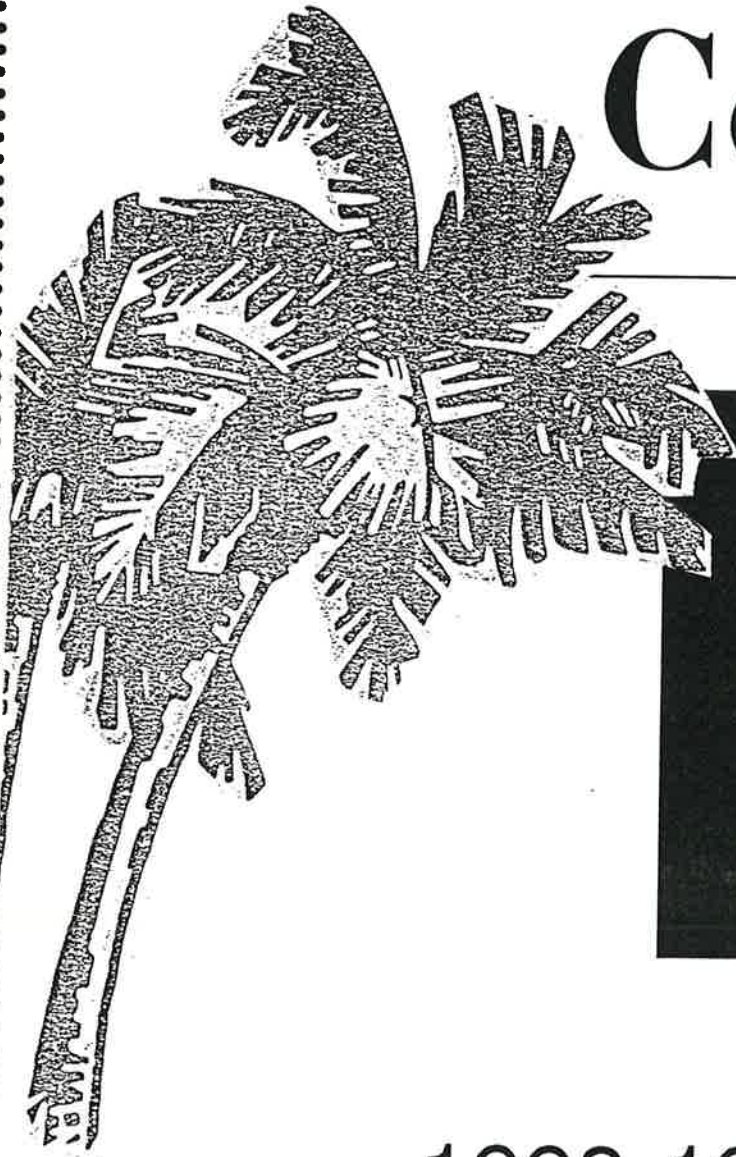


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# Fort Lauderdale College



1993-1994 Catalog



# Fort Lauderdale College

*Celebrating over 52 years of quality in Business Education*

1993 - 1994

*Catalog*

FORT LAUDERDALE COLLEGE - MAIN CAMPUS

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FORT LAUDERDALE, FLORIDA 33304

(305) 568-1600

(800) 468-0168

The College does not discriminate on the basis of race, religion, age, sex, handicap, or national and ethnic origin in the administration of its educational and admissions policies, scholarships and loan programs, or any other College administered programs.

The courses, programs, policies, requirements and regulations published in this catalog are under constant review in order to serve the best interests of the College and the students, and are subject to change as circumstances may require.

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# GENERAL INFORMATION

## MISSION STATEMENT

To provide a collegiate environment within which each student has the opportunity and the encouragement to develop to his or her full potential.

Within the framework of this mission, Fort Lauderdale College is dedicated to provide:

1. The best possible current curriculum which will enhance students' readiness for future career opportunities.
2. Opportunities for students to learn and interact in a multicultural setting.
3. A core of well-structured general education courses that enable students to become socially-aware members of their communities.
4. A setting in which articulate communication is encouraged, thus providing opportunities to become effective communicators.
5. An academic community within which students may learn the processes and relationships involved in leading productive lives in a socially complex society.

## HISTORY

The roots of Fort Lauderdale College date back to 1940 when it was known as the Walsh School of Business Science and its programs consisted primarily of specialized business training.

In 1956, the curriculum was expanded and the name was changed to Broward College. The State of Florida issued a Charter in 1962 for its operation as a degree-granting institution of higher learning with the authority to grant Associate and Baccalaureate degrees.

In 1963, the name was changed to Drake College of Florida in honor of Dr. S. J. Drake, who had been affiliated with the College since 1948 and played a major role in its development.

In 1969, programs were added in mathematics, foreign languages, fine arts, and sociology. At that time the name was changed to Fort Lauderdale University. The liberal arts program was discontinued in 1974 and the name was changed to Fort Lauderdale College of Business and Finance. In order to reflect the development of a variety of business-related programs, the name was changed to Fort Lauderdale College in 1976.

Fort Lauderdale College was acquired in July, 1989 by Phillips Colleges, Inc., a Gulfport, Mississippi-based company and the owner of many privately held career colleges in the United States.

#### ACCREDITATION AND APPROVALS

The College is accredited as a Senior College of Business by the Accrediting Commission for Independent Colleges and Schools of the Career College Association, 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 Directory of Higher Education which is published by the U.S. Department of Education.

#### MEMBERSHIPS AND APPROVALS

##### Approvals

Bureau of Immigration and Naturalization  
Florida State Approving Agency for Veterans Training

##### Memberships

Broward Association of Career Schools  
Career College Association  
Florida Association of Student Financial Aid Administrators  
Florida Association of Post-Secondary Schools and Colleges  
Fort Lauderdale Chamber of Commerce  
Southeastern Association of Private Schools  
Florida Association of Collegiate Registrars and Admissions Officers

#### OWNERSHIP AND CONTROL

Fort Lauderdale College is organized as Phillips Educational Group of Fort Lauderdale, Florida, Inc., a wholly-owned subsidiary of Phillips Colleges, Inc., of Gulfport, Mississippi. The officers of Phillips Colleges, Inc., are: Gerald C. Phillips, Chairman of the Board; Gerald R. Riso, President and Chief Operating Officer; C. Ronald Kimberling; Senior Vice President; Daniel L. Finan, Treasurer; Alan L. Murray, Assistant Secretary; and Edward J. Addison, Assistant Secretary and Assistant Vice President.

#### COMMUNITY ENVIRONMENT

Fort Lauderdale College is located in Broward County, Florida, one of the fastest-growing counties in the United States. 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 its superb climate and recreation, but also numerous cultural and educational opportunities to supplement academic study.



## CULTURAL ACTIVITIES

Fort Lauderdale offers a variety of cultural activities including museums, concerts and theater. The Broward Center for the Performing Arts, opened in 1991, hosts a variety of attractions, ranging from classical music and ballet to popular musicians. The Museum of Art, opened in 1986, houses a growing collection of modern paintings and sculpture. Parker Playhouse hosts a number of dramatic presentations, including current off-Broadway shows. Popular artists appear regularly at the Sunrise Musical Theater.

There are unlimited opportunities for dining and shopping, as well as movie theaters which run both current and foreign films. The Fort Lauderdale Film Festival is held annually and brings the opportunity to view new films.

Fort Lauderdale is also home to a new Convention Center comprised of exhibit halls and state-of-the-art meeting rooms. Located at Port Everglades, the Center attracts corporate meetings and conventions of groups from all over the world.

## SPORTS

Fort Lauderdale College and South Florida offer students an opportunity to participate in many sports and recreational activities.

The College has organized teams in basketball, soccer, flag football and co-ed volleyball and softball. Each of these teams compete in a county-wide college league (sponsored by the Broward Association of Career Schools). Fort Lauderdale College also has intramural tournaments in several sports including tennis, volleyball and softball.

There is also a wide variety of sports activities in the South Florida area. Deep-sea game fishing is a top attraction in Fort Lauderdale and inland fresh-water streams and conservation areas are excellent for fresh-water fishing. Broward County is a center for golfing and tennis, featuring more than 35 golf courses and thousands of tennis courts. Other popular sports in the area are horseback riding, water skiing, scuba diving and wind surfing.

For the sport spectator, the International Swimming Hall of Fame is located in South Florida and hosts the Collegiate Swim Forum. The New York Yankees conduct their spring training in this area and own the Fort Lauderdale Yankees, a farm team. Additionally, South Florida supports three professional sports franchises--The Miami Dolphins of the NFL, the Florida Marlins of the ABL, and the Miami Heat of the NBA. Also, the famous Orange Bowl hosts an excellent selection of NCAA football games annually, including all of the Miami Hurricane home football games.

## PHYSICAL PLANT AND FACILITIES

The physical plant of Fort Lauderdale College is designed to provide an excellent learning environment, comfortable atmosphere, and convenient accessibility. Comfortable classrooms and labs are air conditioned, and contain modern functional furnishings and teaching equipment. Administrative Offices are easily accessible to students for assistance and service. There is adequate lighted parking for students.

The College is located between U.S. Federal Highway One and the Atlantic Ocean at the intersection of Bayview Drive and Sunrise Boulevard. Adjacent to the College is the George English Park (a multi-sport recreational complex) and the Galleria Fashion Mall, which includes such stores as Neiman Marcus, Saks Fifth Avenue, and Lord and Taylor. The Intracoastal Waterway is two blocks east of the College and the world-famous Fort Lauderdale beaches are only five blocks to the east.

College facilities are accessible to and usable by handicapped persons. Forms of special assistance available include ground level entry to the building, access ramps and elevators.

The College library is housed on the second floor and provides an atmosphere conducive to study. Our growing collection is comprised of basic reference materials as well as periodicals and current publications which support the curriculum.

## STUDENT LIFE

Classroom learning comprises only part of the student's education. Developing an understanding of a variety of people is equally essential. The College encourages activities in which students are most interested by fostering leadership and by channeling the energy and enthusiasm of students into worthwhile outlets. College activities include, but are not limited to, intramural sports, student government association and community involvement.

The Student Government Association (S.G.A.) affords students interaction between faculty and administration. S.G.A. is the intermediary body between the students and those who execute policy. S.G.A. also coordinates numerous activities for the entire student population.

Local families open their homes to our students in the Adoptive Student Program. Students apply for this program and are placed with a local family to help them adapt to South Florida.

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

## HOUSING

Fort Lauderdale College's Housing Director is available 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.

Student apartments are located in residential areas near the College. Shuttle bus service is provided to and from the College at no additional charge.

One, two and three bedroom apartments are available on a first-come, first-served basis, according to the date on which a \$200 non-refundable housing deposit is received. Each apartment is fully furnished including a full kitchen.

The Housing Director also maintains current listings of non-College operated housing which is available to students.

For details and assistance, students can write or call the Housing Director or the Admissions Office.

## STATEMENT OF NON-DISCRIMINATION

The College does not discriminate in admissions, access to its programs, or any of its activities on the basis of sex, race, religion, national or ethnic origin, handicap or age.

## RESERVATIONS REGARDING PROGRAMS AND CHARGES

The College reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to rearrange its programs as needed; and to withdraw subjects, courses, and programs if registration falls below the required number. Any specific course requirements in any area may be changed or waived by the Dean 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 program total are the minimum requirements for completion.

## TRANSFER TO OTHER COLLEGES

The College neither implies nor guarantees that credits completed at Fort Lauderdale College will be accepted by other institutions. Since rules and grade requirements vary from school to school, each institution has policies which govern the acceptance of credit from other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Additional information regarding transfer of credits is available in the Academic Dean's office.

## CAREER PLANNING AND PLACEMENT

One of the outstanding features of the College is the Placement Service, which is available at no additional cost to students and graduates. While 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 proud 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.

Fort Lauderdale College is part of the Phillips System of Colleges--a national network of over 50 career colleges and schools located throughout the United States. This network represents career opportunities all across America.

Fort Lauderdale College has a Career Placement Director who is dedicated to career placement upon graduation. The Director provides job search information, schedules interviews, and works with students to fine-tune interviewing skills.

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

## STUDENT FINANCIAL OBLIGATIONS

All student financial obligations are between the student and the school. Awards of financial aid, grants or other outside assistance do not in any way relieve the student of the responsibility for payment of their tuition and fees. All student's accounts are due and payable at the time such charges are incurred. Other arrangements are at the schools discretion for the convenience of the school or the student. Such other arrangements constitute an exception to the policy as previously stated, as such they may be revoked if the student fails to perform under these arrangements.

College regulations prohibit any student who has an outstanding balance from registering for or attending classes, graduating, taking final examinations, or receiving credits, grades, official or unofficial transcripts, or diplomas.

# ADMISSIONS

## GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or equivalent. All undergraduate applicants are required to satisfy a nationally recognized assessment 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 their qualifications are reviewed. As a result of the evaluation of the qualifications, it may be necessary to schedule the student to take developmental courses.

## APPLICATION PROCEDURE

Qualified applicants must submit a completed Application for Admission to the College with the application fee, which is non-refundable. An application form can be obtained by contacting the College Admissions Office. A high school transcript of work completed through date of application is also required. High school officials should be requested to mail 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.

If the high school transcript and other documents required for enrollment are not available at the time of application, students may be accepted on a "Provisional Status" for a limited period to allow time for receipt of official transcripts from each college attended, CLEP scores, certificates of completion from military schools, high school transcripts, GED records, and other required documents. Course work completed satisfactorily while on "Provisional Status" will count toward graduation.

## EARLY ADMISSIONS

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 the senior year high school grades will reflect similar achievement levels. Upon acceptance and graduation from high school, an official high school transcript showing graduation date must be sent to the College.

## INTERNATIONAL STUDENT ADMISSIONS

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 the grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all international students. A TOEFL score of 475 or its equivalent is required for entry into an undergraduate degree or diploma program. This is not required for applicants whose native country has English as a primary language.

Students not meeting this requirement must satisfactorily complete specific Intensive English coursework at the College. Upon completion of this coursework, students will be allowed to sit for the assessment test.

International students must also meet the following requirements:

- ▲ Pursue a course of study as a full-time student;
- ▲ 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 satisfactory attendance and academic progress;
- ▲ Withdraw from the College before completion of the term;
- ▲ Terminate their attendance at the College upon completion of the term;
- ▲ Do not complete an academic year before taking a term off.

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

## ORIENTATION

Prior to attending classes, new students are required to participate in an orientation program. This program is designed to acquaint students with the policies of the College and introduce them to those staff and faculty who will play an important part in their academic progress toward a degree.

## REGISTRATION FOR NEW STUDENTS

The College holds registration for new students prior to the beginning of each term. Registration is necessary after the applicant has been accepted and all financial arrangements have been finalized.

