

COLLEGE CATALOG 1985-1987

FORT LAUDERDALE COLLEGE

FORT LAUDERDALE, FLORIDA

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FORT LAUDERDALE COLLEGE

ADMISSIONS OFFICE

FOR APPLICATION FOR ADMISSION, PHONE OR VISIT

MAIN CAMPUS

1401 EAST BROWARD BOULEVARD
FORT LAUDERDALE, FLORIDA 33301
(305) 462-3761

HIALEAH CAMPUS

551 WEST 51ST PLACE
HIALEAH, FLORIDA 33012
(305) 558-1949

MIAMI CAMPUS

7630 BISCAYNE BOULEVARD
MIAMI, FLORIDA 33138
(305) 756-8660

It is the policy of the College that there shall be no discrimination on the basis of race, creed, color, sex, age, handicap, national or ethnic origin or religion as to the admission or other treatment of its students, prospective students, employees or prospective employees.

Fort Lauderdale College is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools as a Senior College of Business.

It is approved by the State Board of Independent Colleges of Florida and is a member of the Rutledge Education System.

GENERAL INFORMATION

STATEMENT OF PHILOSOPHY AND OBJECTIVE

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

The programs and experiences provided by the College support this philosophy. It is the objective of these programs to provide specialized education in Business Administration at the Collegiate level and to provide a broad base of general education. The results are programs that enable students to contribute to the social, cultural and financial development of the nation.

HISTORY

The historical roots of the Fort Lauderdale College date back to 1940 with the establishment of the Walsh School of Business Science. The College was incorporated under the laws of the State of Florida in 1956, and in 1962 the State of Florida issued a charter to the College for operation as a non-profit, degree-granting institution of higher learning with authority to grant Associate and Baccalaureate degrees. In 1983, the College associated with the Rutledge Education System. Additional campuses have been established in Hialeah and Miami to serve the greater Miami area. The Hialeah and Miami facilities serve primarily commuting students.

ACCREDITATION

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

The College is a for-profit, non-sectarian, co-educational institution chartered by the State of Florida with authority to confer collegiate degrees. The College is approved by the State Board of Independent Colleges and the by the State Approving Agency for Veteran's Training. Membership is held in the Florida Association of Colleges and Universities.

CULTURAL ACTIVITIES

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

The Parker Playhouse, one of the nation's most beautiful and well-known theaters, has regularly scheduled Broadway Plays with famous top name entertainment and is located a few blocks from Fort Lauderdale College.

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

LIBRARY

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

BILINGUAL INSTRUCTION

Due to the large Hispanic population in Hialeah, some classes may have English-Spanish bilingual instruction. English textbooks are used while lectures may be divided between English and Spanish. English is encouraged to be the spoken language and is used in the majority of the classes.

HOUSING

The College will assist students in locating suitable housing off campus. For a list of available housing, students should contact the Admissions Office.

PLACEMENT ASSISTANCE

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

TRANSFER TO OTHER COLLEGES

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

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

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

SPORTS

Deep-sea game fishing is a top attraction in Fort Lauderdale and is done aboard fleets of charter boats and drift fishing boats. Inland freshwater streams and conservation areas are excellent fresh water fishing spots. Broward County has become a golfing and tennis center of the nation, featuring more than 35 golf courses and thousands of tennis courts. Other sports readily available are horse-back riding, hunting, water skiing, and scuba diving. The International 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 College encourages students to participate in the intramural sports program. A professional soccer team is located in the area and competes in a National League.

STUDENT LIFE

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

The orientation program presented each quarter is important to all new students. This program presents both academic and extra-curricular matters. Campus organizations and honors are carefully described.

New students are also given practical advice on study habits, the budgeting of time and other matters of common concern. The student's academic program is outlined at this time. The faculty is prepared to counsel each student on personal or academic problems at any time. Faculty members have regular office hours and students should seek a conference when additional guidance is needed.

FORT LAUDERDALE COLLEGE AND FORT LAUDERDALE

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

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

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

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

EARLY ADMISSION

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

ADMISSION FOR RECENT HIGH SCHOOL GRADUATES

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

APPLICATION PROCEDURE

Qualified applicants must submit a completed Application for Admission to the College with the application fee of \$25, which is non-refundable. A high school transcript of work completed through date of application is also required. The high school guidance department should be requested to mail official transcripts directly to the College. If a transcript is not available at the time of application, the College will make every effort to assist the applicant in obtaining one. (See application in the back of the catalog).

TRANSFER STUDENTS

Students in any undergraduate program in another college or university may apply for transfer to the College. The Registrar will evaluate and approve the maximum number of credit hours already completed with a C (2.0) or better and that are compatible with the College program. The College seeks to develop a program of study that allows the transfer student to complete his educational objective in the shortest time possible. Students wishing to transfer credits must have an official transcript of those credits mailed directly to the College Registrar for evaluation.

NON-TRADITIONAL CREDIT OPPORTUNITIES CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of 85, proficiency examinations given by the College. Students may apply for examination in any course for which credit has not been earned or accepted on transfer up to a maximum of 22.5 quarter hours. An application must be completed and is issued from the Dean's Office. Applicable fees must be paid for testing. Policies regarding the exemption tests programs are available in the Dean's Office. Under no circumstances may an exemption test be taken during a student's last quarter prior to completing their graduation requirements.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

CREDIT FOR NON-COLLEGIATE TRAINING

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

AUDITING COURSES

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

STUDENT FINANCIAL ASSISTANCE

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

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

SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS

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

ELIGIBILITY FOR FINANCIAL AID

A set of standards applicable to receiving Title IV funds is available in the financial aid office.

FINANCIAL ASSISTANCE PROGRAMS PELL GRANT

The Pell Grant is designed to provide financial assistance to those who need it to attend post-high school educational institutions. The amount of the Pell Grant is determined on the basis of the student's and family's financial resources. Eligible students may receive as much as \$2100 per year toward the cost of their education. An application for a Pell Grant is available in the Financial Assistance Office. A Financial Assistance Officer will assist in its completion and submission. Eligibility is determined and notification is sent directly to the student who should immediately forward such notification to the College.

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)

This program is available to those students with financial need who would be unable to attend college without additional grant assistance. The Supplemental Educational Opportunity Grant may not exceed \$2000 for each student's undergraduate years.

NATIONAL DIRECT STUDENT LOANS (NDSL)

Students needing financial assistance may borrow up to \$3000 until they complete two academic years of a program leading to a Bachelor's Degree. They may then borrow an additional \$3000 during their last two academic years leading to a Bachelor's Degree for a maximum of \$6000 as undergraduate students. Payments begin six months after the student completes the program or ceases to carry at least a halftime course of study and may be extended over a 10 year period. Repayment may be deferred for various reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school halftime, is undergoing rehabilitation training, or if the student is temporarily totally disabled or unable to secure employment by reason of the care of a spouse who is so disabled.

GUARANTEED STUDENT LOANS (GSL)

A student needing financial assistance may borrow up to \$2500 per academic year. Repayment of the loan begins six months after the student ceases to carry at least a half-time courses of study but may be deferred for varying reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school full-time, is undergoing rehabilitation training, is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled, or for up to one year if seeking but unable to find employment.

COLLEGE WORK-STUDY PROGRAM (CWSP)

This program is for students with financial need who require employment to meet their education-related expenses. Students work an average of 15 hours per week various non-profit business and agencies the community in conjunction with their class schedules.

OTHER SOURCES OF FINANCIAL ASSISTANCE

VETERANS ASSISTANCE PROGRAMS

Veteran Education and Employment
Assistance Act of 1976, as Amended

Veterans eligible for training under the G.I. Bill are entitled to a monthly allowance while attending the College in an approved program of study. Veterans with over 18 months of active duty are entitled to a maximum of 45 months of training and those with 6 to 18 months of active duty are entitled to 1 1/2 months of training for each month of active duty. The College will assist in preparing and submitting applications.

WAR ORPHAN EDUCATIONAL ASSISTANCE

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

VOCATIONAL REHABILITATION FOR VETERANS

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

TUITIONS AND FEES

Tuition will be charged at the rate of \$68 per quarter hour at all locations.

1. FEES

An application fee of \$25 (non-refundable) must accompany an Application for Admission. A Re-entry Fee of \$10 (non-refundable) must accompany re-entry application.

A Registration Fee of \$75 (non-refundable) shall be paid within 15 days of acceptance of the Application for Admission. A student may not schedule classes unless the Registration Fee is paid. If the student enrolls the following quarter, the Registration Fee will be applied toward tuition; or otherwise, will not be credited.

A graduation fee of \$40 shall be paid by graduating students prior to the beginning of their final quarter of enrollment.

The College charges no fee for scheduled examinations. If a student is excused from taking a final examination when scheduled, that student, must contact the Dean's office for make-up. A fee of \$20 will be paid for each final exam taken at a later date. All examination make-ups must be completed within 10 days after the official ending date of the quarter.

