

COLLEGE CATALOG

1988 - 1989

FORT LAUDERDALE COLLEGE

“A COLLEGE OF BUSINESS”

FORT LAUDERDALE, FLORIDA

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FORT LAUDERDALE COLLEGE

100 EAST BROWARD BOULEVARD
FORT LAUDERDALE, FLORIDA 33301
(305) 462-2300

*Veterans
Non-immigrant students
(on Visa)*

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, is approved by the State Board of Independent Colleges of Florida, and is approved for the training of eligible veterans and non-immigrant students.

*private, degree granting schools
not state supported*

Fort Lauderdale College is a member of the Southeastern Association of Private Schools and Colleges and of the Florida Association of Accredited Private Schools.

Fort Lauderdale College is a proprietary non-sectarian co-educational institution of higher learning owned by George Shinn and Associates, Inc.

The College maintains three (3) branch campuses which operate under separate catalogs:

2 yrs. only

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

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

TALLAHASSEE BRANCH
1303 THOMASVILLE ROAD
TALLAHASSEE, FLORIDA 32303
(904) 224-8083

TABLE OF CONTENTS

GENERAL INFORMATION

Philosophy	3
History	3
Accreditation And Approvals	4
Cultural Activities	4
Library	4
Housing	5
Placement Services	5
Who's Who Among Students In American Universities And Colleges	6
Sports	6
Student Life	6
Fort Lauderdale College And Fort Lauderdale	7

ADMISSIONS

General Admissions Requirements	7
Early Admission	8
Admission For International Students	8
Application Procedure	9
Transfer Students	9
Non-Traditional Credit Opportunities Credit By Examination	9
College Level Examination Program (CLEP)	10
Credit For Non-collegiate Training	10
A Partial Listing of Colleges And Universities From Which Students Have Transferred To Fort Lauderdale College	10
Auditing Courses	11

FINANCIAL ASSISTANCE

Suggestions For Financial Assistance Applications	13
Eligibility For Financial Aid	13
PELL Grant	14
Supplemental Education Opportunity Grants (SEOG)	14
Perkins Loan (National Direct Student Loans/NDSL)	14
Guaranteed Student Loans (GSL)	15
College Work Study Program (CWSP)	15
PLUS/Supplemental Loans	15
Veterans Assistance Programs	16
War Orphan Educational Assistance	16
Vocational Rehabilitation For Veterans	16
Florida Student Assistance Grant	16

TUITION AND FEES

Fees	17
Student Accounts	18
Refund Policy	18
Refund Schedule	18
Summer Sessions	19
Withdrawal Policy For Individual Courses	19
Changes Made During The Drop/Add Period	19
College Fees	19
Tuition, Refunds, And Fees For Program-Cost Courses	19

ACADEMIC INFORMATION

Grading System And Progress Report	21
Repeating Courses	22

2 — Table of Contents

Calculation of Grade Point Average	22
Student Records	22
Graduation	22
Dean's List	23
President's List	23
Graduation With Honors	23
Attendance Requirements	23
Academic Deficiencies	24
Standards of Progress	24
Academic Suspension And Dismissal	24
Regulations Governing Conduct	25
Familiarity With College Regulations	25
Reservations Concerning Programs And Charges	25
Internship Program	26
Cooperative Education Program	26
Cooperative Education Plans	26
Cooperative Education Credit	26
Cooperative Education Courses	26
Multiple Degree Programs	28
ACADEMIC PROGRAMS	
Listing of Programs	30
Bachelor of Science Degree	31
Bachelor of Science Degree in Accounting	32
Professional Accounting Major	33
Bachelor of Science Degree in Computer Information Systems	34
Bachelor of Science Degree in Finance and Banking	35
Bachelor of Science Degree in Hotel and Restaurant Administration	36
Bachelor of Science Degree in Management	37
Bachelor of Science Degree in Marketing	38
Associate in Science Degree	39
Associate in Science Degree in Accounting	40
Associate in Science Degree in Hotel and Restaurant Administration	41
Associate in Science Degree in Management	42
Associate in Science Degree in Computer Information Systems	43
Associate in Science Degree in Marketing	44
Bachelor of Business Administration Degree	45
Bachelor of Business Administration	46
Associate in Business Degree	47
Associate of Business Degree	48
PARALEGAL INSTITUTE	
Associate in Science Degree Paralegal	50
Diploma Program Paralegal	51
Administrative Assistant	52
Microcomputer Operator	53
Word Processing	54
COURSE DESCRIPTIONS	55
BOARD OF DIRECTORS	89
ADMINISTRATION	89
FACULTY	90
CALENDAR	92

GENERAL INFORMATION

PHILOSOPHY

Fort Lauderdale College is dedicated to the ideal that every student should have the opportunity and encouragement to develop to his full potential. The College realizes that each student has unique aptitudes and ambitions, and through individual attention from a student-oriented faculty and staff, the College seeks to provide for the needs of each individual.

As one fundamental objective, the college offers courses of study designed to prepare its graduates for productive lives as managers, businessmen, and entrepreneurs.

Another fundamental objective for the College is to offer general education courses planned to help its graduates become socially aware members of their respective communities to the end that each can communicate effectively and successfully handle the many human relations problems encountered in complex society.

The College seeks to offer an opportunity for students from various geographic areas to interact with each other while completing a collegiate program of study.

Thus, the College seeks to provide for men and women the educational opportunities which will permit them to undertake up to four years of college-level study in a favorable learning environment. Such an environment will enable qualified students to prepare themselves for a career with confidence in their abilities.

HISTORY

The historical roots of 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 institution became a member of the Rutledge Education System and was reorganized as a for-profit school at that time.

4 — *General Information*

ACCREDITATION AND APPROVALS

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 is 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 by the State Approving Agency for Veteran's Training. Membership is held in the Florida Association of Colleges and Universities and the Southeastern Association of Private Schools and Colleges.

The College is approved by the United States Department of Justice, Immigration and Naturalization Service for non-immigrant students.

CULTURAL ACTIVITIES

Fort Lauderdale, known as the Venice of America, is made up of a network of ongoing intercoastal waterways. It is located in Broward County, one of the fastest growing counties in the United States. The Museum of Art was opened in early 1986 and contains a growing collection of modern painting and sculpture. The County Library System has received national recognition for its outstanding service to the residents of Broward County. The Parker Playhouse hosts a number of dramatic presentations each year, including off-Broadway shows. Popular artists appear regularly at the Sunrise Musical Theater. There are endless opportunities for dining and shopping as well as movie theaters which run both current films and foreign films. There is a wide variety of churches and synagogues which represent nearly every religious preference.

LIBRARY

The Main Library of the Broward County Library System, located adjacent to the College, serves as the official library for Fort Lauderdale College students. The handsome eight-story building houses a rich ar-

ray of resources and services which support and enhance the academic programs of the college. Fort Lauderdale College students and faculty recommend acquisitions to the audio-visual and print collections. There is a special reserve section in the library for faculty to set aside books and other materials needed by students for specific courses. Library tours are available during Orientation week and reference librarians are on duty to assist students during scheduled operating hours.

The Library has open stack arrangements and ample study areas and meeting rooms. In addition, the library has been designated as a depository library and houses an extensive collection of federal, state and local government documents.

A small theater is located in the library in which lectures, films, concerts, plays, and workshops are held.

HOUSING

Fort Lauderdale College has a Housing Coordinator to assist students with housing while enrolled at the College. The College has off-campus apartment complexes available for all students. Freshmen are encouraged to make use of these apartments, which are within walking distance of the College. For details and assistance, students can write or call our Housing Coordinator.

3 blgs

PLACEMENT SERVICES

One of the outstanding features of the College is the Placement Service, which is available at no additional cost to students and graduates. While job placement is not guaranteed, every possible avenue is pursued to assist the student in obtaining desirable employment.

Students in school receive guidelines in job hunting. The College has a history of success in assisting students in finding part-time employment. Listings of current job openings are posted on a daily basis for students' information.

Graduates are required to register with the Placement Office one semester prior to graduation. The Placement Director conducts one-on-one counseling with prospective graduates to best fit the graduates' skills with the employers' needs.

6 — General Information

The Placement Department offers life-time placement assistance to graduates. Graduates make annual contact with the Placement Office, enabling the College to keep accurate placement statistics and updated placement files.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

H.O. - president's list

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

SPORTS

Although the College does not participate in intercollegiate athletics, there is a wide variety of sports activities available in the South Florida area. Deep-sea game fishing is a top attraction in Fort Lauderdale and is done aboard fleets of charter boats and drift fishing boats. Inland fresh-water streams and conservation areas are excellent fresh-water fishing spots. Broward County has become a golfing and tennis center of the nation, featuring more than 35 golf courses and thousands of tennis courts. Other sports readily available are horseback 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 South Florida area supports two professional sports franchises, the Miami Dolphins of the NFL and the Miami Heat of the NBA. The Orange Bowl hosts an excellent selection of NCAA football teams annually, including all of the Miami Hurricane home football games.

Member of Broward Assn of Careers Schools interschool sports

STUDENT LIFE

Classroom learning comprises only part of the student's education which also includes the development of an understanding of people. College activities include, but are not limited to, numerous intramural sports, clubs, an interaction society, student government association, and community involvement. 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 Student Government Association affords students interaction between faculty and administration. S.G.A. is the intermediary body between the students and those that execute policy. Once a month the S.G.A. coordinates an activity for the entire student population.

Local families open their homes to our students in the "adoptive student program." Students apply and are placed with a local family to help adapt to South Florida.

New students are given advice on study habits, stress, personal problems, and career goals. The faculty and a full time counselor are available for counseling and guidance.

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.

The College, which is located in the center of Fort Lauderdale's newly designed cultural and financial district, affords the student access to a modern business environment in which he or she can observe the concepts being studied in the classroom.

Fort Lauderdale is blessed with one of the longest and broadest stretches of publicly-owned beach 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. Applicants without prior college credits are required to

* official transcripts
with seal.

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 qualifications, it may be necessary to schedule the student to take developmental courses which will prepare him or her 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 INTERNATIONAL STUDENTS

When international students apply for admission, official transcripts of completed secondary and applicable college credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all international students and a TOEFL score of 450 or its equivalent is required for entry into degree programs. (TOEFL scores are not required for applicants whose native country has English as a primary language.) Students not meeting this requirement must satisfactorily complete an Intensive English program of study at the College, which will, upon completion, allow students to pursue a Collegiate degree.

International Students must also meet the following requirements:

- *Pursue a course of study as a full-time student;
- *Do not transfer schools or work off-campus without approval from the Immigration and Naturalization Service.

The College is required to report to the Immigration Office non-immigrant alien students who:

- *Do not register for classes;
- *Do not maintain full-time status;
- *Do not maintain proper attendance;
- *Withdraw from the College before completion of the term;
- *Terminate their attendance at the College upon completion of the term.

A Form I-20 (Immigration Certificate of Acceptance) will be sent the applicant upon acceptance and payment of application and registration for one semester. With these exceptions, the conditions for admission for international students are identical to those of American students.

APPLICATION PROCEDURE

Qualified applicants must submit a completed application for admission to the College with an application fee of \$25, which is non-refundable. A high school transcript and any previous college transcripts of work completed through date of application are also required. The high school guidance department or college registrar 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.

TRANSFER STUDENTS

Students in an undergraduate program in another college or university may apply for transfer to the College. The Registrar will evaluate and approve credit hours completed with a C (2.0) or better that are compatible with the College program not exceeding more than seventy-five percent of the total semester hours required for the program. The College seeks to develop a program of study that allows transfer students to complete their 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

10 — Admissions

course for which credit has not been earned or accepted on transfer up to a maximum of 15 semester hours. An application must be completed and is issued from the Academic Dean's Office.