## PRE-REGISTRATION FOR CONTINUING STUDENTS

Students currently enrolled in the College will pre-register for the next term beginning two weeks before final exams. Financial obligations must be met prior to this date for students to be eligible to pre-register. Pre-registration may be denied if official high school transcripts are not in the student's academic file.

## ADVANCED STANDING

In-school residency may be time-shortened through transfer credits, exemption examinations, and/or life experience validation, provided that this credit has not been previously earned for duplicate course work or accepted in transfer. A student may earn a maximum of 72 credits toward an Associate Degree or 144 credits toward a Baccalaureate Degree through these methods. Methods of achieving a time-shortened residency are described in the following four paragraphs.

## TRANSFER STUDENTS

Students with earned college credit from another college or university may apply for credit transfer to the College. Approval will be given by the Dean for the maximum number of credit hours already completed that are compatible with the College program. Students wishing to transfer credits must have an official transcript of those credits mailed directly to the College for evaluation.

## STANDARDIZED TESTING

The College accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain professional certification examinations recognized by the American Council of Education. Official test scores must be sent to the Office of the Registrar.

## IN-HOUSE CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing proficiency examinations given by the College, with a minimum grade of B.

## LIFE EXPERIENCE EVALUATION

Enrolled undergraduate students may earn credit for life experience through the College Life Experience Program for Advanced Placement. This program is designed to translate personal and professional experiences into academic credit. Procedures and forms needed to apply for credit through life experiences are available in the Life Experience Program Coordinator's office. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. A reduced credit fee is charged for life experience credit (see special Life Experience Tuition and Fee Schedule).

Should credit for prior training or experience be granted, tuition and training time will be proportionally reduced with the Veterans Administration and the eligible student will be notified in writing.

## INDEPENDENT STUDY

Adult education is the long-standing commitment of the College. This philosophy is further expanded by the creation of the Independent Studies Department which recognizes that certain students, although highly motivated to learn, are not in a timely position to disrupt their personal and professional activities in order to attend formal classroom training. Through independent study, supervised by qualified faculty members, the College has adopted this approach which offers the responsible undergraduate student another opportunity to earn college credit. For more information concerning credit for independent study, the student should contact the Coordinator of Independent Studies.

## AUDITING COURSES

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



# STUDENT FINANCIAL ASSISTANCE

## FINANCIAL ASSISTANCE INFORMATION

It is the goal of Fort Lauderdale College to assist all eligible students in procuring financial aid that enables them to attend college. The College participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Title IV Student Assistance. This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal College Work-Study (CWS), Federal Perkins Loan, Federal Stafford Loan (formerly called the Guaranteed Student Loan), Federal Supplemental Loan for Students (SLS), and Federal Parent Loans for Undergraduate Students (PLUS).

The primary responsibility for meet the costs of education rests with the individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

## APPLICATION

To apply for financial aid, a student must complete a standard application such as the Application for Federal Student Aid (AFSA). The application must be completed with extreme care and accuracy. Our Student Finance Department is available to assist students in the completion of this form and to answer any questions.

The AFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce a Pell Grant Index (PGI) and an Expected Family Contribution (EFC).

Financial aid from federal programs is not guaranteed from one year to the next. Students must reapply every year. Also, if students change colleges their aid does not automatically go with them. Students should check with their new college to find out what steps to take.

## CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must:

- \* Be enrolled as a regular student in an eligible program of study on at least a half-time basis;
- \* Have a high school diploma or the equivalent, or be able to demonstrate the ability to benefit;
- \* Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- \* Have financial need as determined by a need analysis system approved by the Department of Education;
- \* Maintain satisfactory academic progress;
- \* Provide required documentation for the verification process and determination of dependency status;
- \* Not owe a refund on a Pell Grant, SEOG, or state grant previously received from any college;
- \* Not be in default on a Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
- \* Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- \* Be registered for the Selective Service, if a male born after December 31, 1959;
- \* Sign the Statement of Educational Purpose.

## NEED AND COST OF EDUCATION

Once the application is completed, the information will be used in formulas that calculate need and help determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of education.

## SELECTION OF ELIGIBLE APPLICANTS

In accordance with Federal Regulation 668.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

## SATISFACTORY ACADEMIC PROGRESS

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College.

The Student Finance Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the cumulative grade point average (CGPA) requirements, progression toward completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined on pages 24 to 27 of this catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.



## POLICIES AND PROCEDURES FOR VERIFICATION

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within thirty (30) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make an exception to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.
10. The College will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having justification to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

## FINANCIAL AID TRANSCRIPTS

Federal regulation requires that Stafford and SLS funds cannot be released nor can a PLUS loan application be certified until financial aid transcripts have been received from all colleges previously attended by an applicant. A financial aid transcript is necessary even if the student did not receive any aid.

## TUITION CHARGES

The College quotes standard tuition prices for each regular program offered. Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of class. The College charges the student's tuition account for tuition at the beginning of each academic year (normally three (3) terms).

## FEE SCHEDULE (Effective January 1993)

### GRADUATION FEES

Undergraduate	\$50.00
Graduate	\$75.00

This fee is payable upon completion of a degree program at the College. The fee covers the expense of participation in the commencement ceremony, the cap and gown (and hood for graduate students), the printing of the degree, and other related costs.

### LIFE EXPERIENCE CREDIT

Students who are awarded credit for life experience are charged \$45.00 per credit hour for each credit hour earned.

### TEXTBOOKS

In order to defray the high cost of collegiate textbooks, the College offers a unique textbook "loaner" program for students. Under this program students are issued textbooks from the Bookstore to be used for their classes each term. At the end of the term these loaner books are returned to the Bookstore for future use. Students who do not return loaner books are liable for the cost of these books. Some textbooks are included in the tuition price. Students are informed by the Bookstore personnel about which textbooks are to be returned.

Students who wish to purchase textbooks may do so at any time.

EDUCATIONAL EXPENSES (Effective January 1993)

	Day	Night
All Associate Degree Programs (except Video and Film)		
Tuition .....	\$ 9,495.	\$ 9,495.
Books (One-time charge).....	150.	150.
Application and Registration Fee.....	100.	100.
Activity Fee.....	160.	80.
Total.....	9,905.	9,825.
Associate Degree in Video and Film		
Tuition.....	\$11,995.	\$11,995.
Books (One-time charge).....	150.	150.
Application and Registration Fee.....	100.	100.
Activity Fee.....	160.	80.
Total.....	12,405.	12,325.
All Baccalaureate Degree Programs		
Tuition .....	\$18,995.	\$18,995.
Books (One-time charge).....	150.	150.
Application and Registration Fee.....	100.	100.
Activity Fee.....	320.	160.
Total.....	\$19,565.	\$19,405.
Fifth Year in Accounting Program		
Tuition.....	\$ 4,800.	\$ 4,800.
Books (One-time charge).....	150.	150.
Applications and Registration Fee.....	100.	100.
Total.....	5,050.	5,050.

Detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal, room and board, and transportation.

The amount of personal expenses allowed all students is \$140 per month. This figure was determined by a national average obtained from the Bureau of Labor Statistics.

Room and board costs are also obtained from the Bureau of Labor Statistics. The allowable costs for students without dependents who live with their parents is \$249 per month. The allowable costs for students without dependents who do not live with their parents and students with dependents is \$487 per month.

Transportation costs are calculated applying the formula stated below or by use of an average cost. The calculation for determining transportation costs is the number of one-way trips per week x the number of miles traveled one way x 4.33 weeks per month x .28 cents per mile. Information on how the average cost was derived is available in the Student Finance Office.

# FINANCIAL AID PROGRAMS

## GENERAL

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal College Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

## FEDERAL PELL GRANT

This grant is designed to assist needy students who desire to continue their education beyond high school. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Pell Grant Index (PGI) and cost of attendance.

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office of the College or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicant's PGI and expected family contribution (EFC).

## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This grant is available to students with exceptional financial need, with priority given to Federal Pell grant recipients.

In determining student eligibility, the College will base the selection on procedures designed to make SEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.



## FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The Florida Student Assistance Grant (FSAG) is available only to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily available to all. Students are advised when applications may be submitted. It is not available to students who have received baccalaureate degrees.

## FEDERAL COLLEGE WORK-STUDY PROGRAM (CWS)

The Federal College work-study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public or private organization.

Application for the CWS program may be made through the Student Finance Office and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their programs of study. Work schedules will be arranged according to class schedules.

## SCHOLARSHIP PROGRAMS

Fort Lauderdale College participates annually in the Florida Association of Post-Secondary Schools and Colleges (FAPSC) Graduate Scholarship Program. The College contributes one (1) full tuition scholarship for programs offered at the College to FAPSC for an award based upon their criteria. Information regarding selection criteria and application forms are available from the Florida Association of Post-Secondary Schools and Colleges, 1912 Firethorn Court, Brandon, Florida 33511.

## VETERANS BENEFITS

The College is approved for Veterans training. Applications for Veterans benefits are available at the College or from the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

## FEDERAL PERKINS LOAN (FORMERLY NDSL)

Federal Perkins Loans are low interest rate loans made to students who demonstrate exceptional financial need. The interest rate is 5 percent and repayment for full or half-time students begins nine months after the student leaves school.

For less than half-time students repayment begins on the date of the next scheduled installment payment on any outstanding loan made under the Federal Perkins Loan Program. If the borrower has no outstanding loan, the repayment period begins at the earlier of two dates: either nine months from the date the loan was made, or the

end of a nine-month period that includes the date the loan was made and began on the date the borrower ceased to be enrolled as at least a regular half-time student. For students who borrowed under the Direct Loan Program on or after October 1, 1980, the grace period is six months. Repayment may extend up to 10 years and the minimum monthly payment is \$30, with respect to loans for which the first disbursement is made before October 1, 1992. The minimum monthly payment, with respect to loans for which the first disbursement is made on or after October 1, 1992 is \$40.

The maximum annual loan amount limit for an eligible student who has not yet successfully completed a program of undergraduate education is \$3000.

For deferment information contact the Student Finance Office.

### FEDERAL STAFFORD LOANS (Formerly GSL)

Federal Stafford loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct educational expenses.

For students borrowing for the first time on or after July 1, 1988, the interest rate is 8 percent for the first four years of repayment and 10 percent thereafter. For students who borrowed Stafford at an interest rate of 7 percent or 9 percent, that interest rate remains applicable as long as there is an outstanding balance on these loans. There is a 5 percent origination fee and up to 3 percent insurance premium deducted from each disbursement. This must be repaid. For students borrowing for the first time on or after October 1, 1992, the interest rate changes to a variable rate of T-Bill + 3.1 percent with a cap of 9 percent.

An undergraduate may borrow up to \$2,625 per academic year for the first two years of undergraduate study. For a student who has successfully completed the first and second year but has not successfully completed the remainder of a program of undergraduate education, the annual limit is \$4,000. The maximum loan amount at an undergraduate level is \$17,250.

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning the loan. Applications can be obtained from the College's Student Finance Office or from the lender.

For additional deferment information contact the Student Finance Office.

## FEDERAL PLUS LOANS

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to \$4,000 per academic year with a maximum of \$20,000 for each dependent at the undergraduate level. There is a 5 percent origination fee on a PLUS loan made on or after October 1, 1992 and up to 3 percent insurance premium may be deducted from the loan principal. The interest rate is variable but has a maximum of 12 percent.

Repayment begins within 60 days of disbursement unless the parent qualifies for and is granted a deferment by the lender. Although the minimum payment amount is \$50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's Student Finance Office or from the lender.

For deferment information contact the Student Finance Office.

## FEDERAL SUPPLEMENTAL LOANS FOR STUDENTS (SLS)

Federal SLS loans are primarily for independent students but in certain cases may be available to dependent students. Like the Federal PLUS loan the SLS is not based on need but when combined with other resources, cannot exceed the student's cost of education.

Students may borrow up to \$4,000 per academic year with a maximum of \$20,000 for each undergraduate level student. There is a 5 percent origination fee on an SLS loan made on or after October 1, 1992 and up to 3 percent insurance premium may be deducted from the loan principal. The interest rate is variable but has a maximum of 12 percent.

Repayment begins within 60 days of disbursement unless the student qualifies for and is granted a deferment by the lender. Although the minimum payment amount is \$50 per month with at least 5 years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's Student Finance Office or from the lender.

For deferment information contact the Student Finance Office.

## ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING

The Department of Education requires that all students receiving a Federal Perkins Loan, Federal Stafford Loan (GSL), and/or Federal SLS be notified concerning their loans. The College counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received while in attendance at the College, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed. Federal Perkins exit interviews will be sent by certified mail.

## REFUND DISTRIBUTION POLICY

Refunds are distributed according to the following refund distribution policy which will be applied to all students who received Title IV funds and withdraw with a refund due, unless the institution has a Refund Distribution Policy which is required by state regulations:

1. Federal Stafford Loan (GSL) and/or SLS or PLUS
2. Federal Perkins
3. Federal Supplemental Educational Opportunity Grant (SEOG)
4. Federal Pell Grant
5. State Student Incentive Grant (SSIG)
6. Student

If the student has more than one loan and the refund would greatly reduce or pay completely one of the loans, the refund is paid to that loan. The amount refunded to any program may not be greater than the amount the student received from that fund.

## APPROVED PRO-RATA REFUND POLICY LANGUAGE (OVER 30%, FIRST TIME - 90 COHORT DEFAULT RATE)

The passage of Public Law 101-166 resulted in the establishment of an alternate refund policy to pro rate tuition refunds for Federal Stafford, Federal SLS or Federal Plus loan recipients who withdraw on or after September 15, 1992. For each student who withdraws on or after September 15, 1992, the College will calculate a pro-rata refund which conforms to U.S. Department of Education regulations pertaining to Federal Stafford, Federal SLS and Plus loan recipients. This pro-rata refund policy will be applied to Federal Stafford, Federal SLS or Federal Plus loan recipients who withdraw:

- (a) prior to completing one-half of their programs of study, or
- (b) within six months after first enrolling in their programs of study, whichever occurs earlier.

The pro-rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publications; however, the refund will be based upon the refund policy which yields the larger refund to the student.

## DRUG FREE AWARENESS

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Fort Lauderdale College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

# ACADEMIC INFORMATION

## GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

Grade Evaluation	Grade Points
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
W Withdrawal, Penalty	0
P Pass	0
F Failure	0
I Incomplete	0

N No grade  
(Withdrawal, Non-Penalty) Not calculated  
(An "N" grade may be awarded if a student withdraws from a class under approved mitigating circumstances.)

E Exemption Not calculated  
U Audit Not calculated  
Z Direct Study in Progress Not calculated

Fort Lauderdale College recognizes an official drop/add period during the first week of each term. No academic penalty will be received if a class is dropped within 30 days of the start of the term.

## REPEATING COURSES

An undergraduate 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. Repeating courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be recomputed to count the last attempt only.

This policy may be used only three times for improving the student's grade point average, either for three separate courses or two times for one course and one time for a second course. Regular course fees are charged for repeated courses.