A fee of \$25 will be paid for each examination taken to establish credit by examination, and an Academic Credit Fee of \$25 per quarter hour will be paid for each course for which academic credit is established by special proficiency examination.

A Laboratory Fee of \$30 will be charged for each Computer Programming (COP) Language Course or any other course requiring the use of the Computer Lab, such as Word Processing and Accounting for Micro-computers. This fee is not refundable after final class change date.

STUDENT ACCOUNTS

All student's accounts are due and payable to the Cashier at the time such charges are incurred. College regulations prohibit registration, graduation, granting of credit, taking of final examinations, or release of grades or transcripts for any student whose account is delinquent. Students may be excluded from class if their accounts are delinquent.

REFUND POLICY

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

1. FAILURE TO ENTER- If an accepted student does not enter classes, the full

amount of any prepaid tuition, with the exception of the Registration Fee, is refunded. The Application Fee is not refundable.

2. **WITHDRAWAL**--The effective date of withdrawal is the last date of recorded attendance. The student is expected to notify the Dean or Registrar in writing prior to or upon the date of withdrawal of classes.

a) In the event of total withdrawal from College, tuition charges for the period of attendance are as follows:

WITHDRAWAL	CHARGES
Through Last Date for Schedule or program change as specified in the College Calendar.	Registration and other fees only
From Last Date of Schedule or Program Change through 30th Calendar Day of quarter	75% of Quarterly Tuition
After 30th calendar day of quarter	100% of Quarterly Tuition

b) The amount of any refund due is determined by subtracting the tuition charges as set forth above from the total amount of tuition charges. Approved refunds are made promptly.

c) Any amounts determined to be owed the College as a result of these calculations are due and payable in full on the effective date of withdrawal.

3. **REDUCTION IN CREDIT HOURS**--There is no refund or adjustment in quarterly tuition charges for reduction in credit hours after the Last Date for Schedule or Program Change for the quarter as specified in the College Calendar.

4. **COLLEGE FEES**--The Application Fee, Registration Fee and all other College Fees are not refundable.

ACADEMIC INFORMATION

QUARTER HOUR OF CREDIT

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

GRADING SYSTEM AND PROGRESS REPORT

The following grading system is used:

GRADE EVALUATION

GRADE POINTS PER QUARTER HOUR

A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
P	Pass	not calculated
	(Credit given awarded in certain programs were work can only properly be evaluated as either pass or fail)	
W	Withdrawal	0
F	Failure	0
I	Incomplete	not calculated
	(Automatically changes to F if course requirements are not completed satisfactorily within 10 days after the official ending date of the quarter).	
N	No Grade	not calculated
	(Awarded if a student withdraws from a class under approved mitigating circumstances).	
X	Exemption	not calculated
V	Audit	not calculated

REPEATING COURSES

A student may repeat a course taken at the College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the cumulative grade point average will be recomputed to count the last attempt only. This policy may be used three times for separate courses or two times for one course and once for a second course.

CALCULATION OF GRADE POINT AVERAGE

The Grade Point Average of a student is determined by dividing the total number of grade points earned per quarter by the number of quarter hours attempted. If for example, a student earned an A in one 4.5 quarter hour class, the student would multiply 4.5 quarter hours times 4 (the grade point total for an A). The grade points for that class would be 18. If the student earned a C for a second 4.5 quarter hour class, the student would multiply 4.5 quarter hours times the grade points for a C (2) for a total of 9 grade points. Adding the total number of grade points, 18 and 9 the student would have 27 grade points. The student attempted 9 credits. The grade points of 27, divided by 9 quarter hours attempted, would result in a Grade Point Average of 3.0

STUDENT RECORDS

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

GRADUATION

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

DEAN'S LIST

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

GRADUATION WITH HONORS

Students enrolled in degree programs who have earned the requisite credits for graduation with the following Grade Point Average are entitled to the appropriate honor: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude, 3.9 and above, summa cum laude.

ATTENDANCE REQUIREMENTS

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences, excused or unexcused, may cause the student to be withdrawn from the class in which the absences occur, and receive no credit for the course. Courses are scheduled between 8 a.m. and 10 p.m., normally Monday through Thursday. Students may also attend Saturday morning classes which are scheduled as needed. Students attending under the "Work-Study Program" may, if necessary, be scheduled for a minimum class load in order to permit employment. The College is in session throughout the year on a quarterly basis except for holidays and vacations as shown in the College Calendar. Summer class offerings are available for the many students who choose to accelerate their program and students are urged to attend and take advantage of smaller classes and more individual attention.

ACADEMIC DEFICIENCIES

Following the conclusion of each grading period, the grade of each student will be audited by the Registrar or the Office of the Dean. As a result of this audit, it may be necessary to reschedule the student or to place the student on a status of Academic Probation, Final Academic Probation, Academic Suspension or Academic Dismissal. In all such cases, the Office of the Dean will confer with each student to insure that all steps are being taken to assist the student in reaching a clear academic status.

STANDARDS OF PROGRESS

Students whose cumulative Grade Point Average has fallen below a C (2.0), or students admitted on probationary status will be warned and placed on Academic Probation for the grade period following.

Failure to achieve a C (2.0) cumulative Grade Point Average during that grading period of Academic probation will, regardless of grades received for the grading period, result in the student's being placed on Final Academic Probation for the next grading period.

Should the student's cumulative Grade Point Average fail to rise to a C (2.0) or better at the end of the grading period of Final Academic Probation, regardless of grades received for that grading period, the student will be suspended or dismissed.

ACADEMIC SUSPENSION AND DISMISSAL

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

REGULATIONS GOVERNING CONDUCT

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

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

At the time of suspension, the student will be given written notification of the duration of the suspension. At the conclusion of the term of the suspension, the student may re-apply in writing for re-admission to the College.

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

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

FAMILIARITY WITH COLLEGE REGULATIONS

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

RESERVATIONS AS TO PROGRAMS AND CHARGES

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

INTERNSHIP PROGRAM

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

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is an Academic program. Its purpose is to provide students with practical, prearranged and preapproved on-the-job educational experiences which relate to each student's academic program and/or career objectives.

By combining traditional on-campus courses with off-campus Cooperative Education courses, under the joint supervision of a sponsoring company supervisor and the College Director of Cooperative Education, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose of the program is to present students to employers in a way which will increase their post-graduation employment potential. The proposal must be approved by the Dean and the Department Chairperson.

COOPERATIVE EDUCATION PLANS

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

1. The Parallel Plan
2. The Alternating Plan

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

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

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

COOPERATIVE EDUCATION CREDIT

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

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

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

COOPERATIVE EDUCATION COURSES

	QUARTER HOURS
COE 2011 COOPERATIVE EDUCATION SEMINAR	1.5
First Co-Op course to acquaint the student with the Co-Op program and to prepare for a subsequent work assignment. This seminar is conducted on Campus. In this seminar, each student will prepare a cover letter and a resume to be presented to employers. The student will also be prepared for the various interviewing techniques used by employers.	

PARALLEL PLAN COURSES

COE 2041 PARALLEL WORK I	4.5
COE 2042 PARALLEL WORK II	4.5
COE 3041 PARALLEL WORK III	4.5
COE 3042 PARALLEL WORK IV	4.5
COE 4041 PARALLEL WORK V	4.5
COE 4042 PARALLEL WORK VI	4.5

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

ALTERNATING PLAN COURSES

COE 3061 ALTERNATING WORK I	6
COE 3062 ALTERNATING WORK II	6
COE 4061 ALTERNATING WORK III	6
COE 4062 ALTERNATING WORK IV	6

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

MULTIPLE DEGREE PROGRAMS

Two Majors

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

Two Degrees

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

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

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

FORT LAUDERDALE COLLEGE
ACADEMIC PROGRAM

BACHELOR OF SCIENCE DEGREE

Accounting Major
Computer Programming Major
International Business Major
Management Major
Marketing Major
Professional Accounting Major

ASSOCIATE IN SCIENCE DEGREE

Accounting Major
Computer Programming Major
Hotel and Restaurant Administration Major
Management Major
Marketing Major
Real Estate Major

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

ASSOCIATE IN BUSINESS DEGREE

DIPLOMA PROGRAMS

Computer Programming

Nurse Assistant

Data Entry

Clerk Typist

COOPERATIVE EDUCATION PROGRAM

INTENSIVE ENGLISH COURSES

COLLEGE OF BUSINESS

THE BACHELOR OF SCIENCE DEGREE

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

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

QUARTER HOURS

AREA I	Business Administration Component	36	(minimum)
AREA II	Major Component	49.5	(minimum)
AREA III	General Education Component	54	(minimum)
AREA IV	Approved Elective Component	40.5	(minimum)
TOTAL QUARTER HOURS REQUIRED		180	(minimum)

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

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

THE BACHELOR OF SCIENCE DEGREE

AREA 1	BUSINESS ADMINISTRATION COMPONENT (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2010	Accounting for Microcomputer	4.5
COC 1111	Computer Literacy	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAN 2101	Leadership Development	4.5
BUL 2100	Business Law I	4.5
MAR 1023	Introduction to Marketing	4.5
CORE TOTAL		36.0

AREA II MAJOR COMPONENTS (Chosen from one of the following Majors)

ACCOUNTING MAJOR

A. Required Core	Quarter Hours
ACC 2041 Accounting III	4.5
ACC 3101 Intermediate Accounting I	4.5
ACC 3121 Intermediate Accounting II	4.5
ACC 3401 Cost Accounting I	4.5
ACC 3501 Federal Taxation I	4.5
ACC 4201 Advanced Accounting I	4.5
ACC 4601 Auditing I	4.5
BUL 2122 Business Law II	4.5
CORE TOTAL	36.0

B. Major Electives

To be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business Courses listed in the catalog.

