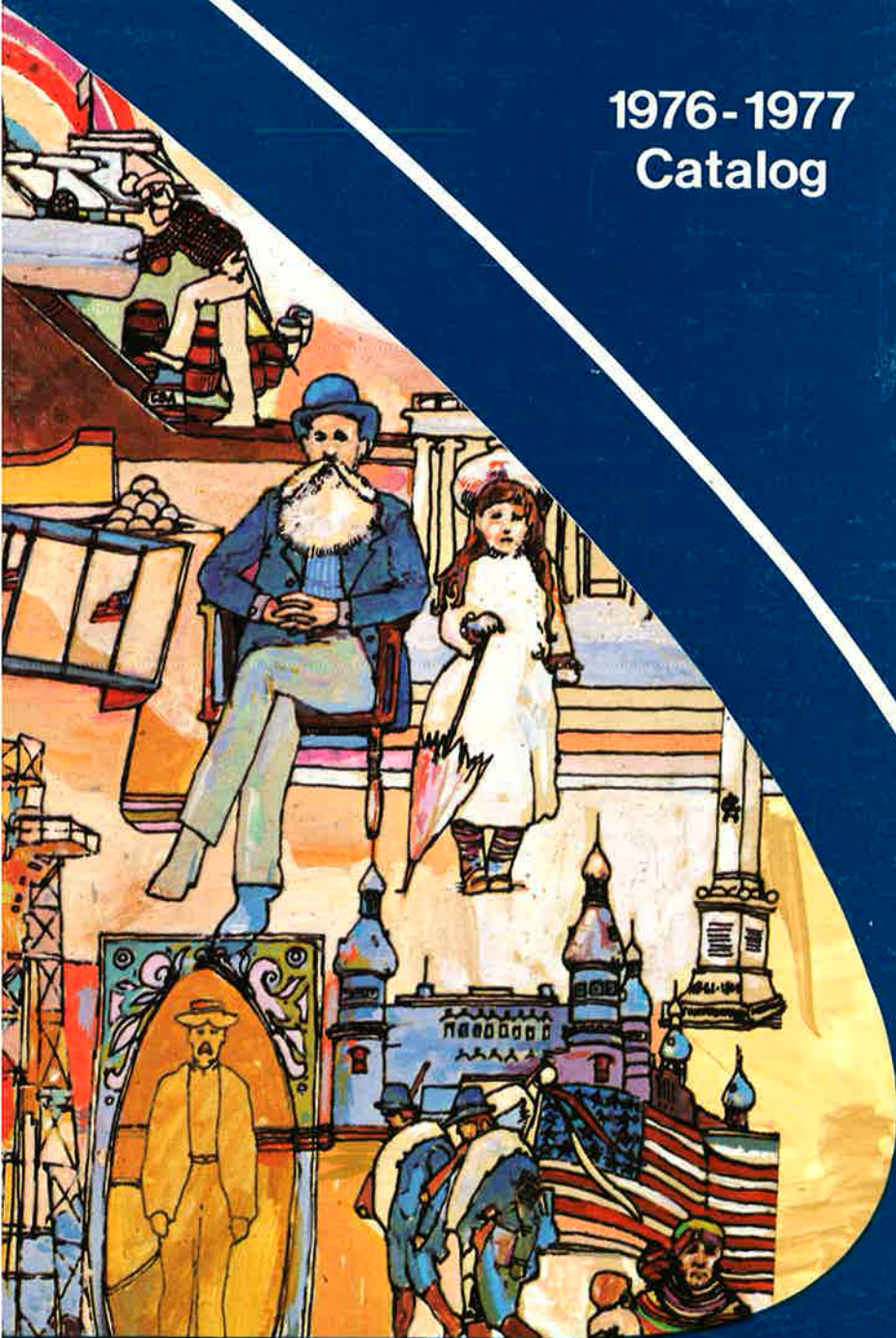
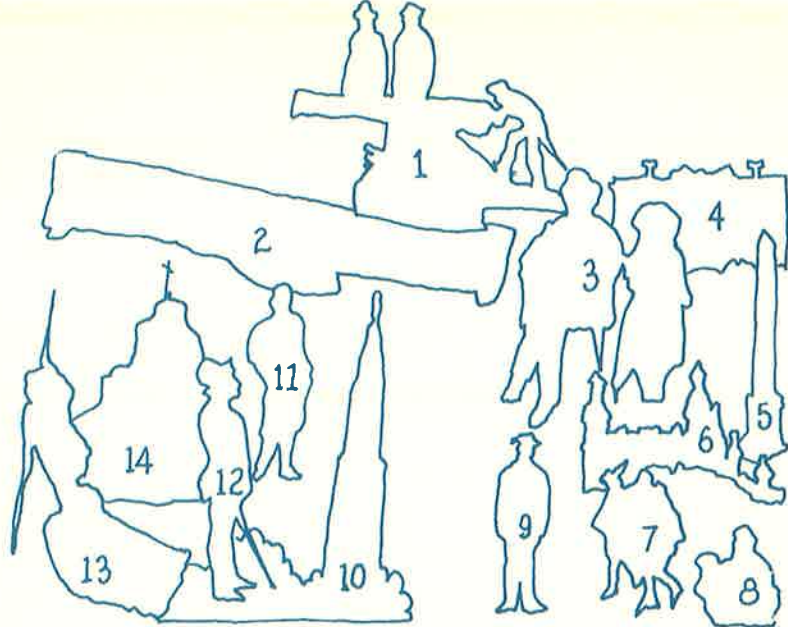


1976-1977
Catalog



Fort Lauderdale College

FORT LAUDERDALE, FLORIDA

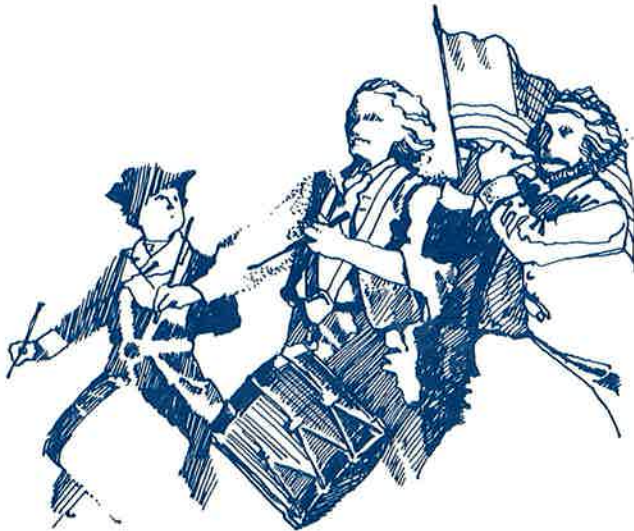


1. Confederate battery, entrance to Pensacola Bay, 1863
2. Jannus's plane
3. Unidentified seated man and girl (photograph in possession of Florida Department of Commerce)
4. Governor's Mansion
5. Monument, Confederate Park, Marianna, Florida
6. Tampa Bay Hotel
7. Unidentified soldiers in Tampa, circa Spanish American War
8. Seminole Figure
9. Unidentified standing figure (photograph in possession of Florida Department of Commerce)
10. Rocket
11. 1920 Figure
12. Spanish soldier in re-creation of period costume
13. Seminole Figure in boat
14. Catholic Church of St. Augustine, circa Civil War

A special thank you to the Division of Archives, History and Records Management, Florida Department of State for the use of the artwork on the cover.

Catalog of

Fort Lauderdale College



Bicentennial Edition

FORT LAUDERDALE, FLORIDA

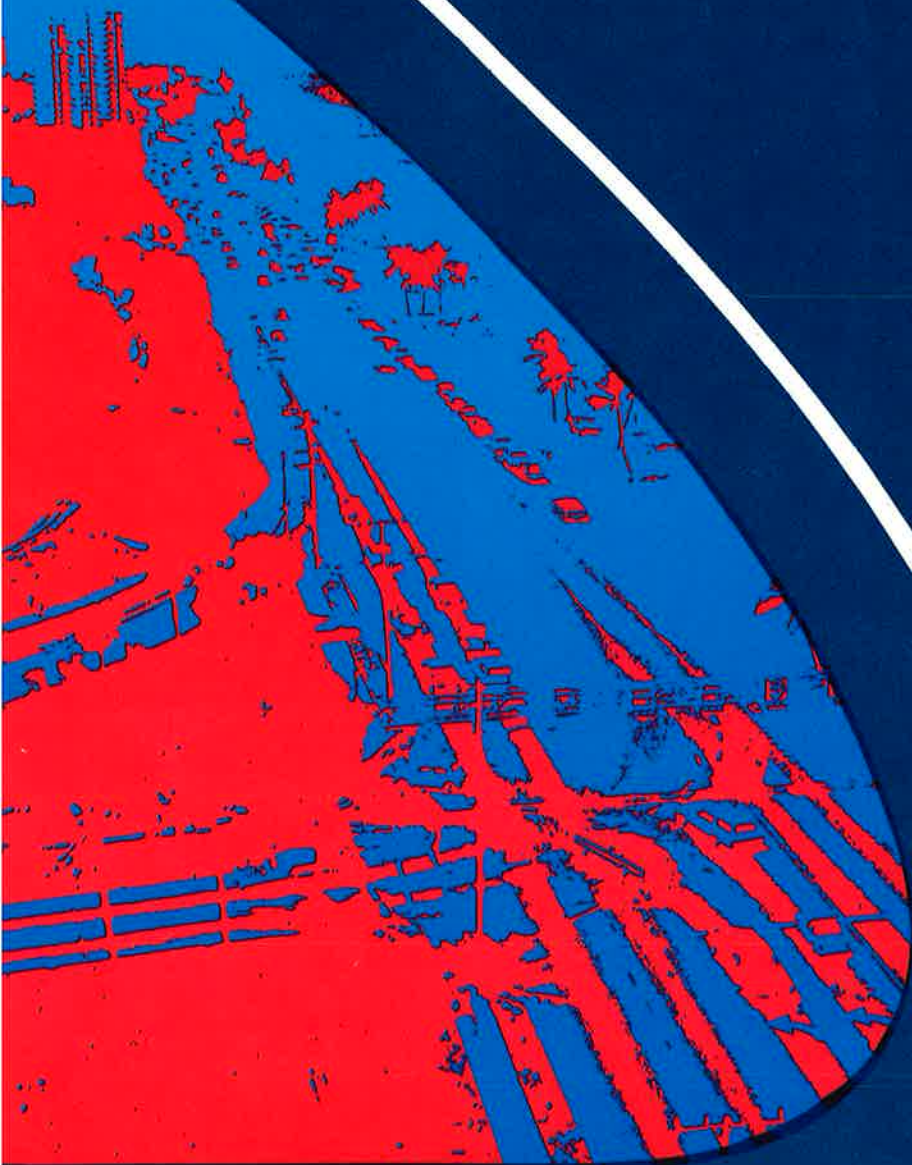
Ft. Lauderdale College
1401 East Broward Boulevard
Ft. Lauderdale, Florida 33301

Miami Campus
9221 Biscayne Boulevard North
Miami, Florida 33138

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General Information



HISTORY

The historical roots of the College date back to 1940 with the establishment of the Walsh School of Business Science. The College was incorporated under the laws of the State of Florida in 1956 and in 1962 the State of Florida issued a charter to the College for operation as a non-profit, degree-granting institution of higher learning with authority to grant Associate and Baccalaureate degrees. Under this charter the College is governed by a Board of Trustees, and all income in excess of operating expenses must be devoted to providing better housing, equipment, and educational facilities.

In June 1975 a branch campus was established in Miami Shores to serve the Greater Miami area. The Miami campus is conveniently located on well known Biscayne Boulevard. These facilities were designed to serve commuting students primarily.

In December 1975 the College provided additional classroom space in the West Broward area, approximately nine miles west of the present college site. This additional classroom space was obtained to better serve our students residing in the West Broward area.

In 1976 the College will offer programs in Medical Assistant, Dental Assistant, Medical Office Administrator, Veterinary Assistant, Medical Transcription, and Nurses Aide. Program lengths will vary from 16 weeks to 28 weeks and include an internship period.

