, Treaty of Versailles, Normalcy, Depression, New Deal, World War II, Fair Deal, Korea, Cold War, New Frontier, and the Great Society. Offered Spring Quarter, or by announcement.

4 qrt. hrs. cr.

### **HIS 309—HISTORY OF RUSSIA**

Russia may be an enigma to most but one who knows her history from the Princes of Muscovy to the Tsars of St. Petersburg and is aware of the forces that have shaped her, Viking, Mongol, Byzantine and Western, is better able to understand her. Offered Fall Quarter, or by announcement.

4 qrt. hrs. cr.

### **HIS 310—HISTORY OF RUSSIA**

Continuation of His 309. Offered Winter Quarter, or by announcement.

4 qrt. hrs. cr.

### **HIS 311—HISTORY OF THE FAR EAST**

An area of the world of increasing importance to the West is the Far East. This course traces the Chinese dynasties from the earliest to the most recent. It also covers cultural developments of China, Korea, and Japan, contact with

foreigners and the Orient in two World Wars and modern politics. Offered Spring Quarter, or by announcement.

4 qrt. hrs. cr.

### **HIS 312—HISTORY OF THE FAR EAST**

Continuation of His 311. Offered Fall Quarter, or by announcement.

4 qrt. hrs. cr.

### **HIS 313—AFRICA IN MODERN TIMES**

A course in recent African history. It includes the geography and tribes of Africa with a brief survey of 19th century imperialism as it affected that continent and special emphasis on the emerging nations of Africa. Offered Winter Quarter, or by announcement.

4 qrt. hrs. cr.

### **HIS 400—FRENCH REVOLUTION AND 19th CENTURY EUROPE**

Modern attitudes have been greatly influenced by the French Revolution. This course begins with the Enlightenment and follows with the Austrian alliance, the Revolutions of 1830 and 1848, the unification of Germany and Italy, the new colonialism and Britain and France in the 19th century. Offered Spring and Summer Quarters, or by announcement.

4 qrt. hrs. cr.

### **HIS 401—TWENTIETH CENTURY EUROPE**

Despite the rise of new nations, Europe continues to be of prime importance in the affairs of men. The student will study the history of Russia, Germany, the United Kingdom, France, and Italy since the turn of the century with a chance to familiarize himself with such current issues as Berlin, NATO, and the Common Market. Offered Fall Quarter, or by announcement.

4 qrt. hrs. cr.

### **HIS 402—HISTORY OF ENGLAND**

From Hengist and Horsa in 447 A.D. to the present is a vast area but English history is the source of so many of our institutions that its study is vital to a better understanding of our own. Special emphasis is laid on English constitu-

tional developments. Offered Winter Quarter, or by announcement.

4 qrt. hrs. cr.

#### **HIS 403—HISTORY OF ENGLAND**

Continuation of His 402. Offered Spring Quarter, or by announcement.

4 qrt. hrs. cr.

#### **HIS 404—LATIN AMERICA, THE NATIONAL PERIOD**

This course is designed to acquaint the student with the development of contemporary Latin American states. Special attention will be given to the nature and theory of revolution, the founding fathers, international politics in the Revolutions, the fragmentizing of the continents, the Church, the economy, the class structure, and modern political concepts. Offered Fall and Summer Quarters, or by announcement. 4 qrt. hrs. cr.

#### **HIS 405—GOVERNMENTS OF LATIN AMERICA**

Special emphasis is given to the governments of the ABC powers with stress on the political theory of government within the Latin frame of reference and the peculiar interpretations of constitutionalism. Offered Winter Quarter, or by announcement. 4 qrt. hrs. cr.

#### **HIS 406—HISTORIOGRAPHY**

The writings and viewpoints of major American historians are studied and discussed. Offered Spring and Summer Quarters, or by announcement.

4 qrt. hrs. cr.

#### **HIS 407—COORDINATING SEMINAR**

Each student is expected to do extensive research on a topic, report his findings from week to week and present a completed paper at the end of the quarter. Offered Fall, Winter, and Spring Quarters. 2 qrt. hrs. cr.

### **GOVERNMENT**

#### **GOV 101—STATE AND LOCAL GOVERNMENT**

Government and the social processes for the various states of the union and for the various local communities.

4 qrt. hrs. cr.

#### **GOV 201—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 qrt. hrs. cr.

#### **GOV 202—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 qrt. hrs. cr.

#### **GOV 203—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 qrt. hrs. cr.

#### **GOV 204—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 qrt. hrs. cr.

## DEPARTMENT OF JOURNALISM

Inasmuch as a career in journalism requires broad knowledge in all fields, preparation for the profession is based on the premise that the student must be well grounded in the humanities, social sciences, and natural sciences. Professional training requires the student to follow a prescribed curriculum with certain rigid requirements in the professional area but great latitude, with sympathetic and knowledgeable guidance, for the student aiming at a specific position. The student should recognize and respect journalism and possess strong loyalty to its ideals.

Journalism today encompasses the entire communications field. It includes daily and weekly newspapers, press associations and syndicates, radio and television, employee publications and trade journals, general magazines, various aspects of book publishing, advertising and public relations, much of the production and promotion work in motion pictures and the theatre, editorial, instructional and research work for schools, colleges, and various social agencies. The study of journalism is excellent preparation for a broad variety of professions because effective communications is vital to virtually all fields.