ELECTIVE TOTAL	13.5
COMPONENT TOTAL	49.5

PROFESSIONAL ACCOUNTING MAJOR

A fifth year designed specifically for the student whose career goal is public accountancy and may be started after all of the requirements for the Accounting major on page 23 have been successfully completed.

AREA II	Major Components	Quarter Hours
Additional Required Core		
ACC 3000	Managerial Accounting	4.5
ACC 3421	Cost Accounting II	4.5
ACC 3521	Federal Taxation II	4.5
ACC 4201	Advanced Accounting II	4.5
ACC 4621	Auditing I	4.5
CIS 2321	Business System Analysis and Design	4.5
CORE TOTAL		27.0
B. Additional Approved Electives to be selected in consultation with the Dean from among the Business listed in the catalog.		
ELECTIVE TOTAL		9.0
AREA IV	Additional Approved Electives to selected in consultation with the Faculty Advisor, Registrar, Dean to effectuate a balanced program in Professional Accounting.	9.0
TOTAL ADDITIONAL CREDITS FOR THE PROFESSIONAL ACCOUNTING MAJOR		45.0

COMPUTER PROGRAMMING

A. Required Core	Quarter Hours
CIS 2321 Business Systems Analysis and Design	4.5
COC 1000 Introduction to Computer Based System	4.5
COP 1211 Computer Programming Concepts	4.5
COP 2100 Computer Programming-BASIC	4.5
COP 2120 Computer Programming-COBOL	4.5
COP 2160 Computer Programming-RPG II	4.5
COP 3121 Computer Programming-COBOL II	4.5
COP 3171 Computer Programming-Adv BASIC	4.5
COP 3530 Data Base Management	4.5
COS 4360 Data Communications	4.5
CORE TOTAL	45.0

B. Major Electives
 To be selected with the Faculty, Advisor, Registrar or Dean from among the Business Courses listed in the catalog.

ELECTIVE TOTAL	4.5
COMPONENT TOTAL	49.5

INTERNATIONAL BUSINESS MAJOR

A. Required Core Quarter Hours

ECS 3003	Comparative Economic Systems	4.5
POT 4064	Contemporary Political Thought	4.5
MAN 4001	Import/Export Traffic	4.5
MAN 4060	Business Policy and Administration	4.5
MAN 4600	Management of International Business	4.5
MAN 4998	Selected Topics in Management	4.5
ECO 4702	Principles of International Economics	4.5

CORE TOTAL	31.5
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B. Major Electives
 To be selected in consultation with Faculty Advisor, Registrar, or Dean from among the Business Courses listed in the catalog.

ELECTIVE TOTAL	18.0
COMPONENT TOTAL	49.5

MANAGEMENT MAJOR

A. Required Core Quarter Hours

BUL 2122	Business Law II	4.5
MAN 2000	Principles of Management	4.5
MAN 2800	Small Business Management	4.5
MAN 3100	Human Relations	4.5
MAN 3300	Personnel Management	4.5
MAN 4060	Business Policy and Administrations	4.5
MAN 4320	Financial Management	4.5
MAN 4410	Labor Relations and Collective Bargaining	4.5
RMI 3015	Risk and Insurance	4.5

CORE TOTAL	40.5
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B. Major Electives
 To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.

ELECTIVE TOTAL	9.0
COMPONENT TOTAL	49.5

MARKETING MAJOR

A. Required core	Quarter hours
MAR 1101 Salesmanship	4.5
ADV 2000 Advertising	4.5
MAR 3203 Marketing Channels and Distribution	4.5
MAR 3344 Promotional Policies and Strategy	4.5
MAR 4613 Marketing Research	4.5
MAR 4722 Marketing Management	4.5
MAR 3343 Marketing Communications	4.5
MAR 2503 Consumer Behavior	4.5
 CORE TOTAL	 36.5

B. Major Electives

To be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business Courses listed in the catalog.

ELECTIVE TOTAL	13.5
COMPONENT TOTAL	49.5

AREA III	GENERAL EDUCATION COMPONENT	Quarter Hours
	(Required for all Majors)	

A. Required Core

ECO 1013 Principles of Economics I	4.5
ECO 1023 Principles of Economics II	4.5
POS 2041 American National Government	4.5
PSY 2012 General Psychology	4.5
ENG 1540 English Usage	4.5
ENG 1312 Written Communications	4.5
SPC 2010 Effective Speaking	4.5
MAT 2013 College Algebra	4.5
STA 3014 Statistics	4.5
 CORE TOTAL	 40.5

B. General Education Electives to be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the General Education courses listed in the catalog.

ELECTIVE TOTAL	13.5
AREA III COMPONENT TOTAL	54.0

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

AREA IV COMPONENT TOTAL 40.5

MINIMUM QUARTER HOURS
 REQUIRED FOR GRADUATION 180

THE ASSOCIATE IN SCIENCE DEGREE

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

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

	Quarter hours
Area I Business Components	27 (minimum)
Area II Major Component	36 (minimum)
Area III General Education Component	27 (minimum)
TOTAL QUARTER HOURS REQUIRED	90 (minimum)

* Up to 40.5 additional quarter hours of credit of Intensive English may be required of students pursuing the Associate degree program at the Hialeah or Miami Campus of Fort Lauderdale College.

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

The student is responsible for meeting the requirements of the College catalog in effect at the time of entrance or re-entrance.

The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at re-entrance after not attending a full academic quarter. (Summer Quarter excepted)

BUSINESS COMPONENT

AREA I	REQUIRED FOR ALL MAJORS	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2010	Accounting for the Microcomputer	4.5
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1111	Computer Literacy	4.5
AREA I COMPONENT TOTAL		27.0

MAJOR COMPONENTS

AREA II CHOOSE FROM ONE OF THE FOLLOWING MAJORS:

ACCOUNTING MAJOR

A. Required Core	Quarter Hours
ACC 2041 Accounting III	4.5
ACC 2101 Intermediate Accounting I	4.5
ACC 2121 Intermediate Accounting II	4.5
BUL 2122 Business Law II	4.5
MAN 2000 Principles of Management	4.5
ACC 2501 Federal Taxation I	4.5
CORE TOTAL	27.0
B. Major Electives	
To be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business Courses listed in the catalog. It is recommended that ACC 3401, Cost Accounting I, be taken to enhance your career objectives.	
ELECTIVE TOTAL	9.0
COMPONENT TOTAL	36.0

COMPUTER PROGRAMMING

A. Required Core	Quarter Hours
COC 1000 Introduction to Computer Based Systems	4.5
COC 1211 Computer Concepts	4.5
CIS 2321 Systems Analysis and Methods	4.5
COP 2100 Computer Programming-BASIC	4.5
COP 2120 Computer Programming-COBOL	4.5
COP 2160 Computer Programming-RPG	4.5

CORE TOTAL 27.0

B. Major Electives

To be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business Courses listed in the catalog.

ELECTIVE TOTAL 9.0
COMPONENT TOTAL 36.0

HOTEL AND RESTAURANT ADMINISTRATION MAJOR

A. Required Core Quarter Hours

HFT 1000	Hotel and Restaurant Organization Management	4.5
HFT 1510	Marketing, Sales, and Public Relations	4.5
HFT 2420	Hotel and Restaurant Accounting and Control	4.5
HFT 2999	Internship in Hotel and Restaurant Administration	4.5
FSS 2251	Food and Beverage Management	4.5

CORE TOTAL 22.5

B. Major Electives

To be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business Courses listed in the Catalog.

ELECTIVE TOTAL 13.5
COMPONENT TOTAL 36.0

MANAGEMENT MAJOR

A. Required Core Quarter Hours

MAN 2000	Principles of Management	4.5
ECO 1013	Economics I	4.5
ECO 1023	Economics II	4.5
MAN 2800	Small Business Management	4.5
MAR 1023	Introduction to Marketing	4.5

CORE TOTAL 22.5

B. Major Electives

To be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business Courses listed in the catalog.