ACCREDITATION

Fort Lauderdale College is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized professional accrediting agency by the United States Commissioner of Education.

The College is listed as an institution of higher learning in the *EDUCATION DIRECTORY, HIGHER EDUCATION*, published by the United States Office of Education.

Ft. Lauderdale College is a non-profit, nonsectarian, coeducational institution, chartered by the State of Florida with authority to confer Collegiate degrees. The College is a member of the Florida Association of Colleges and Universities. It is approved by the Florida State Approval Agency for Veterans' Training and is licensed by the Florida State Board of Independent Colleges and Universities.



PHILOSOPHY

The College is dedicated to developing the individual intellectually, aesthetically, culturally, ethically and socially by encouraging each person to seek a higher education in order to broaden academic interests, develop abilities and set lifelong career objectives.

The College offers its students business-oriented academic programs which are sound and imaginative in concept and which are implemented by a skillful, experienced faculty that concentrates on instruction rather than on research and publication.

The College encourages a democratic atmosphere in which the individual voices will be heard, talents used, and intellectual growth encouraged.

The result is graduates who are motivated and trained to assume responsibility and leadership in their respective fields. By maintaining channels of communication between the business and academic communities, the College aims at the constant updating of academic programs which provide education and training relevant to working and living a productive life in a rapidly changing and technically oriented society.

The objectives of the College are:

1. To assist and motivate individuals to achieve their highest potential educationally and personally so that they can become vital, integrated persons, aware of their own worth, and committed citizens of the society in which they live.
2. To provide an educational opportunity for those students who have not had previous successful academic experiences.
3. To encourage and sponsor every opportunity for student and faculty interchange and dialogue, realizing that education is best fostered through formal and informal subjective encounters.
4. To promote and develop the resources and spirit which are consistent with and conducive to these institutional objectives.

LOCATION

Fort Lauderdale is located in Broward County, Florida which has a population exceeding 800,000 residents. World renowned for its climate and beach, it is the center of Florida's Gold Coast tourist mecca. It offers the student of Fort Lauderdale College not only superb climate and recreation but also numerous cultural and educational opportunities to supplement academic study.

CLIMATE

Weather Bureau records show the average winter afternoon temperature is 75.4 degrees. Reliable trade winds blowing off the Atlantic Ocean assure surprisingly comfortable summers, with the unusual high temperatures in the high 80's or low 90's.

VENICE OF AMERICA

Located between Palm Beach and Miami, Fort Lauderdale has a maze of lagoons, bays, rivers, and canals, with more than 300 miles of waterfront property. You can crisscross the city by boat and the area is a center for boating on the East Coast of the United States. That's why Fort Lauderdale is aptly called the "Venice of America"





THE BEACH

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

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

CULTURAL ACTIVITIES

There are more than 140 churches and synagogues, representing nearly every religious preference, in Fort Lauderdale. The city boasts a very active Museum of the Arts that not only displays works by the nation's artists but holds lectures and classes in art. The Fort Lauderdale Symphony Orchestra performs regular winter concerts with famed soloists. The War Memorial Auditorium, within walking distance of Fort Lauderdale College, is the scene of concerts, plays, lectures, sports events, dog shows, boat shows, and other similar events.

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

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

SPORTS

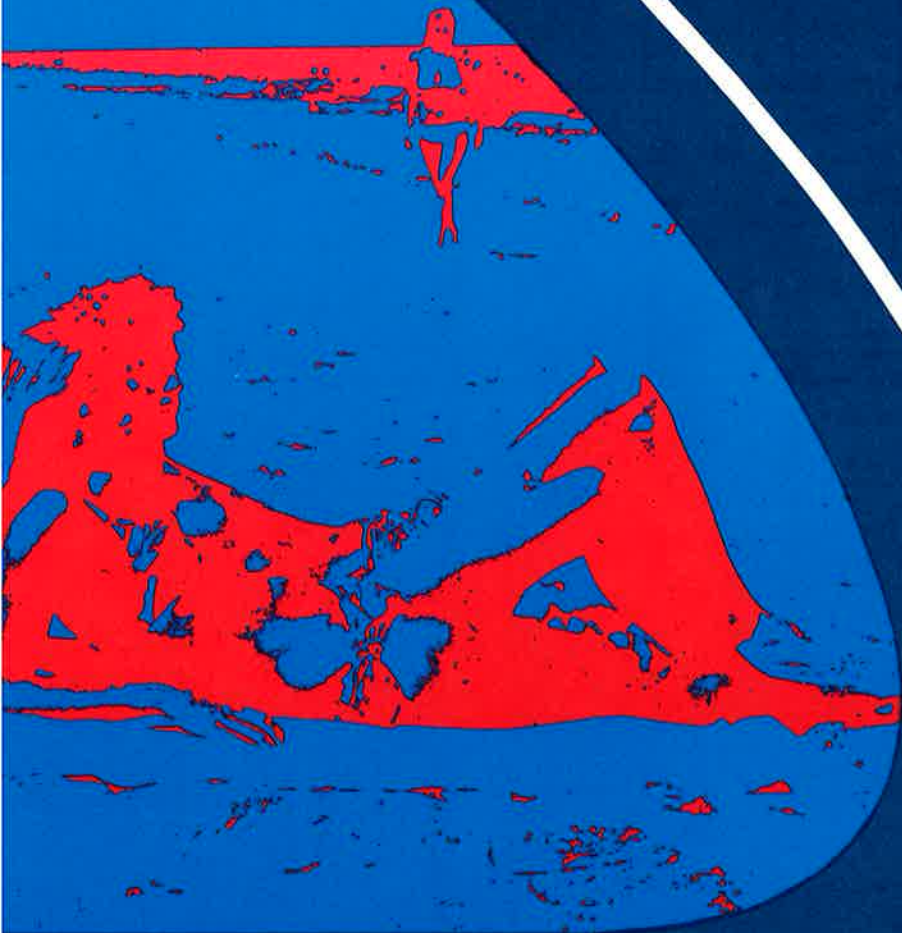
Deep-sea game fishing is a top attraction in Fort Lauderdale and is done aboard fleets of charter boats and drift fishing boats. Inland fresh-water streams and conservation areas are excellent fresh-water fishing spots. Broward County has become a golfing center of the nation with more than 35 courses. Other sports readily accessible are tennis, horseback riding, hunting, water skiing and scuba diving. The National Swimming Hall of Fame is located in this city and hosts the annual Collegiate Swim Forum. The New York Yankees conduct their spring training in the city and own the Fort Lauderdale Yankees, a farm team. The Miami Dolphins and the University of Miami Hurricanes play their home games in the Orange Bowl, only a 45-minute drive from Fort Lauderdale.



COMMERCIAL ACTIVITIES

Port Everglades is one of the deepest harbors in the South, where dozens of luxury cruise ships and Naval vessels call, many of them conducting public open house.

Student Life



STUDENT LIFE

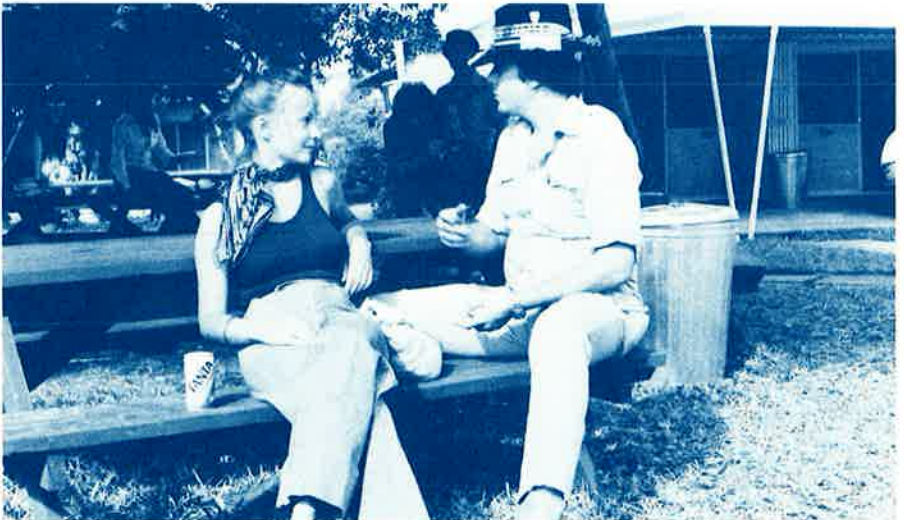
Life in college can be varied and exciting. Education includes the development of an understanding of people and culture. Many campus activities provide opportunities for this development.



STUDENT SENATE

The Student Senate is the official student government of the College. Students may use the Student Senate as a vehicle for proposing or initiating changes in program or policy that may affect the College.

The Student Senate plans and organizes activities for the students. The objective is to offer the students a wide range of activities which will enhance College life.





YEARBOOK

THE SEABREEZE is an annual publication, a product of the Yearbook Staff which is made up of interested students and faculty. The photographs, artwork and copy portray the College and its many moods.

INTERNATIONAL CLUB

The International Club is an organization of students whose aim is to provide a social and cultural exchange between members representing varying nationalities.





PHI THETA PI FRATERNITY

Phi Theta Pi Honorary Fraternity is an organization committed to instilling firm professional attributes in its members. A large fraternally structured organization, Phi Theta Pi boasts an international membership of over 20,000 men.

A local chapter of Phi Theta Pi's sister sorority, Alpha Iota is now forming on the main campus of Fort Lauderdale College.

SOCIAL ACTIVITIES

Social activities vary from year to year according to the inclinations of the student. The orientation program each quarter is important to all new students, freshmen and transfer. These sessions deal with both academic and extra-curricular matters. Campus organizations and honors are carefully described. New students are also given practical advice on study habits, the budgeting of time and other matters of common concern. The student's academic program is outlined at this time. The faculty is prepared to counsel each student on personal or academic problems at any time. The student is expected to establish a continuing relationship with the faculty. Through the College's long tradition of close student-faculty relationship, the student will find ample opportunity to become well acquainted with both the dean and members of the faculty. Faculty members have regular office hours and students should seek a conference when additional guidance is needed.

Admissions and Financial Information



The Admissions Office invites inquiries and personal visits from prospective students, parents, or other interested persons. Inquiries concerning admission should be sent to the Director of Admissions. Upon receipt of such inquiries, you will be sent all pertinent information and application forms which should be completed and mailed in advance of the anticipated date of enrollment. Fort Lauderdale College admits students of any race, sex, and national or ethnic origin.

GENERAL ADMISSION REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to Fort Lauderdale 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 tests (GED) or equivalent. Applicants are informed of acceptance a few days after all required information is received. Students may apply for entry at the beginning of any term.

EARLY ADMISSION

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

ADVANCED PLACEMENT

Students who earn 3-5 on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board, will be granted appropriate credit. The student is responsible for making arrangements with the College Entrance Examination Board, Box 529, Princeton, New Jersey, to take the test. Scores should be sent directly to the College Registrar.

ADMISSION FOR RECENT HIGH SCHOOL GRADUATES

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

TRANSFER STUDENTS

Students in any undergraduate program in another college or university may apply for transfer to Fort Lauderdale College. Approval will be given by the College Registrar for the maximum number of credit hours already completed that are compatible with the programs of Fort Lauderdale College. Individual programs are developed for the transfer student to allow completion in the shortest possible time.

FOREIGN STUDENTS

When foreign students apply for admission, official transcripts of completed secondary and applicable college credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course prior to admission approval. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students. All records should be submitted at the time of application. A Form I-20 (Immigration Certificate of Acceptance) will be sent to a student upon acceptance and payment of fees. With these exceptions, the conditions for admission of foreign students are identical with those for American students.

COUNSELING AND PLACEMENT

New students are given aptitude tests to aid in the planning of the academic program. The Iowa Silent Reading test may be included in the battery. Students testing below the 12th grade level may be required to participate in developmental courses in basic areas and/or a reading improvement course. These courses will constitute additions to the degree program and, though non-transferrable, will count toward the Fort Lauderdale College graduation requirements.