Applicable fees must be paid before testing. Policies regarding the exemption test programs are available in the Dean's Office. Under no circumstances may an exemption test be taken during a student's last semester prior to completing graduation requirements.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) \$150.⁰⁰

The College accepts credits earned through the College Level Examination Program (CLEP) for up to 25 percent 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 Academic Dean.

Additional information may be obtained from the Registrar's office.

CREDIT FOR NON-COLLEGIATE TRAINING

Credit may be granted for documented military, industrial, or professional training which parallels the offerings of the College. The amount or credit granted will be at the discretion of the Academic Dean within the limitations of other transfer of credit policies contained in this catalog.

A PARTIAL LISTING OF COLLEGES AND UNIVERSITIES FROM WHICH STUDENTS HAVE TRANSFERRED TO FORT LAUDERDALE COLLEGE

Alabama, University of	Louisville, University of
American University, The	Loyola University
Amherst College	Manhattanville College of the
Arizona State College	Sacred Heart
Arizona, University of	Maryland State College
Armstrong College	Maryland, University of
Auburn University	McGill University
Barry College	Mercer University
Boston University	Miami Dade Community College
Brown University	Miami University
Bucknell University	Miami University
California, University of	Miami, University of

Citadel, The	Michigan State University
Columbia University	Middlebury College
Connecticut, University of	Millsaps College
Cooper Union	New Hampshire, University of
Cornell University	New York University
Dartmouth College	North Carolina, University of
De Paul University	Northwestern University
Detroit, University of	Nova University
Duke University	Ohio State University, The
Emory University	Ohio Wesleyan University
Fairleigh Dickson University	Pennsylvania, University of
Florida Atlantic University	Pittsburgh, University of
Florida International University	Prospect Hall College
Florida Southern College	Rollins College
Florida State University	Russell Sage College
Florida, University of	Rutledge College
Georgia State College	South Carolina, University of
Georgia Institute of Technology	Smith College
Georgia, University of	Stetson University
Gettysburg College	Syracuse University
Goucher College	Tampa, University of
Hunter College	Temple University
Husson College	Tennessee, University of
Illinois, University of	Tufts University
Indiana University	Tulsa, University of
Iowa State College	Vanderbilt University
Iowa, University of	Vassar College
John Carroll University	Virginia Polytechnic Institute
John Hopkins University	Vienna, University of
Kansas State Teachers College	Wake Forest University
Kansas, University of	Washington University
Kent State University	Wayne State University
Kentucky, University of	Wellesley State University
Lawrence College	Western Ontario, University of
Long Island University	Wheaton College
	Wisconsin, University of
	Wyoming, University of

AUDITING COURSES

A student wishing to attend a class to learn the content but who does

12 — Admissions

not intend to earn credit may wish to “audit” the class. Auditing of courses will be approved in advance on a space-available basis. The approval of the instructor and Academic Dean is required, in addition to payment of normal course fees. Procedures for auditing courses are available in the Registrar’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 who need financial assistance in order to complete their 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 Aid Officer will assist in completing these forms and submitting them to the appropriate agency.

SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICATIONS

1. Applicants seeking financial assistance should contact the College Financial Aid Office for complete information on all financial assistance programs.
2. A confidential financial statement of student's, spouse's, and in many cases the parent's income is required for most types of student financial assistance.
3. Each student's application for financial assistance is evaluated by the College Financial Aid Officer and an appropriate plan is developed. This plan usually includes a combination of several types of assistance.
4. Financial assistance awards and commitments are made to the student following completion of all application procedures and acceptance of the student for admission to the College.
5. Students must maintain good standing and make academic and financial aid satisfactory progress toward completion of the program in which they are 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 and is disseminated to each applicant. Continued eligibility for financial aid is contingent on financial aid

satisfactory progress, academic satisfactory progress, and continued demonstration of need.

FINANCIAL ASSISTANCE PROGRAMS

PELL GRANT

Note: All federal and state financial assistance programs are subject to change, modification, or elimination by Congress or appropriate state legislative body. These programs are subject to rules, regulations, and procedures established by state and federal administrative agencies.

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. Applications for Pell Grants are available in the Financial Aid Office. A Financial Aid 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 \$4000 for each student's undergraduate years. The amount awarded will be based on need, the amount of other aid received, and the availability of funds.

PERKINS LOAN (NATIONAL DIRECT STUDENT LOANS/NDSL)

Students needing financial assistance may borrow up to \$4500 until they complete two academic years of a program leading to a Bachelor's degree. They may then borrow an additional \$9000 during their last two academic years leading to a Bachelor's degree for a maximum of \$13,500 as undergraduate students. Repayment begins six months

after the student completes the program or ceases to carry at least a half-time course of study and may be extended over a 10-year period. Repayment may be deferred for various reasons including periods of service in the Armed Forces or with a specified volunteer agency, if the student returns to school half-time, is undergoing rehabilitation training, or 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) / *Stafford Loans*

A student needing financial assistance may borrow up to \$2625 per academic year for the first two years and \$4000 after completing two years of study and achieving junior level standing. Repayment of the loan begins six months after the student ceases to carry at least a half-time course of study but may be deferred for varying reasons including periods of service in the Armed Forces or with a specified volunteer agency, 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 in various business and agencies in the community in conjunction with their class schedules.

PLUS/SUPPLEMENTAL LOANS

Through this program, the parents of dependent undergraduates may borrow up to \$4,000 per year to meet educational expenses. Repayment of this loan, which bears interest of 12-14%, begins (60) days after the loan is made. In addition, independent students may borrow up to \$4,000 at the same interest rate. For independent students, payment of interest begins while the student is in school and principal payments can be deferred until the student leaves the College. For additional information, students should contact the Financial Aid Officer.

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 1½ months of training for each month of active duty. The Financial Aid Officer will assist in preparing and submitting applications. Determination of eligibility rests with the Veteran's Administration, not the College.

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 Financial Aid Officer 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.

FLORIDA STUDENT ASSISTANCE GRANT

The F.S.A.G. is awarded to students who have resided in the state of Florida for a minimum of two years and who meet eligibility requirements. The maximum award for an academic year is \$1200.

TUITION AND FEES (1988-1989)

TUITION: For all programs not charged on a program-cost basis, the current tuition rate is \$150 per semester hour of credit. Full-time students (12-18 semester hours) are charged a flat rate of \$2200.

Tuition for one credit	\$150
Tuition for two credits	\$300
Tuition for three credits	\$450
Tuition for four credits	\$600
Tuition for five credits	\$750
Tuition for six credits	\$900
Tuition for seven credits	\$1,050
Tuition for eight credits	\$1,200
Tuition for nine credits	\$1,350
Tuition for ten credits	\$1,500
Tuition for eleven credits	\$1,650
Tuition for twelve to eighteen credits	\$2,200
Tuition for credits in excess of 18, per credit	\$150

Tuition for three programs is on a program-cost charge basis. Those programs are Administrative Assistant, Micro-computer Operator, and Word Processing. Charges and refund procedures for those programs are described elsewhere in this section of the Catalog.

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 applications.

A registration fee of \$75 shall be paid within 30 days of acceptance of the application for admission. A student may generally not schedule classes unless the registration fee is paid. If the student enrolls the following semester, the registration fee will be applied toward tuition; otherwise, it will not be credited. The registration fee may be deferred in cases of financial hardship by request to the Business Manager's Office.

A graduation fee of \$50 shall be paid by prospective graduates prior to the beginning of their final term of enrollment.

The College charges no fee for scheduled examinations. If a student is

18 — Tuition and Fees

excused from taking a final examination when scheduled, that student must contact the Dean's office for a 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 term.

A fee of \$150 will be paid for each examination taken to establish credit by examination. The fee must be paid prior to scheduling such examinations.

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 Microcomputers. This fee is not refundable after the final class change date.

A student activity fee of \$20 per semester and \$10 per summer session will be charged to each student who registers for 6 or more credits during any term.

STUDENT ACCOUNTS

All student accounts are due and payable to the Cashier at the time such charges are incurred. The College reserves the right to prohibit registration, graduation, granting credit, taking final examination, or releasing grades or transcripts for any student whose account is delinquent. Students may be excluded from class if their accounts are delinquent. Placement services may be withheld.

REFUND POLICY

Total Withdrawal from the College: Students who register but do not attend classes, or who withdraw after attending classes for any reason, will receive a refund according to the refund schedule. The effective date of withdrawal will be the date on which the student last attended classes. Any refund due will be determined by this date. Refunds will be processed within 30 days of determination that the student has withdrawn.

REFUND SCHEDULE: (Refund for Total Withdrawal Only)

REGULAR SEMESTERS	REFUND
Registered but never attended classes	100%
Through week two	75%

6/10/14
P. W. W.

Through week three	50%
Through week four	25%
After week four	0%

SUMMER SESSIONS

Registered but never attended classes	100%
Through week two	25%
After week two	0%

WITHDRAWAL POLICY FOR INDIVIDUAL COURSES

Students who drop individual courses after the Drop/Add period but are still enrolled in the College are NOT ENTITLED to any refund.

CHANGES MADE DURING THE DROP/ADD PERIOD

Students dropping courses during the Drop/Add period will receive total refund for the course and special course fee, if applicable, as long as the student remains enrolled in the College.

COLLEGE FEES

College fees are not refundable unless specifically mentioned above.

TUITION, REFUNDS, AND FEES FOR PROGRAM-COST COURSES

Tuition for the following Diploma programs is charged on a program-cost basis:

- Administrative Assistant
- Micro-computer Operator
- Word Processing

Tuition for these programs is \$3995. Application, Registration, and Activity fees are not included in this charge. All other College fees are included.

The Refund Policy for these programs is based on a program-cost refund policy as stated below.

During the first week of classes, the institution shall refund 90 percent of tuition; thereafter,

20 — Tuition and Fees

During the next three weeks of classes, (the second, third and fourth week) the institution shall refund 80 percent of tuition; thereafter,

After the first four weeks but during the first 25 percent of the period of financial obligation, the institution shall refund 55 percent of tuition, thereafter,

After the first 25 percent but during the second 25 percent of the period of financial obligation, the institution shall refund 30 percent of tuition.

Students in the program-charge programs should adhere to the above-stated refund policy and disregard the Drop/Add periods listed in the College Catalog Calendar.

Period of Obligation

ACADEMIC INFORMATION

The College operates on the semester system and, for its measure of academic course work, uses academic credits (often referred to as semester credits, semester hours, credit hours, hours, or credits.) A semester operates from 15 to 17 weeks and summer sessions operate on an eight-week calendar.

An academic credit is given for one 50-minute period a week throughout an academic semester. Two or three laboratory hours each week throughout a semester are considered the equivalent of one lecture hour in calculating credits earned in a laboratory course.

No grades or credits are earned for audited courses.

Attendance at the final examination is required to receive a final grade. No instructor may advance the date of a final examination for a student or for a class without approval from the Academic Dean.

GRADING SYSTEM AND PROGRESS REPORT

The following grading system is used:

GRADE EVALUATION	GRADE POINTS PER SEMESTER HOUR
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
P Pass	not calculated

("P" indicates Credit given that is awarded in certain programs where work can only properly be evaluated as either pass or fail.)

W Withdrawal	0
F Failure	0
I Incomplete	not calculated

(An "I" automatically changes to F if course requirements are not completed satisfactorily within 10 days after the official ending date of the term. The Academic Dean may allow an extension.)