ELECTIVE CORE 13.5
COMPONENT TOTAL 36.0

MARKETING MAJOR

A. Required Core	Quarter Hours
MAR 1023 Introduction to Marketing	4.5
MAR 1101 Salesmanship	4.5
MAR 2151 Retailing	4.5
MAR 2503 Consumer Behavior	4.5
ADV 2000 Advertising	4.5
CORE TOTAL	22.5
B. Major Electives	
To be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business Courses listed in the catalog.	
ELECTIVE TOTAL	13.5
COMPONENT TOTAL	36.0

SECRETARIAL MAJOR

A. Required Core	Quarter Hours
SES 1100 Intermediate Typing	4.5
SES 1120 Advanced Typing	4.5
SES 1210 Shorthand Theory	4.5
SES 2150 Word Processing Fundamentals I	4.5
SES 2151 Word Processing Fundamentals II	4.5
CORE TOTAL	22.5
B. Major Electives	
To be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business Courses listed in the Catalog.	
ELECTIVE TOTAL	13.5
COMPONENT TOTAL	36.0

GENERAL EDUCATION COMPONENT

AREA III REQUIRED FOR ALL MAJORS

A. Required Core	Quarter Hours
ENG 1540 English Usage	4.5
ENG 1312 Written Communications	4.5
SPC 2010 Effective Speaking	4.5
(Select two Math)	
MAC 1133 Fundamentals of College Math II	
MAT 2031 College Algebra, or	
STA 3014 Statistics (Recommended for all Majors)	9.0

MAN 2101 Leadership Development	4.5
CORE TOTAL	27.0
COMPONENT TOTAL	27.0
MINIMUM TOTAL HOURS REQUIRED FOR GRADUATION	90.0

BUSINESS ADMINISTRATION PROGRAMS

The College has for many years specialized in Business Administration Programs, both Bachelor and Associate Degrees. On the following pages, the requirements for these programs are listed. A student may choose a sequence of business courses that are particularly adaptable to the chosen career goal. In conjunction with the Dean and Faculty Advisor, the student will train in a broad area of subjects pointing toward a strong education in preparation for an executive position.

The requirements for Bachelor of Business Administration are described on pages--32 and 33 while the Associate in Business is described on pages--34 and 35.

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

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

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

		Quarter Hours
Area I	Business Administration Component	81 (minimum)
Area II	General Education Component	54 (minimum)*
Area III	Approved Elective Component	45 (minimum)
	TOTAL QUARTER HOURS REQUIRED	180 (minimum)*

* Up to 40.5 additional quarter hours of credit of intensive English may be required of students pursuing the degree program at the Hialeah or Miami Campus of Fort Lauderdale College.

3. Abide by all College rules and regulations including: satisfactory progress; attendance and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the

College prior to graduation.

4. Participate in the first College commencement exercises following completion of the program requirements.

The student is responsible for meeting the requirements of the College catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of the new edition. The student automatically comes under the current catalog at re-entrance after not attending for a full academic quarter. (Summer Quarter excepted).

BACHELOR OF BUSINESS ADMINISTRATION

Quarter Hours

Business Administration Component

A. Required Core

ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2010	Accounting for the Microcomputer	4.5
BUL 2100	Business Law I	4.5
COC 1111	Computer Literacy	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAN 2000	Principles of Management	4.5
MAR 1023	Introduction to Marketing	4.5
CORE TOTAL		36.5

B. Business electives

To be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business Courses listed in the catalog. At least 27 Hours must be from courses in the 3000 or 4000 series.

ELECTIVE TOTAL	45.0
COMPONENT TOTAL	81.0

AREA II GENERAL EDUCATION COMPONENT

Quarter Hours

A. Required Core

ECO 1013	Principles of Economics I	4.5
ECO 1023	Principles of Economics II	4.5
ENC 1312	Written Communication	4.5
ENG 1540	English Usage	4.5
MAN 2014	Leadership Development	4.5
MAT 2013	College Algebra	4.5
POS 2041	American National Government	4.5
PSY 2012	General Psychology	4.5
SPC 2010	Effective Speaking	4.5

STA 3014 Statistics 4.5

CORE TOTAL 45.0

B. General Education Electives

To be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the General Education Courses listed in the catalog.

ELECTIVE TOTAL 9.0

COMPONENT TOTAL 54.0

AREA III APPROVED ELECTIVE COMPONENT

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

COMPONENT TOTAL 45.0

MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION 180.0

THE ASSOCIATE IN BUSINESS DEGREE

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

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

		Quarter Hours
Area I	Business Component	45 (minimum)
Area II	General Education	27 (minimum)
Area III	Approved Elective Component	18 (minimum)*
TOTAL QUARTER HOURS REQUIRED		90 (minimum)*

* Up to 40.5 additional quarter hours of credit of intensive English may be required of students pursuing the Associate degree program at the Hialeah Campus of Ft. Lauderdale College.

3. Abide by all College rules and regulations including: satisfactory progress; attendance and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the College prior to graduation.

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

THE ASSOCIATE IN BUSINESS DEGREE

Area I	BUSINESS COMPONENT	Quarter Hours
A. Required Core		
ACC	2001 Principles of Accounting I	4.5
ACC	2021 Principles of Accounting II	4.5
ACC	2050 Accounting for the Microcomputer	4.5
BUL	2100 Business Law I	4.5
COC	1111 Computer Literacy	4.5
GEB	1012 Introduction to Business Enterprise	4.5
CORE TOTAL		27.0
B. Business Electives		
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the catalog.		
ELECTIVE TOTAL		18.0
COMPONENT TOTAL		45.0
Area II	GENERAL EDUCATION COMPONENT	Quarter Hours
A. Required Core		
ENG	1540 English Usage I	4.5
ENG	1312 Written Communications	4.5
SPC	2010 Effective Speaking	4.5
(Select two Math)		
MAC	1132 Fundamentals of College Mathematics II	
MAT	2013 College Algebra	
STA	3014 Statistics (Recommended for All Majors)	9.0
MAN	2101 Leadership Development	4.5
CORE TOTAL		27.0
AREA II	COMPONENT TOTAL	27.0
<hr/>		
AREA III	Approved Elective Component to be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.	
AREA III	COMPONENT TOTAL	18.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		90.0

DIPLOMA PROGRAMS

Diploma Programs are offered to students who are seeking a skill in a shorter period of time. Diploma courses, which are the same as the collegiate courses are transferable into a degree program.

COMPUTER PROGRAMMING

The purpose of the program is to prepare the student with the requisite theoretical, technical, and practical knowledge for a professional career in various computer related fields. The program is designed to serve the needs of students preparing to enter a computer profession in business.

TWELVE MONTHS

Courses offered	Credit Hours
COC 1000 Introduction to Computer Based Systems	4.5
COC 1211 Computer Concepts	4.5
ACC 2001 Principles of Accounting I	4.5
MAT 2013 College Algebra	4.5
COP 2100 Computer Programming-BASIC	4.5
COP 2120 Computer Programming-COBOL	4.5
COP 3530 Data Base Management	4.5
STA 3014 Statistics	4.5
ACC 2021 Principles of Accounting II	4.5
ACC 2010 Accounting for the Microcomputer	4.5
COP 3121 Computer Programming-Advanced COBOL	4.5
ENC 1540 English Usage	4.5
CIS 2321 Business Systems Analysis and Design	4.5
Major Elective	4.5
TOTAL	63.0

SECRETARIAL PROGRAM

The Secretarial Program offers a diversified field of study and makes available various career choices for those who aspire to the executive level secretarial positions in private enterprise, government, and professional fields.

NINE MONTHS

Courses Offered	Credit Hours
ENG 1540 English Usage	4.5
SPC 2010 Effective Speaking	4.5
ENG 1312 Written Communications	4.5
SES 1100 Introductory Typing	4.5
SES 1110 Intermediate Typing	4.5

SES 1120	Advanced Typing	4.5
SES 1210	Shorthand Theory	4.5
SES 1211	Theory and Introduction Dictation	4.5
SES 1212	Advanced Dictation and Transcription	4.5
SES 1360	Machine Transcription	4.5
FAD 1121	Personal Development	4.5
SES 2341	Professional Secretarial Practices	4.5
TOTAL (9 months)		54.0

TWELVE MONTHS

All of the above courses, plus

Courses Offered	Credit Hours
SES 1248 Professional Dictation and Transcription	4.5
SES 1363 Professional Machine Transcription	4.5

Choose one of the following:

SES 2130 Professional Typing Applications	4.5
SES 2140 Production Typing	4.5

TOTAL(12 months)	67.5
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OR

SES 2150 Word Processing Fundamentals I	4.5
SES 2151 Word Processing Fundamentals II	4.5
SES 2152 Word Processing Management and Control	4.5

TOTAL(12 months)	67.5
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**CAREER DIPLOMA PROGRAMS IN
BUSINESS AND MEDICAL**

**DATA ENTRY
CLERK TYPIST
NURSE ASSISTANT**

NOTE: All students enrolled in these Programs will be under the same requirements as students enrolled in the Degree Programs.