A major in journalism consists of a minimum of 36 quarter hours. Jou 101, 201, and 211 are required lower division courses in all sequences and are prerequisites to all advanced courses. Jou 301, 321, 401, and 402 are required courses in the upper division courses. In the 300 and 400 level courses, 24 quarter hours are required to complete this major.

A minor in journalism consists of a minimum of 24 quarter hours, including Jou 201 and 211, which are required and also prerequisite to advanced courses. In the 300 and 400 level courses, 16 quarter hours are required as follows: Jou 301, 321, 401, and one of the following: Jou 331, 341, 351, or 361.

The University requires practical experience through an intern program for the students in the various mass media within the area; such as newspapers, local radio stations, TV stations, advertising, public relation organizations, or publishers.

All courses taken for major or minor credit must be passed with a grade of "C" or higher.

## B.S.J. DEGREE IN JOURNALISM:

Requirements: 192 Credit Hours

### GENERAL EDUCATION CURRICULUM: 108 CREDIT HOURS

<b>Communications</b>		<b>Humanities</b>	
Eng 100 or 101 and 102 .....	8	FA 201, or 203, or 205 .....	4
Spe 100 .....	4	Phi 301 and/or 401, and/or 402 .....	8
	—	Eng 201, 202 } .....	16
	12	Eng 221, 222 } .....	
		Eng 230, 231 } .....	
<b>Mathematics, Business, and Science</b>			28
Mth 103 or 104 .....	4	<b>Student may select 16 qrt. hrs. from Literature courses in or out of sequence.</b>	
Mth 201 .....	4		
Eco 201 .....	4	<b>Major</b>	
Sc 101, 102, 103 .....	12	Jou 101 .....	4
	24	Jou 201, 211 .....	8
<b>Social Science</b>		Jou 301, 321 .....	8
His 101, 102 .....	8	Jou 401, 402 .....	8
His 201, 202 .....	8	Jou Electives .....	8
Gov 101 .....	4		—
Gov 201, 202 .....	8		36
Psy 201 .....	4	<b>Minor</b>	
Soc 201, 202 .....	8	Electives .....	24
Geo 201 .....	4	<b>Electives</b>	
	44		24

## JOURNALISM

### JOU 101—INTRODUCTION TO MASS COMMUNICATIONS

Required for all journalism majors. An examination of the mass media to help the journalism student to understand the power, problems, and ethics of each of the mass communications areas. They are studied in their historical development and in their contemporary operation as major institutions of our society. Offered Fall Quarter. 4 qrt. hrs. cr.

### JOU 111, 112, 113, & 114—WRITING FOR MASS COMMUNICATIONS

A practicum, non-lecture course, in which the student spends a minimum of three hours per week writing, editing, and generally participating in the production of student publications. Prerequisite: Ability to report and write news. Offered each quarter

1 qrt. hr. cr. each qrt.

### JOU 201—BEGINNING REPORTING

Required for all journalism majors. The evaluation of news; news gathering methods; discussions and exercises in writing leads; organizing stories; overcoming grammatical and spelling difficulties; avoiding libel; and writing various types of news stories. Prerequisite: typing ability. Offered Fall and Summer Quarters. 4 qrt. hrs. cr.

### JOU 211—MASS MEDIA AND SOCIETY

Suggested for all university graduates. The nature and function of mass communications as they relate to the individual and to society as a whole. Emphasis is placed upon theory, effects, public opinion, propaganda, problems, ethics, and international communications. Offered Winter, Spring & Summer Quarter. 4 qrt. hrs. cr.

### **JOU 231—PHOTO JOURNALISM**

Required for newspaper and radio-TV majors. The essentials of selecting pictures for publications, layout, cropping, sizing, caption writing, use of the camera, and limited darkroom work. Offered Spring Quarter. 4 qrt. hrs. cr.

### **JOU 301—INTERPRETIVE REPORTING**

Study and practice on reporting and writing all types of local news. Assignments include government, courts, police, schools, sports, and special feature articles. Prerequisite: Jou 201. Offered Spring Quarter, or by announcement commencing 1971. 4 qrt. hrs. cr.

### **JOU 321—HISTORY AND LAW OF THE PRESS**

Required for all journalism majors. The development of American journalism from its earliest beginnings to the present with emphasis on the basic ideals. The development of techniques and trends in the press against the background of the nation's history. Also consideration of the legal philosophy bearing upon mass media with emphasis upon development of freedom of expression and governmental restraints upon such freedom. Prerequisite: Jou 211. Offered Winter Quarter, or by announcement commencing 1971. 4 qrt. hrs. cr.

### **JOU 331—EDITING AND EDITORIAL WRITING**

Required for newspaper majors. The purposes and methods of news copy preparation with emphasis upon obtaining lucid, natural, rapid style. Analysis of headline writing with stress upon accuracy and content. Practical work in page layout, touching upon the art of typography. The function of the editorial in mass media with emphasis upon topic organization and persuasion. Prerequisite: Jou 321. Offered Winter Quarter, or by announcement commencing 1971. 4 qrt. hrs. cr.