N No Grade	not calculated
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(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 semester by the number of semester hours attempted. If, for example, a student earned an A in one 3 semester hour class, the student would multiply 3 semester hours times 4 (the grade point total for an A). The grade points for that class would be 12. If the student earned a C for a second 3 semester hour class, the student would multiply 3 semester hours times the grade points for a C (2) for a total of 6 grade points. Adding the total number of grade points, 12 and 6 the student would have 18 grade points. The student attempted 6 credits. The grade points of 18, divided by 6 semester hours attempted, would result in a grade point average of 3.0.

STUDENT RECORDS

The College assures the confidentiality of students' educational records as required by law. Should information be desired by the student which is not contained in semester 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 coursework 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. 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 semester. 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 semester hours.

PRESIDENT'S LIST

In recognition of the highest scholastic performance, a President's List is published at the end of each semester. To be eligible for this honor, a student must have earned a grade point average of at least 4.00 with no incomplete grades, and must have been registered for 12 or more semester 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 normally scheduled between 8 a.m. and 10 p.m. 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 semester basis except for holidays and vacations as shown in the College Calendar. Summer

class offerings are available for students who choose to accelerate their program. Students are urged to attend and take advantage of smaller classes and more individual attention.

ACADEMIC DEFICIENCIES

At the conclusion of each grading period, each student's grades will be audited by the Registrar or the Academic 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 Academic 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 following grade period.

Failure to achieve a C (2.0) cumulative grade point average by the end of 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 Academic Suspension may not return for further study for at least one grading period, during which time they may submit a written request to the Academic Dean's Office. Only upon written confirmation or a re-entry form signed by the Academic Dean may students resume training. 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 Academic Dean. Actions of Academic Suspension or Dismissal may also be taken if, in the judgment of the

Academic Dean, the student's continuation in a program of study is resulting in no advantage to the student or the College. Students approved for return following any period of academic suspension or dismissal are not eligible for financial assistance until their cumulative grade point average has reached satisfactory standards (2.0).

REGULATIONS GOVERNING CONDUCT

All students are held responsible for conforming to federal, state, and local 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 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 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 for misconduct 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 CONCERNING 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 Academic Dean, 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 the curriculum. The student, along with the Department Chairman and the Academic Dean, 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 semester hour academic credit will be given upon successful completion of the internship. The College has cooperative internships with Walt Disney World and other leading businesses.

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 their 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 Academic Dean, 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 Academic 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 semester and register for one Cooperative Education course the following semester. In other words, these students alternate semesters 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 develop specific on-the-job objectives with the Director of Cooperative Education; schedule at least one interview with the Director of Cooperative Education during each semester; attend an assigned weekly scheduled class with a faculty member; and return the completed Cooperative Education Workbook not later than final exam week at the end of each semester.

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 of all degree programs offered by the College.

COOPERATIVE EDUCATION COURSES

SEMESTER HOURS

COE 2011 COOPERATIVE EDUCATION SEMINAR 1

The first Co-Op course acquaints the student with the Co-Op program and prepares them for 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 students will also be prepared for the various interviewing techniques used by employers.

PARALLEL PLAN COURSES

COE 2041 PARALLEL WORK I	3
COE 2042 PARALLEL WORK II	3
COE 3041 PARALLEL WORK III	3
COE 3042 PARALLEL WORK IV	3
COE 4041 PARALLEL WORK V	3
COE 4042 PARALLEL WORK VI	3

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 or her, these courses are taken, one per semester, 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 semester of full-time on-campus study with a semester 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 suc-

Successful completion of the requirements of two majors, a student will be awarded only ONE degree unless a minimum of 30 appropriate semester 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 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. For two Bachelor's degrees: A minimum of 30 appropriate semester hours in addition to the requirements of the first degree.
3. For two Associate degrees: A minimum of 15 appropriate semester hours in addition to the requirements of the first degree.

Care must be taken in scheduling for a second degree or major. Veteran's educational benefits, under certain circumstances, may not be available for subjects other than unit subjects specifically required for the second degree or major. Each semester's scheduling must be done in consultation with the Academic Dean.

FORT LAUDERDALE COLLEGE ACADEMIC PROGRAM

BACHELOR OF SCIENCE DEGREE

Accounting Major
Professional Accounting Major
Computer Information Systems Major
Finance and Banking Major
Hotel and Restaurant Administration Major
International Business Major
Management Major
Marketing Major

ASSOCIATE IN SCIENCE DEGREE

Accounting Major
Computer Information Systems Major
Hotel and Restaurant Administration Major
Management Major
Computer Information Systems Major
Marketing Major

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

ASSOCIATE IN BUSINESS DEGREE

PARALEGAL INSTITUTE

Associate in Science Paralegal Studies
One Year Diploma in Paralegal Studies

CAREER DIPLOMA PROGRAMS

Administrative Assistant
 Legal Emphasis
 Medical Emphasis
Microcomputer Operator
Word Processing

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 120 semester 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 42 semester hours in the 3000 and 4000 series or higher. The final 30 semester hours must be completed at the College.
2. Meet the specified graduation requirements, including the following Area Credit Hour requirements.

HOURS		SEMESTER
AREA I	Business Administration Component	37.5 (minimum)
AREA II	Major Component	21 (minimum)
AREA III	General Education Component	37.5 (minimum)
AREA IV	Approved Elective Component	24 (minimum)
TOTAL SEMESTER HOURS REQUIRED		120 (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; and settle all financial obligations to the College prior to graduation.
4. Participate in the first College commencement exercises following completion of all program requirements unless excused by the College President.

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 semester (Summer Sessions excepted). A separate page outlining the degree requirements for each major is included in this catalog.

BACHELOR OF SCIENCE DEGREE IN ACCOUNTING

This major is designed to prepare the student for a career in private or public accountancy or for positions in industry and government. Employment in this field is expected to grow faster than the average for all occupations for the next several years due to the key role these workers play in the management of all types of businesses.

<u>BUSINESS ADMINISTRATION COMPONENT</u>		<u>GENERAL EDUCATION COMPONENT</u>	
(Required for all Majors)		<u>Humanities</u>	
<u>Course</u>	<u>Hrs.</u>		<u>Hrs.</u>
MAR 1011 Introduction to Marketing	3	ENC 2100 English Comp. I	3
MAN 1021 Intro. to Bus. Enterprise	3	ENC 2110 English Comp. II	3
SES 1100 Keyboarding I	1.5	ENC 2210 English Comp. III	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3		
ACG 2050 Accounting for the Micro-computer	3	<u>Social Science</u>	
MAN 2100 Principles of Management	3	ECO 2013 Economics I (Macro)	3
BUL 2100 Business Law I	3	ECO 2023 Economics II (Micro)	3
MAN 2101 Leadership Development-A	1.5	POS 2041 American National Government	3
MAN 2102 Leadership Development-B	1.5	INP 3301 Human Relations	3
COP 2170 Comp. Programming BASIC	3		
BUS 3111 Social & Ethical Issues in Business	3	<u>Natural Science</u>	
FIN 3403 Introduction to Finance	3		
MAN 4060 Business Policy & Admin.	3		
Business Administration Core Total	37.5		
<u>MAJOR COMPONENT</u>		COC 1020 Comp. Literacy	1.5
		MGF 1202 General Ed. Math	3
ACG 3104 Intermediate Accounting I	3	PSY 2012 General Psychology	3
ACG 3124 Intermediate Accounting II	3	MAT 2033 College Algebra	3
ACG 3301 Managerial Cost Accounting	3	STA 3152 Statistics	3
ACG 3501 Federal Taxation I	3		
ACG 4201 Advanced Accounting I	3		
ACG 4605 Auditing I	3	<u>General Education Core</u>	
Accounting Elective*	3	Total	37.5
Major Component Total	21		
<u>BUSINESS ELECTIVES*</u>		<u>FREE ELECTIVES</u>	
			<u>Hrs.</u>
_____	3	_____	3
_____	3	_____	3
_____	3	_____	3
_____	3	_____	3
Total Business Electives	12	Free Elective Total	12

* Must be 3000 or 4000 level and approved by advisor.

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 have been successfully completed.

Additional Required Major Component	Semester Hours
ACG 3442 Adv Cost Accounting	3.0
ACG 3542 Federal Taxation II	3.0
ACG 3862 Government Accounting	3.0
FIN 4000 Quantitative Methods for Bus. Fin.	3.0
ACG 4221 Advanced Accounting II	3.0
ACG 4625 Auditing II	3.0
Major Component Total	18.0
Additional approved electives to be selected in consultation with the Faculty Advisor and Dean to achieve a balanced program in Professional Accounting.	
Elective Total	12.0
Total additional credits for the Professional Accounting Major	30.0

BACHELOR OF SCIENCE DEGREE IN COMPUTER INFORMATION SYSTEMS

This program prepares students for entry level positions (programmer/analyst) leading to possible management positions in the data processing field. Opportunities for employment in this field are good and are expected to continue to grow in the future.

BUSINESS ADMINISTRATION COMPONENT

(Required for all Majors)

GENERAL EDUCATION COMPONENT

<u>Course</u>	<u>Hrs.</u>	<u>Humanities</u>	<u>Hrs.</u>
MAR 1011 Introduction to Marketing	3	ENC 2100 English Comp. I	3
MAN 1021 Intro. to Bus. Enter.	3	ENC 2110 English Comp. II	3
SES 1100 Keyboarding I	1.5	ENC 2210 English Comp. III	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3		
ACG 2050 Accounting for the Micro-Computer	3	<u>Social Science</u>	
MAN 2100 Principle of Management	3		
BUL 2100 Business Law I	3	ECO 2012 Economics I (Macro)	3
MAN 2101 Leadership Development-A	1.5	ECO 2023 Economics II (Micro)	3
MAN 2102 Leadership Development-B	1.5	POS 2041 American National Government	3
COP 2170 Comp. Programming BASIC	3	INP 3301 Human Relations	3
BUS 3111 Social & Ethical Issues in Business	3		
FIN 3403 Introduction to Finance	3	<u>Natural Science</u>	
MAN 4060 Business Policy & Admin.	3		
Business Administration Core Total	37.5	COC 1020 Comp. Literacy	1.5
MAJOR COMPONENT		MGF 1202 General Ed. Math	3
COC 1201 Office Automation-A	1.5	PSY 2012 General Psychology	3
COC 1202 Office Automation-B	1.5	MAT 2033 College Algebra	3
COC 1211 Program Design	1.5	STA 3152 Statistics	3
COP 2220 COBOL	3	General Education Core Total	37.5
CIS 2321 Business Systems Analysis	3		
COP 3121 Adv. COBOL	3	<u>FREE ELECTIVES</u>	
COP 3530 Data Base Management	3		
COP 3520 Spreadsheet Analysis & Design	3		1.5
MAN 4810 Management Info. Systems	3		3
Major Core Total	25.5		3
BUSINESS ELECTIVES*		Free Elective Total	7.5
_____	3		
_____	3		
_____	3		
_____	3		
Total Elective Total	12	*Must be 3000 or 4000 level and approved by advisor.	

BACHELOR OF SCIENCE DEGREE IN FINANCE AND BANKING

This major prepares students for careers in banking, investment houses, savings and loan institutions and credit unions as well as for positions in private industry and government.