## CALCULATION OF GRADE POINT AVERAGE

The grade point average of a student is determined by dividing the total number of grade points earned per term by the number of credit hours attempted. If, for example, a student earned an A in one 4.0 credit hour class, the student would multiply 4.0 credit hours times 4 (the grade point total for an A). The grade points for that class would be 16. If the student earned a C for a second 4.0 credit hour class, the student would multiply 4.0 credit hours times 2 (the grade point total for a C). The grade points for that class would be 8. Adding the total number of grade points (16 and 8), the student would have 24 grade points. The student attempted 8 credits. The grade points of 24, divided by 8 credit hours attempted, would result in a grade point average of 3.0.

## ATTENDANCE REQUIREMENTS

At Fort Lauderdale College our approach to education involves more than just textbook reading. Because of this approach, we have established minimum attendance requirements for students. Fort Lauderdale College recognizes that there are times when a student cannot attend class, or arrives late due to unusual circumstances. These attendance policies have been formulated to allow for these circumstances, while at the same time, insuring that each student attends class a sufficient amount of time to meet the objectives of the course.

Student attendance is recorded by class hours, separately for each class in which a student is enrolled. Absences may be classified as excused or unexcused for purposes of allowing make-up work. However, all absences--regardless of reasons--are considered in applying the attendance policy below. Students will be withdrawn from individual classes for excessive absences and will be withdrawn from the College if absences become excessive in all classes in which the student is enrolled.

## ATTENDANCE POLICY

Total Hours Absent - Students will be withdrawn from any class in which their total hours of absence reach 25% of the total hours scheduled for that class during the term. The total hours for any class is determined as the total of all classroom hours required for the class. For a four-credit class, a student will be withdrawn when 12 total hours of absence is reached in that class.

Consecutive Hours Absent - Students will be withdrawn from any class in which their consecutive hours of absence reach 2/3 of the total hours of absence limit defined above. For a four-credit class, a student will be withdrawn when 8 consecutive hours of absence is reached.

## ATTENDANCE POLICY FOR CLASSES OF LESS THAN TWELVE WEEKS

If both attendance policies on the previous page were applied to 6 week classes, a night student would be withdrawn from a class after one absence. Because the administration feels that this would be unfair to students, any class scheduled for less than a full twelve (12) week term is subject to the Total Hours Absent policy only. For a two-credit class, a student will be withdrawn when 6 total hours of absence is reached in that class.

## LEAVE OF ABSENCE POLICY

Recognizing that unforeseen circumstances may make it necessary for students to interrupt their education temporarily and briefly, Fort Lauderdale College permits students to request a Leave of Absence under certain circumstances limited to the following:

- Medical..... Planned or emergency medical treatment for self or immediate family, including pregnancy;
- Family..... Summer child-care concerns for school-age children, family tragedies;
- Employment... Employment-related training, special assignments or shifts;
- Military..... Reserve/active duty obligations.

To apply for a Leave of Absence, the student must present to the Dean written documentation verifying the need for a leave. After recommendation by the Financial Aid Director, the Dean will determine if the student is eligible for a leave of absence and will then notify the student of the final decision.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

All educational records of students enrolled at the College are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Students may inspect their educational records at any time.

Student consent is required for the release covered by the Act to outside parties (i.e., prospective employers), except for those agencies entitled to access under the provisions of the Act (i.e., university officials, federal educational and auditing officials, and requests related to the application for or receipt of financial assistance).



Release of directory information does not require student consent and includes the name, address, and telephone number of the student, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. Particular questions concerning students' rights under the act should be directed to the Registrar's Office.

#### STANDARDS OF SATISFACTORY PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue to receive financial assistance as outlined on pages 28 to 29.

Satisfactory academic progress is determined by measuring the student's grade point average and the student's rate of progression toward completion of the academic program. These are outlined below.

#### STANDARDS OF PROGRESS POLICY FOR STUDENTS RECEIVING VA EDUCATIONAL BENEFITS

The student must attain and maintain a minimum grade point average (GPA) of not less than a 2.0 ("C") by the end of each grading period. In addition, the student must meet all skills and/or technical requirements of his/her program.

A VA student who has not maintained satisfactory progress at the end of any grading period will be placed on academic probation for the next grading period. If the student has not attained progress by the end of the probationary period, the student's VA educational benefits will be terminated for unsatisfactory progress.

The VA student may petition the school to be recertified for educational benefits after one grading period has elapsed. The school may recertify the student ONLY if there is a reasonable likelihood the student will be able to attain and maintain progress for the remainder of the program.

A copy of the written progress or grade report provided the VA student at the end of each grading period will be placed in the student's permanent file maintained by the school.

## CUMULATIVE GRADE POINT AVERAGE CRITERIA

Total allowable attempted credits (150% of 96) is 144 for an Associate degree or (150% of 192) 288 for a Bachelor's degree.

The midpoint of the maximum program length (50% of 144) is 72 for an Associate's degree or (50% of 288) is 144 for a Bachelor's degree.

The three-quarter point of the maximum program length (75% of 144) is 108 for an Associate's degree or (75% of 288) is 216 for a Bachelor's degree.

## CUMULATIVE GRADE POINT AVERAGE (CPGA) REQUIREMENTS:

Total # Credits Attempted	Probation if GPA is below:	Suspension if GPA is below:	Suspension if % of credits attempted is below:
1 - 24	1.50	N/A	N/A
25 - 48	1.75	1.50	50%
49 - 60	2.00	1.75	60%
61 - 71	2.00	1.75	65%
72 - 95	2.00	1.75	67%
96 - 288	2.00	2.00	67%

## ACADEMIC PROBATION

At the end of each quarter, each student's cumulative grade point average (CGPA) is reviewed to determine whether the student is meeting the above requirements. Students will be placed on ACADEMIC PROBATION when the CGPA does not meet the above requirements. The student will remain on ACADEMIC PROBATION as long as his or her CGPA remains in the probation range specified above. When the student's CGPA is above the probation range specified above, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in counseling sessions as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA may be above the suspension level.

## ACADEMIC SUSPENSION (CGPA)

If the student's CGPA ever falls into the suspension range specified above or the student falls below the requirements for successful completion of credits attempted, the student is considered not to be making satisfactory progress, is placed on ACADEMIC SUSPENSION, and must be withdrawn from the College.

## READMITTANCE FOLLOWING SUSPENSION

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy found in the admissions information section of this catalog. Students readmitted at this point are considered to be on probation but must bring their CGPA into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student's CGPA to improve into the probation range by the end of the first academic term after readmittance or if, in the judgement of the readmittance committee, it is highly improbable for the student's CGPA to improve into the probation range, the student will not be readmitted.

## ACADEMIC DISMISSAL

Students who have been readmitted following ACADEMIC SUSPENSION who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an ACADEMIC DISMISSAL and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

## PROGRESSION TOWARD COMPLETION REQUIREMENTS PERCENTAGE SUCCESSFULLY COMPLETED

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be maintaining satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of the academic term. These percentage requirements are noted in the tables above along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter to determine if the student is progressing satisfactorily.

For determining progression toward completion, grades of F (Failure), I (Incomplete), and W (Withdrawal) are counted as hours attempted but are not counted as hours successfully completed.

### ACADEMIC SUSPENSION (Course Completion Percentage)

Students whose percentage completion falls below the requirements specified above will be placed on ACADEMIC SUSPENSION. It is important to note that this alone can result in being placed on ACADEMIC SUSPENSION, even if the CGPA is above the suspension level.

### READMITTANCE FOLLOWING SUSPENSION (Course Completion Percentage)

As with suspension for failure to meet CGPA requirements, students suspended for failure to meet percentage completion requirements may apply for readmittance after one academic term according to the readmission policy found in the admissions information section of this catalog. Students readmitted at this point are considered to be on probation but must bring their percentage successfully completed above the suspension level by the end of the first academic term after being readmitted. If it is mathematically impossible for the student's percentage completed to improve above the suspension level by the end of the first academic term after readmittance or if, in the judgement of the readmittance committee, it is highly improbable for the student's percentage completed to improve above the suspension level, the student must not be readmitted.

### ACADEMIC DISMISSAL

Students who have been readmitted following ACADEMIC SUSPENSION who fail to improve their percentage completed above the suspension level by the end of the first academic term after readmittance will receive an ACADEMIC DISMISSAL, and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

## MAXIMUM TIME IN WHICH TO COMPLETE

A student may not be allowed more than 1.5 times the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times the number of credits in their program of study. The maximum allowable attempted credits are in the tables above.

## TRANSCRIPTS

Current and former students who need an official transcript of their academic record at Fort Lauderdale College should contact the Registrar's Office. There is a fee for this service which must be paid in advance. Students who have outstanding financial obligations to the school are not provided official or unofficial transcripts until the financial obligation is satisfied. See the Student Financial obligations policy below.

## STUDENT FINANCIAL OBLIGATIONS

College regulations prohibit any student who has an outstanding balance from registering for or attending classes, graduating, taking final examinations, or receiving credits, grades, official or unofficial transcripts, or diplomas.

## APPLICATION OF MISCELLANEOUS CREDITS

### TRANSFER CREDITS

Transfer credits are not included in the calculation of CGPA but are included in the "Total Number of Credits Attempted" (in the charts above) in order to determine the required levels of CGPA and percentage of credits completed. Transfer credits are included as credits successfully completed.

### DEVELOPMENTAL CREDITS

Developmental and other courses that are graded on a Pass/Fail basis are not included in calculating CGPA. Courses taken on the Pass/Fail basis are, however, considered as hours attempted in the determination of progression toward completion. Any developmental credits will be in addition to the maximum (1.5X) allowable attempted credits. For example, the maximum allowable attempted credits for a 90 credit program is 135 but a student enrolled in a 90 credit program who takes 8 credits of developmental courses is allowed to attempt a maximum of 143 credits (135 + 8).

## REPEATED COURSES

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts above) in order to determine the required levels of CGPA and percentage of credits completed. The original credits are considered as not successfully completed.

## LEAVES OF ABSENCE

Leaves of absence taken over an entire term have no effect upon satisfactory progress. A leave of absence that begins during an academic term will have an effect upon the measurement of progression toward completion as the student will have to be withdrawn from all courses and receive a "W" for each course. These courses will be counted as attempted but not successfully completed.

## SATISFACTORY PROGRESS AND FINANCIAL AID

Students must meet the Standards of Satisfactory Academic Progress (Page 17) in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or financial aid personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, progression toward completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined on pages 29 and 30 of this catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

## SUSPENSION APPEAL PROCEDURES

Students who have not made satisfactory progress may request a review of their situation if they feel that there have mitigating or extenuating circumstances that led to the situation. To do so, the student must address a written request to the Academic Dean. A review will be conducted by the Academic Dean and/or the College Director or an appeal committee appointed by the College Director.

Should the appeal be granted, the student will receive one additional academic term in which to regain satisfactory progress. Any decision resulting from that review is final and is not appealable.

## ACADEMIC DEFICIENCIES

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

## GRADUATION

In order to graduate, a student must have earned a minimum of 2.0 CGPA. The CGPA requirements and all other graduation requirements are outlined under the graduation requirements section of this catalog.

A student, either full-time or part-time, will be ineligible to receive Title IV financial assistance if that student has not completed the total credit hours of the stated program objective within 150% of the minimum total credit hours required for the program. Interim progress for standard term programs will be measured at the end of each academic year. Progress for non-standard term programs will be measured at the end of each payment period (1/2 the hours in the academic year). At the time of measurement, a student will also lose financial assistance eligibility by failure to satisfactorily complete at least 2/3 of the credit hours attempted.

The student may appeal the reduction of loss of financial assistance as follows:

1. If a student feels that there are mitigating circumstances that have impeded academic progress, the student may present these circumstances and appeal the resulting loss of financial assistance eligibility. This appeal, which must be documented and made a matter of record, will be submitted and reviewed by the Academic Committee of the College. If the appeal is approved and all eligibility requirements are met, the student may continue for another grading period and receive financial assistance.

2. If a student feels that there are circumstances that have otherwise resulted in a reduction and/or loss of financial assistance eligibility, the student may present these circumstances and appeal the reduction and/or loss. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by a Financial Aid Officer of the College. If the appeal is approved and all eligibility requirements are met, the financial

aid office will, in accordance with applicable regulations, determine the levels of financial assistance availability. Approval of an appeal does not infer that the experienced reduction and/or loss of financial assistance eligibility will be reinstated.

The current Standards of Satisfactory Progress became effective at the beginning of the first payment period subsequent to January 1, 1984.

## COMMENCEMENT EXERCISES

Commencement 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. Students are responsible for submitting graduation applications at the start of their final term of coursework.

## GRADE/ATTENDANCE APPEAL PROCESS

Students who feel that they have been dropped from classes unfairly or have received lower grades than they deserve have an opportunity to appeal. They must address a brief letter to the Dean explaining the problem. A meeting is then arranged with the student, instructor, Director of Academic Affairs, Director, and Dean to discuss the matter and make necessary adjustments. This must be done within one week from the time a student is dropped for attendance reasons or four weeks from the time the grade was received. After that, no further consideration will be given.

## FAMILIARITY WITH COLLEGE REGULATIONS

On or before entrance, each student is given the 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 noncompliance or infractions.

## CODE OF STUDENT CONDUCT

Behaving in a manner consistent with the best interests of the student body is expected of each and every student. Such a standard presumes knowledge of and adherence to published laws that are applicable to each student as a citizen. Additionally students are expected to exhibit moral and ethical behavior in all their



dealings with each other, the school and members of the community. A partial list of examples of inappropriate behavior follows.

It is inappropriate for FLC students to:

Cheat, conspire to cheat or allow others to cheat. Cheating is any activity other than study or learning which has the result of securing a grade which is different than the student would have earned had the cheating not occurred. Some examples of cheating include copying the work of others and turning it in as your own, plagiarizing the work of others, crib notes for exams, having others take tests or write papers for you, and stealing advance copies of tests.

Lie about their actions, especially when the lie allows others to be harmed academically or otherwise.

Harass other students. Whether the basis for harassment is sexual, ethnic, religious, or any other basis, it is unacceptable behavior.

Force, coerce, extort or otherwise make a fellow student perform an unacceptable act whether the instigator or the fellow student benefit from the unacceptable act or not.

Show disrespect for the person, privacy, identity and property of others. Disrespect includes but is not limited to unauthorized custody, use, access, destruction, alteration, disposition, or acquisition.

Fort Lauderdale College reserves the right to suspend or dismiss any student at anytime for misconduct, or when such an action is deemed to be in the best interest of the student and the student body of the College, and to do so without setting for 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 reapply in writing for re-admission to the College. Should the College have evidence of further misconduct, the right to dismiss the student is reserved.

Dismissal is a terminal action. A student who has been dismissed from the College is not permitted to reenter.