### **JOU 341—BASIC RADIO-TV BROADCASTING**

Required for radio-TV majors. Introduction to basic theory and techniques of radio and television; processing local

and wire service news for radio and television newsrooms. Study of photographic theory applied to motion news pictures for television. Prerequisite: Jou 301. Offered Fall Quarter, or by announcement commencing 1971. 4 qrt. hrs. cr.

### **JOU 351—BASIC ADVERTISING TECHNIQUES**

Required for advertising majors. The study of advertising in relation to free enterprise, its economic aspects, research, and creativity; law and production are emphasized. Prerequisite: Jou 301. Offered Fall Quarter, or by announcement commencing 1971. 4 qrt. hrs. cr.

### **JOU 361—PUBLIC RELATIONS**

Required for public relations majors. General study of the nature, practices, ethics, and problems of public relations. Prerequisite: Jou 301. Offered Spring Quarter, or by announcement commencing 1971. 4 qrt. hrs. cr.

### **JOU 401 & 402—MEDIA INTERNING**

Required for all journalism majors. Practical experience through actual work in the community's media. The student will spend a minimum of six hours per week under the direction of either an editor, news director, advertising or public relations account executive. Prerequisite: Jou 331, 341, 351, or 361. Offered each quarter commencing 1971. 4 qrt. hrs. cr. each

### **JOU 421—READINGS IN MASS COMMUNICATIONS**

Designed primarily for honor students. Individual readings in a specific area of communication. Reports and conferences may be presented each quarter for a maximum of eight quarter hours. Prerequisite: approval of instructor. Offered each quarter commencing 1971. 1-4 qrt. hrs. cr.

### **JOU 431—TEACHING HIGH SCHOOL JOURNALISM**

Suggested for English education majors. For high school teachers responsible for student publications. It includes basic news writing, selection of material, editing, production, and school public relations. Offered Winter Quarter commencing 1972. 4 qrt. hrs. cr.

# MATHEMATICS

The area of Mathematics is a support area for the Drake School of Business and the College of Arts and Sciences. It is desired that this area become a department in the future with major and minor offerings.

The main emphasis of this area at this time is to offer academic support in the training of students who are ready, prepared, willing, and able to assume a position in business or industry and in community life.

## MTH 100—INTRODUCTION TO COLLEGE MATHEMATICS

Number and numerals. Sets, Venn diagrams. Operating with sets. Properties of operations. Rational and Irrational numbers. Open expressions. Solution sets of equations. Application of equations and inequalities. Systems of equations. Solution sets of systems of equations. Factoring, polynomials and quadratic equations. 4 qrt. hrs. cr.

## MTH 101—BUSINESS MATHEMATICS

Fundamental operations. Checking computations. Algebraic operations. Factoring, Fractions, Equations. Logarithms, Quadratic equations — Series — Binomial series. Ratio and percentage. Prerequisite: Mth 100 or its equivalent. 4 qrt. hrs. cr.

## MTH 102—BUSINESS MATHEMATICS

Commercial Discounts, Mark up, Mark down, Equivalent mark ups. Price adjustments. Simple interest. Exact and ordinary interest. Simple amount, Equivalent obligations. Bank discount. Commercial paper. Proceeds, Discounting commercial paper, Partial Payments. United States Rule. Merchants Rule. Installment plan. Compound interest. Compound amount. Compound present value. Equivalent obligations. Prerequisite: Mth 101. 4 qrt. hrs. cr.

## MTH 103—INTRODUCTION TO MATHEMATICAL ANALYSIS I

System of real numbers the language of sets functions. Exponential and logarithmic functions. The trigonometric functions. Complex numbers. Prerequisite: Mth 100 or its equivalent. 4 qrt. hrs. cr.

## MTH 104—INTRODUCTION TO MATHEMATICAL ANALYSIS II

Theory of equations. Systems of equations. Matrices. Determinants binomial theorem and probability. Sequences. Inverse functions and trigonometric equations. Prerequisite: Mth 103. 4 qrt. hrs. cr.

## MTH 201—STATISTICS I

Statistical data and statistical methods. Collecting statistical data. Statistical tables. Graphic presentation. Arithmetic charts. Semi-logarithmic charts. Other types of charts. Rates, ratio, and percentages. Frequency distribution. Measures of central tendency. Dispersion, skewness, and kurtosis. Prerequisite: Mth 100. 4 qrt. hrs. cr.