COURSE AUDITORS

Students who wish to take one or more courses without working toward a degree or certificate are permitted to register without paying an application fee. Tuition for all students who elect to audit will be charged at the rate of \$10 per credit hour. Auditors need not provide transcripts of work completed at other institutions, nor is a high school diploma required for admission. In the event that a student later decides to matriculate into a degree program, all requirements for regular admission will apply. Once a student has elected to audit a course, credit for this effort cannot be granted at a later date. Students who wish to audit should contact the Director of Admissions.

G. I. BILL OF RIGHTS

Fort Lauderdale College is approved for training under the G. I. Bill of Rights. Students are enrolled on a credit-hour* basis in day or evening classes. Students attending two evenings a week can qualify for three-quarter time training allowance under the Act. Academically qualified veteran evening students may add additional classes and receive full-time benefits from the Veterans Administration. Veterans attending under the G. I. Bill are usually approved to pay quarterly charges in three monthly payments as they receive their checks from the Veterans Administration.

A special bulletin for prospective veteran students lists current G. I. Bill training allowances and is available upon request.



APPLICATION PROCEDURE

Qualified applicants must submit a completed Application for Admission form to the College with the application fee of \$10, which is paid only once and is non-refundable. A high school transcript of work completed through date of application, if available, is also required. High school officials should be requested to mail transcripts directly to the College.

Upon notification of acceptance, a \$50 registration fee will be requested. This fee is non-refundable but will be applied to tuition on entry.

TUITION AND FEES

The tuition rate is \$30 per credit hour per academic quarter. A 10% discount is allowed to those students paying their tuition in advance for three (3) consecutive quarters. Tuition and fees must be paid in full prior to the beginning date of the quarter as established by the College Calendar.

The tuition for auditing a course is \$10 per credit hour. Audited courses may not be converted to credit course and may not be applied to graduation requirements.

VETERAN STUDENTS

Veterans see supplement bulletin for tuition and other information.

FEES

Application Fee (to accompany application), non-refundable	\$ 10.00
Registration Fee (applied to tuition), non-refundable	50.00
Student Apartment Rental (this covers minimum residence of three months)	300.00
Apartment Damage Fee	75.00
Graduation Fee (due last quarter), non-refundable	25.00
Re-entry Fee, non-refundable	2.50
Examination Make-up Fee, each	1.00
Final Examination Make-up Fee, each	5.00

REGULATIONS REGARDING REFUNDS OF TUITION

The operating budget of the College provides for the engagement of faculty, operating expenses, and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of fees for the full academic year from all accepted students. The withdrawal of a student does not decrease the expenses of the College to any substantial extent; therefore, refunds or adjustments are subject to the following regulations:

1. FAILURE TO ENTER — If an accepted student does not enter classes, the full amount of prepaid tuition and residence charges will be refunded.
2. WITHDRAWAL — No refunds are automatic. Withdrawal will not be considered effective unless the student has notified the Dean or the

Registrar of such withdrawal by means of a personal interview prior to or upon the date of withdrawal from classes. The effective date of withdrawal will be the last date of recorded attendance.

Upon withdrawal, charges for tuition will be as follows, and refunds due will be made accordingly:

Withdrawal within	Charge
First 10 days of quarter	20% of quarterly
11th through 30th day of quarter	50% of quarterly
31st through 60th day of quarter	70% of quarterly
After 60th day of quarter	100% of quarterly

Tuition prepaid for quarters subsequent to quarter of withdrawal will be refunded in full, less the discount applied for tuition prepayment. Application, registration, and residence fees are not refundable.

3. **DISMISSAL** — In case of dismissal for disciplinary reasons, no refund will be made for the quarter during which the dismissal is effective. Any damage caused by misconduct or otherwise will be charged to the student.

CAMPUS RESIDENCE

The College has purchased private homes and apartments within a few city blocks of the school. These limited facilities were converted to student residences which are provided for students who prefer college furnished housing. More than 95% of the student body lives off campus, sharing houses or apartments with other students. College housing serves as a temporary residence for students who wish to live in these facilities for at least one academic quarter until they adjust to the community or have had the opportunity to seek new friends.

Reservations for campus housing should be made through the Office of the Administrative Assistant. Students are required to pay a \$75 cleaning, breakage and damage fee in advance. This fee is refundable after the student moves from the residence unit and has been cleared by the accounting office.

Students who live in College furnished housing must agree to remain in the unit for at least one full quarter and to abide by housing rules and regulations. Occupancy for additional quarters may be requested through the Office of the Administrative Assistant. The College reserves the right to dismiss any student from housing at any time for infractions of the housing rules.

The \$300 quarterly rental payment must be made in advance of each quarter. Students must notify the Administrative Assistant in writing of their intent to continue occupancy or move from housing not later than seven days prior to the beginning of the quarter. It will be the student's responsibility to secure approval from the Administrative Assistant for such action and, if required, the written consent of a parent or guardian.

OFF CAMPUS HOUSING

The Dean's Office can provide information on off-campus housing for students. A card index of rooms, apartments, and houses for rent and a "Roommate Wanted" list for male and female students are maintained.

Students who wish off-campus housing should plan to arrive a few days prior to registration in order to insure an adequate selection from which to choose.



FINANCIAL AID PROGRAM

Fort Lauderdale College makes every effort to assist those students who need financial aid to locate financing to complete their college programs. Included here are highlights on the various forms of loans, scholarships, grants, and part-time work opportunities available.

FEDERAL AID PROGRAMS

National Direct Student Loans

Students needing financial assistance may borrow up to \$1,250 per academic year under this program. Payments begin ten months after the student completes the program and may be extended over a 10-year period. Repayment may be deferred up to three years during service in Peace Corps, VISTA, or the Armed Forces and may be deferred as long as the borrower carries at least a half-time academic load at an institution of higher learning.

Basic Educational Opportunity Grant

Only full-time students who began their post high school education after April 1, 1973 are eligible for this grant program. The "Application for Determination of Basic Grant Eligibility" form may be obtained from the College, high school counselors, or public libraries and is submitted

to an agency of the Federal Government in accordance with the application instructions. The eligibility is then determined and notification sent directly to the student who then forwards such notification to the College where the actual Basic Educational Opportunity Grant Award is calculated.

Supplemental Education Opportunity Grant

This program is available to those students exhibiting exceptional financial need and who would be unable to attend college without grant assistance. The Supplemental Educational Opportunity Grant may not exceed, for each of the student's undergraduate years, the lesser of \$1,500 or one-half of the total amount of financial aid provided to the student.

Federally Insured Student Loans

All students are eligible for loans under this program. A student may borrow up to \$2,500 per academic year from a participating lending institution. Repayment of the loan begins nine months after the student ceases to carry at least a half-time course of study, but may be deferred during periods of service in the Armed Forces, Peace Corps, or VISTA.

College Work - Study Program

Preference is given to those students with the greatest financial need who require employment to meet their education-related expenses. Students work an average of 15 hours per week in departments on the College campus in conjunction with their class schedules.

SUGGESTIONS FOR AID APPLICANTS

1. Applicants seeking financial aid should, first, study the annual expenses at Fort Lauderdale College; second, ask their high school guidance counselors about local funds that may be available; third, contact the College Financial Aid Counselor for details and application forms.

2. Applicants are not considered for participation in the College aid program until they have paid their Application Fee and been accepted for admission to Fort Lauderdale College.

3. A confidential financial statement of parental income is required for most types of aid.

4. A student's application for financial assistance is analyzed by the Financial Aid Counselor and an appropriate plan is recommended. This may include more than one type of assistance. The student must review the plan and indicate acceptance of it before any commitment can be made.

STATE GUARANTEED LOAN PLANS

State Guaranteed Loan Plans are available in most states with generally the same provisions as the Federally Insured Student Loan Program. Application forms and information are available at most lending institutions.

Academic Information



DEFINITION OF A QUARTER HOUR CREDIT

A standard quarter hour normally requires one hour of work in class each week for a quarter (10 to 12 weeks). Laboratory subjects having a disproportionate ratio of instruction to practice require additional class or laboratory hours per credit hour, depending upon the particular circumstances. Appropriate provision is allowed for home study. A standard class hour is 50 minutes.

Class Standing

The total successfully completed credit hours determine class standing as follows:

Freshman	1- 46
Sophomore	47- 92
Junior	93-138
Senior	Above 138

GRADING

The following is the current Fort Lauderdale College grading scale.

- A — The student accomplished all course objectives, made substantial contributions to the class and exceeded the requirements of the instructor.
- B — The student accomplished all course objectives, made positive contributions to the class and exceeded some of the requirements of the instructor.
- C — The student accomplished all course objectives.
- D — The student accomplished only a portion of the course objectives.
- *F — The student did not accomplish course objectives and did not demonstrate mastery over course materials.
- I — Incomplete
- WX — Voluntary Withdrawal
- WP — Withdrawal with Penalty

* Upon request, this grade will not be used in calculation of grade-point if repeated for credit and successfully completed with a passing grade. The original grade, however, will still appear on the students permanent record.

Reports of grades are made to students and to parents or guardians of minors at the end of every quarter. More frequent reports may be obtained on request.

STUDENT RECORDS

The privacy of the student and access to College records are guaranteed by law. Should information be desired by the student which is not contained in quarterly grade reports, request may be made through the office of the Registrar, where student records are compiled.

COLLEGE LEVEL EXAMINATION PROGRAM

Fort Lauderdale College accepts credits earned through the College Level Examination Program (CLEP) up to 25% of the credit hours required by the degree program in which the student is enrolled. Scores of the 40th percentile and above will be accepted for parallel courses listed in the College catalog. Credit hours from the CLEP Examination can only be counted toward degree programs. Additional hours, not exceeding the 25% limit, may be earned through the CLEP subject examinations.

The College Level Examination Program is administered by the Educational Testing Service of Princeton, New Jersey. Interested students should contact the Admissions Office or their High School Guidance Counselors for further information.



CREDIT FOR MILITARY TRAINING

Credit may be granted for parallel military training. Evidence of completion must be submitted to the College Registrar for evaluation.

CLASS SIZE

Though it is the policy of the College to encourage individual attention in all classes, it may be necessary to cancel certain classes if the registration falls below workable levels.

DEAN'S LIST

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

PRESIDENT'S LIST

Students who achieve a Grade Point average of 4.0 (A) and are registered for 12 or more quarter hours will be placed on the President's List which is published at the end of each quarter.

GRADUATION WITH HONORS

Students who have earned the requisite credits for graduation with the following Grade Point averages are entitled to the appropriate honors listed below:

<i>cum laude</i>	3.50 - 3.75
<i>magna cum laude</i>	3.76 - 3.89
<i>summa cum laude</i>	3.90 - 4.00

ATTENDANCE REQUIREMENTS

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences, excused or unexcused, may cause the student to be withdrawn from the class in which the absences occur.

INSURANCE FOR PERSONAL BELONGINGS

The College does not carry insurance on students' personal possessions and is not responsible for loss or damage from any cause. Students should arrange for adequate coverage on existing policies or make arrangements locally for insurance.

REGULATIONS GOVERNING STUDENT CONDUCT

All students will be held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interests of the College and of the student body. The College reserves the right to suspend or dismiss from the College any student at any time when such action is deemed by the Administration to be in the best interest of the student, the student body, or the College, and to do so without setting forth the cause for such action.

TRANSFER OF CREDITS TO OTHER COLLEGES

The college is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, a nationally recognized professional accrediting agency.

The Fort Lauderdale curriculum has been developed for the student interested in a program which will provide professional career qualification in business or business administration. The College does not recommend application from students who are undecided about career plans, or who may later seek transfer.

Many traditional colleges and universities limit the offering of courses in the major areas during the Freshman and Sophomore years. Fort Lauderdale College students begin their majors during the first academic year. Although many colleges accept our credits on transfer, a student planning transfer should obtain prior approval from the Dean or Registrar of the other institution before making application for admission to Fort Lauderdale College.