BUSINESS ADMINISTRATION COMPONENT

(Required for all Majors)

GENERAL EDUCATION

<u>Course</u>	<u>Hrs.</u>		<u>Hrs.</u>
MAN 1011 Introduction to Marketing	3	ENC 1540 English Comp. I	3
MAN 1021 Intro. to Bus. Enterprise	3	ENC 2101 English Comp. II	3
SES 1100 Keyboarding I	1.5	ENC 2210 English Comp. III	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3		
ACG 2050 Accounting for the Micro-computer	3	<u>Social Science</u>	
MAN 2100 Principles of Management	3	ECO 2013 Economics I (Macro)	3
BUL 2100 Business Law	3	ECO 2023 Economics II (Micro)	3
MAN 2101 Leadership Development-A	1.5	POS 2041 American National Government	3
MAN 2102 Leadership Development-B	1.5	INP 3301 Human Relations	3
COP 2170 Comp. Programming Basic	3		
BUS 3111 Social & Ethical Issues in Business	3	<u>Natural Science</u>	
FIN 3403 Introduction to Finance	3	COC 1020 Comp. Literacy	1.5
MAN 4060 Business Policy & Admin.	3	MGF 1202 General Ed. Math	3
		PSY 2012 General Psychology	3
<u>MAJOR COMPONENT</u>	37.5	MAT 2033 College Algebra	3
		STA 3152 Statistics	3
FIN 3100 Personal Finance	3	General Education Core Total	37.5
ECO 3233 Money and Banking	3		
FIN 3514 Investments	3		
ECO 3810 Investment Management	3	<u>FREE ELECTIVES</u>	
FIN 4000 Quantitative Methods for Business Finance	3	_____	3
FIN 4320 Financial Management	3	_____	3
FIN 4600 Public Finance	3	_____	3
FIN 4624 International Business and Finance	3	_____	3
Major Component Total	24	Free Elective Total	9

BUSINESS ELECTIVES*

	3
	3
	3
	3

Total Business Electives

12 *Must be 3000 or 4000 level and approved by advisor

BACHELOR OF SCIENCE DEGREE IN HOTEL AND RESTAURANT ADMINISTRATION

This major prepares students for management positions in the hotel and restaurant industries with special emphasis on the sales, marketing, and management functions. Managers direct and coordinate the operation of hotels and restaurants to insure their efficient operation and profit and to provide the best possible service.

BUSINESS ADMINISTRATION COMPONENT

GENERAL EDUCATION COMPONENT

(Required for all Majors)

<u>Course</u>	<u>Hrs.</u>	<u>Humanities</u>	<u>Hrs.</u>
MAR 1011 Intro. to Marketing	3	ENC 2100 English Comp. I	3
MAR 1021 intro. to Bus. Enter.	3	ENC 2110 English Comp. II	3
SES 1100 Keyboarding I	1.5	ENC 2210 English Comp. III	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3		
ACG 2050 Accounting for the Micro-computer	3	Social Science	
MAN 2100 Principles of Management	3	ECO 2013 Economics I (Macro)	3
BUL 2100 Business Law I	3	ECO 2023 Economics II (Micro)	3
MAN 2101 Leadership Development-A	1.5	POS 2041 American National Government	3
MAN 2102 Leadership Development-B	1.5	INP 3301 Human Relations	3
COP 2170 Comp. Programming BASIC	3		
BUS 3111 Social & Ethical Issues in Business	3	Natural Science	
FIN 3403 Introduction to Finance	3		
MAN 4060 Business Policy & Admin.	3		
Business Administration Core Total	37.5	COC 1020 Comp. Literacy	1.5
		MGF 1202 General Ed. Math	3
		PSY 2012 General Psychology	3
		MAT 2033 College Algebra	3
		STA 3152 Statistics	3
		General Education Core Total	37.5
MAJOR COMPONENT		FREE ELECTIVES	
HFT 2000 Hotel & Rest. Org. & Mgmt.	3	_____	3
FSS 2251 Food & Beverage Management	3	_____	3
HFT 2420 Hotel & Rest. Accting & Control	3	_____	3
HFT 3263 Restaurant Management	3	_____	3
HFT 3510 Marketing, Sales and Public Relations	3	_____	3
HFT 3603 Law as Related to the Hospitality Industry	3	_____	3
HFT 3700 Fundamentals of Tourism	3	_____	3
HFT 4999 Internship in Hotel and Restaurant Administration	3	_____	3
Major Core Total	24	Free Elective Total	9
BUSINESS ELECTIVES*			
_____	3	_____	3
_____	3	_____	3
		Total Business Electives	12

*Must be 300 or 4000 level and approved by advisor.

BACHELOR OF SCIENCE DEGREE IN MANAGEMENT

This major is designed to prepare the student for positions in government or industry or to operate their own private business. Responsibilities involve supervising and coordinating the activities of workers.

BUSINESS ADMINISTRATION COMPONENT

(Required for all Majors)

GENERAL EDUCATION COMPONENT

<u>Course</u>	<u>Hrs.</u>		<u>Hrs.</u>
MAR 1011 Introduction to Marketing	3	ENC 2100 English Comp. I	3
MAN 1021 Intro. to Bus. Enter.	3	ENC 2110 English Comp. II	3
SES 1100 Keyboarding I	1.5	ENC 2210 English Comp. III	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3		
ACG 2050 Accounting for the Micro-computer	3	<u>Social Science</u>	
MAN 2100 Principles of Management	3	ECO 2013 Economics I (Macro)	3
BUL 2100 Business Law I		ECO 2023 Economics II (Micro)	3
MAN 2101 Leadership Development-A	1.5	POS 2041 American National Government	3
MAN 2102 Leadership Development-B	1.5	INP 3301 Human Relations	3
COP 2170 Comp. Programming BASIC	3		
BUS 3111 Social & Ethical Issues in Business	3	<u>Natural Science</u>	
FIN 3403 Introduction to Finance	3		
MAN 4060 Business Policy & Admin.	3		
Business Administration Core Total	37.5		
<u>MAJOR COMPONENT</u>		COC 1020 Comp. Literacy	1.5
BUL 2122 Business Law II	3	MGF 1202 General Ed. Math	3
MAN 2801 Small Business Management	3	PSY 2012 General Psychology	3
MAN 3300 Personal Management	3	MAT 2033 College Algebra	3
ACG 3301 Managerial Cost Accounting	3	STA 3152 Statistics	3
FIN 4320 Financial Management	3	General Education Core Total	37.5
MAN 4410 Labor Relations and Collective Bargaining	3	<u>FREE ELECTIVES</u>	
FIN 4624 International Business and Finance	3	_____	3
		_____	3
Major Core Total		_____	3
<u>BUSINESS ELECTIVES*</u>		_____	3
_____	3		
_____	3		
_____	3		
_____	3		
Total Business Electives	12	Free Elective Total	9

*Must be 3000 or 4000 level and approved by advisor.

BACHELOR OF SCIENCE DEGREE IN MARKETING

This major is designed to prepare the student for a career in the many areas of marketing and distribution of products and services throughout the economy.

BUSINESS ADMINISTRATION COMPONENT

(Required for all Majors)

GENERAL EDUCATION COMPONENT

Humanities

<u>Course</u>	<u>Hrs.</u>		<u>Hrs.</u>
MAR 1011 Introduction to Marketing	3	ENC 2100 English Comp. I	3
MAN 1021 Intro. to Bus. Enter.	3	ENC 2110 English Comp. II	3
SES 1100 Keyboarding I	1.5	ENC 2210 English Comp. III	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3		
ACG 2050 Accounting for the Micro-computer	3		
		<u>Social Science</u>	
MAN 2100 Principles of Management	3	ECO 2013 Economics I (Macro)	3
BUL 2100 Business Law I	3	ECO 2023 Economics II (Micro)	3
MAN 2101 Leadership Development-A	1.5	POS 2041 American National Government	3
MAN 2102 Leadership Development-B	1.5	INP 3301 Human Relations	3
MAN 2102 Comp. Programming BASIC	3		
BUS 3111 Social & Ethical Issues in Business	3		
		<u>Natural Science</u>	
FIN 3403 Introduction to Finance	3	COC 1020 Computer Literacy	3
MAN 4060 Business Policy & Admin.	3	MGF 1202 General Ed. Math	3
Business Administration Core Total	37.5	PSY 2012 General Psychology	3
		MAT 2033 College Algebra	3
		STA 3152 Statistics	3

MAJOR COMPONENT

ADV 2000 Advertising	3	General Education Core Total	37.5
MAR 2151 Retailing	3		
MAR 2503 Consumer Behavior	3		
MAR 3303 Promotional Policies and Strategy	3		
MAR 3321 Public Research	3		
MAR 4613 Marketing Research	3		
MAR 4722 Marketing Management	3		
Major Component Total	21		

BUSINESS ELECTIVES*

_____	3		
_____	3		
_____	3		
_____	3		
Total Business Electives	12		

Free Elective Total 12

*Must be 3000 or 4000 level and approved by advisor.

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 60 semester hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 18 semester hours must be completed at the College.
2. Meet the specified graduation requirements including the following Area Credit Hour requirements, 21 of which must be in the 2000 series or higher. Upper division courses may be used to satisfy the requirements if approved by the Dean.

		Semester Hours
Area I	Business Component	19.5 (minimum)
Area II	Major Component	15 (minimum)
Area III	General Education Component	16.5 (minimum)
Area IV	Approved Elective Component	9 (minimum)

TOTAL SEMESTER HOURS REQUIRED 60 (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; and 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 unless excused by the President.

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 semester (Summer Sessions excepted). A separate section outlining the degree requirements for each major is included in this catalog.

ASSOCIATE IN SCIENCE DEGREE IN ACCOUNTING

This program prepares students for careers as bookkeepers, junior accountants, accounting assistants, and business officers. The accounting profession continues to flourish as an integral part of the successful management of any business.

BUSINESS ADMINISTRATION COMPONENT

GENERAL EDUCATION COMPONENT

<u>Course</u>	<u>Hrs.</u>		<u>Hrs.</u>
MAR 1011 Introduction to Marketing	3	COC 1020 Computer Literacy	1.5
MAN 1021 Intro. to Bus. Enter.	3	ENC 2100 English Comp. I	3
SES 1100 Keyboarding I	1.5	ENC 2110 English Comp. II	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3	PSY 2012 General Psychology	3
BUL 2100 Business Law I	3	MGF 1202 General Ed. Math	
MAN 2101 Leadership Development-A	1.5	— or —	
MAN 2102 Leadership Development-B	1.5	MAT 2033 College Algebra	3
Business Administration Core Total	19.5	General Education Core Total	16.5

Major Component

Free Electives

ACG 2050 Accounting for the Micro-computer	3	_____	3
ACG 3104 Intermediate Accounting I	3	_____	3
ACG 3124 Intermediate Accounting II	3	_____	
ACG 3301 Managerial Cost Accounting	3	_____	3
ACG 3501 Federal Taxation I	3	_____	
Major Component Total	15	Free Elective Total	9

THE ASSOCIATE IN SCIENCE DEGREE IN HOTEL AND RESTAURANT ADMINISTRATION

This program prepares students for supervisory positions in the hotel and restaurant industry, one of the fastest growing industries in the United States.

BUSINESS ADMINISTRATION COMPONENT

GENERAL EDUCATION COMPONENT

<u>Course</u>	<u>Hrs.</u>		<u>Hrs.</u>
MAR 1011 Introduction to Marketing	3	COC 1020 Computer Literacy	1.5
MAN 1021 Intro. to Bus. Enter.	3	ENC 2100 English Comp. I	3
SES 1100 Keyboarding I	1.5	ENC 2110 English Comp. II	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3	PSY 2012 General Psychology	3
BUL 2100 Business Law I	3	MGF 1202 General Ed. Math	
MAN 2101 Leadership Development-A	1.5	—or—	
MAN 2102 Leadership Development-B	1.5	MAT 2033 College Algebra	3
Business Administration Core Total	19.5	General Education Core Total	16.5

MAJOR COMPONENT

FREE ELECTIVES

HFT 2000 Hotel and Restaurant Organization Management	3		3
FSS 2251 Food and Beverage Management	3		3
HFT 2323 Housekeeping, Plant Eng. and Maint.	3		3
HFT 2420 Hotel & Restaurant Accounting and Control	3		3
HFT 3510 Marketing, Sales, Public Relations	3	Free Elective Total	9
Major Component Total	15		

THE ASSOCIATE IN SCIENCE DEGREE IN MANAGEMENT

This major prepares students for positions which lead to office or departmental management. This provides a solid foundation on which to build a career.