## REFERRAL SERVICES

The College does not permit or condone the use or possession of marijuana, alcohol, or any other drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus may be cause for dismissal. Any individuals suffering from addiction to alcohol or controlled substances or having knowledge of others that may have a potential problem in this

regard are urged to consult the Director of Student Services for appropriate counseling and community services referral.

## STUDENT GRIEVANCE PROCESS

Any student who wishes to voice a complaint concerning the College, the policies and/or procedures of the College, an employee of the College, or any other matter related to their attendance at Fort Lauderdale College should complete a student grievance form which is available in the Director of Student Service's office. Upon submission of a grievance, the student will be notified of any action taken in writing within two business days. All student grievances are forwarded to the College Director's office for review.

## MISCELLANEOUS INFORMATION

### REFUND POLICY

#### Withdrawal after Commencement of Class

Withdrawal and Refund Policy: Students are accepted and registered for classes with the understanding that they will remain for the entire course or program. Hiring of faculty and staff, commitments of space, and maintenance and operation of the college are based on that assumption, an obligation which is not relieved when they withdraw. The following refund policy has been established. In the event that they withdraw from class, the student will share in the costs incurred. Upon re-entry, the current program costs will be in effect.

If a student withdraws after commencement of classes, a refund will be paid within 30 days from the date the institution officially terminates the student. In computing refunds, the student will be considered to have been in attendance from the acceptance until the day of his last attendance. The refund policy is outlined below:

1st Week	.....	00 %	of tuition is owed for academic year
2nd Week	.....	10 %	of tuition is owed for academic year
3rd & 4th Week	....	20 %	of tuition is owed for academic year
5th - 8th Week	....	35 %	of tuition is owed for academic year
9th - 12th Week	...	40 %	of tuition is owed for academic year
13th - 15th Week	..	45 %	of tuition is owed for academic year
16th - 19th Week	..	50 %	of tuition is owed for academic year
20th - 24th Week	..	80 %	of tuition is owed for academic year
25th Week +	.....	100 %	of tuition is owed for academic year

NOTE: Percentage of completion is based on the length of time in the academic year of the program as stated in the catalog and computed from the official start date to the last date of attendance. Time attended, rather than units of credit, is the criterion.

One hundred percent (100%) of the tuition attributable to the

period beyond the academic year in which the student withdraws will be refunded when a student withdraws during the prior academic year. One hundred percent (100%) of the tuition attributable to the academic year in which the student withdraws will be retained when a student withdraws during a subsequent academic year. The refund percentage applies to the academic year in which the student withdraws.

The passage of Public Law 101-166 on December 19, 1989, resulted in the establishment of an alternative refund policy to pro-rate tuition refunds for recipients of Federal Stafford/GSL loans made on or after October 1, 1989 and for Federal Title IV funds on or after July 1, 1990. For each student who withdraws on or after January 1, 1990, the institution will calculate a pro-rata refund which conforms to the U.S. Department of Education regulations pertaining to recipients of Federal Stafford/GSL loans or other applicable Federal Title IV student assistance funds. This pro-rata refund policy will be applied to students who withdraw (a) prior to completing one-half of their program of study or (b) within six months after enrolling in their programs of study, whichever occurs earlier. The pro-rata refund may replace any refund policy already in effect and which may be already stated in the catalog, enrollment agreement, schedule of tuition, or other College publications; however, the student's refund will be based upon the refund policy which yields the larger refund. Contact the Financial Aid office for additional information regarding these refund provisions.

## DEFINITION OF QUARTER CREDIT HOUR

A quarter credit hour is equivalent to a minimum of 10 hours of classroom instruction with appropriate out-of-class study, or a minimum of 20 hours of laboratory class instruction, or 30 hours of internship experience. A class hour is defined as fifty (50) minutes of instructional time.

## GRADUATION WITH HONORS

Students enrolled in degree programs who have earned the requisite credits for graduation with the following grade point averages are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.90 and above, summa cum laude.

## DEAN'S LIST AND HONOR ROLL

To recognize and encourage outstanding scholastic performance, a Dean's List is published at the end of each term. To be eligible for this honor, a student must have earned a grade point average of at least 3.75 and must have been registered for 12 or more credit hours. The Director's Honor Roll lists all full-time students who have maintained a 4.00 grade point average during the term.

## 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 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 evaluations and academic program appraisals. Regular academic credit will be given upon successful completion of the internship.

## COOPERATIVE EDUCATION PROGRAM

Cooperative Education is an academic program for undergraduate students. Its purpose is to provide students with practical, prearranged, and pre-approved on-the-job educational experiences which relate to their academic programs and/or career objectives. By combining traditional on-campus courses with off-campus Cooperative Education courses, under the joint supervision of a sponsoring company supervisor and the College Coordinator of Cooperative Education, students are expected to increase their knowledge and competency in courses required in their academic

programs. A secondary purpose of the program is to present students to employers in a way which will increase their post-graduation employment potential.

Degree-seeking students are eligible to apply.

## 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 at least two other courses, either in residence or through independent study.

The Alternative Plan is designed for students who elect to register for on-campus courses one term and register for one Cooperative Education course the following term. In other words, these students alternate terms 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 cooperative education courses. Successful completion of these courses requires that the student develop personal responsibility and display initiative beyond what is required in an on-campus classroom setting under the supervision of an instructor. Successful completion of these courses also requires that the student: (a) develop specific on-the-job objectives with the Coordinator of Cooperative Education and an academic advisor; (b) attend assigned on-campus seminars; and (c) return the completed written assignment no later than final exam week at the end of each term.

Cooperative Education courses are graded on a Pass/Fail basis and therefore are not computed in grade point averages. Courses taken in cooperative education will be identified on the student's transcript as "Parallel Work" and/or "Alternating Work". Credit earned in parallel or alternating work courses are applied to the credit requirements for each degree program. Specifically, these credits apply to the Approved Elective component of the student's academic program of study or as electives in the Major component, however, only 8 credit hours of parallel work or 8 credit hours of alternating work may be applied towards the major area. Tuition for Parallel Work and Alternating Work courses is charged at the same rate as other courses.

	Parallel Work Course	Credit Hours
COE 2041	Parallel Work I	4.0
COE 2042	Parallel Work II	4.0
COE 3041	Parallel Work III	4.0
COE 3042	Parallel Work IV	4.0
COE 4041	Parallel Work V	4.0
COE 4042	Parallel Work VI	4.0

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

\* Note: Veteran's students must have preapproval for cooperative education courses.

	Alternating Plan Courses	Credit Hours
COE 3061	Alternating Work I	8.0
COE 4061	Alternating Work II	8.0

The above courses are designed for students who alternate a term of full-time on-campus study with a term of full-time employment in a job which is related to the student's academic program.

#### ACADEMIC LOAD - UNDERGRADUATE STUDENT

A student taking twelve or more credit hours per term toward the Associate or Bachelor's degree will be classified as a full-time student.

## UNDERGRADUATE DEGREE PROGRAMS

### Two Majors

Any undergraduate student who elects to do so, may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirement of the two majors, a student will be awarded only ONE degree unless additional credit requirements have also been met. In cases where the requirements of these 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 Bachelor's degrees may be awarded simultaneously when the following conditions have been met:

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 48 appropriate credit hours in addition to the requirements of the first degree have been earned.

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

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 24 appropriate credit hours in addition to the requirements of the first degree have been earned.

Care must be taken in scheduling for a second degree or major. Veterans educational benefits, under certain circumstances, may not be available for subjects other than those specifically required for the second degree or major. Scheduling of courses must be done in consultation with the Dean or Faculty Advisor.

# ACADEMIC PROGRAMS

## ASSOCIATE IN BUSINESS DEGREE

## ASSOCIATE IN SCIENCE DEGREE

Accounting  
Computer Information Systems  
Hospitality Management  
International Business  
Management  
Marketing  
Paralegal  
Video and Film Production

## BACHELOR OF BUSINESS ADMINISTRATION DEGREE

## BACHELOR OF SCIENCE DEGREE

Accounting  
Computer Information Systems  
Hospitality Management  
International Business  
Management  
Marketing

## FIFTH YEAR PROGRAM

Professional Accounting



## Specific Degree Requirements

### *Associate Degree*

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

1. Complete a minimum of 96 credit hours with an average grade of "C" (Cumulative Grade Point Average of 2.0) or higher for all work taken at the College. The final 24 credit hours must be completed at the College.
2. Meet the specified graduation requirements, including the following area credit hour requirements, 36 of which must be in the 2000 level or above. (Majors in Commercial Art and Video and Film are not required to take 36 credits in the 2000 level or above.) Upper division\*courses may be used to satisfy the requirements if approved by the Dean.

Area I: Business Administration Component	24.0 (minimum)
Area II: Major Component	48.0 (minimum)
Area III: General Education Component	24.0
TOTAL CREDIT HOURS REQUIRED	96.0

### *Baccalaureate Degree*

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

1. Complete a minimum of 192 credit hours with an average grade of "C" (Cumulative Grade Point Average of 2.0) or higher for all work taken at the College, with a minimum of 68 credit hours in the 3000 and 4000 series or higher. The final 48 credit hours must be completed at the College.
2. Meet the specified graduation requirements, including the following area credit hour requirements:

Area I: Business Administration Component	36.0 (minimum)
Area II: Major Component	60.0 (minimum)
Area III: General Education Component	56.0 (minimum)
Area IV: Approved Elective Component	40.0
TOTAL CREDIT HOURS REQUIRED	192.0

All students seeking any of the degrees stated above must abide by all College rules and regulations, including satisfactory progress, attendance, and conduct; and settle all financial obligations to the College prior to graduation.

In addition, all students must participate in the first College commencement exercises following completion of program requirements.

The student is responsible for meeting the requirements of the College catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of 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 more than one academic term.

THE ASSOCIATE IN BUSINESS DEGREE  
THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

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

The Bachelor of Business Administration 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 students to tailor the program more precisely to their career goals. Graduates are prepared for supervisory positions which may lead to office or departmental management or to executive management.

Sample Curriculum

Business Administration Component	Associate Degree	Bachelor Degree
	Credit Hours	Credit Hours
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2011 Principles of Accounting II	4.0	4.0
ACC 2021 Principles of Accounting III	4.0	4.0
COC 1030 Intro. to DOS and Networking	2.0	2.0
COC 1201 Office Automation A		2.0
COC 1202 Office Automation B		2.0
BUL 2100 Business Law I	4.0	4.0
MAN 2100 Principles of Management		4.0
FIN 3401 Principles of Finance		4.0
MAR 1011 Introduction to Marketing	4.0	4.0
SES 1100 Keyboarding	2.0	2.0
Total Business Administration Component Credit Hours . . . . .	24.0	36.0
 Major Component		
MAN 1021 Introduction to Business	4.0	4.0
STD 1000 College Success Seminar	4.0	4.0
STD 2081 Career Development	4.0	4.0
Business Electives selected in consultation with an academic advisor from business-related courses in the catalog.	36.0	48.0
Total Major Component Credit Hours . . . . .	48.0	60.0
 General Education Component		
ENC 1312 Written Communication	4.0	4.0
ENG 1540 English Usage & Composition	4.0	4.0
PSY 2012 General Psychology	4.0	4.0
MAC 1132 Fund. of College Math I, or		
MAT 2013 College Algebra	4.0	4.0
STA 3152 Statistics		4.0
POS 2041 American National Government		4.0
SPC 3010 Effective Speaking		4.0
ECO 2013 Economics I (Macroeconomics)		4.0
Electives	8.0	24.0
Total General Education Component Credit Hours . . . . .	24.0	56.0
 Approved Elective Component		
Selected in consultation with an academic advisor to effectuate a balanced program consistent with the student's objectives.		
Total Approved Elective Component Credit Hours . . . . .		40.0
Total Required for Graduation . . . . .	96.0	192.0

THE ASSOCIATE IN SCIENCE DEGREE IN ACCOUNTING  
THE BACHELOR OF SCIENCE DEGREE IN ACCOUNTING

The Associate in Science degree prepares students for careers as book-keepers, junior accountants, accounting assistants, and business officers.

The Bachelor of Science degree in Accounting 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.

Sample Curriculum

Business Administration Component	Associate Degree Credit Hours	Bachelor Degree Credit Hours
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2011 Principles of Accounting II	4.0	4.0
ACC 2021 Principles of Accounting III	4.0	4.0
COC 1030 Intro. to DOS and Networking	2.0	2.0
COC 1201 Office Automation A		2.0
COC 1202 Office Automation B		2.0
BUL 2100 Business Law I	4.0	4.0
MAN 2100 Principles of Management		4.0
FIN 3401 Principles of Finance		4.0
MAR 1011 Introduction to Marketing	4.0	4.0
SES 1100 Keyboarding	2.0	2.0
Total Business Administration Component Credit Hours . . . . .	24.0	36.0
Major Component		
MAN 1021 Introduction to Business	4.0	4.0
STD 1000 College Success Seminar	4.0	4.0
STD 2081 Career Development	4.0	4.0
ACG 3301 Cost Accounting	4.0	4.0
ACG 3104 Intermediate Accounting I	4.0	4.0
ACG 3124 Intermediate Accounting II	4.0	4.0
ACG 3134 Intermediate Accounting III		4.0
ACG 3501 Federal Taxation I	4.0	4.0
ACG Accounting Elective		4.0
ACG 4201 Advanced Accounting I		4.0
ACG 4605 Auditing I		4.0
Electives--Business, Business-related	20.0	16.0
Total Major Component Credit Hours . . . . .	48.0	60.0
General Education Component		
ENC 1312 Written Communication	4.0	4.0
ENG 1540 English Usage and Composition	4.0	4.0
PSY 2012 General Psychology	4.0	4.0
MAC 1132 Fundamentals of College Math I, or		
MAT 2013 College Algebra	4.0	4.0
STA 3152 Statistics		4.0
POS 2041 American National Government		4.0
SPC 3010 Effective Speaking		4.0
ECO 2013 Economics I (Macroeconomics)		4.0
Electives	8.0	24.0
Total General Education Component Credit Hours . . . . .	24.0	56.0
Approved Elective Component		
Selected in consultation with an academic advisor to effectuate a balanced program consistent with the student's objectives.		
Total Approved Elective Component Credit Hours . . . . .		40.0
Total Required for Graduation	96.0	192.0

PROFESSIONAL ACCOUNTING  
(FIFTH YEAR)

This is a special post-baccalaureate (fifth year) second major program for accounting majors who wish to qualify to sit for the Certified Public Accountant Examination in the state of Florida.