ACADEMIC DISCIPLINE

Immediately following the posting and processing of grades at the end of each quarter, the Dean will audit all academic files to determine which students should fall into the following categories of academic discipline.

Academic Warning

Students who have a cumulative Grade-Point average above 2.0 but who have just completed a quarter earning less than a 2.0 (C).

Academic Probation

Students who have a cumulative Grade-Point average below 2.0. This category includes students who were on academic probation the previous quarter and were unable to advance their cumulative Grade-Point average to 2.0 even though they achieved a 2.0 average or higher.

Final Academic Probation

Students who were on Academic Probation the previous quarter who were not able to earn a 2.0 Grade-Point average for that quarter.

At the conclusion of the quarter in which the student is on Final Academic Probation, if the student's cumulative Grade-Point average is still below 2.0, three courses of action are possible:

Continued Final Academic Probation: This privilege is granted when the student has shown definite improvement by earning a Grade-Point

average of 2.0 or better, but has not been able to advance the cumulative Grade-Point average to that figure.

Suspension: This action is taken when some outside factor seems to be affecting the potential of the student. Suspension may be assigned for one or more full quarters.

Dismissal: This is a final action and terminates the relationship of the student with Fort Lauderdale College.

PROGRAM EVALUATION

Students who do not complete degree requirements within four years of the date of original registration will have credits re-evaluated using the current catalog as a criteria for establishing graduation requirements.



DOUBLE MAJOR

Students desiring to earn a second baccalaureate degree must complete at least 24 resident quarter hours of credit beyond the requirements of the first degree. Additionally, all requirements for the second degree must be met.

LIBRARY

The Fort Lauderdale College Library is located on the Main Campus. The library's collection is classified according to the Library of Congress system. The library subscribes to both academic and popular periodicals, many of which are in the field of business. Back issues of the most frequently used periodicals are held on microfilm.

THE COLLEGE BOOKSTORE

Books and supplies may be purchased at the College Bookstore. Book purchases will be necessary at the beginning of each quarter. The cost of books may be reduced through the purchase of used books when they are available.

Curriculum



THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM

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

1. Complete a minimum of 186 quarter hours of acceptable work, of which at least the full senior year's credit requirements must have been taken at Fort Lauderdale College.
2. Earn required credit in Areas I, II, III and IV or as specified. Although all curricula are outlined by areas, it is not necessary that one area be completed before another. Student schedules usually include courses from at least two areas each quarter, assigned in logical sequence. Courses specified may require prerequisites which may be used to partially fulfill elective requirements.
3. Maintain an overall grade average of "C" or better (a Grade-Point average of at least 2.0) calculated only on credits attempted at Fort Lauderdale College.
4. Pass all final examinations in the final quarter.
5. Complete Application for Degree Candidacy. Applications for Degree Candidacy must be submitted to the Records Office during the first two weeks in the student's final quarter of study. Applications are available in the Records Office.
6. Abide by all College rules and regulations, maintain a creditable attendance and deportment record and settle all financial obligations to the College prior to graduation.
7. Participate in college commencement exercises next following completion of all graduation requirements.



BACHELOR DEGREE PROGRAM
Total Quarter Hour Requirements

	Quarter Hours
Area I Core	33
Area II Major	61
Area III General Studies	70
Area IV Free Electives	22
MINIMUM TOTAL	186

Area I — Core (Required for all programs) 33 Quarter Hours

Course Number	Course	Quarter Hours
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
BL 101	Business Law I	4
CS 101	Fundamentals of Data Processing	4
ECO 101	Principles of Economics I	5
MGT 101	Introduction to Business	4
or		
MGT 102	Principles of Management	4
SA 101	Basic Typewriting	4
		33

Area II — Major ACCOUNTING 74 Quarter Hours

The curriculum leading to the Bachelor of Business Administration Degree with an emphasis in Accounting is designed to provide a student with a specialized education in Accounting as well as a background of General Education. The program prepares the student for entry into the accounting profession as an accountant, financial manager, or internal auditor. Fundamental principles and concepts are stressed to promote student understanding of the role of the accountant as a professional member of the management team.

(Required)

Course Number	Course	Quarter Hours
ACC 103	Principles of Accounting III	3
ACC 205	Federal Income Tax I	4
ACC 206	Federal Income Tax II	3
ACC 211	Intermediate Accounting I	5
ACC 212	Intermediate Accounting II	4
ACC 213	Cost Accounting	6
ACC 322	Advanced Accounting I	4
ACC 323	Advanced Accounting II	5
ACC 431	Auditing	5
ACC 432	Advanced Auditing	4

(Select From)

Course Number	Course	Quarter Hours
BL 112	Business Law II	3
BL 113	Business Law III	3
ECO 112	Principles of Economics II	4
FIN 101	Stock Market	4
FIN 201	Money and Banking	3
FIN 202	Investments	5
FIN 212	Personal Finance	4
FIN 301	Current Financial Problems	3
FIN 322	Budgetary Control	4
MGT 105	Office Management	3
MGT 113	Supervisory Management	4
MGT 207	Creditors Rights	4
MGT 212	Personnel Management	3
MKT 101	Elements of Marketing	4
MKT 201	Retail Management	3
MKT 302	Sales Management	4
MTH 213	Mathematics of Finance	5

HOTEL AND RESTAURANT MANAGEMENT

The curriculum leading to the Bachelor in Business Administration Degree with an emphasis in Hotel-Restaurant Management is designed to provide the student with an academic background that will assist in the preparation for entry into management in the Hotel-Motel and Restaurant industry. As a major tourist center, the Fort Lauderdale area is an ideal location for this program because of the many part-time and full-time jobs available. Additionally, students in this major may elect to attend classes in the Spring, Summer and Fall academic quarters so that they can pursue education-related work experience during the heavy winter tourist season.

(Required)

Course Number	Course	Quarter Hours
MGT 204	Introduction to Hotel and Restaurant Management	4
MGT 218	Small Business Management	3
MGT 307	Hotel and Restaurant Sales	4
MGT 308	Food and Beverage Management	3
MGT 309	Hotel Front Office Management	4
		18

(Select From)

Course Number	Course	Quarter Hours
ACC 103	Principles of Accounting III	3
ACC 213	Cost Accounting	6

BL	112	Business Law II	3
BL	113	Business Law III	3
FIN	201	Money and Banking	3
FIN	202	Investments	5
FIN	212	Personal Finance	4
FIN	301	Current Financial Problems	3
FIN	322	Budgetary Control	4
MGT	105	Office Management	3
MGT	113	Supervisory Management	4
MGT	201	Labor Relations	3
MGT	206	Travel and Tourism	4
MGT	207	Creditor's Rights	4
MGT	212	Personnel Management	3
MGT	213	Dynamics of Middle Management	3
MGT	301	Management and Labor	2
MGT	412	Procurement	5
MKT	101	Elements of Marketing	4
MKT	203	Advertising	4
MKT	404	Public Relations	3
MKT	406	Consumer Behavior	3
MTH	207	Mathematics for Management	4
PSY	205	Applied Psychology	4
RE	305	Real Estate Management	4

MANAGEMENT MAJOR

The curriculum leading to the Bachelor in Business Administration Degree with an emphasis in Management is designed to provide the student with a wide range of academic experiences in planning, organizing, actuating, and controlling through extensive use of case studies. Flexibility is provided to permit the student to plan a concentration which parallels interests and career objectives within the broad field of management while also studying the various levels of management and the problems faced at each level. This program is recommended for those individuals who aspire to management positions in business, industry, government or to private business ownership.

(Minimum of seven courses with MGT prefix required)

Course Number	Course	Quarter Hours	
ACC	103	Principles of Accounting III	6
ACC	205	Federal Income Tax I	4
ACC	206	Federal Income Tax II	3
ACC	213	Cost Accounting	6
BL	112	Business Law II	3
BL	113	Business Law III	3
ECO	112	Principles of Economics II	4
FIN	101	Stock Market	4
FIN	201	Money and Banking	3
FIN	202	Investments	5

FIN	212	Personal Finance	4
FIN	301	Current Financial Problems	3
FIN	322	Budgetary Control	4
INS	300	Insurance: Business and Personal	4
MGT	101	Introduction to Business	4
MGT	102	Principles of Management	4
MGT	105	Office Management	3
MGT	113	Supervisory Management	4
MGT	201	Labor Relations	3
MGT	204	Hotel and Restaurant Management	4
MGT	206	Travel and Tourism	4
MGT	207	Creditor's Rights	4
MGT	212	Personnel Management	4
MGT	213	Dynamics of Middle Management	3
MGT	218	Small Business Management	3
MGT	301	Management and Labor	2
MGT	412	Procurement	5
MGT	413	Top Management and Business Policy	4
MGT	416	Transportation Management	4
MGT	417	Airport Management	4
MGT	418	International Business	3
MGT	419	Business, Society and the Individual	3
MKT	101	Elements of Marketing	4
MKT	201	Retail Management	3
MKT	203	Advertising	4
MKT	302	Sales Management	4
MKT	404	Public Relations	3
MKT	406	Consumer Behavior	3
PSY	205	Applied Psychology	4

MARKETING MAJOR

The curriculum leading to the Bachelor in Business Administration Degree with emphasis in Marketing is designed to provide the student with the academic background to succeed in a career in marketing, sales, or advertising. Flexibility is provided to allow for the student's special interests, goals and objectives. The major objectives are to introduce the student to the exciting field of Marketing, to develop special interests and competencies, and to provide a fundamental knowledge, not only in all areas of marketing, but also of the relationship of marketing to other fundamental areas such as production, purchasing and accounting. Additional emphasis is also placed upon the businessman's responsibilities to society as a whole.

(Minimum of seven courses with MKT prefix required)

Course	Number	Course	Quarter Hours
ACC	103	Principles of Accounting III	3
ACC	205	Federal Income Tax I	4
ACC	206	Federal Income Tax II	3

ACC	213	Cost Accounting	6
BL	112	Business Law II	3
BL	113	Business Law III	3
ECO	112	Principles of Economics II	4
ECO	303	American Economic History	5
FIN	101	The Stock Market	4
FIN	201	Money and Banking	3
FIN	202	Investments	5
FIN	212	Personal Finance	4
INS	300	Insurance: Personal and Business	4
MGT	105	Office Management	3
MGT	113	Supervisory Management	4
MGT	213	Dynamics of Middle Management	3
MGT	418	International Business	3
MKT	101	Elements of Marketing	4
MKT	102	Salesmanship	3
MKT	201	Retail Management	3
MKT	203	Advertising	4
MKT	206	Medical Preparation for Pharmaceutical Marketing	5
MKT	301	International Marketing	3
MKT	302	Sales Management	4
MKT	404	Public Relations	3
MKT	406	Consumer Behavior	3
MKT	412	Marketing Management	4
MKT	413	Marketing Research	4
MKT	417	Industrial Marketing	4
MTH	207	Mathematics for Management	4
PSY	205	Applied Psychology	4

REAL ESTATE MAJOR

The curriculum leading to the Bachelor Degree in Business Administration with a emphasis in Real Estate is designed to provide the student with the academic background to meet the professional standards established by the Florida State Real Estate Commission and to be a professional in the Real Estate field. Although Florida State standards are used, the student who earns his degree in this major will be prepared to pursue a career in Real Estate in any state, provided he passes the qualifying examinations in the state of his choice. The student will study the many phases of real estate as well as the management and organization of the typical real estate office.