<u>BUSINESS ADMINISTRATION COMPONENT</u>		<u>GENERAL EDUCATION COMPONENT</u>	
<u>Course</u>	<u>Hrs.</u>		<u>Hrs.</u>
MAR 1011 Introduction to Marketing	3	COC 1020 Computer Literacy	1.5
MAN 1021 Introduction to Bus. Enter.	3	ENC 2100 English Comp. I	3
SES 1100 Keyboarding	1.5	ENC 2110 English Comp. II	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3	PSY 2012 General Psychology	3
BUL 2100 Business Law I	3	MGF 1202 General Ed. Math	
MAN 2101 Leadership Development-A	1.5	—or—	
MAN 2102 Leadership Development-B	1.5	MAT 2033 College Algebra	3
Business Administration Core Total	19.5	General Education Core Total	16.5
<u>MAJOR COMPONENT</u>			
ECO 2013 Economics I (Macro)	3	<u>FREE ELECTIVES</u>	
ECO 2023 Economics II (Micro)	3		
MAN 2100 Principles of Management	3	_____	3
BUL 2122 Business Law II	3		
MAN 2801 Small Business Management	3	_____	3
Major Component Total	15	_____	3
		Free Elective Total	9

THE ASSOCIATE IN SCIENCE DEGREE IN COMPUTER INFORMATION SYSTEMS

This major prepares students for entry-level positions in the computer industry or other automated business environments. Employment in this field is expected to increase over the next several years.

BUSINESS ADMINISTRATION COMPONENT

GENERAL EDUCATION COMPONENT

<u>Course</u>	<u>Hrs.</u>		<u>Hrs.</u>
MAR 1011 Introduction to Marketing	3	COC 1020 Computer Literacy	1.5
MAN 1021 Intro. to Bus. Enter.	3	ENC 2100 English Comp. I	3
SES 1100 Keyboarding I	1.5	ENC 2110 English Comp. II	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3	PSY 2012 General Psychology	3
BUL 2100 Business Law I	3	MGF 1202 General Ed. Math	
MAN 2101 Leadership Development-A	1.5	—or—	
MAN 2102 Leadership Development-B	1.5	MAT 2033 College Algebra	3
Business Administration Core Total	19.5	General Education Core Total	16.5

MAJOR COMPONENT

<u>Course</u>	<u>Hrs.</u>	<u>FREE ELECTIVES</u>	<u>Hrs.</u>
COC 1201 Microcomputers and Office Automation-A		_____	3
—or—			
COC 1202 Microcomputers and Office Automation-B	1.5	_____	3
COC 1211 Program Design	1.5	_____	3
ACG 2050 Accounting for the Micro Computer	3		
COP 2170 Computer Programming-BASIC	3		
COP 2220 Computer Programming-COBOL	3	Free Elective Total	9
CIS 2321 Business Systems Analysis	3		
Major Component Total	15		

THE ASSOCIATE IN SCIENCE DEGREE IN MARKETING

This program prepares the student for a career as a sales associate or a marketing coordinator in a variety of business settings. As the free enterprise system thrives, skilled marketing professionals will continue to be in demand.

BUSINESS ADMINISTRATION

GENERAL EDUCATION COMPONENT

<u>Course</u>	<u>Hrs.</u>		<u>Hrs.</u>
MAR 1011 Introduction to Marketing	3	COC 1020 Computer Literacy	1.5
MAN 1021 Intro. to Bus. Enter.	3	ENC 2100 English Comp. I	3
SES 1100 Keyboarding I	1.5	ENC 2110 English Comp. II	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3	PSY 2012 General Psychology	3
BUL 2100 Business Law I	3	MGF 1202 General Ed. Math	
MAN 2101 Leadership Development-A	1.5	—or—	
MAN 2102 Leadership Development-B	1.5	MAT 2033 College Algebra	3
Business Administration Core Total	19.5	General Education Core Total	16.5

MAJOR COMPONENT

FREE ELECTIVES

MAR 1101 Salesmanship	3	_____	3
ADV 2000 Advertising	3	_____	
MAN 2100 Principles of Management	3	_____	3
MAR 2101 Retailing	3	_____	
MAR 2503 Consumer Behavior	3	_____	3
Major Component Total	15	Free Elective Total	9

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 120 semester 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 42 semester hours in the 3000 and 4000 series or higher. The final 30 semester hours must be completed at the College.
2. Meet the specified graduation requirements, including the following Area Credit Hour requirements:

		Semester Hours
Area I	Business Administration Component	37.5 (minimum)
Area II	Business Elective Component	33 (minimum)
Area III	General Education Component	37.5 (minimum)
Area IV	Approved Elective Component	12 (minimum)

TOTAL SEMESTER HOURS REQUIRED 120 (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; and settle all financial obligations to the College prior to graduation.
4. Participate in the first College commencement exercises following completion of the program requirements unless excused by the President.

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 edition. The student automatically comes under the current catalog at re-entrance after not attending for a full academic semester (Summer Sessions excepted).

BACHELOR OF BUSINESS ADMINISTRATION

This program prepares the graduate for work in a variety of business settings. The core of business courses provides a thorough grounding in the structure, function, and procedures of standard business operations. Business electives allow the student to tailor the program more precisely to his/her career goals. The graduate is prepared for a supervisory position which may lead to office or departmental management or to executive management.

<u>BUSINESS ADMINISTRATION COMPONENT</u>		<u>GENERAL EDUCATION COMPONENT</u>	
(Required for all Majors)			
<u>Course</u>	<u>Hrs.</u>	<u>Humanities</u>	<u>Hrs.</u>
MAR 1011 Introduction to Marketing	3	ENC 2100 English Comp. I	3
MAN 1021 Intro. to Bus. Enterprise	3	ENC 2110 English Comp. II	3
SES 1100 Keyboarding I	1.5	ENC 2210 English Comp. III	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3		
ACG 2050 Accounting for the Micro-computer	3		
MAN 2100 Principles of Management	3		
BUL 2100 Business Law I	3	<u>Social Science</u>	
MAN 2101 Leadership Development-A	1.5	ECO 2013 Econ. I (Macro)	3
MAN 2102 Leadership Development-B	1.5	ECO 2023 Econ. II (Micro)	3
COP 2170 Comp. Programming BASIC	3	POS 2041 American National Government	3
BUS 3111 Social & Ethical Issues in Business	3	INP 3301 Human Relations	3
FIN 3403 Introduction to Finance	3		
MAN 4060 Business Policy & Admin.	3	<u>Natural Science</u>	
Business Administration Core Total	37.5	COC 1020 Comp. Literacy	1.5
		PSY 2012 General Psychology	3
		MAT 2033 College Algebra	3
		STA 3152 Statistics	3
		General Education Core Total	37.5
	3		
	3		
	3	<u>FREE ELECTIVES</u>	
	3		3
	3		3
	3		3
	3		3
	3	Free Elective Total	12
	3		
	3		
Total Business Electives	33		

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 60 semester hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 18 semester hours must be completed at the College.
2. Meet the specified graduation requirements including the following Area Credit Hours requirements, 21 of which must be in the 2000 series or higher. Upper Division courses may be used to satisfy the requirements if approved by the Dean.

		Semester Hours
Area I	Business Administration Component	19.5 (minimum)
Area II	Business Elective Component	15.0 (minimum)
Area III	General Education Component	16.5 (minimum)
Area IV	Approved Elective Component	9.0 (minimum)

TOTAL SEMESTER HOURS REQUIRED 60.0 (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; and 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 semester (Summer Sessions excepted).

ASSOCIATE OF BUSINESS DEGREE

The graduate of the Associate of Business program possesses the fundamental business knowledge and skills to function comfortably in an entry-level business office, marketing, or administrative position. He/she possesses the human relations knowledge and the communications skills to deal effectively with a variety of personnel situations.

<u>BUSINESS ADMINISTRATION COMPONENT</u>		<u>GENERAL EDUCATION COMPONENT</u>	
<u>Course</u>	<u>Hrs.</u>		<u>Hrs.</u>
MAN 1011 Introduction to Marketing	3	COC 1020 Computer Literacy	1.5
MAN 1021 Intro. to Bus. Enter.	3	ENC 2100 English Comp. I	3
SES 1100 Keyboarding I	1.5	ENC 2110 English Comp. II	3
ACG 2001 Principles of Accounting I	3	SPC 2600 Effective Speaking	3
ACG 2011 Principles of Accounting II	3	PSY 2012 General Psychology	3
BUL 2100 Business Law I	3	MGF 1202 General Ed. Math	
MAN 2101 Leadership Development-A	1.5	— or —	
MAN 2102 Leadership Development-B	1.5	MAT 2033 College Algebra	3
Business Administration Core Total	19.5	General Education Core Total	16.5
<u>BUSINESS ELECTIVES</u>			
_____	3	<u>FREE ELECTIVES</u>	
_____	3	_____	3
_____	3	_____	3
_____	3	_____	3
_____	3	Free Elective Total	9
Total Business Electives	15		

PARALEGAL INSTITUTE

ASSOCIATE IN SCIENCE DEGREE PARALEGAL

A graduate of this program has both the technical knowledge of legal research and the law as well as the communication skills to work closely with attorneys in preparing for court or to work with minimal supervision providing research and briefs to practicing attorneys. Competent paralegals will continue to be in demand as more attorneys learn the valuable services they can provide.

<u>PARALEGAL COMPONENT</u>		<u>GENERAL EDUCATION COMPONENT</u>	
<u>Course</u>	<u>Hrs.</u>		<u>Hrs.</u>
REE 1001 Real Estate	3	COC 1020 Computer Literacy	1.5
SES 1100 Keyboarding	1.5	ENC 2100 English Comp. I	3
ACG 2001 Principles of Accounting I	3	ENC 2110 English Comp. II	3
LEA 2100 Wills/Trusts/Probate	3	SPC 2600 Effective Speaking	3
MAN 2102 Leadership Development-A	1.5	PSY 2012 General Psychology	3
MAN 2102 Leadership Development-B	1.5	MGF 1202 General Ed. Math	
LEA 2202 Contracts	3	—or—	
LEA 2303 Corporations/Other Business Entities		MAT 2033 College Algebra	3
LEA 2404 Civil Litigation	3	General Education Core Total	16.5
LEA 2505 Legal Research/Writing	3		
LEA 2606 Criminal Law and Procedure	3	<u>FREE ELECTIVES</u>	
LEA 2707 Torts	3		
LEA 2808 Title Examination		_____	3
—or—			
LEA 2909 Bankruptcy and Collections	3	_____	3
Paralegal Component Total	34.5	_____	3
		Free Elective Total	9

DIPLOMA PROGRAM PARALEGAL

A graduate from the diploma paralegal program has been exposed to major areas of the law and understands the intricacies of preparing court documents, researching fine and broad points of law, writing briefs, examining real estate titles, and otherwise assisting practicing attorneys. He/she is prepared for work as a paralegal in any size law firm.

Course

REE 1001 Real Estate	3
LEA 2100 Wills/Trusts/Probate	3
LEA 2202 Contracts	3
LEA 2303 Corporations/Other Business Entities	3
LEA 2404 Civil Litigation	3
LEA 2505 Legal Research/Writing	3
LEA 2606 Criminal Law and Procedure	3
LEA 2707 Torts	3
LEA 2808 Title Examination	
—or—	
LEA 2909 Bankruptcy and Collections	3
Total Credits	27

#3995

Administrative Assistant*

This program prepares graduates for entry-level employment in a wide variety of office settings; the graduate is qualified to perform secretarial and administrative tasks common to most business office operations. Students who wish to specialize in legal or medical secretarial skills may pursue the legal or medical emphasis in addition to the Administrative Assistant courses.