DATA ENTRY
40.5 CREDIT HOURS
PROGRAM LENGTH: 36 WEEKS
486 CLOCK HOURS

The Data Entry Program is designed to prepare the graduate to be a Data Entry Operator. Training includes both keyboard-to-diskette and the supportive skills which allow graduates flexibility in seeking a variety of entry level jobs.

The curriculum is comprised of forty and one half (40.5) quarter credit hours presented in 486 clock hours of instruction over a thirty six (36) week period.

COURSE TITLE		CREDIT HOURS
DAE 0020	Introduction to Keyboarding	4.5
DAE 0021	Keyboard Data Entry I	4.5
DAE 0022	Keyboard Data Entry II	4.5
DAE 0023	Data Entry Production and Speed Development I	4.5
COC 1111	Computer Literacy	
	or	
DAE 0024	Data Entry Production and Speed Development II	4.5
ENC 1312	Written Communications	4.5
MAC 1132	Fundamentals of College Math I	4.5
MAN 2101	Leadership Development	4.5
	Approved Elective	4.5
TOTAL		40.5

CLERK TYPIST
40.5 CREDIT HOURS
PROGRAM LENGTH: 36 WEEKS
486 CLOCK HOURS

The Clerk Typist is prepared for entry-level employment in a variety of office settings. The Clerk Typist is qualified to perform a variety of clerical and secretarial tasks common to most business office operations.

This curriculum is comprised of forty and one-half (40.5) quarter credit hours presented in 486 clock hours of instruction over a thrity-six (36) week period.

COURSE TITLE		CREDIT HOURS
DAE 0020	Introduction to Keyboarding	4.5
SES 1100	Introduction to Typing	4.5
SES 1110	Intermediate Typing	4.5
SES 1120	Advanced Typing	4.5
SES 1340	Business Office Procedures	4.5
ENC 1312	Written Communications	4.5
ENC 1540	English Usage	4.5
MAN 2101	Leadership Development	4.5
MAC 1132	Fundamentals of College Math I	4.5
	or	
	Approved Elective	4.5
TOTAL		40.5

**NURSE ASSISTANT
45.0 CREDIT HOURS
PROGRAM LENGTH: 36 WEEKS
600 CLOCK HOURS**

The nurses assistant provides bedside care under the guidance of a registered or licenced practical nurse. The nurse assistant is prepared to work in a hospital, extended care facility, nursing home, and various community health facilities.

This curriculum is comprised of forty-five (45) quarter credit hours presented in 600 clock hours of instruction over a thrity-six(36) week period.

COURSE TITLE		CREDIT HOURS
NUA	0011 Nurse Assistant Skills A	9.0
NUA	0012 Nurse Assistant Skills B	9.0
NUA	0013 Nurse Assistant Skills C	9.0
NUA	0016 Nurse Assistant Practcium	9.0
MAN	2101 Leadership Development	4.5
ENC	1312 Written Communications	4.5
TOTAL		45.0

COURSE DESCRIPTIONS

ACCOUNTING

ACC 2001 Principles of Accounting I

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

4.5 Quarter Hours

ACC 2021 Principles of Accounting II

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

Prerequisite: ACC 2001

4.5 Quarter Hours

ACC 2041 Principles of Accounting III

A continuation of ACC 2001 and ACC 2021 with application to accounting for corporations and manufacturing operations. It covers the opening, adjusting, and closing of corporation accounts, and books, and describes manufacturing and cost accounting systems, classification of accounts, budgeting, internal reporting, and the analysis of financial statements.

4.5 Quarter Hours

ACC 2050 Accounting for the Microcomputer

This course introduces four major integrated accounting systems commonly found in computerized accounting departments. These systems: General Ledger, Accounts Receivable, Accounts Payable, and Payroll are presented in such a way as to require no prior knowledge of computers or computerized accounting. The student will gain understanding and confidence in the use of automated accounting through hands-on-application drills on the microcomputer.

Prerequisite: ACC 2001

4.5 Quarter Hours

ACC 3101 Intermediate Accounting I

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

Prerequisite: ACC 2041

4.5 Quarter Hours

ACC 3121 Intermediate Accounting II

A continuation of ACC 3101. Primary emphasis is on accounting for ownership, liabilities, capital, and corporate net worth.

4.5 Quarter Hours

ACC 3300 Managerial Accounting

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

Prerequisite: ACC 2021

4.5 Quarter Hours

ACC 3401 Cost Accounting I

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

Prerequisite: ACC 2041

4.5 Quarter Hours

ACC 3421 Cost Accounting II

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

Prerequisite: ACC 3401

4.5 Quarter Hours

ACC 3501 Federal Taxation I

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

4.5 Quarter Hours

ACC 3521 Federal Taxation II

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

Prerequisite: ACC 2041

4.5 Quarter Hours

ACC 3860 Government Accounting

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

Prerequisite: ACC 2041

4.5 Quarter Hours

ACC 4201 Advanced Accounting I

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

Prerequisite: ACC 2121

4.5 Quarter Hours

ACC 4221 Advanced Accounting II

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

Prerequisite: ACC 4201

4.5 Quarter Hours

ACC 4601 Auditing I

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

Prerequisite: ACC 2121

4.5 Quarter Hours

ACC 4621 Auditing II

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

Prerequisite: ACC 4601

4.5 Quarter Hours

ACC 4998 Selected Topics in Accounting

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

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

Variable Credit

ACC 4999 Internship in Accounting

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

Prerequisite: 3.0 GPA and department approval.

4.5 Quarter Hours

COMPUTER PROGRAMMING**COC 1000 Introduction to Computer Based Systems**

An overview of computer information systems. This survey course introduces computer hardware, software, procedures, system and human resources and explores their integration and application in business and in other segments of society, as well as an introduction to computer programming using an elementary subset of BASIC programming language.

4.5 Quarter Hours

COC 1111 Computer Literacy

An overview of the computers impact on our personal lives as well as the job market. This course introduces the student to many of the application programs presently being used in the job market focusing on microcomputer applications. The design of this course is to provide hands-on use of the microcomputer.

4.5 Quarter Hours

COC 1211 Computer Concepts

This course provides the student with an introduction to programming logic and design. This course will also include a study of secondary storage concepts and operating systems theory with an introduction to job control language as it relates to program creation. It may be currently taken with or after COC 1000.

4.5 Quarter Hours

COP 2100 Computer Programming BASIC

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

Prerequisite: COC 1211

4.5 Quarter Hours

COP 2120 Computer Programming-COBOL

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

Prerequisite: COC 1211 (COP 2100 recommended)

4.5 Quarter Hours

COP 2160 Computer Programming-RPG

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

Prerequisite: COC 1211 (COP 2100 recommended)

4.5 Quarter Hours

CIS 2321 Business Systems Analysis

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

Prerequisite: COC 1211

4.5 Quarter Hours

CIS 2322 Business Systems Design

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

Prerequisite: CIS 2321

4.5 Quarter Hours

COP 3120 Computer Programming-PASCAL

This course introduces the students to the use of PASCAL as a high level structured and procedure oriented computer language. The student is expected to learn the concept of Algorithm, Flow Chart, Programming Style and various I/O Techniques.

Prerequisite: MAT 2013, COP 2100

4.5 Quarter Hours

COP 3121 Computer Programming-Advanced COBOL

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

Prerequisite: COP 2120

4.5 Quarter Hours

COP 3161 Computer Programming-Advanced RPG II

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

Prerequisite: COP 2160

4.5 Quarter Hours

COP 3171 Computer Programming-Advanced BASIC

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

Prerequisites: COP 2100, Mat 2013

4.5 Quarter Hours

CIS 3321 Structural Systems Analysis and Design

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

Prerequisite: CIS 2321

4.5 Quarter Hours

COP 3530 Data Base Management

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

Prerequisite: COP 2120 or COP 2160

4.5 Quarter Hours

CIC 4360 Data Communications

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

Prerequisite: COP 2100 or COP 2120

4.5 Quarter Hours

COP 4400 Computer Programming-Assembler Language

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

Prerequisite: COP 2120

4.5 Quarter Hours

MAN 4810 Management Information Systems Planning

An introduction to the financial, technical and strategic information systems planning processes. Emphasis on the relationship of the information systems planning process to the overall business goals, policies, plans, management style and industry condition. Emphasis on the means of selecting large systems projects; assessing the installation's current state; determining processing; staffing; software; hardware and financing approaches; review of hardware; software and services information sources.

4.5 Quarter Hours

COC 4997 Applied Software Development Project

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

4.5 Quarter Hours

COC 4998 Selected Topics in Data Processing

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

4.5 Quarter Hours

COC 2999 Internship in Data Processing

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

Prerequisite: 3.0 GPA and departmental approval.