(Minimum of seven courses with RE prefix required)

Course	Number	Course	Quarter Hours
ACC	103	Principles of Accounting III	3
ACC	205	Federal Income Tax I	4
ACC	206	Federal Income Tax II	3
BL	112	Business Law II	3

BL	113	Business Law III	3
ECO	112	Principles of Economics II	4
ECO	303	American Economic History	5
FIN	201	Money and Banking	3
FIN	202	Investments	5
FIN	212	Personal Finance	4
FIN	301	Current Financial Problems	3
INS	300	Insurance: Personal and Business	4
MGT	105	Office Management	3
MGT	113	Supervisory Management	4
MGT	207	Creditor's Rights	4
MGT	213	Dynamics of Middle Management	3
MGT	218	Small Business Management	3
MGT	413	Top Management and Business Policy	4
MKT	101	Elements of Marketing	4
PSY	205	Applied Psychology	4
RE	103	Florida Real Estate Commission Course #1	4
RE	104	Florida Real Estate License Law	2
RE	203	Real Estate Selling	3
RE	204	Real Estate Brokerage Management	3
RE	301	Real Estate Appraising	4
RE	304	Real Estate Investment	3
RE	305	Real Estate Management	4
RE	312	Real Estate Law I	3
RE	313	Real Estate Law II	3
RE	401	Real Estate Financing	4

Area III — General Studies

70 Quarter Hours

Course Number	Course	Quarter Hours
APY	241 Cultural Anthropology	6
ECO	112 Principles of Economics II	4
ECO	213 Economics of Capitalism, Socialism and Communism	4
ECO	303 American Economic History	5
ECO	414 Current Economic Problems	4
ENG	101 English Composition I	5
ENG	102 English Composition II	3
ENG	103 Business and Professional Writing	4
ENG	104 Creative Writing	3
ENG	202 World Literature	4
ENG	204 English Literature	4
ENG	206 American Literature I	3
ENG	207 American Literature II	3
ENG	302 Modern Literature	4
ENG	401 The Novel	3
GOV	201 U.S. Government I	4
GOV	202 U.S. Government II	4
GOV	203 State and Local Government	4
GOV	303 International Relations	4

HIS	101	Western Civilization I	5
HIS	102	Western Civilization II	3
HIS	201	American History I	3
HIS	202	American History II	3
HIS	203	Technical History of the United States	3
HIS	306	Colonial America	3
HIS	308	20th Century United States	3
HUM	201	Art Appreciation	3
HUM	203	Music Appreciation	3
HUM	205	Introduction to Philosophy	4
HUM	303	Introduction to Logic	4
HUM	304	Ethics	4
MTH	101	Introduction to General Mathematics	5
MTH	102	Business Mathematics	4
MTH	115	Introduction to Statistics	4
MTH	213	Mathematics for Finance	5
MTH	217	Mathematics for Management	4
PSY	201	Principles of General Psychology	4
PSY	205	Applied Psychology	4
PSY	302	Child Psychology	3
SOC	201	Introduction to Sociology	4
SOC	203	Criminology	3
SOC	204	Criminology II	3
SOC	206	Marriage and the Family	3
SOC	207	Marriage and the Family II	3
SOC	306	Population	4
SP	100	Fundamentals of Speech	4
SP	110	Business and Professional Speech	4
SP	210	Conference Leadership	3

Requirements: ENG 101, 102 and 103 or 104 are required. Required hours in specified subject areas: Mathematics: 12; History/Government: 8; Speech: 6.

Area IV — Free Electives

22 Quarter Hours

Free electives may be selected from the courses listed. Electives may be chosen from specialized subjects or general studies.

NOTE: Any specific course requirements in any area may be changed or waived by the Dean of the College or appropriate faculty committee upon written request and with cause. The total hours specified in each area and the degree program total are the minimum requirements for the degree.



THE ASSOCIATE OF BUSINESS ADMINISTRATION DEGREE PROGRAM

To qualify for the Associate of Business Administration Degree, Students are required to accomplish the following.

1. Complete a minimum of 96 quarter hours of acceptable work, of which at least one full year's credit requirements must have been taken at Fort Lauderdale College.
2. Earn required credit in Areas I, II and III. Although curricula are outlined by area, it is not necessary that one area be completed before another. Student schedules usually include courses from at least two areas each quarter, assigned in logical sequence. Courses specified may require prerequisites which may be used to partially fulfill elective requirements.
3. Maintain an overall grade average of "C" or better (a grade-point average of 2.0) calculated only on credits attempted at Fort Lauderdale College.
4. Pass all final examinations in the final quarter.
5. Complete Application for Degree Candidacy. Applications must be submitted to the Records Office during the first two weeks in the student's final quarter of study. Applications are available in the Records Office.
6. Abide by all College rules and regulations, maintain a creditable attendance and deportment record and settle all financial obligations to the college prior to graduation.
7. Participate in college commencement exercises next following completion of all graduation requirements.

ASSOCIATE DEGREE PROGRAM

Total Quarter Hour Requirements

	Quarter Hours
Area I Core	33
Area II Major	36
Area III General Studies	27
Minimum Total	96

Area I — Core (Required for all Programs) 33 Quarter Hours

	Course Number	Course	Quarter Hours
	ACC 101	Principles of Accounting I	6
	ACC 102	Principles of Accounting II	6
	BL 101	Business Law I	4
	CS 101	Fundamentals of Data Processing	4
	ECO 101	Principles of Economics I	5
	MGT 101	Introduction to Business	4
	or		
	MGT 102	Principles of Management	4
	SA 101	Basic Typewriting	4

Area II — Major (Accounting Major Required)**36 Quarter Hours****ACCOUNTING**

This specialized two-year Associate in Business Administration Degree program with an accounting concentration emphasizes two years of accounting supplemented with a supporting background of business subjects. Course work in general studies is required to assist the student in communicating with his peers in the world of business. Graduates are prepared for various level positions such as accounting clerks, payroll supervisors, bookkeepers, and junior assistants with governmental accounting agencies. The College encourages the student to continue on to the Bachelor's Degree.

Area II — Major**36 Quarter Hours**

(Required)

ACC	103	Principles of Accounting III	3
ACC	205	Federal Income Tax I	4
ACC	206	Federal Income Tax II	3
ACC	211	Intermediate Accounting I	5
ACC	212	Intermediate Accounting II	4
ACC	213	Cost Accounting	6
			25

(Select From)

Course Number	Course	Quarter Hours
BL 112	Business Law II	3
BL 113	Business Law III	3
ECO 112	Principles of Economics II	4
FIN 101	The Stock Market	4
FIN 201	Money and Banking	3
FIN 202	Investments	5
FIN 212	Personal Finance	4
MGT 105	Office Management	3
MGT 113	Supervisory Management	4
MGT 207	Creditor's Rights	4
MGT 212	Personnel Management	3
MKT 101	Elements of Marketing	4
MKT 201	Retail Management	3
MTH 213	Mathematics of Finance	5

MANAGEMENT MAJOR

(Minimum of six courses required with MGT prefix)

This specialized two-year Associate in Business Administration Degree program introduces the student to business related subjects and provides a background in General Studies. The course material is similar to the Bachelor Degree program in that the student completes approximately one-half of the Bachelor Degree requirements. Upon completion of the

Associate Degree it is recommended that the student pursue a Bachelor Degree program. Graduates with an Associate in Business Administration are prepared for various entry level positions in such business areas as management, office supervision, insurance, banking, sales and real estate.

Course Number	Course	Quarter Hours
ACC 103	Principles of Accounting III	3
ACC 205	Federal Income Tax I	4
ACC 206	Federal Income Tax II	3
ACC 213	Cost Accounting	6
BL 112	Business Law II	3
BL 113	Business Law III	3
ECO 112	Principles of Economics II	4
FIN 101	The Stock Market	4
FIN 201	Money and Banking	3
FIN 202	Investments	5
FIN 212	Personal Finance	4
MGT 105	Office Management	3
MGT 113	Supervisory Management	4
MGT 201	Labor Relations	3
MGT 204	Hotel and Restaurant Management	4
MGT 206	Travel and Tourism	4
MGT 207	Creditor's Rights	4
MGT 212	Personnel Management	3
MGT 213	Dynamics of Middle Management	3
MGT 218	Small Business Management	3
MKT 101	Elements of Marketing	4
MKT 201	Retail Management	3
MKT 203	Advertising	4
PSY 205	Applied Psychology	4

REAL ESTATE MAJOR

This specialized two year Associate in Business Administration Degree program is similar to the Bachelor's Degree program in the field of Real Estate although the Associate Degree does not offer nearly the breadth and depth of curricula offerings. Graduates are prepared for various entry level positions in the Real Estate Field such as real estate sales.

(Required)

Course Number	Course	Quarter Hours
RE 103	Florida Real Estate Commission Course #1	4
RE 104	Florida Real Estate License Law	2
RE 203	Real Estate Selling	3
RE 204	Real Estate Brokerage Management	3
BL 112	Business Law II	3
BL 113	Business Law III	3
		18

(Select From)

Course Number	Course	Quarter Hours
ACC 103	Principles of Accounting III	3
ACC 205	Federal Income Tax I	4
ECO 112	Principles of Economics II	4
FIN 202	Investments	5
FIN 212	Personal Finance	4
MGT 105	Office Management	3
MGT 113	Supervisory Management	4
MGT 207	Creditor's Rights	4
MGT 213	Dynamics of Middle Management	3
MGT 218	Small Business Management	3
MKT 101	Elements of Marketing	4
PSY 205	Applied Psychology	4

Area III — General Studies

27 Quarter Hours

Course Number	Course	Quarter Hours
APY 241	Cultural Anthropology	6
ECO 112	Principles of Economics II	4
ECO 213	Economics of Capitalism, Socialism, and Communism	4
ENG 101	English Composition I	5
ENG 102	English Composition II	3
ENG 103	Business and Professional Writing	4
ENG 104	Creative Writing	3
ENG 202	World Literature	4
ENG 204	English Literature	4
ENG 206	American Literature I	3
ENG 207	American Literature II	3
GOV 201	United State Government I	4
GOV 202	United States Government II	4
GOV 203	State and Local Government	4
HIS 101	Western Civilization I	5
HIS 102	Western Civilization II	3
HIS 201	American History I	3
HIS 202	American History II	3
HIS 203	Technical History of United States	3
HUM 201	Art Appreciation	3
HUM 203	Music Appreciation	3
HUM 205	Introduction to Philosophy	4
MTH 101	Introduction to General Mathematics	5
MTH 102	Business Mathematics	4
MTH 115	Introduction to Statistics	4
MTH 213	Mathematics for Finance	5
MTH 217	Mathematics for Management	4
PSY 201	Principles of General Psychology	4
PSY 205	Applied Psychology	4
SOC 201	Introduction to Sociology	4
SOC 203	Criminology	3

SOC	204	Criminology II	3
SOC	206	Marriage and the Family	3
SOC	207	Marriage and the Family II	3
SP	100	Fundamentals of Speech	4
SP	110	Business and Professional Speech	4
SP	210	Conference Leadership	3

NOTE: Any specific course requirements in any area may be changed or waived by the Dean of the College or appropriate faculty committee upon written request and with cause. The total hours specified in each area and the degree program total are the minimum requirements for the degree.



Course Descriptions



COURSE DESCRIPTION

In each subject area, the college offers a 420 directed independent study course and a 421 seminar in the subject field. Generally these courses will be restricted to outstanding students seeking depth and enrichment in a specific field. The content of the course will be indicated in the title on the student's academic record.