<u>Course</u>	<u>Hrs.</u>
SES 1000 Filing Systems	1.5
SES 1100 Keyboarding I	1.5
SES 1110 Keyboarding II	1.5
SES 1120 Intermediate Typing I	1.5
SES 1130 Intermediate Typing II	1.5
SES 1145 Advanced Typing I	1.5
ENC 1110 Business Correspondence	1.5
ENC 2100 English Composition I	3.0
MAC 1133 Business Mathematics	3.0
SES 1200 Machine Transcription	1.5
SES 1750 General Office Procedures	1.5
SES 2150 Word Processing I	1.5
SES 2151 Word Processing II	1.5
MAN 2101 Leadership Development-A	1.5
MAN 2102 Leadership Development-B	1.5
GEB 2000 Job Search Skills	1.5
Total Hours Required	27.0

Legal Emphasis

Add: SES 1260 Legal Transcription	1.5
SES 1730 Legal Office Procedures	1.5
Total Hours Required	30.0

Medical Emphasis

Add: SES 1240 Medical Transcription	1.5
SES 1740 Medical Office Procedures	1.5
Total Hours Required	30.0

not at the location

*Minimum speed required for graduation: 50 wpm.

\$3995

Microcomputer Operator

This program emphasizes a combination of computer skills and business skills. The graduate is prepared to work as a microcomputer operator, data entry operator, or data processing assistant in a modern electronic office. The student learns the capabilities of microcomputers, beginning programming theory and skills, and becomes proficient with several software systems.

<u>Course</u>	<u>Hrs.</u>
COC 1020 Computer Literacy	1.5
COC 1201 Office Automation-A	1.5
COC 1202 Office Automation-B	1.5
COP 2170 BASIC Programming	3.0
CIS 2410 Microcomputer Software Applications	1.5
MAN 2101 Leadership Development-A	1.5
MAN 2102 Leadership Development-B	1.5
SES 1100 Keyboarding I	1.5
SES 2150 Word Processing I	1.5
SES 2151 Word Processing II	1.5
DAE 1050 Data Entry	1.5
ENC 1110 Business Correspondence	1.5
ENC 2100 English Composition I	3.0
MAC 1133 Business Mathematics	3.0
GEB 2000 Job Search Skills	1.5
Total Hours Required	27.00

Begin every 7 weeks.

Free Tutoring

*9-12 mos
depending on
own speed*

*Courses can
be repeated at
no charge*

#3995

Word Processing

Word Processing is a system in which electronic equipment stores typed-in information which can be retrieved and revised. Word Processing has revolutionized the role of the secretary and the functioning of the modern business office environment.

<u>Course</u>	<u>Hrs.</u>
COC 1020 Computer Literacy	1.5
COC 1201 Office Automation-A	
—or—	
COC 1202 Office Automation-B	1.5
ENC 1110 Business Correspondence	1.5
ENC 2100 English Composition I	3.0
MAC 1133 Business Mathematics	3.0
MAN 2101 Leadership Development-A	1.5
MAN 2102 Leadership Development-B	1.5
SES 1000 Filing Systems	1.5
SES 1100 Keyboarding I	1.5
SES 2150 Word Processing I	1.5
SES 2151 Word Processing II	1.5
SES 2152 Word Processing III	1.5
SES 2153 Word Processing IV	1.5
SES 2154 Word Processing V	1.5
SES 2155 Word Processing VI	1.5
GEB 2000 Job Search Skills	1.5
Total Hours Required	27.00

Course Descriptions

56 — Course Descriptions

ACCOUNTING

ACG 2001 Principles of Accounting I

This course covers the nature and function of accounting and its importance in the social order. The logic of double entry analysis is discussed as well as the accounting cycle, journal, ledger, trial balance, balance sheet and adjustment, deferrals and accruals, bank reconciliation statement, control over cash, accounts receivable and temporary investment, inventories, and payroll accounting.

3.0 Semester Hours

ACG 2011 Principles of Accounting II

Continuation of Principles of Accounting I. Partnerships, corporations, financial statements, the elements of costs, cost systems, budgeting, management reports and special analysis, statement of changes in financial position, and financial statement analysis.

Prerequisite: ACG 2001

3.0 Semester Hours

ACG 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 a way that requires 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: ACG 2011

3.0 Semester Hours

ACG 3104 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: ACG 2050

3.0 Semester Hours

ACG 3124 Intermediate Accounting II

A continuation of ACG 3104. Primary emphasis is on accounting for ownership, liabilities, capital, and corporate net worth.

Prerequisite: ACG 3104

3.0 Semester Hours

ACG 3301 Managerial Cost 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: ACG 2011

3.0 Semester Hours

Course Descriptions — 57

ACG 3442 Advanced Cost Accounting

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

Prerequisite: ACG 3301

3.0 Semester Hours

ACG 3501 Federal Taxation I

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

Prerequisite: ACG 2001

3.0 Semester Hours

ACG 3542 Federal Taxation II

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

Prerequisite: ACG 2011 and ACG 3501

3.0 Semester Hours

ACG 3862 Government Accounting

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

Prerequisite: ACG 2011

3.0 Semester Hours

ACG 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 Accountants.

Prerequisite: ACG 3124

3.0 Semester Hours

ACG 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: ACG 4201

3.0 Semester Hours

ACG 4605 Auditing I

An introductory course in auditing theory and practice.

58 — Course Descriptions

Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied.

Prerequisite: ACG 2011

3.0 Semester Hours

ACG 4625 Auditing II

A continuation of ACG 4605. 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 court in connection with them.

Prerequisite: ACG 4605

3.0 Semester Hours

ACG 4934 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, are determined by the course material and instructor.

Variable Credit

ACG 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.

3.0 Semester Hours

COMPUTER INFORMATION SYSTEMS

COC 1020 Computer Literacy

An overview of the computer's impact on our personal lives as well as in 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. This course provides hands-on use of the microcomputer.

1.5 Semester Hours

DAE 1050 Data Entry

Introduces the principles and techniques of video display units. Emphasis is in building keystroke rate and accuracy through varied job applications.

Prerequisite: SES 1100

1.5 Semester Hours

Course Descriptions — 59

COC 1201 Microcomputers and Office Automation - A
This course introduces the student to the commercial applications of commonly used business software packages.
1.5 Semester Hours

COC 1202 Microcomputers and Office Automation - B
Commercially available software is used to introduce database management and applications.
1.5 Semester Hours

COC 1201 and 1202 are complementary courses but each may be taken independently.

COC 1211 Program Design
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 is related to program creation. It may be taken with or after COC 1020.
1.5 Semester Hours

COP 2170 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
3.0 Semester Hours

COP 2220 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 2170 recommended)
3.0 Semester Hours

COP 2240 Computer Programming - C
This course will introduce the student to the C Programming language. The student will write programs in the C language utilizing structured programming concepts.
3.0 Semester Hours

COP 2260 Computer Programming-RPG
This course provides a foundation for the use of RPG (Re-

60 — Course Descriptions

port 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 2170 recommended)

3.0 Semester Hours

CIS 2321 Business Systems Analysis

An overview of the system development life cycle. Emphasis is 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

3.0 Semester Hours

CIS 2322 Business Systems Design

This course provides the student with the concepts of designing a business information system. Focus is 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

3.0 Semester Hours

CIS 2410 Microcomputer Software and Applications

An introduction to small, general-purpose digital computers; their characteristics and applications.

3.0 Semester Hours

COP 3110 Computer Programming--FORTRAN

This course provides a foundation for the use of FORTRAN (Formula Translation). FORTRAN is a scientific-engineering language which is problem-centered. It permits the solution of quantitative business problems with relative ease. The student is expected to learn and apply the basic facilities of this language in solving problems.

Prerequisite: COC 1211

3.0 Semester Hours

COP 3180 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: COC 1211, COP 2170

3.0 Semester Hours

Course Descriptions — 61

COP 3122 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 2220

3.0 Semester Hours

COP 3180 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 2170

3.0 Semester Hours

COP 3286 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 2266

3.0 Semester Hours

CIS 3321 Structural Systems Analysis and Design

Advanced study of structured systems development. Emphasis is 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

3.0 Semester Hours

COP 3520 Spreadsheet Analysis and Design

This course emphasizes business uses of micro-computer spreadsheet programs and analysis of various business applications.

Prerequisite: COC 1201

3.0 Semester 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 1202

3.0 Semester Hours

CIS 4360 Data Communications

Data communications (tele-processing), batch, remote job

62 — Course Descriptions

entry, on-line real-time and interactive operations, communications resources (types and grades of transmission facilities) and terminal hardware concepts.

Prerequisite: COP 2170 or COP 2220

3.0 Semester Hours

COP 4400 Computer Programming-Assembler Language

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

Prerequisite: COP 2220

3.0 Semester Hours

MAN 4810 Management Information Systems Planning

An introduction to the financial, technical and strategic information systems planning processes. Emphasis is on the relationship of the information systems planning process to the overall business goals, policies, plans, management style, and industry condition. Emphasis is also 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.

3.0 Semester 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.

3.0 Semester Hours

CIS 4935 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.

3.0 Semester Hours

COC 4999 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.

3.0 Semester Hours

CIS 4601 EDP Audit and Controls

An introduction to the fundamentals of Electronic Data Processing auditing. Emphasis is 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 is also covered.

3.0 Semester 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 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

3.0 Semester Hours

FINANCE AND BANKING

FIN 3100 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.

3.0 Semester Hours

FIN 3403 Introduction to Finance

A study of the principles and fundamental practices of business finance. Emphasis is placed on capital structure analysis, sources of funds, and cost of capital.

Prerequisite: ACG 2001 and STA 3152

3.0 Semester Hours

FIN 3514 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 influence investment policy timing, selection and investment values.

3.0 Semester Hours

FIN 3810 Investment Management

A study of the current problems in investments. Analysis of financial reports and movements of security prices. Emphasis is given to quantitative methods of portfolio selection. Introduction to investment model building.

Prerequisite: FIN 3514

3.0 Semester Hours

64 — Course Descriptions

FIN 4000 Quantitative Methods for Business Finance

The student will deal with problems in optimization, the computation of present value, the development of inventory and queuing models, and the notion of the expected value criterion for business decisions made under conditions of uncertainty.

Prerequisite: FIN 3403

3.0 Semester Hours

HOTEL AND RESTAURANT ADMINISTRATION

HFT 2000 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 functions.

3.0 Semester Hours

HFT 2323 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.

3.0 Semester 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.

3.0 Semester 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.

3.0 Semester Hours

HFT 3263 Restaurant Management

An analysis of the principal operating problems in the restaurant field. Procedures, approaches and techniques of management are explored and developed as they relate to the various categories of restaurants ranging from fast food to gourmet. Industry leaders will present successful concepts of restaurant operation.

3.0 Semester Hours

HFT 3510 Marketing, Sales, and Public Relations

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

3.0 Semester Hours

Course Descriptions — 65

HFT 3603 Laws Related to the Hospitality Industry

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.

3.0 Semester Hours

HFT 3700 Fundamentals of 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.

3.0 Semester Hours

HFT 4998 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, are determined by the course material and the instructor.

Variable Credit

HFT 4999 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 hours).

3.0 Semester Hours

MANAGEMENT

MAN 1021 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.

3.0 Semester Hours

MAN 1342 Principles of Supervision

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

3.0 Semester Hours

GEB 2000 Job Search Skills

This course presents the skills associated with joining the work force and growing with a job. Topics included: vita preparation, interview behavior, attire, and job responsibilities and benefits.