Accounting Area Component	Credit Hours
ACG 3442 Advanced Cost Accounting	4.0
ACG 4860 Governmental Accounting	4.0
ACG 4221 Advanced Accounting II	4.0
ACG 4621 Auditing II	4.0
ACG 4531 Tax Research and Planning	4.0
ACG 3542 Federal Taxation II	4.0
Total Accounting Area Component Credits . . . . .	24.0
Approved Elective Component	24.0
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced program in Professional Accounting to satisfy C.P.A. examination candidacy requirements	
Total Approved Elective Component Credit Hours . . .	24.0
Total additional credits needed to qualify for the second degree	48.0

THE ASSOCIATE IN SCIENCE DEGREE IN COMPUTER INFORMATION SYSTEMS  
THE BACHELOR OF SCIENCE DEGREE IN COMPUTER INFORMATION SYSTEMS

The Associate in Science Degree Program prepares students for entry level positions in the computer industry or other automated business environments. Opportunities for employment in this field are expected to continue to grow in the future.

The Bachelor of Science Degree Program prepares students for positions as programmer/analysts leading to possible management positions in the data processing field.

### Sample Curriculum

Business Administration Component	Associate Degree Credit Hours	Bachelor Degree Credit Hours
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2011 Principles of Accounting II	4.0	4.0
ACC 2021 Principles of Accounting III	4.0	4.0
COC 1030 Intro. to DOS and Networking	2.0	2.0
COC 1201 Office Automation A		2.0
COC 1202 Office Automation B		2.0
BUL 2100 Business Law I	4.0	4.0
MAN 2100 Principles of Management		4.0
FIN 3401 Principles of Finance		4.0
MAR 1011 Introduction to Marketing	4.0	4.0
SES 1100 Keyboarding	2.0	2.0
Total Business Administration Component Credit Hours . . . . .	24.0 . . . . .	36.0
 Major Component		
MAN 1021 Introduction to Business	4.0	4.0
STD 1000 College Success Seminar	4.0	4.0
STD 2081 Career Development	4.0	4.0
COP 3520 Spreadsheet Analysis & Design		4.0
COP 2100 Computer Programming-BASIC	4.0	4.0
COP 3910 Computer Programming-Adv. BASIC	4.0	4.0
COP 2121 Computer Programming-COBOL	4.0	4.0
COP 3121 Computer Programming-Adv. COBOL	4.0	4.0
CIS 2321 Systems Analysis & Design	4.0	4.0
COC Any approved Programming Languages		8.0
COP 3530 Data Base Management		4.0
Electives - Business & Business-related	16.0	12.0
Total Major Component Credit Hours . . . . .	48.0 . . . . .	60.0
 General Education Component		
ENC 1312 Written Communication	4.0	4.0
ENG 1540 English Usage and Composition	4.0	4.0
PSY 2012 General Psychology	4.0	4.0
MAC 1132 Fundamentals of College Math I OR		
MAT 2013 College Algebra	4.0	4.0
STA 3152 Statistics		4.0
POS 2041 American National Government		4.0
SPC 3010 Effective Speaking		4.0
ECO 2013 Economics I (Macroeconomics)		4.0
Electives	8.0	24.0
Total General Education Component Credit Hours . . . . .	24.0 . . . . .	56.0
 Approved Elective Component		
Selected in consultation with an academic advisor to effectuate a balanced program consistent with the student's objectives.		
Total Approved Elective Component Credit Hours . . . . .		40.0
Total Required for Graduation. . . . .	96.0 . . . . .	192.0

THE ASSOCIATE IN SCIENCE DEGREE IN HOSPITALITY MANAGEMENT  
THE BACHELOR OF SCIENCE DEGREE IN HOSPITALITY MANAGEMENT

The Associate in Science Degree Program in Hospitality Management prepares students for supervisory positions in the hotel and restaurant industry, one of the fastest growing industries in the United States.

The Bachelor of Science Degree Program in Hospitality Management 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 profit, efficient operation and provide the best possible service.

Sample Curriculum

Business Administration Component	Associate Degree Credit Hours	Bachelor Degree Credit Hours
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2011 Principles of Accounting II	4.0	4.0
ACC 2021 Principles of Accounting III	4.0	4.0
COC 1030 Intro. to DOS and Networking	2.0	2.0
COC 1201 Office Automation A		2.0
COC 1202 Office Automation B		2.0
BUL 2100 Business Law I	4.0	4.0
MAN 2100 Principles of Management		4.0
FIN 3401 Principles of Finance		4.0
MAR 1011 Introduction to Marketing	4.0	4.0
SES 1100 Keyboarding	2.0	2.0
Total Business Administration Component Credit Hours . . . . .	24.0 . . . . .	36.0
 Major Component		
MAN 1021 Introduction to Business	4.0	4.0
STD 1000 College Success Seminar	4.0	4.0
STD 2081 Career Development	4.0	4.0
FSS 3251 Food and Beverage Management	4.0	4.0
HFT 2000 Mgt. for Hospitality Industry	4.0	4.0
HFT 3420 Acctng & Control for Hosp Indst	4.0	4.0
HFT 2323 Houskeeping, Plant Engineering and Maintenance	4.0	4.0
HFT 3263 Restaurant Management		4.0
HFT 3603 Laws Related to Hosp Industry	4.0	4.0
HFT 4997 Feasibility Study		4.0
HFT 4999 Internship in Hospitality Mgmt		4.0
Electives	16.0	16.0
Total Major Component Credit Hours . . . . .	48.0 . . . . .	60.0
 General Education Component		
ENC 1312 Written Communication	4.0	4.0
ENG 1540 English Usage and Composition	4.0	4.0
PSY 2012 General Psychology	4.0	4.0
MAC 1132 Fundamentals of College Math I OR MAT 2013 College Algebra	4.0	4.0
STA 3152 Statistics		4.0
POS 2041 American National Government		4.0
SPC 3010 Effective Speaking		4.0
ECO 2013 Economics I (Macroeconomics)		4.0
Electives	8.0	24.0
Total General Education Component Credit Hours . . . . .	24.0 . . . . .	56.0
Approved Elective Component Selected in consultation with an academic advisor to effectuate a balanced program consistent with the student's objectives. Total Approved Elective Component Credit Hours . . . . .		40.0
Total Required for Graduation. . . . .	96.0 . . . . .	192.0

THE ASSOCIATE IN SCIENCE DEGREE IN INTERNATIONAL BUSINESS  
THE BACHELOR OF SCIENCE DEGREE IN INTERNATIONAL BUSINESS

International Business is an important sector of the business world today. The Associate in Science degree equips students for entry level positions in companies engaged in business transactions with foreign companies. The Bachelor of Science degree in International Business provides students with business tools for understanding and dealing in foreign markets.

### Sample Curriculum

Business Administration Component	Associate Degree Credit Hours	Bachelor Degree Credit Hours
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2011 Principles of Accounting II	4.0	4.0
ACC 2021 Principles of Accounting III	4.0	4.0
COC 1030 Intro. to DOS and Networking	2.0	2.0
COC 1201 Office Automation A		2.0
COC 1202 Office Automation B		2.0
BUL 2100 Business Law I	4.0	4.0
MAN 2100 Principles of Management		4.0
FIN 3401 Principles of Finance		4.0
MAR 1011 Introduction to Marketing	4.0	4.0
SES 1100 Keyboarding	2.0	2.0
<b>Total Business Administration Component Credit Hours . . . . .</b>	<b>24.0 . . . . .</b>	<b>36.0</b>
Major Component		
MAN 1021 Introduction to Business	4.0	4.0
STD 1000 College Success Seminar	4.0	4.0
STD 2081 Career Development	4.0	4.0
MAR 3101 Salesmanship	4.0	4.0
MAR 2331 Advertising	4.0	4.0
MAR 3503 Consumer Behavior	4.0	4.0
ESC 3405 Industry & Trade of Latin America	4.0	4.0
MAN 4001 Import/Export		4.0
FIN 4624 International Business and Finance		4.0
MAR 4613 Marketing Research		4.0
ESC 3003 Comparative Economic Systems	4.0	4.0
Electives	16.0	16.0
<b>Total Major Component Credit Hours . . . . .</b>	<b>48.0 . . . . .</b>	<b>60.0</b>
General Education Component		
ENC 1312 Written Communication	4.0	4.0
ENG 1540 English Usage and Composition	4.0	4.0
PSY 2012 General Psychology	4.0	4.0
MAC 1132 Fundamentals of College Math I OR		
MAT 2013 College Algebra	4.0	4.0
STA 3152 Statistics		4.0
POS 2041 American National Government		4.0
SPC 3010 Effective Speaking		4.0
ECO 2013 Economics I (Macroeconomics)		4.0
Electives	8.0	24.0
<b>Total General Education Component Credit Hours . . . . .</b>	<b>24.0 . . . . .</b>	<b>56.0</b>
Approved Elective Component		
Selected in consultation with an academic advisor to effectuate a balanced program consistent with the student's objectives.		
<b>Total Approved Elective Component Credit Hours . . . . .</b>		<b>40.0</b>
<b>Total Required for Graduation. . . . .</b>	<b>96.0 . . . . .</b>	<b>192.0</b>

THE ASSOCIATE IN SCIENCE DEGREE IN MANAGEMENT  
THE BACHELOR OF SCIENCE IN MANAGEMENT

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

Sample Curriculum

Business Administration Component	Associate Degree Credit Hours	Bachelor Degree Credit Hours
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2011 Principles of Accounting II	4.0	4.0
ACC 2021 Principles of Accounting III	4.0	4.0
COC 1030 Intro. to DOS and Networking	2.0	2.0
COC 1201 Office Automation A		2.0
COC 1202 Office Automation B		2.0
BUL 2100 Business Law I	4.0	4.0
MAN 2100 Principles of Management		4.0
FIN 3401 Principles of Finance		4.0
MAR 1011 Introduction to Marketing	4.0	4.0
SES 1100 Keyboarding	2.0	2.0
Total Business Administration Component Credit Hours . . . . .	24.0	36.0
 Major Component		
MAN 1021 Introduction to Business	4.0	4.0
STD 1000 College Success Seminar	4.0	4.0
STD 2081 Career Development	4.0	4.0
MAN 2100 Principles of Management	4.0	
MAR 2102 Retailing	4.0	4.0
BUL 3122 Business Law II	4.0	4.0
MAN 3300 Personnel Management		4.0
MAN 3342 Principles of Supervision	4.0	4.0
MAN 3800 Small Business Management		4.0
MAN 4060 Business Policy & Administration		4.0
BUS 3111 Social & Ethical Issues in Business	4.0	4.0
ACG 3301 Cost Accounting		4.0
Electives	16.0	16.0
Total Major Component Credit Hours . . . . .	48.0	60.0
 General Education Component		
ENC 1312 Written Communication	4.0	4.0
ENG 1540 English Usage and Composition	4.0	4.0
PSY 2012 General Psychology	4.0	4.0
MAC 1132 Fundamentals of College Math I OR		
MAT 2013 College Algebra	4.0	4.0
STA 3152 Statistics		4.0
POS 2041 American National Government		4.0
SPC 3010 Effective Speaking		4.0
ECO 2013 Economics I (Macroeconomics)		4.0
Electives	8.0	24.0
Total General Education Component Credit Hours . . . . .	24.0	56.0
 Approved Elective Component		
Selected in consultation with an academic advisor to effectuate a balanced program consistent with the student's objectives.		
Total Approved Elective Component Credit Hours . . . . .		40.0
Total Required for Graduation . . . . .	96.0	192.0



THE ASSOCIATE IN SCIENCE DEGREE IN MARKETING  
THE BACHELOR OF SCIENCE IN MARKETING

The Associate of Science Degree 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.

The Bachelor of Science Degree Program in Marketing is designed to prepare The student for a career in the many areas of marketing and distribution of products and services throughout the economy.

Sample Curriculum

Business Administration Component	Associate Degree Credit Hours	Bachelor Degree Credit Hours
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2011 Principles of Accounting II	4.0	4.0
ACC 2021 Principles of Accounting III	4.0	4.0
COC 1030 Intro. to DOS and Networking	2.0	2.0
COC 1201 Office Automation A		2.0
COC 1202 Office Automation B		2.0
BUL 2100 Business Law I	4.0	4.0
MAN 2100 Principles of Management		4.0
FIN 3401 Principles of Finance		4.0
MAR 1011 Introduction to Marketing	4.0	4.0
SES 1100 Keyboarding	2.0	2.0
Total Business Administration Component Credit Hours . . . . .	24.0	36.0
Major Component		
MAN 1021 Introduction to Business	4.0	4.0
STD 1000 College Success Seminar	4.0	4.0
STD 2081 Career Development	4.0	4.0
MAR 3101 Salesmanship	4.0	4.0
MAR 2331 Advertising	4.0	4.0
MAR 3503 Consumer Behavior	4.0	4.0
MAR 2102 Retailing	4.0	4.0
MAR 3321 Public Relations	4.0	4.0
MAR 4722 Marketing Management		4.0
MAR 4613 Marketing Research		4.0
MAR 4344 Promotional Policies & Strategy		4.0
Electives Business, Business-Related	16.0	16.0
Total Major Component Credit Hours . . . . .	48.0	60.0
General Education Component		
ENC 1312 Written Communication	4.0	4.0
ENG 1540 English Usage and Composition	4.0	4.0
PSY 2012 General Psychology	4.0	4.0
MAC 1132 Fundamentals of College Math I OR		
MAT 2013 College Algebra	4.0	4.0
STA 3152 Statistics		4.0
POS 2041 American National Government		4.0
SPC 3010 Effective Speaking		4.0
ECO 2013 Economics I (Macroeconomics)		4.0
Electives	8.0	24.0
Total General Education Component Credit Hours . . . . .	24.0	56.0
Approved Elective Component		
Selected in consultation with an academic advisor to effectuate a balanced program consistent with the student's objectives.		
Total Approved Elective Component Credit Hours . . . . .		40.0
Total Required for Graduation. . . . .	96.0	192.0

THE ASSOCIATE IN SCIENCE DEGREE  
PARALEGAL MAJOR

Graduates of the Associate Degree/Paralegal Program have both the technical knowledge of the legal field as well as the communication and analytical skills to work closely with attorneys in preparing for court or to work with minimal supervision providing assistance to practicing attorneys. Paralegal graduates have been exposed to major areas of the law and have gained the basic skills needed for entry level positions assisting practicing attorneys.