- | | | |
|---|-------------------------------------|--------------------|
| ACC 101 | PRINCIPLES OF ACCOUNTING I | 6 Qtr. Hrs. |
| A basic study of accounting with emphasis on understanding and interpreting financial statements, reports; and analysis. | | |
| ACC 102 | PRINCIPLES OF ACCOUNTING II | 6 Qtr. Hrs. |
| A continuation of ACC 101 with a more sophisticated management interpretation of Cost Accounting, budgeting, performance analysis, capital acquisitions. Prerequisite: ACC 101. | | |
| ACC 103 | PRINCIPLES OF ACCOUNTING III | 3 Qtr. Hrs. |
| A course study designed for students planning a major in accounting. Emphasis is on theory, techniques, and practice. Prerequisite: ACC 102. | | |
| ACC 205 | FEDERAL INCOME TAX I | 4 Qtr. Hrs. |
| Fundamentals of Federal Income Tax. The law, its origin. Procedures for filing individual Income Tax returns. Tax planning within the framework of the Internal Revenue Code. Prerequisite: ACC 101. | | |
| ACC 206 | FEDERAL INCOME TAX II | 3 Qtr. Hrs. |
| Federal Income Tax; procedures for filing corporate; partnership fiduciary returns. Estate and Gift Tax interactions. Refunds and appeal procedures. Prerequisite: ACC 102 and 205. | | |
| ACC 211 | INTERMEDIATE ACCOUNTING I | 5 Qtr. Hrs. |
| Accounting procedures reviewed; generally accepted accounting principles; working papers; financial statements and net income concepts; detailed accounting procedures. Prerequisite: ACC 103. | | |
| ACC 212 | INTERMEDIATE ACCOUNTING II | 4 Qtr. Hrs. |
| Accounting for investments, fixed assets, liabilities, reserves. Interpretation and analysis of financial statements. special problems involved in accounting. Prerequisite: ACC 211. | | |
| ACC 213 | COST ACCOUNTING | 6 Qtr. Hrs. |
| Principles of Cost Accounting: cost determination for the manufacturing business; job-order cost system; process cost accounting. The budget; standard cost accounting and variance analysis. Direct costing, a managerial emphasis. Prerequisite ACC 102 with A or B grade; otherwise 103. | | |
| ACC 322 | ADVANCED ACCOUNTING I | 4 Qtr. Hrs. |
| Partnerships, their formation, operation, dissolution, and liquidation. Special accounting problems associated with consignments and installment sales. Estates and trusts. Prerequisite: ACC 212. | | |
| ACC 323 | ADVANCED ACCOUNTING II | 5 Qtr. Hrs. |
| Accounting applications of compound interest and annuities; home office | | |

and branch accounting; consolidation. Fund accounting-governmental and private. A survey of trends in current accounting theory. Prerequisite: ACC 212.

ACC 431 **AUDITING** **5 Qtr. Hrs.**
Auditing theory and standards. External examination of the accounting records. Auditing procedures for verification of the asset, liability and equity accounts. Prerequisite: ACC 212.

ACC 432 **ADVANCED AUDITING** **4 Qtr. Hrs.**
An application of the procedures learned in ACC 431; preparation of Audit Working Papers special audits and Audit reports. Prerequisite: ACC 431.

APY 241 **CULTURAL ANTHROPOLOGY** **6 Qtr. Hrs.**
An examination of the nature of cultural institutions with special emphasis on such variables as economic structure, art, religion, language, and other institutions.

BL 101 **BUSINESS LAW I** **4 Qtr. Hrs.**
Contract: Legal requirements; Termination; Remedies for Breach; Principal and Agent Relationships; Commercial Paper: Negotiability; Transfer; Notes and Drafts; Checks and Bank Collections; Rights of Holders and Defenses.

BL 112 **BUSINESS LAW II** **3 Qtr. Hrs.**
Personal Property and Bailments; Sale of Goods: Contract; Title and Risks; Warranties; Remedies; Insurance: Fire, Automobile, and Life. Prerequisite: BL 101.

BL 113 **BUSINESS LAW III** **3 Qtr. Hrs.**
Business Associations: Partnerships and Corporations; Real Property: Mortgages; Deeds; Foreclosure; Estates; Bankruptcy. Prerequisite BL 101.

CS 101 **FUNDAMENTALS OF DATA PROCESSING** **4 Qtr. Hrs.**
The object of this course is to introduce the student to the capabilities and limitations of electronic data processing equipment and the languages with which they are operated. The approach is primarily from the viewpoint of the business manager who must evaluate the potential of electronic equipment as it can influence the design of information processing systems in managerial decision making.

ECO 101 **PRINCIPLES OF ECONOMICS I** **5 Qtr. Hrs.**
A study of the American economy. Facts, figures, and institutional characteristics of capitalism.

ECO 112 **PRINCIPLES OF ECONOMICS II** **4 Qtr. Hrs.**
Concentrating on such public issues as monetary and fiscal policy, poverty, international trade and anti-trust legislation. Prerequisite: ECO 101.

ECO 213 **ECONOMICS OF CAPITALISM, SOCIALISM AND COMMUNISM** **4 Qtr. Hrs.**
A description, analysis, and appraisal of the economic systems of capitalism, socialism, and communism. Prerequisite: ECO 101.

ECO 303 **AMERICAN ECONOMIC HISTORY** **5 Qtr. Hrs.**
A survey of national economic development from Colonial times to present

emphasizing the agricultural, manufacturing and banking sectors.

- ECO 404** **CURRENT ECONOMIC PROBLEMS** **4 Qtr. Hrs.**
A study of the underlying causes and available solutions to such contemporary problems as unemployment, inflation, monopolies (both business and labor), poverty, income distribution, growth and government economic policies. Prerequisite: ECO 101.
- ENG 030** **BASIC GRAMAR AND VOCABULARY** **2 Qtr. Hrs.**
Designed to develop mastery of grammar, vocabulary, speed and comprehension in reading. Available to all students experiencing a need for such a course.
- ENG 101** **ENGLISH COMPOSITION** **5 Qtr. Hrs.**
Principles of effective English usage and vocabulary development. Application of this study to the writing of themes with content that relates to the experiences and ideas of the students.
- ENG 102** **ENGLISH COMPOSITION II** **3 Qtr. Hrs.**
Continued study of the principles of effective English usage. Also, assigned readings in areas of essays, short stories, and dramas as source material for creative theme writing and vocabulary development. Prerequisite: ENG 101.
- ENG 103** **BUSINESS AND PROFESSIONAL WRITING** **4 Qtr. Hrs.**
A study of business, scientific, and professional writings with emphasis upon research reports and correct procedures. Prerequisite: ENG 101
- ENG 104** **INTRO TO CREATIVE WRITING** **3 Qtr. Hrs.**
Introduction to creative writing techniques with stress on thought organization, self-expression, and grammar review. Prerequisite: ENG 102.
- ENG 202** **WORLD LITERATURE** **4 Qtr. Hrs.**
Selected works from world literature: Russian, French, German, and Spanish.
- ENG 204** **ENGLISH LITERATURE** **4 Qtr. Hrs.**
Selected masterpieces of British literature from the beginning of period for Romantic poets to present day.
- ENG 206** **AMERICAN LITERATURE I** **3 Qtr. Hrs.**
American literature masterpiece from its beginning to 1900.
- ENG 207** **AMERICAN LITERATURE II** **3 Qtr. Hrs.**
American literature masterpiece from 1900 to present time.
- ENG 302** **MODERN LITERATURE** **4 Qtr. Hrs.**
The reading and discussion of literature relating to matters of current interest, literary works that emphasize the present era and make comparisons with the past.
- ENG 401** **THE NOVEL** **3 Qtr. Hrs.**
This course will study the genre from its beginnings to the contemporary novel.

ES 101	ESPERANTO I	4 Qtr. Hrs.
Basic structure of the International Language, reading, and conversation. Increasingly popular in its own right in many countries, Esperanto is also an aid to logical thought and a sound foundation for the acquisition of other languages.		
ES 102	ESPERANTO II	4 Qtr. Hrs.
The principles of word structure introduced in Introductory Esperanto are mastered in this course, giving the student a fairly extensive vocabulary.		
FIN 101	STOCK MARKET	4 Qtr. Hrs.
The organization and operation of leading security markets. Emphasis on theories of forecasting and market interpretation.		
FIN 201	MONEY AND BANKING	3 Qtr. Hrs.
Basic concepts of the monetary system; the commercial banking system; monetary theory and fiscal policies; expansion and stabilization of the money supply and the Federal Reserve system.		
FIN 202	INVESTMENTS	5 Qtr. Hrs.
Principles and problems of investments, types of risk, timing, selection, institutional factors.		
FIN 212	PERSONAL FINANCE	4 Qtr. Hrs.
This course is designed to offer a discussion of family economics including the range of financial decisions in family budgeting.		
FIN 301	CURRENT FINANCIAL PROBLEMS	4 Qtr. Hrs.
A study of underlying causes and available solutions to the problems of public and private finance.		
FIN 322	BUDGETARY CONTROL	4 Qtr. Hrs.
The study of the basic concepts of planning and control of all operations of a business from the managerial viewpoint. Prerequisites: MGT 101, 102, and ACC 101, 102.		
GOV 201	U. S. GOVERNMENT I	4 Qtr. Hrs.
Course surveys the Constitutional and Democratic aspects of our American National Government.		
GOV 202	U. S. GOVERNMENT II	4 Qtr. Hrs.
Course surveys the chief characteristics and functions of the three branches of the National Government.		
GOV 203	STATE AND LOCAL GOVERNMENT	4 Qtr. Hrs.
Course surveys the characteristics, including the main similarities and differences, of the governments of the fifty states and their respective local governments.		
GOV 303	INTERNATIONAL RELATIONS	4 Qtr. Hrs.
Course examines the theories and practices used by the countries of the world in their international relations and problems. Emphasis is placed on the role of the United States and its foreign relations.		

HIS 101	WESTERN CIVILIZATION I	5 Qtr. Hrs.
A survey of highlights and trends of Western Civilization from its pre-historic origins to the end of the Seventeenth Century.		
HIS 102	WESTERN CIVILIZATION II	3 Qtr. Hrs.
A continuation of HIS 101 from 1700 to the present.		
HIS 201	AMERICAN HISTORY I	3 Qtr. Hrs.
Course traces American history from the colonial origins to the end of the Civil War.		
HIS 202	AMERICAN HISTORY II	3 Qtr. Hrs.
Course is a continuation of HIS 201 from 1865 to the present.		
HIS 203	TECHNICAL HISTORY OF THE UNITED STATES	3 Qtr. Hrs.
Course examines the impact of technology and machinery on the economic and social development of the United States.		
HIS 306	COLONIAL AMERICA	3 Qtr. Hrs.
The establishment of the thirteen colonies from pre-Columbian times to the American Revolution, emphasizing the development of local self government and British merchantilism.		
HIS 308	20TH CENTURY AMERICA	3 Qtr. Hrs.
Course examines the United States from 1900 to the present, emphasizing the times of Roosevelt and the post World War II period.		
HUM 201	ART APPRECIATION	3 Qtr. Hrs.
An analysis of art function, styles, structure, techniques, and relations to society. Enables student to see connections between art and other vital areas of modern life.		
HUM 203	MUSIC APPRECIATION	3 Qtr. Hrs.
The development of personal taste and discrimination in music through the study of such subjects as orchestra and band instruments, the voice, ballet, and the architecture of music.		
HUM 205	INTRODUCTION TO PHILOSOPHY	4 Qtr. Hrs.
The objective of this course is to help the student in his personal encounter with the basic philosophical problems as they impinge upon his life.		
HUM 303	INTRODUCTION TO LOGIC	4 Qtr. Hrs.
An introduction to the principles of argument and proof, both deductive and inductive, with attention to the theory of language and communication and to the methods of science.		
HUM 304	ETHICS	4 Qtr. Hrs.
An examination of some representative standards of moral conduct, with attention to their practical application.		

INS 300 INSURANCE: PERSONAL & BUSINESS 4 Qtr. Hrs.

Essentials of insurance; the insurance contract; major types of life, property and liability coverage, with emphasis on the most common types of contracts for adequate insurance protection in both private and business situations; guidance on what kinds and how much insurance coverage to purchase.

MGT 101 INTRODUCTION TO BUSINESS 4 Qtr. Hrs.

An introduction course to acquaint students with the general field of business and industry as it exists in the United States.

MGT 102 PRINCIPLES OF MANAGEMENT 4 Qtr. Hrs.

Comprehensive course covering the fundamental concepts of management. It exposes students to basic tools of modern management and acquaints him with the decision making process.

MGT 105 OFFICE MANAGEMENT 3 Qtr. Hrs.

Organization and management of the office; office layout and equipment; selecting, training, and supervising office personnel; analysis and control; automation; and work flow.

MGT 113 SUPERVISORY MANAGEMENT 4 Qtr. Hrs.

An integrated presentation of the principles and techniques of management at the supervisory and operating level. Prerequisites: MGT 101 or 102.

MGT 201 LABOR RELATIONS 3 Qtr. Hrs.

A study of the history, principles and laws on the local, state, and federal levels that affect labor relations and employer-employee relations; unionism and collective bargaining.