66 — Course Descriptions

This course is normally taken during a student's final period of enrollment.

1.5 Semester Hours

MAN 2100 Principles of Management

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

3.0 Semester Hours

MAN 2101 Leadership Development - A

This course is designed to develop the confidence needed to function in a business career. Aims, objectives, techniques of goal setting, communication, memory improvement and creativity are discussed.

1.5 Semester Hours

MAN 2102 Leadership Development - B

This course is designed to develop the confidence needed to function in a business career. Topics discussed include proper telephone techniques, leadership styles, personal appearance, business and social attire and behavior.

1.5 Semester 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.

3.0 Semester Hours

BUL 2122 Business Law II

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

Prerequisite: BUL 2100

3.0 Semester Hours

MAN 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.

3.0 Semester Hours

MAN 2801 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.

3.0 Semester Hours

Course Descriptions — 67

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 2100

3.0 Semester Hours

BUS 3111 Social and Ethical Issues in Business

Interdisciplinary approach to the fundamental ethical concepts and theories pertinent to American business trends. Focus is on the social and ethical implications in problems concerning motivation, morale, conflict, emotions and decision-making policies, personal responsibility, corporate decisions, employer-employee relationships, productivity, behavior in advertising, and marketing management.

3.0 Semester Hours

PAD 3133 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 2100

3.0 Semester 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 2100

3.0 Semester Hours

MAN 4001 Import/Export Management

Covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports and different trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade.

3.0 Semester 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 2100

3.0 Semester 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

68 — Course Descriptions

managerial decision-making techniques by middle and upper management personnel.

Prerequisite: MAN 2100

3.0 Semester Hours

FIN 4320 Financial Management

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

Prerequisite: ACG 2011, STA 3152, MAN 2100

3.0 Semester 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, economic supplements, and union security.

Prerequisite: MAN 2100 and MAN 3300

3.0 Semester Hours

MAN 4600 Management of International Business

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

Prerequisite: MAN 2100

3.0 Semester 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 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

3.0 Semester Hours

MARKETING

MAR 1011 Introduction to Marketing

This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets.

Course Descriptions — 69

for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, pricing policies, and the cost of marketing.

3.0 Semester Hours

MAR 1101 Salesmanship

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

3.0 Semester Hours

MAR 2102 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.

3.0 Semester Hours

MAR 2302 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.

Prerequisite: MAR 1011

3.0 Semester 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.

Prerequisite: MAR 1011

3.0 Semester Hours

MAR 3213 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.

Prerequisite: MAR 1011

3.0 Semester 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.

3.0 Semester Hours

MAR 3343 Marketing Communications

A study of the principles and applications of communica-

70 — Course Descriptions

tions 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 1011, MAR 2302

3.0 Semester Hours

MAR 3303 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 1011, MAR 2302

3.0 Semester 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 1011, STA 3152

3.0 Semester 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 1011, MAR 2503

3.0 Semester Hours

MAR 4933 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 part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, 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

3.0 Semester Hours

PARALEGAL

LEA 2100 Wills, Trusts and Probate

A study of the complexities of estate work. Topics include

Course Descriptions — 71

the requirements and preparation of wills and trusts and procedures used in probate.

3.0 Semester Hours

LEA 2202 Contracts

This course is a survey of all forms of contracts from the basic elements to the remedies in the event of breach of contract.

3.0 Semester Hours

LEA 2303 Corporation and Other Business Entities

A study of the distinctions between the various forms of business entities. Actual formation and maintenance of a corporation is covered in detail.

3.0 Semester Hours

LEA 2404 Civil Litigation

A study of the procedures of civil litigation from pre-trial discovery to preparation of pleadings, trial, appeal, and execution.

3.0 Semester Hours

LEA 2505 Legal Research and Writing

A study in the basic use of a law library, up to and including preparation of briefs and memoranda.

3.0 Semester Hours

LEA 2606 Criminal Law and Procedure

A study of the elements of crime and the procedures of criminal trial work. Materials covered range from arrest to appeal in the criminal courts.

3.0 Semester Hours

LEA 2707 Torts

An in depth study of torts including personal injury, libel and slander, negligence, product liability, and professional malpractice.

3.0 Semester Hours

LEA 2808 Title Examination

An in depth study of the review of evidence of ownership and title to real property. Abstract examination is a major component of this course.

3.0 Semester Hours

LEA 2909 Bankruptcy and Collections

A study of the procedures used in bankruptcy proceedings and collection proceedings outside of bankruptcy.

3.0 Semester Hours

72 — Course Descriptions

REAL ESTATE

REE 1001 Real Estate

A study of the laws and practices dealing with real estate transactions, from initial contract through actual closing. Real estate transactions from single homes to major developments are covered.

3.0 Semester 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.

1.5 Semester Hours

REE 2200 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.

Prerequisite: REE 1001

1.5 Semester Hours

REE 2210 Real Estate Finance

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

Prerequisite: REE 1001

3.0 Semester Hours

REE 2270 Real Estate Brokerage

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

1.5 Semester Hours

REE 3100 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.

1.5 Semester Hours

REE 3999 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 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).

3.0 Semester Hours

SECRETARIAL

SES 1000 Office Filing Systems

Theory and practice are offered in alphabetic, numeric, subject, and geographic filing. The rules presented comply with "simplified filing standards" developed by the Association of Records Managers and Administrators (ARMA) Standards Board.

1.5 Semester Hours

SES 1050 Business Office Machines

Primary emphasis is on developing touch operation of a 10-key calculator. Various types of calculators are presented as are other common office machines. Reprographics is discussed.

1.5 Semester Hours

SES 1100 Keyboarding I

Course covers techniques and basic skills of typing, with emphasis on formation of correct typewriting techniques and mastery of the keyboard.

1.5 Semester Hours

SES 1110 Keyboarding II

A continuation of SES 1100 with emphasis on speed, accuracy, and rhythm.

1.5 Semester Hours

SES 1120 Intermediate Typing I

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 a student passes a comprehensive test and demonstrates the ability to type accurately 40-50 wpm.

Prerequisite: SES 1110

1.5 Semester Hours

SES 1130 Intermediate Typing II

A continuation of SES 1120. Credit is given when a student passes a comprehensive test and demonstrates the ability to type accurately 50-60 wpm.

1.5 Semester Hours

SES 1145 Advanced Typing I

Development of advanced techniques with preparation of correspondence, tabulated reports, manuscripts, and a variety of business forms and documents.

1.5 Semester Hours

SES 1150 Advanced Typing II

A continuation of SES 1145. Credit is given when a student demonstrates the ability to type accurately 60 words a minute.

1.5 Semester Hours

74 — Course Descriptions

SES 1200 Machine Transcription

Transcription training designed to develop accuracy and speed in machine transcription. Student progresses at his own rate.

Prerequisite: SES 1100

1.5 Semester Hours

SES 1240 Medical Transcription

Assists the students in the mastery of transcribing medical dictation. Material for medical dictation has been selected from case histories, letters, and hospital records. Special attention is given to all forms of correspondence concerning medical records.

1.5 Semester Hours

SES 1260 Legal Transcription

This course is designed to assist the student in the mastery of transcribing legal dictation. Material for legal dictation has been selected from documents, case histories, and legal correspondence. Special attention is given to handling the attorney's correspondence, preparing legal documents, and setting up testimony.

1.5 Semester Hours

SES 1730 Legal Office Procedures

A background course in law office procedures. It emphasizes law office ethics, preparation of court documents, a study of probate procedures, and legal filing. The spelling and meaning of legal terms are also covered.

1.5 Semester Hours

SES 1740 Medical Office Procedures

This elective secretarial course emphasizes preparation of medical documents, work flow in the medical office, and medical terminology.

1.5 Semester Hours

SES 1750 General Office Procedures

Helps students prepare for employment, handle of medical documents, work flow in the medical office, and medical terminology.

1.5 Semester Hours

SES 2150 Word Processing I

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 of storage). Using automated typewriting equipment, emphasis is placed on the satisfactory production of office documents including

Course Descriptions — 75

letters, forms of reports from machine transcription, handwritten and typewritten copy using commercially available software.

1.5 Semester Hours

SES 2151 Word Processing II
Continuation of Word Processing I.
Prerequisite: SES 2150

1.5 Semester Hours

SES 2152 Word Processing III
Continuation of Word Processing II. Mailing list systems and electronic dictionaries are introduced.
Prerequisite: SES 2151

1.5 Semester Hours

SES 2153 Word Processing IV
A continuation of word processing procedures and applications with different varieties of commercially available software.
Prerequisite: SES 2152

1.5 Semester Hours

SES 2154 Word Processing V
The student masters the skills of format creating and storing information and data files.
Prerequisite: SES 2152

1.5 Semester Hours

SES 2155 Word Processing VI
A continuation of SES 2154.

1.5 Semester Hours

GENERAL EDUCATION

ECONOMICS

ECO 2013 Principles of Economics (Macroeconomics)

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

3.0 Semester Hours

ECO 2023 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.

Prerequisite: ECO 2013

3.0 Semester Hours

ECO 3040 Economics for the Consumer

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

Prerequisite: ECO 2013

3.0 Semester 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 related to these and other problems are examined.

Prerequisite: ECO 2013

3.0 Semester Hours

ECS 3003 Comparative Economic Systems

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

Prerequisite: ECO 2013

3.0 Semester 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, and expansion and stabilization of the money supply.

3.0 Semester 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, and the volume and types of exports and imports related to the American economy.

3.0 Semester Hours

*Does not count towards fulfillment of General Education requirements.

78 — Course Descriptions

AMH 4370 American Economic History

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

Prerequisite: ECO 2013

3.0 Semester 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 2023

3.0 Semester Hours

ENGLISH

ENI 0101 English Conversation I - A*

This course 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.

1.5 Semester Hours

ENI 0111 English Conversation I - B*

A continuation of ENI 0101.

1.5 Semester Hours

ENI 0102 English Conversation II - A*

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

1.5 Semester Hours

ENI 0112 English Conversation II - B*

A continuation of ENI 0102.

1.5 Semester Hours

ENI 0103 English Conversation III - A*

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

1.5 Semester Hours

ENI 0113 English Conversation III - B*

A continuation of ENI 0102.

1.5 Semester Hours

* Does not count towards fulfillment of General Education requirements.

Course Descriptions — 79

- ENI 0104 English Conversation IV - A*
Oral presentation and elaboration from TV programs, news and current events using idiomatic phrases and structures presented in the grammar portion of the course.
1.5 Semester Hours
- ENI 0114 English Conversation IV - B*
A continuation of ENI 0104.
1.5 Semester Hours
- ENI 0201 English and Comprehension I - A*
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.
1.5 Semester Hours
- ENI 0211 English and Comprehension I - B*
A continuation of ENI 0201.
1.5 Semester Hours
- ENI 0202 English and Comprehension II - A*
This reading section will include all the structures used in ENI 0201 and ENI 0211. Questions, both oral and written, will follow each reading assignment. Tests and quizzes will be included as part of the classwork.
1.5 Semester Hours
- ENI 0212 English and Comprehension II - B*
A continuation of ENI 0202.
1.5 Semester Hours
- ENI 0203 English and Comprehension III - A*
Reading assignments will reflect the structures and vocabulary from ENI 0211 and ENI 0212. Written and oral questions, tests, and quizzes will follow all reading assignments.
1.5 Semester Hours
- ENI 0213 English and Comprehension III - B*
A continuation of ENI 0203.
1.5 Semester Hours
- ENI 0204 English and Comprehension IV - A*
Introduction to American history and literature of the most

* Does not count towards fulfillment of General Education requirements.

80 — Course Descriptions

popular authors and in easy reading selections. New vocabulary words are introduced.