## MTH 202—STATISTICS II

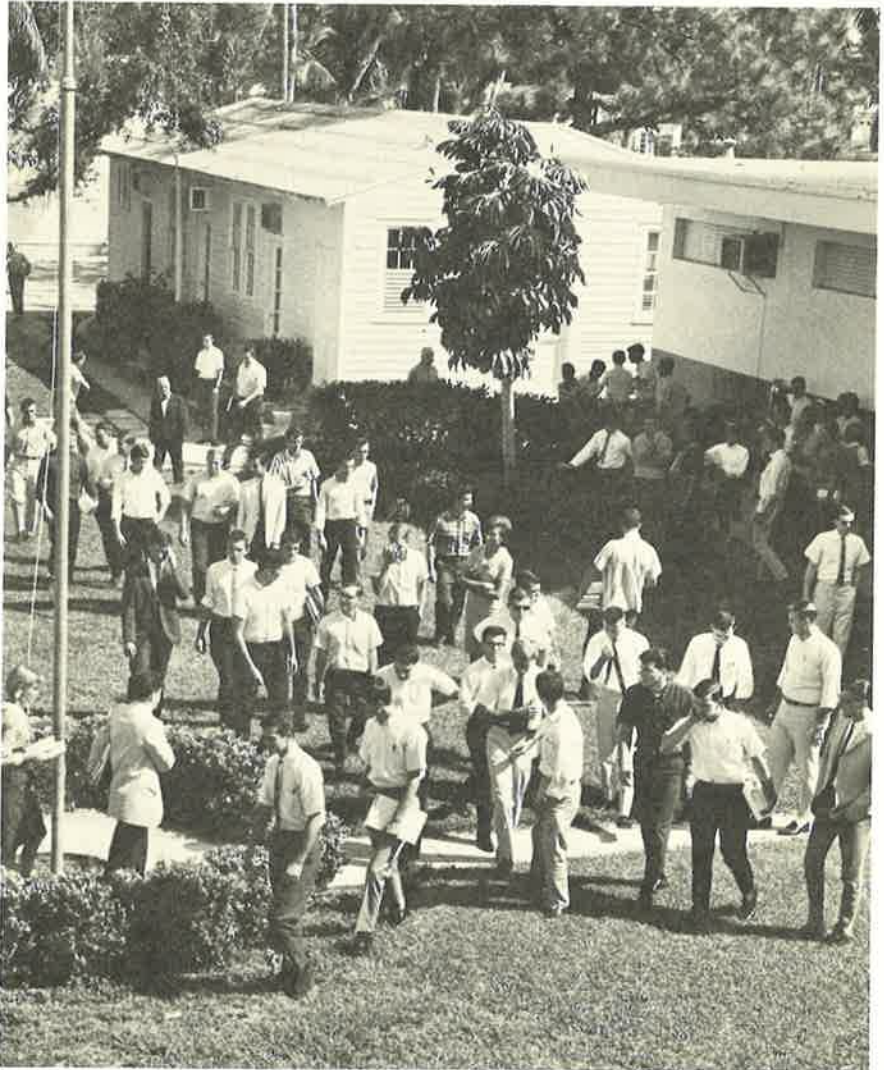
Analysis of time series. Constant seasonal patterns. Changing seasonal patterns. Cyclical movements. Index number construction. Index number theory and practice. Two variable linear correlation. Two variable non-linear correlation. Multiple and partial correlation. The normal curve. Fitting the normal curve. Prerequisite Mth 201. 4 qrt. hrs. cr.



**MTH 301—MATHEMATICS OF  
INVESTMENT AND FINANCE**

Ordinary Annuities, Amount of an Annuity. Present value of an Annuity. Rent of an Annuity, Amortization. Sinking fund. Special Annuities. Annuity due. Deferred Annuity. Equivalent rates of interest. General annuities. Perpetuities. Capitalized Cost. Bonds. Depreciation.

Straight line and constant percentage methods of depreciation. Sum of digits, sinking fund and annuity methods of depreciation. Depletion. Contingent annuities. Mortality table. Whole life and temporary life annuities. Life insurance. Whole life and term insurance. Endowment policy. Policy reserve. Prerequisite: Mth 102. **4** **qrt.** **hrs.** **cr.**



## DEPARTMENT OF NATURAL SCIENCE

One of the major responsibilities of the educated citizen is to be vitally concerned with the natural environment. When one thinks about the various problems confronting man and his fellow species many topics arise of eminent importance. Some of these, such as: human overpopulation, pollution (both biological and industrial), disease, the benevolent harnessing of nuclear energy, conservation of land and water resources, and many others, need to be debated, researched further, and boldly attacked.

Natural Science encompasses the realms of the physical and biological worlds. All of the many areas of specialty within these realms need capable, youthful, dedicated participants who are endowed with the proper tools to make contributions to society whether it be through teaching, research, or industrial and governmental application.

The science baccalaureate program should instill in the student the traits of intellectual honesty, willingness to work hard, the moral integrity to rise above the "chasing of the buck", the level of inquiry necessary to identify and pursue problems, and the acquisition of a chosen body of knowledge to insure competence outside of the classroom. It is to these purposes that the Department of Natural Science dedicates itself.

The department presently offers the Natural Science sequence consisting of Natural Science 101, 102, and 103 which are general education requirements. These courses are intended to familiarize the non major with basic scientific principles and act as a base for further studies for the prospective science major.

Courses that are being considered for the future include General Biology, Inorganic Chemistry, Introduction to Physics, Introductory Astronomy, Introduction to Earth Sciences, Anatomy and Physiology, and Introductory Biochemistry.

The department will cooperate with the College of Education in the preparation of the secondary science teacher at the undergraduate level. The undergraduate candidate for the secondary school teacher certificate in the natural sciences is thus dually enrolled in the College of Liberal Arts and the College of Education.

Present plans call for a bachelor degree program in the biological sciences by 1974. It is advised that students interested in this program contact the department chairman to discuss the possible ramifications of working toward this degree while the program is being established.

To meet the special needs of students of the greater Fort Lauderdale

area who are not full time students, or who have daytime work, the department offers late afternoon and evening courses.

Students entering Fort Lauderdale University either as freshmen or transfer students who feel they have superior backgrounds in certain areas of science should contact the department chairman to discuss the possibilities of taking waiver exams for Natural Science 101, 102, or 103. If the student performs satisfactorily, then credit will be given for the appropriate courses, thus enabling the student to enter more advanced courses.