4.5 Quarter Hours

CIS 4601 EDP Audit and Controls

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

4.5 Quarter Hours

CIS 4166 Distributed Data Processing

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

Prerequisite: COP 3530 Database Program Development

4.5 Quarter Hours

CIS 4322 Office Automation

Office information and decision support systems are examined as emerging and critical elements in business data and information systems. Emphasis is given to information processing considerations at the systems level, including analysis and management of support activities such as data and records management, electronic filing and retrieving systems, word processing, micro and reprographics, and telecommunications. The course includes discussion of person/machine interfaces and appraisals of current and future technological trends and their impacts on data processing and on the office environment.

Prerequisite: CIS 2321 Systems Analysis Methods

4.5 Quarter Hours

DAE 0020 Introduction to Keyboarding

This course introduces the student to basic principles of keyboarding on video display and key-to-diskette units.

4.5 Quarter Hours

DAE 0021 Keyboard Data Entry I

This course is designed to introduce the principles and techniques of diskette video display units. These principles are also extended to buffered and unbuffered keypunch units. Emphasis is on building keystroke rate and accuracy through various job applications.

4.5 Quarter Hours

DAE 0022 Keyboard Data Entry II

This course is designed to further advance the student's understanding of the key-to-diskette, video display and keypunch units. Emphasis is placed on speed and accuracy through various job applications.

Prerequisite: DAE 0021

4.5 Quarter Hours

DAE 0023 Data Entry Production and Speed Development I

Emphasis is placed on speed development in keystroke rate.

Prerequisite: DAE 0022

4.5 Quarter Hours

DAE 0024 Data Entry Production and Speed Development II

Emphasis is placed on maximizing the student's keystroke per hour speed.

Prerequisite: DAE 0023

4.5 Quarter Hours

HOTEL AND RESTAURANT ADMINISTRATION

HFT 1000 Hotel and Restaurant Organization and Management

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

4.5 Quarter Hours

HFT 1300 Housekeeping, Plant Engineering and Maintenance

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

4.5 Quarter Hours

HFT 1510 Marketing, Sales, and Public Relations

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

4.5 Quarter Hours

FSS 2251 Food and Beverage Management

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

4.5 Quarter Hours

HFT 2420 Hotel and Restaurant Accounting and Control

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

4.5 Quarter Hours

HFT 3603 Laws of Innkeeping

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

4.5 Quarter Hours

HFT 3713 World Tourism

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

4.5 Quarter Hours

HFT 2998 Selected Topics in Hotel and Restaurant Administration

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

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

Variable Credit

HFT 2999 Internship in Hotel and Restaurant Administration

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

4.5 Quarter Hours

MANAGEMENT

GEB 1012 Introduction to Business Enterprise

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

4.5 Quarter Hours

MAN 1344 Principles of Supervision

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

4.5 Quarter Hours

MAN 2000 Principles of Management

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

4.5 Quarter Hours

MAN 2101 Leadership Development

This course is designed to develop the confidence needed to function in a business career. Aims, objectives and techniques of leadership are stressed as well as the basic psychological principles of leadership, creativity, social communication and appearance are also discussed.

4.5 Quarter Hours

BUL 2101 Legal Environment of Business

Analysis of the laws as a dynamic social and political institution in the business environment.

4.5 Quarter Hours

BUL 2100 Business Law I

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

4.5 Quarter Hours

BUL 2122 Business Law II

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

4.5 Quarter Hours

MAR 2763 Credit and Collections

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

4.5 Quarter Hours

MAN 2800 Small Business Management

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

4.5 Quarter Hours

PAD 3000 Public Administration

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

Prerequisite: MAN 2000

4.5 Quarter Hours

RMI 3015 Risk and Insurance

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

Prerequisite: MAN 2000

4.5 Quarter Hours

MAN 3300 Personnel Management

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

Prerequisite: MAN 2000

4.5 Quarter Hours

TRA 4010 Transportation

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

Prerequisite: MAN 2000

4.5 Quarter Hours

MAN 4060 Business Policy and Administration

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

Prerequisite: MAN 2000

4.5 Quarter Hours

MGT 4320 Financial Management

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

Prerequisite: ACC 2021, STA 1014, MAN 2000

4.5 Quarter Hours

MAN 4410 Labor Relations and Collective Bargaining

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

Prerequisite: MAN 2000

4.5 Quarter Hours

MAN 4600 Management of International Business

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

Prerequisite: MAN 2000

4.5 Quarter Hours

MAN 4998 Selected Topics in Management

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

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

Variable credit

MAN 4999 Internship in Management

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

Prerequisite: 3.0 GPA and departmental approval

4.5 Quarter Hours

MARKETING**MAR 1023 Introduction to Marketing**

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

4.5 Quarter Hours

MAR 1101 Salesmanship

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

4.5 Quarter Hours

ADV 2000 Advertising

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

4.5 Quarter Hours

MAR 2151 Retailing

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

4.5 Quarter Hours

MAR 2503 Consumer Behavior

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

4.5 Quarter Hours

MAR 3203 Marketing Channels and Distribution

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

4.5 Quarter Hours

MAR 3321 Public Relations

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

4.5 Quarter Hours

MAR 3343 Marketing Communications

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

Prerequisite: MAR 1023

4.5 Quarter Hours

MAR 3344 Promotional Policies and Strategy

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

Prerequisites: MAR 1023, ADV 2000

4.5 Quarter Hours

MAR 4613 Marketing Research

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

Prerequisite: MAR 1023

4.5 Quarter Hours

MAR 4722 Marketing Management

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

Prerequisite: MAR 1023

4.5 Quarter Hours

MAR 4998 Selected Topics in Marketing

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

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

Variable Credit

MAR 4999 Internship in Marketing

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

Prerequisite: 3.0 GPA and department approval

4.5 Quarter Hours

OFFICE PRACTICE

SES 1300 Records Management

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

4.5 Quarter Hours

SES 1340 Business Office Procedures

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

3 Quarter Hours

SES 1360 Machine Transcription

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

3 Quarter Hours

SES 1363 Professional Machine Transcription

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

- A. Legal Emphasis
- B. Medical Emphasis

2 Quarter Hours

SES 2150 Office Information System

This course explores various office systems including word processing, data processing tele-communication, and the way they are integrated in the business office. Word processing is covered in detail and the students have the opportunity to become familiar with word processing and data processing equipment and its capabilities.

5 Quarter Hours

SES 2341 Professional Secretarial Practices

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

- A. Legal Emphasis
- B. Medical Emphasis

3 Quarter Hours

SES 2999 Office Internship and Work Experience

As part of the preparation for career in the secretarial field, students are permitted to serve internships in secretarial positions in their area of specialization in professional, financial, business, and industrial offices acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. (160 Clock Hours).

4.5 Quarter Hours

REAL ESTATE

REE 1001 Introduction to Real Estate

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

4.5 Quarter Hours

REE 1030 Real Estate Selling

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

4.5 Quarter Hours

REE 2500 Real Estate Management

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

4.5 Quarter Hours

REE 2205 Real Estate Finance

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

4.5 Quarter Hours

REE 2801 Real Estate Brokerage

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

4.5 Quarter Hours

REE 3040 Real Estate Principles and Practices I

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

4.5 Quarter Hours

REE 3041 Real Estate Principles and Practices II

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

6 Quarter Hours

REE 3101 Real Estate Appraising

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

4.5 Quarter Hours

REE 2999 Internship in Real Estate

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

4.5 Quarter Hours

SHORTHAND

SES 1210 Shorthand Theory

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

4.5 Quarter Hours

SES 1211 Theory and Introduction Dictation

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

Prerequisite: SES 1210

3 Quarter Hours

SES 1212 Advanced Dictation and Transcription

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

Prerequisite: SES 1211, SES 1222, or SES 1271

3 Quarter Hours

SES 1248 Professional Dictation and Transcription

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

Prerequisite: SES 1212

3 Quarter Hours

SES 1271 Alphabetic Shorthand Theory

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

4.5 Quarter Hours

TYPEWRITING

SES 1100 Introductory Typing

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

4.5 Quarter Hours

SES 1110 Intermediate Typing

A continuation of SES 1100 with emphasis on speed, accuracy, and rhythm. Emphasis is on the development of skills in typing a variety of office documents and on the production of mailable copy. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 45-55 wpm.

4.5 Quarter Hours

SES 1120 Advanced Typing

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

Prerequisite: SES 1110

4.5 Quarter Hours

SES 1145 Expert Typing

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

3 Quarter Hours

SES 2130 Professional Typing Applications

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

Prerequisite: SES 1120

4.5 Quarter Hours

SES 2140 Production Typing

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

Prerequisite: SES 1120

4.5 Quarter Hours

WORD PROCESSING

SES 2150 Word Processing Fundamentals

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

4.5 Quarter Hours

SES 2151 Word Processing Intermediate Course

Continuation of Word Processing Fundamentals.

Prerequisite: SES 2150

4.5 Quarter Hours

SES 2152 Word Processing Center Management and Control

Training is in management skills related toward processing operations. Use of production and quality controls, development of a performance measurement system, management of personnel, and the use of a feasibility study for the development of a word processing system that fits the needs of a particular office are covered.