1.5 Semester Hours

ENI 0214 English and Comprehension IV - B*
A continuation of ENI 0204.

1.5 Semester Hours

ENI 0301 English Structures and Writing I - A*
The introduction and mastery of verbs, in present and past forms, simple present and past progressive, prepositions and demonstrative pronouns.

1.5 Semester Hours

ENI 0311 English Structures and Writing I - B*
A continuation of ENI 0301.

1.5 Semester Hours

ENI 0302 English Structures and Writing II - A*
A continuation of ENI 0301 and ENI 0311 which includes prepositions and prepositional phrases; statements with verbs and infinitives; mass and count nouns; possessive pronouns; ordinal and cardinal numbers; indefinite pronouns and verbs.

1.5 Semester Hours

ENI 0312 English Structures and Writing II - B*
A continuation of ENI 0302.

1.5 Semester Hours

ENI 0303 English Structures and Writing III - A*
Emphasis is placed on infinitives, prefixes and suffixes, idioms, idiomatic expressions, the "ing" form of verb tenses, adverbs and adjectives.

1.5 Semester Hours

ENI 0313 English Structures and Writing III - B*
A continuation of the topics covered in ENI 0313.

1.5 Semester Hours

ENI 0304 English Structures and Writing IV - A*
This course deals with conditional clauses, reflexive pronouns, idiomatic expressions, the passive voice, direct and indirect speech and subordinate clauses. The material is presented to the students both orally and in a written matter.

1.5 Semester Hours

ENI 0314 English Structures and Writing IV - B*
A continuation of ENI 0304.

1.5 Semester Hours

* Does not count towards fulfillment of General Education requirements.

Course Descriptions — 81

ENG 0003 Developmental English*

An introductory course in composition designed to help students gain greater proficiency in basic writing skills. The course assesses the level at which students are writing to discover individual areas of deficiency in writing skills and provides the necessary instruction to help them overcome these deficiencies. As a result of carefully planned learning experiences, the student should be able to write clear, adequately-developed, logically-organized, effective paragraphs which conform to the conventions of standard American English. This course does not apply toward the degree and is part of college preparatory work.

(No Credit)

REA 0002 Developmental Reading*

This course offers a systematic procedure to develop 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 receive instruction in skills for studying, classroom notetaking, and test-taking.

3.0 Semester Hours

REA 0005 Developmental Reading II*

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

Prerequisite: REA 0002

3.0 Semester Hours

ENC 1110 Business Correspondence*

This course is an intensive, activity-oriented course designed to teach basic principles of business writing and approaches for writing various types of communications. The course presents simplified guides and depends heavily upon illustrations and exercises to teach basic business writing principles.

1.5 Semester 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.

3.0 Semester Hours

ENG 1540 English Usage *

A systematic study of English fundamentals including grammar, punctuation, mechanics, sentence structure, vocabulary, and rules and conventions that govern acceptable English usage. Explanations, examples, and drill in language operations are provided.

3.0 Semester Hours

* Does not count towards fulfillment of General Education requirements.

82 — *Course Descriptions*

ENC 2100 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, correct English fundamentals, exact and concrete statements, and dictionary and library practices.

3.0 Semester Hours

ENC 2110 English Composition II

A continuation and expansion of ENC 2100.

3.0 Semester Hours

ENC 2210 English Composition III

A continuation and expansion of ENC 2110. This course includes study and practice in theme, report, and research writing.

3.0 Semester Hours

SPC 2600 Effective Speaking

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

3.0 Semester 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.

3.0 Semester Hours

ENG 3230 The Short Story

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

3.0 Semester 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.

3.0 Semester 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 in the development of leadership and conference skills.

3.0 Semester Hours

ENG 4220 Professional Report Writing

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

3.0 Semester Hours

AML 4101 Early American Literature

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

3.0 Semester 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.

3.0 Semester 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, determined by the course materials and the instructor.

3.0 Semester Hours

GOVERNMENT

POS 2041 American National Government

A study of the Constitutional structure and dynamics of the American federal system including an examination of the current structure, organization, powers, and procedures of the American national government.

3.0 Semester 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.

3.0 Semester 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.

3.0 Semester 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.

3.0 Semester Hours

84 — Course Descriptions

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.

3.0 Semester 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.

3.0 Semester 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.

3.0 Semester Hours

AMH 2091 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, and subculture; his struggle for civil rights and human dignity; and his influence and contributions.

3.0 Semester Hours

AMH 2420 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.

3.0 Semester Hours

LAH 4100 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.

3.0 Semester 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 with emphasis on phrasing, idioms, and everyday vocabulary.

3.0 Semester Hours

SPN 1101 Conversational Spanish II

An advanced course for students who wish to develop a broad competence in Spanish. This course emphasizes the oral-aural aspects of the language and the more sophisticated use of subjective clauses and sentence structure.

3.0 Semester 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.

3.0 Semester Hours

HUM 1230 Survey of Contemporary Western Culture

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

3.0 Semester Hours

PHI 2110 Philosophy

This course acquaints students with the most significant directions of philosophical thought so that they may be able to formulate questions, arrive at reasonable answers, and evaluate those of others.

3.0 Semester Hours

HUM 2420 Afro-American Culture

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

3.0 Semester Hours

PHI 4661 Ethics

Critical and constructive study is given to ethical thought and ideals with emphasis on 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.

3.0 Semester Hours

MATHEMATICS

MAT 0005 Developmental Math*

This is a course in mathematical computational skills. Topics covered include whole numbers, fractions, decimals, percents, introductory algebra and basic measurements with practical applications stressed in each of these areas. This course does not apply toward the degree and is part of college preparatory work.

(No Credit)

* Does not count towards fulfillment of General Education requirements.

86 — Course Descriptions

MGF 1202 General Education Mathematics

Concepts covered include number operation, informal geometry, modern mathematics and its notation, scientific notation, set theory, logic, probability, and mathematics for computer applications.

3.0 Semester Hours

MAC 1133 Business Mathematics*

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.

3.0 Semester Hours

MAT 2033 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.

3.0 Semester Hours

STA 3152 Statistics

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

Prerequisite: MGF 1202 or MAT 2033

3.0 Semester Hours

QMB 3700 Mathematics of Finance*

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

Prerequisite: MGF 1202, MAT 2033 or STA 3152

3.0 Semester Hours

PSYCHOLOGY

PSY 2012 General Psychology

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

3.0 Semester Hours

MAN 2101 Applied Psychology

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

Prerequisite: PSY 2012

3.0 Semester Hours

* Does not count towards fulfillment of General Education requirements.

Course Descriptions — 87

DEP 3102 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

3.0 Semester Hours

CLP 3144 Abnormal Psychology

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

Prerequisite: PSY 2012

3.0 Semester Hours

INP 3301 Human Relations

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

3.0 Semester 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

3.0 Semester Hours

SOP 4000 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

3.0 Semester Hours

SCIENCE

HES 1000 Community Health and Recreation

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

3.0 Semester Hours

APB 1190 Anatomy and Physiology

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

3.0 Semester Hours

88 — Course Descriptions

EVR 2121 Man and Environment

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

3.0 Semester 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.

3.0 Semester 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, and language.

3.0 Semester Hours

SOCIOLOGY

SOC 2000 Principles of Sociology

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

3.0 Semester Hours

MAF 3001 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.

Prerequisite: SOC 2000

3.0 Semester Hours

SOC 3131 Crime and Delinquency

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

Prerequisite: SOC 2000

3.0 Semester Hours

SOC 4700 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

3.0 Semester Hours

Board of Directors

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2600 First Union Plaza
Charlotte, NC 28282

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4500 N. Tryon Street
Charlotte, NC 28213

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4500 N. Tryon Street
Charlotte, NC 28213

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211 W. Martin Street
Raleigh, NC 27601

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FACULTY

Richard Carl	Business Marketing MBA, New York Institute of Technology BSME, Purdue University
Mike Cosgrove	Business, Mathematics, Computer Information Systems MS, Nova University MBA, New Mexico Highland University BA, University of Arkansas
Marc Eletz	Management Information Systems EdS, Barry University MS, Southern Connecticut State University BA, Manhattan College
Charles P. Eysmann, CPA	Finance MBA, University of Miami BBA, University of Massachusetts
Bruce Humbert	Economics, Management Information Systems, Marketing MBA, University of Pittsburg BS, University of Pittsburg
Grace Klinefelter	Human Relations, English MLS, Pratt Institute BA, Goddard College
Gary Markowitz	Business BBA, University of Miami
Peggy Miller	General Education, Psychology MEd, Boston University BA, California State University
Dorothy Moore	General Education, Paralegal M.A., University of South Carolina B.A., Columbia College
May Muscarella	Word Processing, English BS, State University of New York

Clarence L. Rudolph	Psychology, Sociology EdD, Columbia University MEd, Saint Louis University MS, Tennessee State University BS, Tennessee State University
Harold Sacks	International Business, Business Law LLB, Brooklyn Law School BS, Fort Lauderdale College
Gregory Stiber	Marketing, Management MBA, Saint Thomas University BS, University of Florida
Luther Taylor	English BA, Michigan State University BA, Dartmouth College
Shafi Ullah	Finance, Accounting DBA, Nova University MBA, Central State University MCOM, Dacca University BCOM, Dacca University
Byron White	Psychology, Labor Relations MA, University of the District of Columbia BS, Tennessee State University
John Winkelmann	Computer Information Systems BA, East Texas State University

CALENDAR

1988		1989
SPRING 1988		SPRING 1989
Jan. 8	New students report	Jan. 9
Jan. 11	Orientation and Registration	Jan. 10
Jan. 12	Classes begin	Jan. 11
Jan. 18	Martin Luther King, Jr. Holiday	Jan. 16
Jan. 21	End Drop/Add period	Jan. 19
Mar. 7	Orientation and Registration for Second Start	Mar. 6
Mar. 8	Classes Begin for Second Start	Mar. 7
Mar. 10	End Drop/Add for Second Start	Mar. 9
Mar. 25 - Apr. 3	No classes — Spring Break	Mar. 17 - 26
May 2 - 5	Final Exams	May 1 - 4
May 5	Term ends	May 4
May 14	Graduation	May 13
SUMMER 1 — 1988		SUMMER 1 — 1989
May 16	Orientation and Registration	May 15
May 17	Classes begin	May 16
May 19	End Drop/Add period	May 18
May 30	No classes — Memorial Day	May 29
Jul. 4	No classes — Independence Day	July 4
Jul. 5 - 7	Final Exams	July 5 - 6
Jul. 7	Term ends	July 6
SUMMER 2 — 1988		SUMMER 2 — 1989
Jul. 11	Orientation and Registration	Jul. 10
Jul. 12	Classes begin	Jul. 11
Jul. 14	End Drop/Add period	Jul. 13
Aug. 29 - Sep. 1	Final Exams	Aug. 29 - 30
Sep. 1	Term ends	Aug. 30
FALL 1988		FALL 1989
Sept. 2	New students report for housing	Sept. 1
Sept. 5	Labor Day	Sept. 4
Sept. 6	Orientation and Registration	Sept. 5
Sept. 7	Classes Begin	Sept. 6
Sept. 15	End Drop/Add period	Sept. 14

Academic Calendar — 93

Nov. 1	Orientation and Registration for second start	Nov. 6
Nov. 2	Classes begin for second start	Nov. 7
Nov. 7	End Drop/Add period for Second Start	Nov. 9
Nov. 23 - 28	Thanksgiving/Fall Break	Nov. 22 - 27
Nov. 29	Classes resume	Nov. 28
Dec. 14 - 21	Final Exams	Dec. 18 - 21
Dec. 21	Term Ends	Dec. 21