Sample Curriculum

	Associate Degree Credit Hours
<b>Business Administration Component</b>	
ACC 2001 Principles of Accounting I	4.0
MAN 1021 Introduction to Business	4.0
BUL 2100 Business Law I	4.0
STD 1000 College Success Seminar	4.0
STD 2081 Career Development	4.0
COC 1030 Intro. to DOS and Networking	2.0
SES 1100 Keyboarding	2.0
Total Business Administration Component Credit Hours . . . . .	24.0
<b>Major Component</b>	
REE 1001 Real Estate	4.0
SES 1270 Legal Terminology	2.0
POS 2041 American National Government	4.0
COC 1201 Office Automation A	2.0
COC 1202 Office Automation B	2.0
SES 1730 Legal Office Procedures	2.0
SES 2150 Word Processing I	2.0
SES 2151 Word Processing II	2.0
LEA 2100 Introduction to Paralegal Studies	4.0
LEA 2200 Legal Research and Writing	4.0
LEA 2300 Civil Litigation and Torts	4.0
LEA 2400 Wills, Trusts and Probate Procedures	4.0
LEA 2500 Family Law	4.0
BUL 3122 Business Law II	4.0
Elective	4.0
Total Major Component Credit Hours . . . . .	48.0
<b>General Education Component</b>	
ENC 1312 Written Communication	4.0
ENG 1540 English Usage and Composition	4.0
MAC 1132 Fundamentals of College Math I, or	
MAT 2013 College Algebra	4.0
Electives	12.0
Total General Education Component Credit Hours	24.0
Total Required for Graduation. . . . .	96.0

THE ASSOCIATE IN SCIENCE DEGREE  
VIDEO AND FILM PRODUCTION MAJOR

The courses offered in the Associate in Science in Video and Film prepare students for work in the field of broadcast television and video production. The main objective is to provide students with valuable hands-on experience and basic knowledge required in this industry.

Sample Curriculum

Business Administration Component	Associate Degree Credit Hours
MAN 1021 Introduction to Business	4.0
STD 1000 College Success Seminar	4.0
STD 2081 Career Development	4.0
COC 1030 Intro. to DOS and Networking	2.0
MAR 1011 Introduction to Marketing	4.0
SES 1100 Keyboarding	2.0
Electives	4.0
Total Business Administration Component Credit Hours . . . . .	24.0
 Major Component	
FIL 1000 Evolution of Film	4.0
FIL 1020 Evolution of Television	4.0
FIL 1100 Video Production I	4.0
FIL 1120 Video Production II	4.0
FIL 1130 Video Production III	4.0
FIL 1200 Script Development	2.0
FIL 2000 Computer Graphics I	2.0
FIL 2020 Computer Graphics II	4.0
FIL 2100 Camera Operation	4.0
FIL 2200 Sound and Lighting	4.0
FIL 2310 Acting and Directing	4.0
FIL 2400 Make-up and Wardrobe	2.0
FIL 2500 Video Management	2.0
FIL 2600 Remote Production	4.0
Total Major Component Credit Hours . . . . .	48.0
 General Education Component	
ENC 1312 Written Communication	4.0
ENG 1540 English Usage and Composition	4.0
MAC 1132 Fundamentals of College Math I, or	
MAT 2013 College Algebra	4.0
Electives	12.0
Total General Education Component Credit Hours	24.0
Total Credit Hours Required for Graduation . . . . .	96.0

*Course  
Descriptions*

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## ACCOUNTING

**ACC 2001 Principles of Accounting I** 4.0 Credit Hours

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.

**ACC 2011 Principles of Accounting II** 4.0 Credit Hours

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: ACC 2001

**ACC 2021 Principles of Accounting III** 4.0 Credit Hours

This course is an introduction to managerial and cost accounting. Concepts and principles are presented in a manner to emphasize accounting as it is applied to serving management needs.

Prerequisite: ACC 2011

**ACG 2998 Topics in Accounting** 2.0 Credit Hours

This course is designed to provide the student with specific information about certain individual accounting topics. This study appropriately develops the students' skills in developing their accounting capacity pertinent to the topic studied. This course may be repeated two times using different topics for a total of 4.0 credits.

**ACG 3104 Intermediate Accounting I** 4.0 Credit Hours

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

Prerequisite: ACC 2021

**ACG 3124 Intermediate Accounting II** 4.0 Credit Hours

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

Prerequisite: ACG 3104

**ACG 3134 Intermediate Accounting III** 4.0 Credit Hours

A continuation of the study of financial accounting theory. Primary emphasis is on accounting for issues related to income measurement and the preparation and analysis of financial statements.

Prerequisite: ACG 3124

- ACG 3301 Cost Accounting** 4.0 Credit Hours  
 This course stresses the use of accounting for managerial planning and control and emphasizes the role of accounting in decision-making. It covers retailing, wholesaling, manufacturing, and administrative operations.  
 Prerequisite: ACC 2021 (Recommended ACG 3104)
- ACG 3442 Advanced Cost Accounting** 4.0 Credit Hours  
 A further study of cost accounting for planning, control and decision making purposes.  
 Prerequisite: ACG 3301
- ACG 3501 Federal Taxation I** 4.0 Credit Hours  
 A 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: ACC 2021
- ACG 3542 Federal Taxation II** 4.0 Credit Hours  
 An advanced study of the principles of taxation applied to corporations, estates and trusts.  
 Prerequisite: ACG 3501
- ACG 4201 Advanced Accounting I** 4.0 Credit Hours  
 Property acquisition, reevaluation and retirement, and depreciation principles and practices are studied in greater depth. Intangible assets, current and long-term debt, position plans, corporation formulation, and capital stock transactions are covered. Financial statement analysis, funds flow, and related statements are given a thorough treatment. Frequent reference is made to pronouncements by the Securities and Exchange Commission and the American Institute of Certified Public Accountants.  
 Prerequisite: ACG 3134
- ACG 4605 Auditing I** 4.0 Credit Hours  
 An introductory course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied.  
 Prerequisite: ACG 3134
- ACG 4934 Selected Topics in Accounting** 4.0 Credit Hours  
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in accounting.  
 Prerequisite: Determined by the course material and instructor.

**ACG 4999 Internship in Accounting** 4.0 Credit Hours  
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

Post-Baccalaureate Classes

**ACG 4050 Accounting Information Systems** 4.0 Credit Hours  
This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated.  
Prerequisite: ACG 3134

**ACG 4221 Advanced Accounting II** 4.0 Credit Hours  
A continuation of the study of advanced accounting subjects including accounting for combined economic entities and consolidations and currency conversions for foreign operations.  
Prerequisite: ACG 4201

**ACG 4531 Tax Research and Planning** 4.0 Credit Hours  
Tax law and its implications in business. A critical examination of the legal aspects of taxation and the development of federal tax law as a basis for planning business decisions. Students will do directed (independent) research of relevant tax issues and prepare well-documented reports for each of the assigned case studies.  
Prerequisite: ACG 3542

**ACG 4621 Auditing II** 4.0 Credit Hours  
A continuation of ACG 4605. Emphasis 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, and the responsibility for them.  
Prerequisite: ACG 4605

**ACG 4860 Governmental Accounting** 4.0 Credit Hours  
Budgetary and fund accounting systems are applied in various types of governmental agencies and educational institutions.  
Prerequisite: ACC 2021

## COMPUTER INFORMATION SYSTEMS

**CIS 2321 Business Systems Analysis** 4.0 Credit Hours

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 structures, file designs, and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design.

Prerequisite: COC 1030, SES 1100

**CIS 2322 Business Systems Design** 4.0 Credit Hours

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 objective within specified constraints.

**CIS 2410 Microcomputer Software and Applications** 4.0 Credit Hours

An introduction to small, general-purpose digital computers, their characteristics and applications. Although content may vary, the class is generally a hands-on class aimed at the Computer Programming student to introduce them to the programming languages they will encounter during the pursuit of their degree. This class has no prerequisite; however COC 1030 and SES 1100 are strongly recommended.

(NOTE: This course is recommended as a prerequisite for all computer language courses.)

**CIS 3321 Structured Systems Analysis and Design** 4.0 Credit Hours

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

**CIS 3452 Computer Operating Systems** 2.0 Credit Hours

This class provides a hands-on overview of various computer operating systems. Systems covered vary depending upon availability of various computers. Topics can include: DOS, UNIX, WINDOWS, OS/2, WINDOWS-NT.

Prerequisite: COC 1030, any two courses in a computer language passed with C or better, and permission of the instructor.

**CIS 4166 Distributed Data Processing** 4.0 Credit Hours

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



**CIS 4354 Computer Operating Systems** 4.0 Credit Hours  
This class provides an in-depth hands-on overview of various computer operating systems. Systems covered vary depending upon availability of various computers. Topics can include: DOS, UNIX, WINDOWS, OS/2, WINDOWS-NT.

Prerequisite: COC 1030, any two courses in a computer language and permission of the instructor.

**CIS 4360 Data Communications** 4.0 Credit Hours  
Data communications (tele-processing), batch, remote job entry, on-line real-time and interactive operations, communications resources (types and grades of transmission facilities) and terminal hardware concepts.

Prerequisite: COP 2100 or COP 2121

**CIS 4601 EDP Audit and Controls** 4.0 Credit Hours  
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.

**COC 1030 Introduction to DOS and Networking** 2.0 Credit Hours  
A hands-on class oriented toward non-computer users to familiarize them with the DOS operating system and a typical office environment network. This course is a prerequisite for all other courses using computers.

**COC 1120 Computer Fundamentals** 4.0 Credit Hours  
An introductory class to computers providing an overview of the computer's impact on the life of an individual as well as the job market. The course discusses many of the operating systems and application programs available. Demonstrations of software are provided along with giving the student an opportunity to "try out" systems with a hands-on approach.

**COC 1201 Microcomputers and Office Automation A** 2.0 Credit Hours  
Commercially available software is used in a hands-on environment to introduce the student to the business use of electronic spreadsheets.  
Prerequisite: COC 1030

**COC 1202 Microcomputers and Office Automation B** 2.0 Credit Hours  
Commercially available software is used in a hands-on environment to introduce the student to the business use of electronic database management and applications.

(COC 1201 and 1202 are complimentary courses but each may be taken independently.)

Prerequisite: COC 1030

**COC 1203 Microcomputers and Office Automation C** 2.0 Credit Hours  
This class provides an overview to the Windows Operating System as would be typically found in a modern office computing environment. Various applications, spreadsheets, database management, and word processing will be used, but through the Windows system.

Prerequisite: COC 1030, COC 1201, COC 1202

**COC 1211 Program Design** 2.0 Credit Hours  
This course provides the student with an introduction to programming logic and design. Also included is a study of secondary storage concepts and operating systems theory with an introduction to job control language as it is related to program creation. May be taken with or after COC 1030.

**COC 4997 Applied Software Development Project** 4.0 Credit Hours  
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.

**COC 4998 Selected Topics in Data Processing** 4.0 Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in computer programming. Such languages as Assembler, Fortran, Advanced COBOL II, Advanced RPG II/III, PASCAL, PL/I, Data Structures using C or other languages may also be taught under this title if enough students show interest and software is available.

Prerequisites: Determined by the course material and instructor.

**COC 4999 Internship in Data Processing** 4.0 Credit Hours  
As part of the preparation for a career in data processing, the student is permitted to serve an internship in the data processing department of businesses or industrial organizations or government agencies acceptable to the College. Arrangement 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.

**COP 2100 Computer Programming - BASIC** 4.0 Credit Hours  
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.

Prerequisites: COC 1030, SES 1100

**COP 2121 Computer Programming - COBOL** 4.0 Credit Hours

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.

Prerequisites: COC 1030, SES 1100

**COP 3110 Computer Programming - FORTRAN** 4.0 Credit Hours

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.

Prerequisites: COC 1030, SES 1100

**COP 3121 Computer Programming - Advanced COBOL** 4.0 Credit Hours

This course provides the student with advanced concepts of the COBOL programming language. Topics covered include updated programming using 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. A final project is usually used to demonstrate accumulated student knowledge.

Prerequisite: COP 2121

**COP 3180 Computer Programming - PASCAL** 4.0 Credit Hours

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 including sequential files.

Prerequisite: COC 1030, SES 1100

**COP 3190 Computer Programming - Advanced BASIC** 4.0 Credit Hours

This course provides the student with advanced concepts of the BASIC programming language. Topics covered include file processing using random access, sorting, screen processing, multi-user concepts, and system development with menu control using the BASIC language.

Prerequisite: COP 2100

**COP 3260 Computer Programming - RPG II** 4.0 Credit Hours

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

Prerequisite: COC 1030, SES 1100

**COP 3340 Computer Programming - C** 4.0 Credit Hours

This course will introduce the C programming language. Students will write programs in the C language using structured programming.

Prerequisite: COC 1030, SES 1100 (at least two quarters of any other programming language are recommended)

**COP 3410 Computer Programming - RPG III** 4.0 Credit Hours

This course provides a foundation for the use of the Report Program Generator language as implemented for the IBM AS-400 Series Computers. Fundamentals include use of coding forms, File and Screen Generator Utility programs. Programming concepts will be covered from simple calculations, sub-routines and formatted output through sequential and random file handling.

Prerequisite: COC 1030, SES 1100  
(COC 1201, COC 1202 and one other language are recommended)

**COP 3520 Spreadsheet Analysis and Design** 4.0 Credit Hours

This course emphasizes business uses of micro-computer spreadsheet programs and analysis of various business applications with orientation to the electronic spreadsheet environment.

Prerequisite: COC 1201

**COP 3530 Data Base Management** 4.0 Credit Hours

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. System development and implementation is an integral part of this course.

Prerequisite: COC 1202

**COP 4286 Computer Programming - Advanced RPG II** 4.0 Credit Hours

This course provides advanced concepts of RPG-II as a computing language. The student will demonstrate their knowledge of the advanced facilities of this language using random access methods, indexes, screen and file design utilities to create a multi-user system environment.

Prerequisite: COP 3260

**COP 4320 Computer Programming - Advanced RPG III** 4.0 Credit Hours

This course is a continuation of COP 3410 and covers more advanced concepts of the RPG III language. Among topics covered are multi-dimensional arrays, File Maintenance and Index (ADDROUT) file handling. Additionally the student will develop a system to be controlled by the AS400 operating language system.

Prerequisite: COP 3410

**COP 4400 Computer Programming - Assembler** 4.0 Credit Hours

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: two of: COC 1021, COC 1202, COC 1203  
and two quarters of a programming language.

## HOSPITALITY MANAGEMENT

**FSS 3251 Food and Beverage Management** 4.0 Credit Hours

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.

**HFT 2000 Management for the Hospitality Industry** 4.0 Credit Hours

An introduction to the hospitality 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.

**HFT 2323 Housekeeping, Plant Engineering, and Maintenance** 4.0 Credit Hours

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

**HFT 3263 Restaurant Management** 4.0 Credit Hours

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.

**HFT 3420 Accounting and Control for Hospitality Industry** 4.0 Credit Hours

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

**HFT 3510 Marketing, Sales, and Public Relations** 4.0 Credit Hours

A study of sales, promotion and marketing practices of the hospitality industry.

**HFT 3603 Laws Related to the Hospitality Industry** 4.0 Credit Hours

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.

**HFT 3700 Fundamentals of Tourism** 4.0 Credit Hours

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.