Prerequisite: SES 2151

4.5 Quarter Hours

GENERAL EDUCATION**ECONOMICS****ECO 1013 Principles of Economics (Macroeconomics)**

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

4.5 Quarter Hours

ECO 1023 Principles of Economics (Microeconomics)

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

4.5 Quarter Hours

FIN 1100 Personal Finance

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

4.5 Quarter Hours

ECO 2040 Economics for the Consumer

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

4.5 Quarter Hours

ECO 3001 Current Issues in Economics

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

4.5 Quarter Hours

ECO 3003 Comparative Economics Systems

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

4.5 Quarter Hours

FIN 3010 Investments

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

4.5 Quarter Hours

ECO 3223 Money and Banking

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

4.5 Quarter Hours

ESC 3405 Industry and Trade of Latin America

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

4.5 Quarter Hours

ECO 3622 American Economic History

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

4.5 Quarter Hours

ECO 4504 Public Finance

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

4.5 Quarter Hours

ECO 4702 Principles of International Economics

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

Prerequisite: ECO 1023

4.5 Quarter Hours

ENGLISH

REA 0002 Developmental Reading I

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

4.5 Quarter Hours

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

4.5 Quarter Hours

ENI 0102 English Conversation II

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

4.5 Quarter Hours

ENI 0103 English Conversation III

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

4.5 Quarter Hours

ENI 0104 English Conversation IV

Oral presentation and elaboration from TV programs, news and current events using idiomatic phrases and structures presented on the grammar portion of the course.

4.5 Quarter Hours

ENI 0201 English and Comprehension I

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

4.5 Quarter Hours

ENI 0202 English and Comprehension II

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

4.5 Quarter Hours

ENI 0203 English and Comprehension III

Reading assignments will reflect the structures and vocabulary from Level I and II. Written and oral questions, tests, and quizzes, will follow the reading material.

4.5 Quarter Hours

ENI 0204 English and Comprehension IV

Introduction to American history and Literature of the most popular authors and in easy reading selections. Tests and quizzes with the new vocabulary introduced.

4.5 Quarter Hours

ENI 0301 English Structures and Writing I

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

4.5 Quarter Hours

ENI 0204 English and Comprehension IV

Introduction to American history and Literature of the most popular authors and poets in easy reading selections. Tests and quizzes with the new vocabulary introduced.

4.5 Quarter Hours

ENI 0301 English Structures and Writing I

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

4.5 Quarter Hours

ENI 0302 English Structures and Writing II

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

4.5 Quarter Hours

ENI 0303 English Structures and Writing III

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

4.5 Quarter Hours

ENI 0304 English Structures and Writing IV

This section will deal with conditional clauses, reflexive pronouns, idiomatic expressions, the passive voice, direct and indirect speech and subordinate clauses. All presented to the students both orally and in a written manner.

4.5 Quarter Hours

ENC 1321 Written Communications

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

4.5 Quarter Hours

ENG 1540 English Usage

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

4.5 Quarter Hours

SPC 2010 Effective Speaking

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

4.5 Quarter Hours

ENC 2102 English Composition I

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

4.5 Quarter Hours

ENC 2135 English Composition II

A continuation and expansion of ENC 2012. This course includes study and practice in theme, report and research writing.

4.5 Quarter Hours

MMC 3000 Mass Media

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

4.5 Quarter Hours

JOU 3004 Journalism

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

4.5 Quarter Hours

ENG 3230 The Short Story

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

4.5 Quarter Hours

ENG 3301 The Novel

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

4.5 Quarter Hours

ENG 3352 Professional Report Writing

Emphasis on clear expository writing of memoranda, reports and articles in the student's particular field.

4.5 Quarter Hours

SPC 3420 Conference and Discussion Techniques

Designed to acquaint the student with principles, methods and theories of discussion and conference planning, and to assist him in developing leadership and conference skills.

4.5 Quarter Hours

AML 4103 Early American Literature

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

4.5 Quarter Hours

AML 4109 Modern American Literature

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

4.5 Quarter Hours

ENG 4998 Selected Topics in English

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

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

4.5 Quarter Hours

GOVERNMENT

POS 2041 American National Government

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

4.5 Quarter Hours

POS 3112 State and Local Government

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

4.5 Quarter Hours

POT 4064 Contemporary Political Thought

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

4.5 Quarter Hours

HISTORY

EUH 1000 History of Early Western Civilization

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

4.5 Quarter Hours

EUH 1001 History of Modern Western Civilization

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

4.5 Quarter Hours

AMH 2010 History of the United States

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

4.5 Quarter Hours

AMH 2020 History of the United States from 1877 to Present

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

4.5 Quarter Hours

AMH 2570 Black American History

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

4.5 Quarter Hours

AMH 3420 History of Florida

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

4.5 Quarter Hours

LAH 4000 History of Latin America

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

4.5 Quarter Hours

HUMANITIES

SPN 1100 Conversational Spanish I

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

4.5 Quarter Hours

SPN 1101 Conversational Spanish II

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

4.5 Quarter Hours

HUM 1210 Survey of Early Western Culture

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

4.5 Quarter Hours

A Study Of Native Culture Areas And Advanced Civilizations. Metropolitan cultures and the meshing of cultural differences in selected and geographically varied nation-states, and selected urban and agrarian subcultures.

4.5 Quarter Hours

PHI 2010 Philosophy

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

4.5 Quarter Hours

HUM 2420 Afro-American Culture

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

4.5 Quarter Hours

PHI 3600 Ethics

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

4.5 Quarter Hours

PHI 4100 Logic

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

4.5 Quarter Hours

MATHEMATICS

MAT 0002 Developmental Math I

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

4.5 Quarter Hours

MAT 0005 Developmental Math II

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

4.5 Quarter Hours

MAC 1132 Fundamentals of College Math I

This course is designed to prepare the student for MAC 1133, and to bridge the gap between arithmetic and beginning Algebra. Concepts covered include number operation, informal geometry, Algebra, modern mathematics, and its notation and scientific notation.

4.5 Quarter Hours

MAC 1133 Fundamentals of College Math II

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

4.5 Quarter Hours

MAT 2013 College Algebra

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

4.5 Quarter Hours

STA 3014 Statistics

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

Prerequisite: MAC 1132 or MAT 2013

4.5 Quarter Hours

QMB 3700 Mathematics of Finance

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

Prerequisite: MAC 1132, MAT 2031 or STA 3014

4.5 Quarter Hours

PSYCHOLOGY

PSY 2012 General Psychology

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

4.5 Quarter Hours

MAN 2111 Applied Psychology

A study of the applications of the science of psychology to understanding the shaping human behavior within the context of daily life and work

Prerequisite: PSY 2012

4.5 Quarter hours

DEP 3100 Child Psychology

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

Prerequisite: PSY 2012

4.5 Quarter Hours

MAN 3100 Human Relations

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

4.5 Quarter Hours

CLP 3144 Abnormal Psychology

An examination of abnormality in terms of current knowledge concerning mental health. Topics include mental illness and treatment, social disorder, organic and psychotic disorders, child psychosis, and disorder of mood and emotion. Prerequisite: PSY 2012

4.5 Quarter Hours

DEP 3401 Adult Psychology

This course deals with the human life span as a whole and attempts to acquaint the student with the processes of maturation, aging, and death. Prerequisite: PSY 2012

4.5 Quarter hours

SOP 4003 Social Psychology

Many aspects of human interaction are investigated in this course including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2012

4.5 Quarter Hours

SCIENCE

HES 1000 Community Health and Recreation

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

4.5 Quarter Hours

APB 1200 Anatomy and Physiology

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

4.5 Quarter Hours

EVR 2011 Man and Environment

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

4.5 Quarter Hours

SES 2248 Anatomy and Medical Terminology

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

4.5 Quarter Hours

ANT 2402 Cultural Anthropology

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

4.5 Quarter Hours

SOCIOLOGY

SOC 2000 Principles of Sociology

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

4.5 Quarter Hours

MAF 3501 Marriage and Family

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

4.5 Quarter Hours

SOC 3131 Crime and Delinquency

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

Prerequisite: SOC 2000

4.5 Quarter Hours

SOC 4740 Minorities and American Society

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

Prerequisite: SOC 2000

4.5 Quarter Hours

NURSE ASSISTANT

NUA 0011 Nurse Assistant Skills A

This course introduces the principles and techniques the nurse assistant will use for the care of the patient. The student gains mastery of the personal care skills, and familiarity with concepts of range of motion, body alignment, metabolism and body mechanics.

9.0 Quarter Hours

165 Clock Hours

NUA 0012 Nurse Assistant Skills B

This class presents principles and techniques the nurse assistant will use in caring for the patient needing routine care as well as specialized care and testing. Mastery of the skills for measuring and recording vital signs, intake and output, height and weight, proper use of the enema, collection of specimens, use of restraints, and testing of specimens is emphasized. Additionally, special attention will be devoted to maternal and child health, labor and delivery, and care of the newborn and pediatric patient. Study of relevant body structures and functions is included.