## NATURAL SCIENCE

### SC 101—NATURAL SCIENCE

First course in the Natural Science sequence. Topics discussed include: philosophy of science, basic mathematics review, the metric system, Copernican Revolution, Newtonian mechanics, light energy, heat energy, and basic electricity. Offered each quarter. 4 **qrt. hrs. cr.**

### SC 102—NATURAL SCIENCE

The area of emphasis is inorganic chemistry. Topics include: kinetic theory of matter, chemical change, periodic classification of the elements, atomic structure, electron phenomena, and nuclear chemistry. Prerequisite: Sc 101. Offered each quarter. 4 **qrt. hrs. cr.**

### SC 103—NATURAL SCIENCE

The area of emphasis is cellular biology. Topics discussed include: biological molecules, cell structure and function, cellular genetics, and cellular interaction. Prerequisite: Sc 102. Offered each quarter. 4 **qrt. hrs. cr.**

### BIO 200—INTRODUCTION TO BIOCHEMISTRY

Survey of Biochemistry emphasizing the major metabolic activities of living organisms. Prerequisite: Sc 103.

4 **qrt. hrs. cr.**

### BIO 211—GENERAL BIOLOGY

Integrated course emphasizing basic biological principles, genetics, comparative morphology and physiology, and evolutionary relationships of living organisms. Prerequisite: Sc 103.

4 **qrt. hrs. cr.**

### BIO 212—GENERAL BIOLOGY

Continuation of Bio 211. Prerequisite: Bio 211.

4 **qrt. hrs. cr.**

### BIO 301—DYNAMICS OF HUMAN ECOLOGY

Course which deals extensively with man's role in the natural world and the immediate problems of survival he faces. Topics discussed include: overpopulation and birth control, drug usage, health problems and new medical techniques, conservation of land and water resources, hunger versus modern food production techniques, and pollution. 4 **qrt. hrs. cr.**

## PHILOSOPHY

The area of philosophy at the University is dedicated to the support of the various areas, programs, departments, and colleges that are contained within the University proper.

It is our sincere belief that each man on this earth has a "way of life" to which he dedicates his allegiance and beliefs. This is his philosophy or his "way of living out his life span." The thinking men have provided ideas for each of us to examine. Those great minds who capture us for a span of time do influence our individual philosophies. Therefore, it is vastly important that our students do not escape the need for this examination of ideas and ideals.

### PHI 301—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 qrt. hrs. cr.

### PHI 402—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 qrt. hrs. cr.

### PHI 403—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.

4 qrt. hrs. cr.

## RELIGION

Religion is an area of support. Someday in the future Fort Lauderdale University may look forward to a school of the Ministry for this area; but at the present time, it is a support area.

### REL 101—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 qrt. hrs. cr.

### REL 102—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 qrt. hrs. cr.

## DEPARTMENT OF PSYCHOLOGY

The study of psychology is always a source of fascination to the student. It is one area of knowledge in which he is at the same time the subject and object under investigation. It affords him the opportunity to delve into the "how" and "why" of human behavior.

Courses in the Department of Psychology are designed to acquaint the student thoroughly with the content and methods of scientific psychology. In addition to the values which psychology gives to the individual student in understanding man's behavior, this program provides a background for advanced studies in such fields as clinical psychology, teaching, vocational and educational guidance, medicine, personnel work in business and industry, law, and social work.

A major in psychology consists of a minimum of 48 quarter hours. Psy 201 and 202 are required courses, and Psy 201 is the prerequisite to all advanced courses. In the 300 and 400 level courses, 40 quarter hours are required to complete this major.

A minor in psychology consists of a minimum of 24 quarter hours, including 16 quarter hours in the 300 and 400 level.

All courses taken for major or minor credit must be passed with a grade of "C" or higher.

### B.A. DEGREE IN PSYCHOLOGY—

#### Requirements: 192 Credit Hours

#### GENERAL EDUCATION CURRICULUM: 100 CREDIT HOURS

<b>Communications</b>		Eng 201, 202	}	12
Eng 100 or 101 and 102 or 103	8	Eng 221, 222		
Jou 211	4	Eng 230, 231		
Spe 100	4			—
	16			24
<b>Foreign Language</b>		Student may select 12 qrt. hrs. from Literature courses in or out of sequence.		
101, 102	8	<b>Social Science</b>		
201, 202	8	His 101, 102		8
	16	Geo 201		4
Student must complete 16 credits in one language. Those who studied same language in high school are required to take placement tests to determine which course they are prepared to enter.		Gov 101		4
		Soc 201		4
		Soc 300		4
				24
<b>Mathematics and Science</b>		<b>Major</b>		
Mth 103, 201	8	Psy 201, 202		8
Sc 101, 102, 103	12	Psy Electives		40
	20			48
<b>Humanities</b>		<b>Minor</b>		
FA 201 and/or 203 and/or 205	8	Electives		24
Phi 301 or 401 or 402	4	Electives		20

## PSYCHOLOGY

### PSY 101—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. Offered each quarter. 4 qrt. hrs. cr.

### PSY 201—PRINCIPLES OF GENERAL PSYCHOLOGY

Introductory course designed to provide an understanding of human behavior through study of psychological measurement, perception, learning, memory, motivation, emotion, testing, personality, professions, and specialized areas in psychology with the exception of Psy 101. Offered each quarter. 4 qrt. hrs. cr.