MGT 204 HOTEL AND RESTAURANT MANAGEMENT 4 Qtr. Hrs.

An overview of the many facets of the hospitality industry with emphasis on future career possibilities. An attempt will be made to help the student achieve the proper perspective of the field and his place in it. Field trips are anticipated.

MGT 206 MANAGEMENT OF TRAVEL AND TOURISM 4 Qtr. Hrs.

An entry level course covering the historical growth of this \$100 billion per year industry from Thos. Cook to the present. The development of all travel modes are explored as well as the economic, psychological and social rationals involved in resort development master planning, the purchase and operation of a travel agency; and the importance of tourism revenues in international trade.

MGT 207 CREDITOR'S RIGHTS 4 Qtr. Hrs.

General overview of the rights of creditors regarding collection of judgments, repossession of property, foreclosure of real estate, attachment and garnishment, replevin, levy and execution, proceedings supplementary before the Court, debtors exemptions, due process according to debtors, restrictions on garnishment of wages, mortgage and lien foreclosures, and procedures in the small claims court.

MGT 212**PERSONNEL MANAGEMENT****3 Qtr. Hrs.**

The study of the principles and theories of personnel management including staffing, management-union relations, compensation and motivation of employees.

MGT 213**DYNAMICS OF MIDDLE MANAGEMENT****3 Qtr. Hrs.**

This is a case course designed to place the student in real management situations and to take him from the realm of theory into the area of practical applications of that theory.

MGT 218**SMALL BUSINESS MANAGEMENT****3 Qtr. Hrs.**

Course is designed to initiate the student into the significant problems encountered in the operation and management of small business enterprises. All aspects of problems peculiar to managing a small business are examined.

MGT 301**MANAGEMENT AND LABOR****2 Qtr. Hrs.**

In depth study of the proper approach by an employer to the problems of union organization; the do's and don't's for successful labor relations.

MGT 307**HOTEL AND RESTAURANT SALES****4 Qtr. Hrs.**

This course concentrates heavily in the study of top-level administration and organizational problems of the hotel-restaurant property. The latter part of the course deals with identifying the media of promotion, the characteristics of the desired clientele and actual promotion campaigns that have been successful in the field.

MGT 308**FOOD AND BEVERAGE MANAGEMENT****3 Qtr. Hrs.**

A basic and intermediate study of food and beverage technology including principles of sanitation, menu selection, preparation and format, formal dining styles and wine studies.

MGT 309**HOTEL FRONT OFFICE MANAGEMENT****4 Qtr. Hrs.**

A study of the logistics of lodging as revolving around the hotel front desk, including check-in, check-out procedures, NCR, machine operation, special characteristics of hotel accounting, reservations, housekeeping, and hotel engineering.

MGT 412**PROCUREMENT****5 Qtr. Hrs.**

A complete study of procurement in industry; purchasing policies and organization; coordination with production schedules and materials planning. Prerequisites: MGT 101 and 102.

MGT 413**TOP MANAGEMENT****4 Qtr. Hrs.**

The course has the purpose of integrating the knowledge the student has acquired in previous management courses. The cases and lectures deal with those problems encountered in the top level of management. Prerequisite: It will benefit the student if he takes most of his management courses prior to taking this course.

MGT 415**MANAGEMENT OF PERSONAL RESOURCES****4 Qtr. Hrs.**

A course designed specifically for all seniors. It is intended to help the graduating student face the personal problems he will encounter in the business world. During the course, the student will write his "Resume", which will be graded, discussed in class, edited and made ready for actual use in the ensuing job search. Other topics covered include personal budgeting, insurance, investments, housing, transportation, marriage, (economic aspects) and career opportunities.

MGT 416**TRANSPORTATION MANAGEMENT****4 Qtr. Hrs.**

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

MGT 417**AIRPORT MANAGEMENT****4 Qtr. Hrs.**

The complexities of managing a modern airport facility are discussed in detail. Problems, daily faced by the airport manager are presented for student discussion and solution.

MGT 418**INTERNATIONAL BUSINESS****3 Qtr. Hrs.**

This course deals with the management problems of companies whose business crosses international boundaries. Prerequisites: MGT 101 and 102.

MGT 419**BUSINESS, SOCIETY, AND THE INDIVIDUAL****3 Qtr. Hrs.**

Study of the interests of the employee, customer, supplier, stockholder, and community in the business organization, and the nature of business problems that require judgments involving justice, morality, ethics, social mores, and human values.

MKT 101**ELEMENTS OF MARKETING****4 Qtr. Hrs.**

Functions of distribution relating to price, product, promotion, and channel development; current practices and the social evolution of consumer awareness.

MKT 102**FUNDAMENTALS OF SALESMANSHIP****3 Qtr. Hrs.**

Nature of personal selling in relation to buyer behavior with emphasis on basic principles and practices of persuasion and communication.

MKT 201**RETAIL MANAGEMENT****3 Qtr. Hrs.**

Analyzes the different activities performed by large and small retailers in selling goods to the ultimate customer.

MKT 203**ADVERTISING****4 Qtr. Hrs.**

Purposes, techniques, organization, and media selection of the advertising function and complementary sales promotion activities.

MKT 206**MEDICAL PREPARATION FOR PHARMACEUTICAL MARKETING****5 Qtr. Hrs.**

Medical Preparation for Pharmaceutical Marketing Course introduces the student to medical knowledge necessary to business personnel in the pharmaceutical industry. Normal body systems, the effect of diseases on these systems and drug therapy will be covered without the need for

prior scientific background. How this medical knowledge is applied in the sales, marketing, market research and advertising will be discussed. Emphasis on major proprietary markets (non-prescription drugs).

MKT 207 MEDICAL PREPARATION FOR PHARMACEUTICAL MARKETING II 5 Qtr. Hrs.

Course introduces the student to medical knowledge necessary to business personnel in the pharmaceutical industry. Normal body systems, the effect of diseases on these systems and drug therapy will be covered without the need for prior scientific background. How this medical knowledge is applied in the sales, marketing, market research and advertising will be discussed. Emphasis on major ethical markets. This course covers the major ethical markets not covered in MKT 206.

MKT 301 INTERNATIONAL MARKETING 3 Qtr. Hrs.

Historical and modern practices of foreign trade using selected products, activities, and market areas to develop import-export strategies.

MKT 302 SALES MANAGEMENT 3 Qtr. Hrs.

Methods, problems, and cases in management of the sales force with emphasis on selection, training, and organization, stimulation, compensation and control.

MKT 404 PUBLIC RELATIONS 3 Qtr. Hrs.

Applications of public relation techniques to influence different publics and programs used to earn acceptance and good will.

MKT 406 CONSUMER BEHAVIOR 3 Qtr. Hrs.

Studies the behavioral factors which stimulate and motivate consumer demand applied to marketing decision making.

MKT 412 MARKETING MANAGEMENT 4 Qtr. Hrs.

Techniques of decision making by the marketing manager through case study and readings. Prerequisite: MKT 101.

MKT 413 MARKETING RESEARCH 4 Qtr. Hrs.

Role and execution of research methods to prevent and solve marketing problems.

MKT 417 INDUSTRIAL MARKETING 4 Qtr. Hrs.

An advanced marketing course directed towards the marketing of industrial raw materials and other goods and products not normally produced for direct sale to the ultimate consumer. Prerequisite: 2 marketing courses.

MTH 090 BASIC MATH 3 Qtr. Hrs.

A review of the basic principles of arithmetic and mathematics. Students not satisfying the college entrance requirements in mathematics must take this course.

MTH 101 INTRODUCTION TO GENERAL MATHEMATICS 5 Qtr. Hrs.

Fundamental arithmetic operations. Algebraic operations. Statement problems. Systems linear equations. Quadratic Equations. Binominal Theorem. Logarithms. Required for students who have completed less than two years of high school mathematics.

MTH 102	BUSINESS MATHEMATICS	4 Qtr. Hrs.
Percentage, Discounts, Mark-ups, Mark-down, Interest, Obligations, Commercial paper, True discount, Bank discount, Discounting paper, Partial payments, United States rule, and Merchants' rule. Prerequisite: MTH 101 or equivalent.		
MTH 115	INTRODUCTION TO STATISTICS	4 Qtr. Hrs.
The objectives of this course are to acquaint the student with probability and its application to stastical theory.		
MTH 213	MATHEMATICS FOR FINANCE	5 Qtr. Hrs.
Compound interest. Equivalent obligations. Ordinary annuities. Amortization. Sinking Fund. Annuity due. Deferred annuities.		
MTH 217	MATH FOR MANAGEMENT	4 Qtr. Hrs.
Game theory and linear programming.		
PSY 201	PRINCIPLES OF GENERAL PSYCHOLOGY	4 Qtr. Hrs.
A survey course designed to provide a basic understanding of Learning, Motivation and Personality Theories.		
PSY 205	APPLIED PSYCHOLOGY	4 Qtr. Hrs.
A discussion of the methods and findings of the behavioral sciences as they apply to persisting human problems.		
PSY 302	PSYCHOLOGY, CHILD	4 Qtr. Hrs.
A study of the heredity and environmental factors influencing the development of the child; methods of evaluation, children's activities and language development, mental development, emotional and social adjustment including personality disorders and behavior problems.		
RE 103	FLORIDA REAL ESTATE COMMISSION NUMBER ONE	4 Qtr. Hrs.
This is the prerequisite course required by law that a person must pass before he can file his application to obtain a Florida real estate license. The course textbook, <i>Real Estate for the New Practitioner</i> , covers such subjects as the real estate business, property, contracts, deeds, legal descriptions, financing, the mortgage market, real estate taxation, real estate brokerage, city planning and zoning, appraising, the real estate market and apprenticeship.		
RE 104	FLORIDA REAL ESTATE LICENSE LAW	2 Qtr. Hrs.
This course covers the information contained in the <i>Florida Real Estate Handbook</i> , published by the Florida Real Estate Commission, and prepares a person to take his state real estate examination for a salesman or broker. The course covers such subjects as the real estate license law, business enterprises, penalties, relationships, real estate school act, advertising act, encumbrances, mortgages, legal descriptions, contracts, real property, deeds, estates, homesteads, dower and closing statements.		
RE 203	REAL ESTATE SELLING	3 Qtr. Hrs.
Motives; steps in a sale; listing techniques; selling various kinds of property; creative selling; meeting objections; financial aids; ethical behavior; closing the sale. Prerequisite: RE 103.		

- RE 204 REAL ESTATE BROKERAGE MANAGEMENT 3 Qtr. Hrs.**
The real estate brokerage office; planning for and organizing brokerage operations; selecting and training sales personnel; managing sales activities; marketing practices and policies. Prerequisite: RE 103.
- RE 301 REAL ESTATE APPRAISING 4 Qtr. Hrs.**
Nature and principles of property valuation; impact of political, social and economic forces; impact of urban forces; use of the cost, market and income approaches. Prerequisite: RE 103.
- RE 304 REAL ESTATE INVESTMENT 3 Qtr. Hrs.**
Designed to help real estate brokers, salesmen, investors and speculators; covers computation of rate of return; trading on equity; financing; use of gross income multipliers. Prerequisite: RE 103.
- RE 305 REAL ESTATE MANAGEMENT 4 Qtr. Hrs.**
Covers supervision and control of real property; rental of space; maintenance; credit; subjects to residential business, industrial and investment properties. Prerequisite: RE 103.
- RE 312 REAL ESTATE LAW I 3 Qtr. Hrs.**
Land and its elements, fixtures, easements; land descriptions; land titles and interests in land; deeds; Brokers and managers; contracts of sale of land; escrows; evidence of title; mortgages; foreclosure and redemption.
- RE 313 REAL ESTATE LAW II 3 Qtr. Hrs.**
F. H. A., land development; co-ownership; descent and wills; zoning and building ordinance; taxes; special assessments and Federal income tax; landlord and tenant; shopping centers; co-operatives and condominiums; condemnation.
- RE 401 REAL ESTATE FINANCING 4 Qtr. Hrs.**
Fundamentals of mortgage lending; sources of funds; organization and control of lending operations; FHA and Veterans' Administration loan programs; collection and servicing loans.
- RED 030 READING SKILLS 4 Qtr. Hrs.**
The reading development course is designed to improve rate, comprehension, vocabulary, word meaning, and paragraph comprehension. The achievement of the class is measured by Iowa Silent Reading tests at the beginning and end of course.
- SA 101 BASIC TYPEWRITING 4 Qtr. Hrs.**
Touch method operation, centering, tabulating, business and personal-business letter writing. The speed objective is 25 words a minute.
- SA 102 INTERMEDIATE TYPEWRITING 4 Qtr. Hrs.**
Advanced skill in letter writing, use of carbons and envelopes, advanced tabulation, manuscript writing, invoices, telegrams, and common legal forms. Speed objective is 45 words a minute. Prerequisite: SA 101.
- SOC 201 INTRODUCTION TO SOCIOLOGY 4 Qtr. Hrs.**
An analysis of human society: social relations, organization, and institutions. Prepares student for advanced work in the field.