- HFT 4997 Feasibility Study** 4.0 Credit Hours  
 A study of the systematic process for evaluating the economic factors of the hospitality project and the likely results of operations before they are begun.
- HFT 4998 Selected Topics in Hospitality Management** 4.0 Credit Hours  
 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: Determined by the course material and instructor.
- HFT 4999 Internship in Hospitality Management** 4.0 Credit Hours  
 As part of the preparation for a career in hotel and restaurant administration, the student is permitted to serve an internship in motels, hotels, restaurants, or other organizations acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. (160 clock hours)

## MANAGEMENT

- BUL 2100 Business Law I** 4.0 Credit Hours  
 Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. This course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations.
- BUL 3122 Business Law II** 4.0 Credit Hours  
 A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, and insurance.
- BUS 3111 Social and Ethical Issues in Business** 4.0 Credit Hours  
 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.
- FIN 3100 Personal Finance** 4.0 Credit Hours  
 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.
- FIN 3401 Principles of Finance** 4.0 Credit Hours  
 This course provides an introduction and overview of the acquisition, financing, valuation, and management of business assets. The balance sheet will serve as the foundation for the evaluation of financial decisions and their effect on the firm.  
 Prerequisite: ACC 2011

**FIN 4320 Financial Management** 4.0 Credit Hours  
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.

Prerequisites: ACC 2011, STA 3152, MAN 2100

**FIN 4624 International Business and Finance** 4.0 Credit Hours  
A study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America.

**MAN 1021 Introduction to Business** 4.0 Credit Hours  
A study of the characteristics and functions of business in the free enterprise environment, including opportunities, management, organization, physical plant, finance, ethics, and law.

**MAN 1800 Topics in Management** 2.0 Credit Hours  
This course is designed to provide the student with specific information about individual business topics. This study appropriately develops the students' skills in developing their management capacity pertinent to the topic studied. Examples of topics include, but are not limited to, leadership, supervision, control, hiring, or any other topic of current interest and relevance to the student pursuing a business major. This course may be repeated two times using topics for a total of 4.0 credits.

**MAN 2050 Business Applications on the Microcomputer** 4.0 Credit Hours  
This course introduces the student to the more popular business applications for microcomputers; word processing, electronic spreadsheets, business graphics, and database file management. Through intensive hands-on assignments, the student will learn to put these tools to use in typical business situations.

Prerequisite: COC 1020

**MAN 2100 Principles of Management** 4.0 Credit Hours  
An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.

**MAN 3300 Personnel Management** 4.0 Credit Hours  
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

**MAN 3342 Principles of Supervision** 4.0 Credit Hours  
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.

- MAN 3800 Small Business Management** 4.0 Credit Hours  
 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 businesses. A study of management principles and procedures providing methods of resolving these problems.
- MAN 4001 Import/Export Management** 4.0 Credit Hours  
 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 trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade.
- MAN 4060 Business Policy and Administration** 4.0 Credit Hours  
 A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle- and upper-management personnel.  
 Prerequisite: MAN 2100
- MAN 4410 Labor Relations and Collective Bargaining** 4.0 Credit Hours  
 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.  
 Prerequisites: MAN 2100 and MAN 3300
- MAN 4600 Management of International Business** 4.0 Credit Hours  
 A study of the managerial requirements for establishing and conducting multi-national business operations.  
 Prerequisite: MAN 2100
- MAN 4998 Selected Topics in Management** 4.0 Credit Hours  
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in management.  
 Prerequisite: Determined by the course material and instructor.
- MAN 4999 Internship in Management** 4.0 Credit Hours  
 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



**PAD 3133 Public Administration** 4.0 Credit Hours  
A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policymaking in the modern governmental unit.

Prerequisite: MAN 2100

**RMI 3015 Risk and Insurance** 4.0 Credit Hours  
The basic principles of sound risk management, including risk identification and evaluation are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included.

Prerequisite: FIN 3401

**TRA 4010 Transportation** 4.0 Credit Hours  
The role of the different modes of transportation (rail, motor, air, water and pipelines) are analyzed in terms of economic characteristics and services rendered in relation to the management of the business entity.

Prerequisite: MAN 2100

## MARKETING

**MAR 1011 Introduction to Marketing** 4.0 Credit Hours  
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, pricing policies, and the costs of marketing.

**MAR 2102 Retailing** 4.0 Credit Hours  
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 strategies are included.

**MAR 2331 Advertising** 4.0 Credit Hours  
A study of the principles and institutions involved in mass selling. 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

**MAR 3101 Salesmanship** 4.0 Credit Hours  
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.

- MAR 3213 Marketing Channels and Distribution** 4.0 Credit Hours  
 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
- MAR 3321 Public Relations** 4.0 Credit Hours  
 A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors are examined and discussed.  
 Prerequisite: MAR 1011
- MAR 3503 Consumer Behavior** 4.0 Credit Hours  
 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
- MAR 4344 Promotional Policies and Strategy** 4.0 Credit Hours  
 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.  
 Prerequisite: MAR 1011, MAR 2331
- MAR 4613 Marketing Research** 4.0 Credit Hours  
 Research methods are applied to the functions of marketing including sampling, collection, analysis, and reporting of data, sales forecasting, and market analysis.  
 Prerequisites: MAR 1011, STA 3512 (or permission of instructor)
- MAR 4722 Marketing Management** 4.0 Credit Hours  
 This course is a managerial approach to the overall marketing function and includes analysis of product development, promotion, pricing, physical distribution, and marketing strategy.
- MAR 4933 Selected Topics in Marketing** 4.0 Credit Hours  
 A special study of selected topics of current interest and relevance to the student preparing for a career in marketing.  
 Prerequisite: Determined by the course material and instructor.
- MAR 4999 Internship in Marketing** 4.0 Credit Hours  
 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 provides 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

## SECRETARIAL

**SES 1000 Office Filing Systems** 2.0 Credit Hours

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.

**SES 1050 Business Office Machines** 2.0 Credit Hours

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.

**SES 1100 Keyboarding I** 2.0 Credit Hours

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

**SES 1110 Keyboarding II** 2.0 Credit Hours

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

**SES 1200 Machine Transcription** 2.0 Credit Hours

Transcription training designed to develop accuracy and speed in machine transcription.  
Prerequisite: SES 1100

**SES 1260 Legal Transcription** 2.0 Credit Hours

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.  
Prerequisite: SES 1100

**SES 1270 Legal Terminology** 2.0 Credit Hours

A study of legal words, terms, and phrases normally encountered in the application of modern law in an office environment.

**SES 1730 Legal Office Procedures** 2.0 Credit Hours

A background course in law office procedures. It emphasizes law office ethics, preparation of court documents, study of billing and time keeping procedures, and legal filing. The spelling and definitions of legal terms are also covered.

**SES 1750 General Office Procedures** 2.0 Credit Hours

This course provides exposure to such business office procedures as handling incoming and outgoing mail, using office equipment including copiers, adding machines, and calculators. Other routine functions normally performed by office employees are discussed.

**SES 2150 Word Processing I** 2.0 Credit Hours  
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 letters, forms of reports from machine transcription, handwritten and typewritten copy using commercially available software.  
Prerequisite: SES 1100

**SES 2151 Word Processing II** 2.0 Credit Hours  
Continuation of Word Processing I.  
Prerequisite: SES 2150

## REAL ESTATE

**REE 1001 Real Estate** 4.0 Credit Hours  
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.

## PARALEGAL

**LEA 2100 Introduction to Paralegal Studies** 4.0 Credit Hours  
This course is a study of the field of legal assisting, including ethics, regulations of Paralegals and Legal Assistants, interviewing and an introduction to analytical skills.

**LEA 2200 Legal Research and Writing** 4.0 Credit Hours  
This course covers professional legal writing, legal document preparation, and an introduction to legal research techniques.  
Prerequisites: COC 1020 and ENC 1312

**LEA 2300 Civil Litigation and Torts** 4.0 Credit Hours  
This course is a study of the procedures of civil litigation from pre-trial discovery through the trial stage, as well as torts, personal injury and professional malpractice.

**LEA 2400 Wills, Trusts and Probate Procedures** 4.0 Credit Hours  
This course covers forms, rules, and procedures for will preparation, trusts, and probate regulation.

**LEA 2500 Family Law** 4.0 Credit Hours  
This course covers family law and domestic relations including marriage, separation, divorce, and children's rights.

**LEA 2999 Internship in Paralegal Practice** 4.0 Credit Hours  
As part of the preparation for the paralegal profession, the student is permitted to serve an internship in law firms, government agencies, courthouse settings, or corporate or insurance legal departments 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  
(May be substituted for SES 1260 and SES 1730)

## ECONOMICS

**ECO 2013 Principles of Economics I (Macroeconomics)** 4.0 Credit Hours  
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.

**ECO 2023 Principles of Economics II (Microeconomics)** 4.0 Credit Hours  
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

**ECO 3001 Current Issues in Economics** 4.0 Credit Hours  
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

**ECO 3040 Economics for the Consumer** 4.0 Credit Hours  
A survey of the economic theory as it relates to problems affecting the American consumer.  
Prerequisite: ECO 2013

**ECO 3223 Money and Banking \*** 4.0 Credit Hours  
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.

**ECO 3514 Investments** 4.0 Credit Hours  
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.

**ECO 4702 Principles of International Economics** 4.0 Credit Hours  
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

**ESC 3003 Comparative Economic Systems** 4.0 Credit Hours  
A description, analysis, and appraisal of the economic theories of Capitalism, Socialism, and Communism.  
Prerequisite: ECO 2013

**ESC 3405 Industry and Trade of Latin America** 4.0 Credit Hours  
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.

\* Does not count toward fulfillment of General Education requirements.

## ENGLISH

**ENC 1312 Written Communications** 4.0 Credit Hours  
Practical application of the principles of composition to effective written communication, including basic types of correspondence and written reports. Particular attention is devoted to the development of distinctive style and vocabulary.

**ENG 1540 English Usage and Composition** 4.0 Credit Hours  
A systematic study of English fundamentals, grammar, punctuation, mechanics, sentence structure, vocabulary, rules and conventions that govern acceptable and efficient English usage, with explanations, examples, and drill in language operations.  
Prerequisite: ENC 1312

**ENG 4998 Selected Topics in English** 4.0 Credit Hours  
A special study of selected topics of current interest and relevance to the student preparing for a career in business.  
Prerequisite: Determined by the course material and instructor.

**MMC 3000 Mass Media** 4.0 Credit Hours  
Covers the basic principles, theories, and ideas of mass media as well as the technology and creative methods used in mass media past, present, and future. The role of mass media in business, politics, religion, entertainment, and advertising will be discussed. Also covers the psychological and behavioral aspects of mass media; influences on mass consumption, mass hysteria, mass appeal and mass control. Media covered in the course include film, video, television and print (magazines and newspapers).

**SPC 3010 Effective Speaking** 4.0 Credit Hours  
This course develops the ability to speak clearly and effectively before an audience; to develop the ability to think and express ideas effectively; and to plan, compose, and deliver speeches and talks of various kinds.

**SPC 3420 Conference and Discussion Techniques** 4.0 Credit Hours  
Designed to acquaint students with principles, methods, and theories of discussion and conference planning and to assist them in developing leadership and conference skills.

### INTENSIVE ENGLISH LEVEL IV

**ENI 0104 Conversation--Part A** 2.0 Credit Hours  
This course consists of oral presentations and elaboration from television programs, news and current events using idiomatic phrases.

**ENI 0114 Conversation--Part B** 2.0 Credit Hours  
A continuation of ENI 0104.  
Prerequisite: ENI 0104

**ENI 0204 Comprehension--Part A** 2.0 Credit Hours  
This course includes reading assignments in which new vocabulary words are introduced as well as literature by popular authors.

**ENI 0214 Comprehension--Part B** 2.0 Credit Hours  
A continuation of ENI 0204.  
Prerequisite: ENI 0204

**ENI 0304 Structures and Writing--Part A** 2.0 Credit Hours  
This grammar section covers highly sophisticated grammatical structures and applies them to everyday writing, reading, and conversational situations.

**ENI 0314 Structures and Writing--Part B** 2.0 Credit Hours  
A continuation of ENI 0304.  
Prerequisite: ENI 0304

### GOVERNMENT/HISTORY

**AMH 4370 American Economic History** 4.0 Credit Hours  
A study of the industrial development of America; exploitation and natural resources; history of manufacturing, banking, trade, and transportation; the evolution of industrial centers; and facts contributing to the growth of the United States.  
Prerequisite: ECO 2013

- AMH 4998 Selected Topics in American History** 4.0 Credit Hours
- POS 4998 Selected Topics in American Government** 4.0 Credit Hours  
 A special study of selected topics of current interest and relevance to the student in the area of American History.  
 Prerequisite: Determined by the course material and instructor.
- POS 2041 American National Government** 4.0 Credit Hours  
 A study of the Constitutional structure and dynamics of the American federal system. Includes an examination of the current structure, organization, powers, and procedures of the American government.
- POS 2141 World Geography** 4.0 Credit Hours  
 Offers students information about countries and sights around the world. Maps and time zones are included.
- POT 4064 Contemporary Political Thought** 4.0 Credit Hours  
 An examination of various nominative and empirical approaches to the study of political science, stressing contemporary thinking and developments in the field.

## HUMANITIES

- ART 2001 Selected Topics in the Arts** 4.0 Credit Hours  
 This course provides an opportunity for the student to participate in the performing and visual arts and to explore the creative process from the perspectives of artist, performer and audience.
- EUH 2000 World History** 4.0 Credit Hours  
 Educates the student, potential travel agent and counselor in world events, sights and attractions.
- HUM 1210 Survey of Early Western Culture** 4.0 Credit Hours  
 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.
- HUM 1230 Survey of Contemporary Western Culture** 4.0 Credit Hours  
 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.
- PHI 2100 Philosophy** 4.0 Credit Hours  
 This course acquaints students with the most significant directions of philosophical thoughts so that they may be able to formulate questions, arrive at reasonable answers, and evaluate those of others.



**PHI 4661 Ethics** 4.0 Credit Hours  
Critical and constructive study is given to ethical thought and ideals with emphasis on the central assumptions of personal and social morality. Investigates the bearing of ethical theory upon problems connected with industry, civil society, and the typical American community.

**SPN 1100 Conversational Spanish I** 4.0 Credit Hours  
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.

**SPN 1101 Conversational Spanish II** 4.0 Credit Hours  
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.

## MATHEMATICS

**MAC 1132 Fundamentals of College Mathematics** 4.0 Credit Hours  
This course is designed to bridge the gap between arithmetic and beginning Algebra. Concepts covered include number operation, informal geometry, Algebra, modern mathematics and its notation, and scientific notation.

**MAC 1133 Mathematics for Business \*** 4.0 Credit Hours  
This course deals with the following topics: percentage in business, bank and sales records, financial charge, payroll and taxes, inventory, depreciation, business finance, and compound interest.

**MAT 2013 College Algebra** 4.0 Credit Hours  
The algebra of sets, linear equations, fractioning, proofs, determinants and relations, and functions. Emphasis is placed on understanding the structure of mathematical systems.