### PSY 202—APPLIED PSYCHOLOGY

Lectures and discussions of the application of psychology to such fields as business, medicine, health related services, industry, education, engineering, vocational guidance, personnel work, and others. Offered each quarter. 4 qrt. hrs. cr.

### PSY 301—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. Offered each quarter. 4 qrt. hrs. cr.

### PSY 304—EXPERIMENTAL PSYCHOLOGY

Scientific psychological experimentation consists of these kinds of activities: the formulation and selection of a problem for investigation, making observations and collecting facts relevant to the problem, the processing and analysis of facts, the explanation and analysis of data, and finally, the reporting and communication of conclusions. Class lectures, demonstrations, and laboratory experiments enable the student to learn and apply the scientific method in psychological research. Offered Winter Quarter, or by announcement. 4 qrt. hrs. cr.

### PSY 305—EXPERIMENTAL PSYCHOLOGY

Continuation of Psy 304. Offered Spring Quarter, or by announcement. 4 qrt. hrs. cr.

### PSY 306—PSYCHOLOGY OF LEARNING

What actually takes place during the process of learning is still something of a mystery. Psychologists assume that certain changes occur in man's central nervous system, but these changes have not as yet been fully identified. Even so the facts of learning are among the basic facts of human behavior. The kinds of learning which man displays, and are studied in this course are: conditioned response learning, rote learning, trial and error learning, and creative problem solving. Through an evaluation of current learning theories and their supportive research, the student acquires a deep appreciation of this highly complex form of human behavior. Offered Fall Quarter, or by announcement. 4 qrt. hrs. cr.

### PSY 315—CHILD PSYCHOLOGY

A survey of theory and research on growth and behavior from infancy through adolescence. Emphasis will be placed on how intellectual, social, and emotional behavior will be learned. Offered Winter and Summer Quarter, or by announcement. 4 qrt. hrs. cr.

### **PSY 316—EDUCATIONAL PSYCHOLOGY**

As compared with some other sciences, educational psychology is relatively young, but the problems with which it deals are very old. The Greek philosophers were preoccupied with the improvement of education. It was not until the latter part of the nineteenth century that experimental methods were used to study the learner and the learning process. This course emphasizes the psychological approach to learning theory, methods of evaluation, transfer of training, developmental patterns of pupils, and teacher-student interaction. Offered Spring Quarter, or by announcement.

4 qrt. hrs. cr.

### **PSY 321—HISTORY AND SYSTEMS OF PSYCHOLOGY**

As in any science, slow, steady advances have been made in psychology through the contributions of great men and the interaction of historical forces such as social, political, cultural, and intellectual circumstances. Modern psychology, its origins in philosophy and its evolution into a science is delineated following the great man approach from Aristotle to Freud. Through such an exposition, the student can better understand the emergence of the various schools and systems of psychology. Offered Fall Quarter, or by announcement.

4 qrt. hrs. cr.

### **PSY 324—SOCIAL PSYCHOLOGY**

By its very nature as a meeting ground between sociology and psychology, its involvement with psychiatry and anthropology, and its bases in biology, this course is most rewarding. The growth of a social personality, the effects of crowd behavior, the development of values and attitudes, the mechanics of group life in general — all these and more come under the scrutiny of this discipline. Offered Winter Quarter, or by announcement.

4 qrt. hrs. cr.

### **PSY 326 — PERSONALITY AND ADJUSTMENT**

The human personality is undoubtedly the most complex phenomenon studied

by psychology. It is so because in our daily lives, we must continually meet, recognize and deal with other personalities, anticipate their actions, understand their feelings. Personality theories which underlie the various approaches to psychotherapy are studied in this course. The psycho-analytic, client-centered, and directive approaches in therapy are examined. Extensive use is made of audiotaped therapy sessions in assisting students to acquire a realistic understanding of psychotherapeutic techniques. Offered Spring Quarter, or by announcement.

4 qrt. hrs. cr.

### **PSY 402—INDUSTRIAL PSYCHOLOGY**

The applications of psychology to industry and business have been important and widespread, involving many different areas of general psychology. Some of these applications have been in the following areas: motivational research evaluation and interviewing of employees, factors in adjustment and efficiency in work such as employee morale, training, job evaluation, and fatigue. Offered Fall Quarter, or by announcement.

4 qrt. hrs. cr.

### **PSY 404—ABNORMAL PSYCHOLOGY**

This course deals with the most fascinating of topics — the disorganized personality. It explores a wide variety of unusual human experiences ranging from minor maladjustments encountered in daily living to chronic neuroses and psychoses requiring prolonged treatment or institutionalization. Recorded case studies are audited and discussed by the students and instructor to gain a deeper insight into the nature of the troubled mind. Offered Winter Quarter, or by announcement.

4 qrt. hrs. cr.

### **PSY 406—PERCEPTION AND SENSATION**

Psychologists study perception in an attempt to explain man's observations of the world around him. Each man lives in his own world, for his world is determined by what and how he experiences it. By studying the sensory proc-

esses, the organization of visual and auditory experiences, and perceptual anomalies such as illusions the student comes to a better understanding of "why things look as they do" to the perceiver. Offered Spring Quarter, or by announcement. 4 qrt. hrs. cr.