9.0 Quarter Hours

165 Clock Hours

NUA 0013 Nurse Assistant Skills C

This course has two major emphasis. The first area covered is emergency care and includes instruction in first aid, CPR, perineal care, oxygen therapy and pre and post operative care. Study of relevant body structures and functions is included. The second emphasis in this course is the process of aging, death, and dying, cancer, and changes of body image. Attention will be given to the skills of post-mortem care, ostomy care, diabetes, and the patients in pain.

9.0 Quarter Hours

165 Clock hours

NUA 0016 Nurse Assistant Practical Experience

During this course, the student participates in an externship program allowing him to practice and refine the skills he has learned. The externship is scheduled to allow at least 120 hours in a nursing home or other health care facility where the student will be observed and evaluated on his level of skill mastery. This course is operated on an accelerated term basis over a 6-week period.

9.0 Quarter Hours

165 Clock Hours

BOARD OF DIRECTORS

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Jude Ferriera	MS Florida International University BS Florida International University
Lori Friedlander	MS California University of Pennsylvania BS California University of Pennsylvania
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Bruce Humbert	MBA University of Pittsburgh BA University of Pittsburgh
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Neal Simmons, CPA	BS Florida Atlantic University
Lenore Spatola	MBA University of South Florida BA University of South Florida AA St. Petersburg Jr. College

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Luther Taylor	MA Michigan State University BA Dartmouth College
Shafi Ullah	MBA Central State University MCOM Dacca University BCOM Dacca University
Jack Vanderpol	BA George Washington University

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Amy J. Winthrop	Deputy Registrar

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J. Violeta Manco	BS Fort Lauderdale College
Nathaniel Perkins	MA Pepperdine University BA Saint Augustine College
Grace Piccirilli	BS Pace University
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Rosa Chacon	Admissions Representative
Glen Dorman	Director
Liliana Mendez	Financial Aid Director Student Accounts Manager
Luz Toro	Admissions Representative

The Faculty - Hialeah Campus

Roger Aliaga	BS Alabama A & M
Glen Dorman	BS University of North Carolina
Margarita Hernandez	BS Enrique Jose Varona
Pedro Pared	MS University of Havana
Luther Taylor	MA Michigan State University BA Dartmouth University
Mario Remis	BA Biscayne College
Susan Llaneras	AS Miami Dade Community College

1985 CALENDAR

1985 WINTER QUARTER

Dec	1-14	Pre-registration
Jan	3-4	Registration (all students)
Jan	7	Classes begin
Jan	11	End drop-add period
Feb	4-7	Registration for Mini-quarter
Feb	11	Classes begin for Mini-quarter
Mar	21	Last day of Winter quarter

1985 SPRING QUARTER

Mar	7-21	Pre-registration
Apr	1-2	Registration (all students)
Apr	3	Classes begin
Apr	8	No classes, Easter Monday
Apr	11	End drop-add period
May	6-9	Registration for Mini-quarter
May	13	Classes begin for Mini-quarter
May	27	No classes, Memorial Day
Jun	20	Last day of Spring quarter
Jun	30	Graduation

1985 SUMMER QUARTER

Jun	6-20	Pre-registration
Jun	24-25	Registration (all students)
Jun	26	Classes begin
Jul	3	End drop-add period
Jul	4	No classes, Independence Day
Jul	31-Aug 2	Registration for Mini-quarter
Aug	5	Classes begin for Mini-quarter
Sep	2	No classes, Labor Day
Sep	12	Last day of Summer quarter

1985 FALL QUARTER

Sep	1-12	Pre-registration
Sep	22-23	New students Orientation and Registration
Sep	24	Registration
Sep	25	Classes begin
Oct	3	End drop-add period
Oct	30-Nov 1	Registration for Mini-quarter
Nov	4	Classes begin for Mini-quarter
Nov	28-Dec 1	No classes, Thanksgiving
Dec	2	Classes Resume
Dec	13	Last day of Fall quarter

1986 CALENDAR

1986 WINTER QUARTER

Dec	1-12	Pre-registration
Jan	3	Orientation and Registration
Jan	6	Classes begin
Jan	13	End drop-add period
Jan	20	No classes, Martin Luther King
Feb	13-14	Registration for Mini-quarter
Feb	17	Classes begin for Mini-quarter
Mar	27	End of Winter quarter

1986 SPRING QUARTER

Mar	17-27	Pre-registration
Mar	31	Orientation and Registration
Apr	1	Classes begin
Apr	10	End drop-add period
May	8-9	Registration for Mini-quarter
May	12	Classes begin for Mini-quarter
May	26	No classes, Memorial Day
Jun	19	End of Spring quarter
Jun	28	Graduation

1986 SUMMER QUARTER

Jun	16-26	Pre-registration
Jun	26	Orientation and Registration
Jun	30	Classes begin
Jul	10	End drop-add period
Aug	7-8	Registration for Mini-quarter
Aug	11	Classes begin for Mini-quarter
Sep	1	No classes, Labor Day
Sep	18	End of Summer quarter

1986 FALL QUARTER

Sep	15-25	Pre-registration
Sep	28-29	Orientation and Registration
Sep	30	Classes begin
Oct	8	End drop-add period
Nov	6-7	Registration for Mini-quarter
Nov	10	No classes, Veteran's Day
Nov	11	Classes begin for Mini-quarter
Nov	27-30	No classes, Thanksgiving
Dec	1	Classes Resume
Dec	18	End of Fall quarter

1987 CALENDAR

1987 WINTER QUARTER

Dec	8-18	Pre-registration
Jan	2	Orientation and Registration
Jan	5	Classes begin
Jan	13	End drop-add period
Jan	19	No classes, Martin Luther King
Feb	12-13	Registration for Mini-quarter
Feb	16	Classes begin for Mini-quarter
Mar	26	End of Winter quarter

1987 SPRING QUARTER

Mar	16-26	Pre-registration
Mar	30	Orientation and Registration
Mar	31	Classes begin
Apr	8	End drop-add period
Apr	20	No classes, Easter Holiday
May	7-8	Registration for Mini-quarter
May	11	Classes begin for Mini-quarter
May	25	No classes, Memorial Day
Jun	18	End of Spring quarter
Jun	27	Graduation

1987 SUMMER QUARTER

Jun	17-25	Pre-registration
Jun	25	Orientation and Registration
Jun	29	Classes begin
Jul	16	End drop-add period
Aug	6-7	Registration for Mini-quarter
Aug	10	Classes begin for Mini-quarter
Sep	7	No classes, Labor Day
Sep	17	End of Summer quarter

1987 FALL QUARTER

Sep	14-24	Pre-registration
Sep	27-28	Orientation and Registration
Sep	29	Classes begin
Oct	8	End drop-add period
Nov	5-6	Registration for Mini-quarter
Nov	9	No classes, Veteran's Day
Nov	10	Classes begin for Mini-quarter
Nov	26-29	No classes, Thanksgiving
Nov	30	Classes Resume
Dec	17	End of Fall quarter



APPLICATION FOR ADMISSION

FORT LAUDERDALE COLLEGE

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



(A Recent Photograph and \$25 Application Processing Fee Must Accompany Application)

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

PERSONAL INFORMATION (Please Print)

Last or Married Name		First Name		Middle Name		Maiden Name		Residence Phone () --				
Mailing Address: Street			City		State		County		Zip Code		Business Phone () --	
Social Security Number		Birth Place			Birth Date (Mo. Day Year)			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE				
Are You A Florida Resident? YES <input type="checkbox"/> NO <input type="checkbox"/>												
RACE: <input type="checkbox"/> Black Non-Hispanic		<input type="checkbox"/> American Indian or		<input type="checkbox"/> Asian or Pacific Islander		<input type="checkbox"/> Hispanic		CODE: _____				
(Civil Rights Ethnic Origin)		<input type="checkbox"/> Alaskan Native		<input type="checkbox"/> Non-Resident Alien		<input type="checkbox"/> White Non-Hispanic						
Applicant's Employer						If married, wife or husband's name						
Full Name of Parent, Legal Guardian, or Next of Kin other than spouse (For Emergency Contact)						Relationship		Telephone Number				
Legal Address of Above Person: Street				City		State		County		Zip Code		

PREVIOUS EDUCATION

Name of Last High School Attended		City		State		County		Zip Code		Year of Graduation	
Equivalency Diploma or G. E. D. <input type="checkbox"/>		Date of Issue _____		Where Issued _____							
List all Post Secondary Schools or Colleges Attended. (You Must Request Official Transcripts From Each) _____ or <input type="checkbox"/> No Prior Post Secondary School or College											
Name		City & State			From (Mo. & Yr.)		To (Mo. & Yr.)				

ENROLLMENT DATA

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

FOR OFFICE USE ONLY

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

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

White - Student File
Green - Accounting
Yellow - Dean
Pink - Admissions
Goldenrod - Applicant