**QMB 3700 Mathematics of Finance** 4.0 Credit Hours  
A study of simple and compound interest, ordinary annuities, other annuities, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities, and life insurance. Various sources of corporate funds are also studied.  
Prerequisite: MAC 1132

**STA 3152 Statistics** 4.0 Credit Hours  
This course introduces the student to statistical techniques used in business. Presents methods of describing, summarizing, and analyzing data.

\* Does not count toward fulfillment of General Education requirements.

## PSYCHOLOGY/SOCIOLOGY

**CLP 3144 Abnormal Psychology** 4.0 Credit Hours

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

**DEP 3401 Adult Psychology** 4.0 Credit Hours

This course deals with the human lifespan as a whole and attempts to acquaint the student with the processes of maturation, aging, and death.

**INP 3301 Human Relations** 4.0 Credit Hours

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

**MAF 3001 Marriage and Family** 4.0 Credit Hours

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.

**PSY 1010 Human Motivation** 4.0 Credit Hours

This course is designed to promote proper study habits and skills which enable the student to compete successfully in the higher education environment.

**PSY 2012 General Psychology** 4.0 Credit Hours

A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of decision-making, the mind-body ecological system, and the emotional self.

**PSY 2998 Topics in Psychology**

**SOC 2998 Topics in Sociology** 4.0 Credit Hours

A special study of selected topics of current interest and relevance to the student in the area of Psychology or Sociology.

Prerequisite: Determined by the course material and instructor.

**PSY 4998 Selected Topics in Psychology**

**SOC 4998 Selected Topics in Sociology** 4.0 Credit Hours

A special study of selected topics of current interest and relevance to the student in the area of psychology or sociology.

Prerequisite: Determined by the course material and instructor.

**SOC 2995 Life History** 4.0 Credit Hours

Students taking this course study Life's Choice and in addition review their backgrounds for basic learning experiences that qualify for educational credit and in turn result in advanced placement. Under careful tutelage, students evaluate their backgrounds and learn the proper method of organizing and describing these experiences into portfolios for evaluation for advanced college credit recognition.

**SOC 3000 Principles of Sociology** 4.0 Credit Hours

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

**SOC 3131 Crime and Delinquency** 4.0 Credit Hours

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

**SOP 4003 Social Psychology** 4.0 Credit Hours

Many aspects of human interaction are investigated including aggression, attraction and love, conformity, sexual behavior and group dynamics.

Prerequisite: PSY 2012

## RESEARCH STUDIES

**DRS 2900 Directed Study - Sophomore Research**

**DRS 4900 Directed Study - Senior Research** 2.0 Credit Hours

Open to Sophomore or Senior students with permission of the Dean. Research is done under faculty supervision and must be appropriate to the student's major. Available only during the final quarter prior to the student's graduation with an Associate or Bachelor's degree and may be taken only once.

**DRS 2950 Directed Study - Sophomore Research**

**DRS 4950 Directed Study - Senior Research** 4.0 Credit Hours

Open to Sophomore or Senior students with permission of the Dean. Research is done under faculty supervision and must be appropriate to the student's major. Available only during the final quarter prior to the student's graduation with an Associate or Bachelor's degree and may be taken only once.

## STUDENT DEVELOPMENT

- ENG 1000 Basic English Studies** 4.0 Credit Hours  
A comprehensive review of grammar, spelling, and vocabulary intended to strengthen the student's English background and to prepare the student for more advanced studies.
- MAT 1000 Basic Mathematics Studies** 4.0 Credit Hours  
A comprehensive review of the skills and concepts of arithmetic intended to strengthen the student's mathematical background and to prepare the student for more advanced studies.
- REA 1000 Basic Reading Skills** 4.0 Credit Hours  
Intended for student who must develop better reading skills in order to undertake more advanced studies. Concentration is upon the mechanics of reading, vocabulary development, and comprehension.
- STD 1000 College Success Seminar** 4.0 Credit Hours  
A seminar designed to increase students' success in college by providing the opportunity to obtain skills necessary to reach their educational objectives. Topics include time management, test-taking, communication skills, study techniques, library use and personal issues that face many college students.
- STD 1100 Interpersonal Relations** 4.0 Credit Hours  
The aspects of human interaction are set up and studied by students with reference to their positions in society as they perceive them. General activities would encompass selecting areas for discussion and the instructor directing and moderating the topics chosen.
- STD 2081 Career Development** 4.0 Credit Hours  
A special course which will develop skills in telephone etiquette, business attire, interview procedures, and general office behavior.

## VIDEO AND FILM PRODUCTION

- FIL 1000 Evolution of Film** 4.0 Credit Hours  
Historical and critical survey of the motion picture, tracing the roots of current cinema. Films are screened on a weekly basis, followed by lecture devoted to placing the film in its historical context and analysis of the film's structural elements; style of editing and different uses of color, sound, and camera movement. This course also offers an introduction to the industry, including field trips and guest speakers.
- FIL 1020 Evolution of Television** 4.0 Credit Hours  
Historical and critical survey of the television and broadcast industry from early live television to the current cable networks. To introduce the student to broadcast news, commercial application, public and entertainment production; taught through lecture, field trips and guest speakers.

**FIL 1100 Video Production I** 4.0 Credit Hours  
This course is designed to demonstrate the role of video as a tool for the industry. The course provides an introduction to video production and post-production functions, dealing with storyboard concepts, casting and the use of lighting, camera and sound equipment.

**FIL 1120 Video Production II** 4.0 Credit Hours  
This is a high energy course designed to perfect the skills introduction in Video Production I, involving professionals in sound, lighting, and editing. Students will be taught the techniques of remote video production.  
Prerequisite: FIL 1100

**FIL 1130 Video Production III** 4.0 Credit Hours  
This course is designed to teach the student to perfect the skills learned in Video Production I and II emphasizing techniques utilized in location production and relevant post-production.  
Prerequisite: FIL 1120

**FIL 1200 Script Development** 2.0 Credit Hours  
This course examines script writing for commercials and television as well as film screenplay from original story line, or client concept, to final shooting scripts. Conveys the importance of well developed scripts to every member of the production team.

**FIL 2000 Computer Graphics I** 2.0 Credit Hours  
A production course covering methods and techniques of computer generated graphics and special effects applied to video production. Introduces the student to the Amiga System through lecture, practical demonstration, and hands-on experience.

**FIL 2020 Computer Graphics II** 4.0 Credit Hours  
An advanced production class emphasizing the use of still photography, video footage, and computer graphics to develop a dramatic story or commercial production. Students illustrate their own concept utilizing all applications for transfer to video with music and special effects.  
Prerequisite: FIL 2000

**FIL 2100 Camera Operation** 4.0 Credit Hours  
Provides practical application and workshop instruction in the use of various cameras for film, television and video. Students have the opportunity to learn skills and tools of broadcast and non-broadcast camera operations.

**FIL 2200 Sound and Lighting** 4.0 Credit Hours  
The student is taught the fundamentals of location and studio lighting, the use of filters and gels, and the proper handling of lighting units. Methods and techniques of recording for film and video are also taught emphasizing instruction in automated dialogue replacement - APR (voice-over), Mix and Pix (music transfer to video), and microphone placement. Teaching is done through lecture, practical demonstration, and hands-on experience.

**FIL 2310 Acting and Directing** 4.0 Credit Hours  
A workshop in the fundamentals of directing, exploring various acting techniques and the relationship among actor, director, and script through actual production situations.

**FIL 2400 Make-Up and Wardrobe** 2.0 Credit Hours  
Deals with the fundamentals of make-up and its techniques for film and video and workshop class in special effects make-up. Wardrobing based on script and image the director is portraying. Student will learn to interpret the script and the director's concepts as they relate to wardrobing.

**FIL 2500 Video Management** 2.0 Credit Hours  
This workshop course covers pre-production needs, including set design and property, proper procedures for permits, releases, and the production budget. Emphasizes fundamental business aspects of the video and film industry.

**FIL 2600 Remote Production** 4.0 Credit Hours  
Designed for advanced students. this production course deals with the special techniques and equipment used for the location shoot and teaches the student to adjust to variable situations that will be encountered in uncontrolled environments.

# Administration

William P. Bedard . . . . Director

Dorothy Moore . . . . Academic Dean

Richard E Mignerey. . . . Associate Dean

Lisa Vaca. . . . Director of Placement

Jazmin Fernandez . . . . Director of Housing/Student Services

Rosa Cavalie . . . . Registrar

Audra Raboy . . . . Business Manager

## 1993 ACADEMIC CALENDAR

Christmas Holidays	12/21/92 to 1/10/93
Classes Resume	1/11/93
Fall Term Ends	1/15/93
M.L. King, Jr. Birthday Holiday	1/18/93
Winter Term Starts	1/19/93
Presidents' Day Holiday	2/15/93
Winter Term Ends	4/9/93
Spring Vacation	4/12/93 to 4/16/93
Spring Term Starts	4/19/93
Memorial Day Holiday	5/31/93
Independence Day Holiday	7/5/93
Spring Term Ends	7/9/93
Summer Vacation	7/12/93 to 7/16/93
Summer Term Starts	7/19/93
Labor Day Holiday	9/6/93
Summer Term Ends	10/8/93
Fall Term Starts	10/11/93
Thanksgiving Day Holiday	11/25/93
Christmas Holidays	12/20/93 to 1/2/94

## 1994 ACADEMIC CALENDAR

Christmas Holidays	12/20/93 to 1/2/94
Classes Resume	1/3/94
Fall Term Ends	1/14/94
M.L. King, Jr. Birthday Holiday	1/17/94
Winter Term Starts	1/18/94
Presidents' Day Holiday	2/21/94
Winter Term Ends	4/8/94
Spring Vacation	4/11/94 to 4/15/94
Spring Term Starts	4/18/94
Memorial Day Holiday	5/30/94
Independence Day Holiday	7/4/94
Spring Term Ends	7/8/94
Summer Vacation	7/11/94 to 7/15/94
Summer Term Starts	7/18/94
Labor Day Holiday	9/5/94
Summer Term Ends	10/7/94
Fall Term Starts	10/10/94
Thanksgiving Day Holiday	11/24/94
Christmas Holidays	12/19/94 to 1/2/95



## Courses - by Course Code

ACC-2001	Principles of Accounting I	58
ACC-2011	Principles of Accounting II	58
ACC-2021	Principles of Accounting III	58
ACG-2998	Topics in Accounting	58
ACG-3104	Intermediate Accounting I	58
ACG-3124	Intermediate Accounting II	58
ACG-3134	Intermediate Accounting III	58
ACG-3301	Cost Accounting	59
ACG-3442	Advanced Cost Accounting	59
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SPN-1101	Conversational Spanish II	78
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COP-3530	Data Base Management	65
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DRS-4900	Directed Study - Senior Research	80
DRS-4950	Directed Study - Senior Research	80
DRS-2900	Directed Study - Sophomore Research	80
DRS-2950	Directed Study - Sophomore Research	80
CIS-4166	Distributed Data Processing	61
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ENI-0214	Intensive English - Comprehension B	76
ENI-0104	Intensive English - Conversation A	76
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ENI-0304	Intensive English - Structures & Writing A	76
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MAR-4722	Marketing Management	71
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## Lender Notice

Effective March 15, 1993

Fort Lauderdale College is currently without a lender for the Guaranteed Student Loan Program.

Addendum to the 1993-1994 Fort Lauderdale College Catalog.

FORT LAUDERDALE COLLEGE  
FACULTY CREDENTIALS

<u>NAME</u>	<u>DEGREE</u>	<u>SCHOOL</u>	<u>DISCIPLINE</u>
Bateman, Sandra *	BBA AAS CLA	Ft. Lauderdale College Cazenovia College National Association of Legal Assistants	Paralegal Studies Computer Literacy x
Boodram, Clifford *	BS	Ft. Lauderdale College	Accounting
Castagno, Angela *	MA BS AS	Kensington University Nova University Broward Community College	Accounting Computer Information Systems
Castora, Frank	MBA BS	Nova University Barry University	Accounting Business Administration
Dener, Ronald		New York University Actors Studio Sonya Moore Studio H.B. Studio	Video & Film
Eynon, Neil *	BA	Catholic University of America	Computer Information Systems
Ferber, Kevin *	MBA BBA	Nova University University of Miami	Business Computer Information Systems
Fernandez, Ruben *		Instituto de Diseno Neuman Galeria Art Institute of Paraguay	Commercial Art
Freebeck, Meg *	BS	Nova University	Computer Information Systems
Haweny, Abe *	MBA BS	Fairleigh Dickinson University Rutgers University	Accounting
Jones, Wesley *	MBA BBA AA	Georgia Southern University Brewton Parker College	Business Adminsitration

\* denotes Adjunct Instructor status  
Effective Date - December 1, 1993

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Kalicharan, David *	MBA BA/BS AS	Nova University Nova University Ft. Lauderdale College	Business Administration
Klinefelter, Grace *	DBA MLS BA	Nova University Pratt Institute Goddard College	Business Administration
Knouff, Christine *	BA	Wake Forest University	English
Kronk, Barbara *	MA BS	Nova University Auburn University	Accounting
Maines, Donald *	BS	Ft. Lauderdale College	Psychology
Mignerey, Richard	Ed.D M.Ed. BS	University of Toledo University of Toledo Defiance College	Mathematics Statistics
Mizrahi, Rhonda *	MBA BA	Nova University Palm Beach Atlantic College	Business Administration Computer Literacy
Moore, Dorothy	MAT  BA	University of South Carolina Columbia College	Paralegal Studies Psychology Computer Literacy
Plant, Vicki *	JD BS	Nova University Nova University	Paralegal Studies
Porta-Avalos, Jannette	MS BS	Long Island University New York Institute of Technology	Transitional English Keyboarding College Success
Porta-Merida, Sandra	MS BS	Long Island University New York Institute of Technology	Spanish Keyboarding
Rouse, Robert *	BA	University of Miami	Marketing
Sacks, Harold *	LLB BS	Brooklyn Law School Brooklyn College	International Business
Scobey, Brad *	AS  AA	Broward Community College Broward Community College	Paralegal Studies
Schmit, Bernard	MBA BSBA	University of Miami Pepperdine University	Business Administration

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Shabaan, Hisham	DBA MS BS	Nova University Florida International University Faculty of Tourism (Cairo)	Business Administration Hospitality Management
Taylor, Luther	MA AB	Michigan State University Dartmouth College	Transitional English Speech Communication Sociology
Truesdell, Ivy *		University of Northern Colorado	Commercial Art
Valletti, Joe	MA MS BA	University of Missouri Stevens Institute of Technology State University of New York at Brockport	Business Administration Psychology
Wells, Alan *	AS	Ft. Lauderdale College	Video & Film
Winkelmann, John *	BS	East Texas State University	Computer Information Systems

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