#### **PSY 408—INDIVIDUAL DIFFERENCES**

Individual differences, intelligence, feeble-mindedness, dull and neurological disorders, conduct problems, social and emotional maladjustments, backward children, superior and gifted children, speech and motor defects, sensory and other topics concerning exceptional and mentally unusual children. Offered Fall Quarter, or by announcement.

4 qrt. hrs. cr.

#### **PSY 412—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. Offered Winter Quarter or by announcement. 4 qrt. hrs. cr.

#### **PSY 414—PSYCHOLOGICAL TESTS AND MEASUREMENTS**

One of the principal distinctions between modern scientific psychology and philosophical psychology is an emphasis on quantitative measurement as a means of acquiring knowledge about human

behavior as contrasted to the speculative approach. To describe man's abilities, psychologists have developed measures of intelligence, achievement, aptitudes, interests, and personality. This course examines these types of evaluating instruments and gives the student the opportunity to administer and interpret such tests. Offered Spring Quarter, or by announcement. 4 qrt. hrs. cr.

#### **PSY 416—PSYCHOLOGY PRACTICUM**

The student may obtain supervised experience in one of the following fields: working on a research problem of special interest; administering, scoring, interpreting of group tests in the College Counseling Center; or observing and working in a private or public social welfare agency. Offered Fall Quarter, or by announcement. 4 qrt. hrs. cr.

#### **PSY 418—PHYSIOLOGICAL PSYCHOLOGY**

Physiological psychologists have made great strides in determining the functions of the various areas of the brain. Some of the most recent and exciting work in this area of psychology relates such psychological processes as reward, punishment, and attention to brain function. The role of the nervous and endocrine systems in sensation, perception, learning, and adjustment is studied. Offered Winter Quarter, or by announcement.

4 qrt. hrs. cr.

#### **PSY 498—COORDINATING SEMINAR**

A coordinating senior seminar designed to review recent developments in psychological thought. Emphasis is placed on the integration of titles from the Department Reading List of books and journals. This class meets once each week. Offered Spring Quarter, or by announcement. 2 qrt. hrs. cr.



## DEPARTMENT OF SOCIOLOGY

Study in the Sociology Department is designed to provide a scientific approach to an understanding of social relations and culture in American society, as well as in other societies. Courses are provided as a general education and as an undergraduate background for persons wishing to pursue careers in sociology, social work, teaching, law, and research in government and private organizations.

A major in sociology consists of a minimum of 48 quarter hours. Soc 201, Introduction to Sociology, or its equivalent, is a prerequisite to all advanced courses in sociology with the exception of Soc 300, Marriage and The Family, and Soc 302, Cultural Anthropology. Soc 202, Social Problems, is required in the 200 level courses. In the 300 and 400 level courses, 40 quarter hours are required to complete this major.

A minor in sociology consists of a minimum of 24 quarter hours, including 16 quarter hours in the 300 and 400 level.

All courses taken for major or minor credit must be passed with a grade of "C" or higher.

### B.A. DEGREE IN SOCIOLOGY—

#### Requirements: 192 Credit Hours

#### GENERAL EDUCATION CURRICULUM: 100 CREDIT HOURS

<b>Communications</b>		<b>Humanities</b>	
Eng 100 or 101 and 102 or 103 .....	8	FA 201 and/or 203 and/or 205 .....	8
Jou 211 .....	4	Phi 301 or 401 or 402 .....	4
Spe 100 .....	4	Eng 201, 202	} .....
—	—	Eng 221, 222	
16	16	Eng 230, 231	
<b>Foreign Language</b>		—	
101, 102 .....	8	24	
201, 202 .....	8	Student may select 12 qrt. hrs. from Literature courses in or out of sequence.	
—	—		
16	16	<b>Social Science</b>	
Student must complete 16 credit hrs. in one language. Those who studied same language in high school are required to take placement tests to determine which course they are prepared to enter.		His 101, 102 .....	8
		Geo 201 .....	4
		Gov 101 .....	4
		Psy 101 .....	4
		Psy 201 .....	4
<b>Mathematics and Science</b>		—	
Mth 103 .....	4	24	
Mth 201 .....	4		
Sc 101, 102, 103 .....	12		
—	—		
20	20		
<hr/>		<hr/>	
<b>Major</b>		<b>Minor</b>	
Soc 201, 202 .....	8	Electives .....	24
Soc Electives .....	40		
—	—	Electives	20
48	48		20
<hr/>		<hr/>	

## SOCIOLOGY

### SOC 201—INTRODUCTION TO SOCIOLOGY

An analysis of human society: social relations, organizations, and institutions. Serves to acquaint students with the sociological point of view and as orientation and foundation for advanced work in the field. Prerequisite for all courses in sociology except Soc 300, Marriage and The Family, and Soc 302, Cultural Anthropology. Offered each quarter.

4 qrt. hrs. cr.

### SOC 202—SOCIAL PROBLEMS

The causes and proposed solutions of such contemporary social problems as: suicides, mental diseases, personal demoralization, delinquency, crime, family disorganization, divorce, minority groups, economic insecurity, war, health, education, population growth, housing, and waste disposal. Offered Fall, Spring, & Summer Quarters, or by announcement.

