

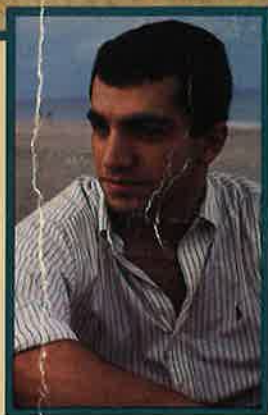
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FORT 
LAUDERDALE
COLLEGE

1984-85 Catalog



Karen Solow

~~12/1/87~~
12/1/87

*North Bay Village. 864-0442
1440 79th St Causeway
North Bay Village
Miami, Fla 33141*

1984 CATALOG OF

FORT LAUDERDALE COLLEGE

(Est. 1940)

Main Campus

1401 E. Broward Boulevard
Fort Lauderdale, FL 33301
(305) 462-3761

Hialeah Campus

558 West 49th Street
Hialeah, FL 33012
(305) 558-1949

Miami Campuses

1430 South West 1st Street
Miami, FL
(305) 643-3514

1440 79th Street Causeway
Miami, FL
(305) 866-1017

Accredited as a Senior College of Business by the Accrediting Commission of The Association of Independent Colleges and Schools.

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

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GENERAL INFORMATION

STATEMENT OF PHILOSOPHY AND OBJECTIVES

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

The programs offered by the College manifest this philosophy. It is the objective of these programs to provide specialized education in business administration at the college level and to provide a broad base of general education. The results are programs that enable students to contribute to the cultural growth, social ethics and financial prosperity of the nation.

HISTORY

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

ACCREDITATION

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

The College is a for-profit, non-sectarian, 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 Bureau of Veteran's Affairs and is registered with the Florida State Board of Independent Colleges and Universities.

CULTURAL ACTIVITIES

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

The Parker Playhouse, one of the nation's most beautiful, and well-known theaters, has regularly scheduled Broadway plays with famous stars in leading roles. The recently completed Sunrise Musical Theater features top name entertainment in concert style.

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

LIBRARY

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

BILINGUAL INSTRUCTION

Due to the large hispanic population, the Hialeah and Miami locations specialize in English-Spanish bilingual instruction. A thorough program of Intensive English instruction, if found necessary, must precede entry into other advanced subjects. Classes are taught using English textbooks while lectures may be 75% in English and 25% in Spanish. English is the encouraged language at all times.

HOUSING

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

PLACEMENT ASSISTANCE

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

TRANSFER TO OTHER COLLEGES

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

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

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

SPORTS

Deep-sea game fishing is a top attraction in Fort Lauderdale and is done aboard fleets of charter boats and drift fishing boats. Inland freshwater streams and conservation areas are excellent fresh-water fishing spots. Broward County has become a golfing and tennis center of the nation featuring more 35 golf courses and hundreds of tennis courts. Other sports readily accessible are horse-back 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.

STUDENT LIFE

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

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

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

FOR LAUDERDALE COLLEGE AND FORT LAUDERDALE

Fort Lauderdale is located in Broward County, Florida which has a population exceeding 900,000 residents. World renowned for its climate and beach, it is the center of Florida's Gold Coast tourist mecca. It offers the students at Fort Lauderdale College not only superb climate and recreation but also numerous cultural and educational opportunities to supplement academic study.

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

ANNUAL SCHOLARSHIPS FOR FORT LAUDERDALE COLLEGE STUDENTS

Ft. Lauderdale College annually awards six scholarships at the end of each Fall Quarter. These scholarships consist of either a \$200 or a \$100 tuition credit. To be eligible for one of the scholarships, you must be a full time student (12 hours or more).

The scholarships are as follows:

SOPHOMORE HONOR SCHOLARSHIP (Must have completed 40 credit hours)

1. A tuition credit of \$200 is awarded the full-time Sophomore student who has attained the highest Grade Point Average for course work completed during the Freshman year at Ft. Lauderdale College.
2. A tuition credit of \$100 is awarded the full-time Sophomore student who has attained the second highest Grade Point Average for course work completed during the Freshman year at Ft. Lauderdale College.

JUNIOR HONOR SCHOLARSHIP
(Must have completed 85 credit hours)

1. A tuition credit of \$200 is awarded the full-time Junior student who has attained the highest Grade Point Average for course work completed during the Sophomore year at Ft. Lauderdale College.
2. A tuition credit of \$100 is awarded the full-time Junior student who has attained the second highest Grade Point Average for course work completed during the Sophomore year at Ft. Lauderdale College.

SENIOR HONOR SCHOLARSHIP
(Must have completed 131 credit hours)

1. A tuition credit of \$200 is awarded the full-time Senior student who has attained the highest Grade Point Average for course work completed during the Junior year at Ft. Lauderdale College.
2. A tuition credit of \$100 is awarded the full-time Senior student who has attained the second highest Grade Point Average for course work completed during the Junior year at Ft. Lauderdale College.

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) tests or equivalent. Applicants admitted on an equivalency basis must successfully complete the requirements for a GED diploma within two quarters. Applicants without prior college credits are required to take a Placement Test to determine their potential success in college level studies. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. As a result of the evaluation of the qualifications, it may be necessary to schedule the student to take developmental courses which will prepare the student for a collegiate program. These courses will be in addition to the required courses for all programs and they will count toward the fulfillment of the overall credit hour requirements. Students may apply for entry at any time.