- SOC 203** **CRIMINOLOGY** **4 Qtr. Hrs.**
 The nature of crime and juvenile delinquency; causative factors; apprehending and punishing criminals; penal institutions; modern concepts of treatment; and prevention of crime.
- SOC 204** **CRIMINOLOGY II** **3 Qtr. Hrs.**
 Punishment and control of criminals including corrections and prevention; probation, parole, prisons, and reformatories; handling the juvenile offender.
- SOC 206** **MARRIAGE AND THE FAMILY** **4 Qtr. Hrs.**
 Looking forward to marriage; choosing a mate; marriage and family experience with emphasis on its functions, problems and values.
- SOC 207** **MARRIAGE AND THE FAMILY II** **3 Qtr. Hrs.**
 Major problems involved in marriage; mixed marriages, making marriage meaningful, sex in marriage, pregnancy and childbirth; conception, control and abortion.
- SOC 306** **POPULATION** **4 Qtr. Hrs.**
 Demographic factors and social structure; trends in fertility, morality, population growth, migration, distribution, and composition; population problems and policies.
- SP 100** **FUNDAMENTALS OF SPEECH** **4 Qtr. Hrs.**
 The principles of modern communication theory are practiced and studied through the preparation and presentation of speeches of different kinds to achieve different goals. Techniques of verbal and non-verbal communication are practiced to achieve clarity and effectiveness in speaking from the public platform and in discussion groups.
- SP 110** **BUSINESS AND PROFESSIONAL SPEECH** **4 Qtr. Hrs.**
 Knowledge in modern communication theory is specifically applied to common business situations. Emphasis is on conference techniques, persuasion and the preparation and use of audio-visual aids.
- SP 210** **CONFERENCE LEADERSHIP** **3 Qtr. Hrs.**
 This course investigates methods and techniques used in interview, panel, symposium, and round-table. Critical thinking, reasoning and evidence are also studied.



College Organization



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Jacksonville, Florida 32211
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Valparaiso University
Valparaiso, Indiana 46383
Phone (219) 464-5040

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201 S.E. 6 Street
Ft. Lauderdale, Florida 33301
Phone (305) 765-5600

Mr. Phillip J. Montante, Jr.
Assistant State Attorney
Broward County Courthouse
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Ft. Lauderdale, Florida 33301
Phone (305) 765-4216

Mr. Hugh R. Patterson
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Phone (904) 743-1122

Mr. Dan Rounds, ex officio
Alumni President
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Ft. Lauderdale, Florida 33315

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Executive Vice President
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Jacksonville, Florida 32211
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Mr. David I. Stockwell, CPA
2701 E. Sunrise Boulevard
Ft. Lauderdale, Florida 33308
Phone (305) 563-3161

FORT LAUDERDALE COLLEGE

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William Dockter, Assistant Dean, Ft. Lauderdale Campus

Kenneth Humphrey, Assistant Dean, Miami Campus
Janyce Danhoff, Administrative Assistant
Judi McBride, Director of Admissions

STAFF

Michael Allegra, Bookstore Manager and Superintendent of Buildings and Grounds

Beth Bentley, Receptionist and Operator

Roy Bickford, Admissions Representative, Miami Campus

Donna Black, Admissions Representative

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Jim Smith, Maintenance

Mary A. Troop, Cashier and Financial Aid Coordinator

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Brian Woods, Admissions Representative



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B.B.A., Thiel College;
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- BIEBER, ROBERT
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- BORRFGARD, GLENN E.
B.S., University of Illinois
- CAMERON, ROBERT W.
B.S. St. Joseph's;
B.L.L., Temple University;
M.B.A., University of Wisconsin
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B.A., Hunter College;
M.B.A., City College (New York)
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B.A., Bowling Green State
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- CONNOLLY, RICHARD
B.S., New York University
- DEBIANCHI, PAUL V.
B.B.A., University of Miami;
J.D., University of Miami
- DIESINC, SISTER MARY IRENE
B.A., Siena Heights (Michigan);
M.A., Loyola University
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B.S., University of Pittsburgh;
M.S., Columbia University
- DOCKTER, WILLIAM
B.S., Florida State University
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M.S., Temple Bar College;
D.B.A., Indiana Northern
University; Sc.D., Cleary College;
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J.D., University of Florida
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B.B.A., Fort Lauderdale
University
- GROTHMANN, HAROLD
B.A., St. Paul Bible College
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B.S., Columbia University;
M.D., Medical College of
Pennsylvania
- HEALY, DENNIS
B.B.A., University of Florida
- HERMAN, RUSSELL
D.B.A., University of Miami
- HIGHAM, WILLIAM
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M.S., Miami College
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A.B., University of Miami;
J.D., University of Miami
- JOHNSON, ED
J.D., Columbus Law School of
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B.S., Villanova University
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M.B.A., Dartmouth College
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B.S. Penn State
- LERNER, STANLEY
B.A., Adelphi University;
L.L.B., Brooklyn Law School;
M.B.A., Nova University

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Atlantic University
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M.Ed., Boston University
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M.S., City College (New York)
C.P.A., State of New York
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B.B.A., Drake College;
M.Ed., Florida Atlantic
University; J.D., Sanford
University
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B.S., Fort Lauderdale University;
- MORIN, EDWARD L., JR.
B.A., Belmont Abbey College;
M.A., Appalachian State
Teachers College
- MOSLEY, ALEXANDER T.
B.S., University of Pittsburgh;
M.B.A., Harvard Graduate School
of Business Administration
- ORLANDO, WARREN
B.S., St. Peters College (New
Jersey)
- PEACOCK, ALBERT
B.A., George Washington
University; M.B.A., George
Washington University; J.D.,
Temple University School of Law
- PAPISARDA, SALVATORE
B.S., Suffolk University;
M.A., Suffolk University;
D.Sc., Calvin Coolidge College
- REDA, DONALD
B.S., Lawrence Institute of
Technology
- ROGERS, RACHELLE
B.A., Hunter College
- ROYCRAFT, GARY
B.A., University of Miami;
M.Ed., Florida Atlantic
University
- SANDERS, MARGARET
B.A., University of Miami;
M.A., Western Kentucky University
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B.S., University of Pittsburgh
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B.S., South Dakota University;
M.A., University of South Dakota;
Ed.D., New York University;
D.H.L., Fort Lauderdale
University (Honorary)
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B.A., University of Arizona;
Ph.D., University of Florida
- TIMM, ALBERT L.
R.M.E., New York State
Maritime Academy; M.B.A., New
York University
- WILLIAMS, JAMES K.
B.A., University of Tennessee;
M.A., University of Tennessee;
D.Lit., Fort Lauderdale College of
Business and Finance (h.c.)
- ZIENTZ, MARK
B.S., New York University;
J.D., Brooklyn Law School

COLLEGE CALENDAR

WINTER QUARTER 1975-76

Registration and Orientation	Monday-Tuesday	November 24 - December 2
Last Day to Enter Classes	Wednesday	December 3
Beginning of Winter Quarter	Wednesday	December 10
Last Day to File Application for Degree Candidacy for Graduation at end of Winter Quarter	Wednesday	December 17
Christmas Vacation	Sunday-Sunday	December 21 - January 4, 1976
President's Day	Monday	February 16
Examination Week	Wednesday- Saturday	February 25-28
End of Winter Quarter	Saturday	February 28

SPRING QUARTER 1976

Registration and Orientation	Monday-Saturday	March 1-6
Beginning of Spring Quarter	Monday	March 8
Last Day to Enter Classes	Monday	March 15
Last Day to File Application for Degree Candidacy for Graduation at end of Spring Quarter	Monday	March 29
Easter Holiday	Friday-Monday	April 16-19
Examination Week	Monday-Friday	May 17-21
End of Spring Quarter	Friday	May 21
Graduation	Saturday	May 22

SUMMER QUARTER 1976

Registration and Orientation	Saturday-Friday	May 22-28
Memorial Day Holiday	Saturday-Monday	May 29-31
Beginning of Summer Quarter	Tuesday	June 1
Last Day to Enter Classes	Tuesday	June 8
Last Day to File Application for Degree Candidacy for Graduation at end of Summer Quarter	Tuesday	June 15
Bicentennial Observance	Friday-Monday	July 2-5
Examination Week	Monday-Friday	August 16-20
End of Summer Quarter	Friday	August 20

FALL QUARTER 1976

Registration and Orientation	Monday-Tuesday	August 30-September 7
Labor Day Holiday	Saturday-Monday	September 4-6
Beginning of Fall Quarter	Wednesday	September 8
Last Day to Enter Classes	Wednesday	September 15

Last Day to File Application
for Degree Candidacy for
Graduation at end of
Fall Quarter
Examination Week
End of Fall Quarter

Wednesday
Thursday-Tuesday
Tuesday

September 22
November 18-23
November 23

WINTER QUARTER 1976-77

Registration and Orientation
Beginning of Winter Quarter
Last Day to Enter Classes
Last Day to File Application
for Degree Candidacy for
Graduation at end of
Fall Quarter
Christmas Vacation
Examination Week
End of Winter Quarter

Wednesday
Wednesday
Wednesday
Wednesday
Wednesday
Saturday-Sunday
Monday-Thursday
Thursday

November 24
December 1
December 8
December 15
December 19-January 2, 1977
February 28-March 3
March 3





APPLICATION FOR ADMISSION
(\$10 fee to accompany application)

LOCATION DESIRED: _____

I hereby make application for enrollment in Ft. Lauderdale College subject to the provisions of its current catalog, student handbook and tuition rate sheet. I submit the following in support of my application. (Please print or type.)

The information submitted herewith is material representation and any inaccuracy or false statement will entitle the College to deny admission to the applicant.

Full Name of Applicant _____
First
Middle
Last

Phone: Area _____ Residence _____ Area _____ Business _____

Address _____ City and State _____ Zip Code _____

Degree Objective: Associate Degree Bachelor Degree
 Major: (Check One) Accounting Hotel & Restaurant
 Management Real Estate Marketing
 Non-Degree: Other _____

Entry Date: _____ Fall Winter Spring Summer _____ year
Day
Night
Alternate

Application for Entry as: Freshman Sophomore Junior Senior

Parent's Name _____ Occupation _____

Address _____ City & State _____ Res. Ph. _____

Appl. Birth Date _____ Birth Place _____ Soc. Sec. No. _____

Appl. Occupation _____ If married, wife or hus. name _____

Referred By: _____

Previous Education: _____ H.S. Grad. Date _____

High School _____ City & State _____ Zip Code _____

College _____ City & State _____ Zip Code _____

College Credits Earned (if any) _____ Semester Hrs. _____ Quarter Hrs. _____

Remarks: I need Financial Aid Yes No Need on-campus Housing Yes No

If accepted I further agree to abide by the rules and regulations of the College.

This application for admission to Ft. Lauderdale College of the above applicant is made with my consent and approval.

Signature of Applicant _____ Date _____

Signature of Parent or Guardian _____ Date _____
 (If applicant is under 21 years of age.)

Recommended by _____
 Admissions Counselor

Approved by Admissions Committee

Chairman _____ Date _____