4 qrt. hrs. cr.

### SOC 300—MARRIAGE AND THE FAMILY

Looking forward to marriage; choosing a mate; marriage and family experience with emphasis on its functions, problems, and values. Offered each quarter.

4 qrt. hrs. cr.

### SOC 301—URBAN SOCIOLOGY

A study of urban life; population composition; organizations; institutions; social relationships; urban problems; and planning. Offered Fall and Spring Quarters, or by announcement.

4 qrt. hrs. cr.

### SOC 302—CULTURAL ANTHROPOLOGY

The origin and the development of different customs of mankind the relationship between the culture of the group and the personality of the individual; and the processes by which customs persist or change. Offered Winter and Summer Quarters, or by announcement.

4 qrt. hrs. cr.

### SOC 303—CRIMINOLOGY

The nature of crime and juvenile delinquency; causative factors; apprehending and punishing criminals; penal institutions; modern concepts of treatment; and prevention of crime. Offered Fall and Summer Quarters, or by announcement.

4 qrt. hrs. cr.

### SOC 304—RACE AND CULTURE

Racial and ethnic minorities in the United States; social and cultural background; adjustment problems; and future outlook. Offered Winter and Summer Quarters, or by announcement.

4 qrt. hrs. cr.

### SOC 401—SOCIAL THOUGHT AND THEORY

A study of the most significant social thought and theory of the foremost social thinkers and theorists from ancient times to the present. Offered Spring Quarter, or by announcement.

4 qrt. hrs. cr.

### SOC 402—SOCIAL RESEARCH

Methods and techniques of social research including methods of collecting, analyzing, and presenting data. Senior standing is required. Offered Fall and Summer Quarters, or by announcement.

4 qrt. hrs. cr.

### SOC 403—SOCIAL RESEARCH PROJECTS

The application of the methods and techniques as learned in Soc 402 (Social Research) to an actual project through student participation in the design and analysis of such a project. Social Research 402 is prerequisite to this course. Offered Spring Quarter, or by announcement.

4 qrt. hrs. cr.

**SOC 404—SOCIAL WELFARE OR  
THE FIELD OF SOCIAL WORK**

The organized systems of social services and institutions; the development of social welfare; the present system and organization of social welfare; and social welfare administration. Offered Winter and Summer Quarters, or by announcement. **4** **qrt. hrs. cr.**

**SOC 405—SOCIAL WELFARE  
PROBLEMS IN AGENCIES AND  
COMMUNITY SITUATIONS**

The student is given the opportunity to work with social problems and needs through an agency or a community situation and to develop skill in social work techniques, organization, and roles. SOC 404 is a prerequisite for this course. Offered Spring Quarter, or by announcement. **4** **qrt. hrs. cr.**

**SPEECH**

Fundamentals of Speech is a required course for all students at the University. This course will help develop skill in the use of the spoken language in conversation, in public address, in general business areas, and on the stage.

Speech is a support area to the Drake College of Business and to the College of Arts and Sciences.

**SPE 100—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.

**4** **qrt. hrs. cr.**

**SPE 110—SPEECH AND  
PROFESSIONAL SPEAKING**

Techniques of oral communication, including speech structure, delivery, and vocabulary. Original speeches in varied subjects for varied occasions, with individual criticism. Study and drill in parliamentary procedure and presiding for group action. Prerequisite: Spe 100.

**4** **qrt. hrs. cr.**

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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. Dr. T. R. Funt, member of the Board of Trustees of the University, is in the center.**



**Graduation ceremonies are held at the Parker Playhouse, the City of Fort Lauderdale's cultural center.**

# *Affiliations*

Fort Lauderdale University is proud to claim affiliation for members of its official staff and faculty in the following organizations:

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Alpha Delta Sigma

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American Association for Higher Education

American Association of Presidents of

Independent Colleges & Universities

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American Management Association

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Gifts and bequests to Fort Lauderdale University may be given for general purposes or may be given for specific purposes including scholarships and professorships, buildings, equipment, or permanent endowment.

The corporate name of the University is Fort Lauderdale University. It is an accredited non-profit educational institution chartered under the laws of the State of Florida and is located in Fort Lauderdale, Florida. Gifts to the university are deductible in determining the donor's income or estate taxes, subject only to the usual limitations concerning gifts to charitable corporations.

The following suggested forms are presented for the information of those desiring to include the university in their wills:

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I give and bequeath to Fort Lauderdale University the sum of..... dollars for the general uses and purposes of the university. (Variations of this form may be made for gifts of property, securities, or other valuables.)

## **Residuary Bequest**

I give and bequeath all the rest, residue, and remainder of my estate, real and personal, to Fort Lauderdale University for the general uses and purposes of the university.

## **Bequest for General Endowment or Specific Purpose**

I give and bequeath to Fort Lauderdale University the sum of ..... dollars to be added to the general endowment funds of the university (or to be used for the following purpose:).

Life insurance is another way by which gifts may be made to Fort Lauderdale University. Such insurance may be assigned to the university in whole or in part or the university may be designated as a beneficiary.

The preparation of any assignment or designation should be done only with the advice of legal counsel. Fort Lauderdale University is prepared to assist the donor or donor's counsel in assuring that specific wishes are met.

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