EARLY ADMISSION

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

ADMISSION FOR RECENT HIGH SCHOOL GRADUATES

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

APPLICATION PROCEDURE

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

Upon notification of acceptance, a \$75 non-refundable registration fee will be required. This fee reserves your space in class and will be applied against the first quarterly tuition charges.

TRANSFER STUDENTS

Students in any undergraduate program in another college or university may apply for transfer to the College. Approval will be given by the Registrar for the maximum number of credit hours already completed that are compatible with the College program. Individual programs are developed for the transfer student to allow completion in the shortest possible time. Students wishing to transfer credits must have an official transcript of those credits mailed to the College for evaluation.

INTERNATIONAL 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 date of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program other than intensive English courses and a TOEFL Score of 475 or its equivalent is required for entry into degree or diploma programs (Not required for applicants whose native country has English as a primary language or for Spanish-speaking applicants at the Hialeah and Miami Campuses of Ft. Lauderdale College). A Form 1-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance and payment of full time fees and tuition for three quarters. With these exceptions, the conditions for admission of foreign students are identical with those for American students.

ORIENTATION

Prior to attending classes, new students, as well as those returning to the College after a quarter or more of nonattendance, are required to participate in an orientation program. This program is designed to acquaint students with the policies of the College and introduce the student to those staff and faculty members who will play an important part in the student's progress toward a degree goal.

NON-TRADITIONAL CREDIT OPPORTUNITIES

CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of B, proficiency examinations given by the College. Students may apply for examination in any course for which credit has not been earned or accepted on transfer up to a maximum of 22.5 quarter hours.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

CREDIT FOR NON-COLLEGIATE TRAINING

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

AUDITING COURSES

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

STUDENT FINANCIAL ASSISTANCE

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

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

SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS

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

DURATION OF ELIGIBILITY FOR FINANCIAL AID

A student will be ineligible to receive further Title IV financial aid if that student has not completed the total credits of the stated program objective within 75% of total hours attempted. Reinstatement of Title IV funds may be based only on a successful review of the student's academic status by the College's Academic Committee.

FINANCIAL ASSISTANCE PROGRAMS PELL GRANT

The Pell Grant Program is designed to provide financial assistance to those who need it to attend post-high school educational institutions. The amount of the Pell Grant is determined on the basis of the student's and family's financial resources. Eligible students may receive as much as \$1,800 per year toward the cost of their education. An application for a Pell Grant is available in the Financial Assistance Office. A Financial

Assistance Officer will assist in its completion and submission. Eligibility is determined and notification is sent directly to the student who should immediately forward such notification to the College.

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)

This program is available to those students with financial need who would be unable to attend college without additional grant assistance. The Supplemental Educational Opportunity Grant may not exceed \$2,000 for each student's undergraduate years.

NATIONAL DIRECT STUDENT LOANS (NDSL)

Students needing financial assistance may borrow up to \$3,000 until they complete two academic years of a program leading to a Bachelor's Degree. They may then borrow an additional \$3,000 during their last two academic years leading to a Bachelor's Degree for a maximum of \$6,000 as undergraduate students. Payments begin six months after the student completes the program or ceases to carry at least a half-time course of study and may be extended over a 10-year period. Repayment may be deferred for various reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school half-time, is undergoing rehabilitation training, or if the student is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled.

GUARANTEED STUDENT LOANS (GSL)

A student needing financial assistance may borrow up to \$2,500 per academic year. Repayment of the loan begins six months after the student ceases to carry at least a half-time course of study but may be deferred for varying reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school full-time, is undergoing rehabilitation training, is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled, or for up to one year if seeking but unable to find full-time employment.

COLLEGE WORK-STUDY PROGRAM (CWSP)

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

INSTITUTIONAL SCHOLARSHIPS

A listing of institutional scholarships can be found elsewhere in this catalog. See Table of Contents.

OTHER SOURCES OF FINANCIAL ASSISTANCE

Financial Assistance Service (FAS)

This is a private financial assistance company which helps students and parents meet educational expenses over a period of time rather than in one large payment. Attractive extended repayment schedules have been arranged to meet individual family requirements. Information and applications are available in the Financial Aid Office of the College.

Veterans Assistance Programs

Veteran Education and Employment
Assistance Act of 1976, as Amended

Veterans eligible for training under the G.I. Bill are entitled to a monthly allowance while attending the College in an approved program of study. Veterans with over 18 months of active duty are entitled to a maximum of 45 months of training, and those with 6 to 18 months of active duty are entitled to 1½ months of training for each month of active duty. The College will assist in preparing and submitting applications.

WAR ORPHAN EDUCATIONAL ASSISTANCE

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

VOCATIONAL REHABILITATION FOR VETERANS

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

TUITION AND FEES

Tuition will be charged at the rate of \$59 per quarter hour at the Main Campus and \$50 per quarter hour at the branch locations.

FEES:

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

A non-refundable Registration Fee of \$75 shall be paid within 15 days of acceptance of the Application for Admission. A student may not schedule classes unless the Registration Fee is paid. This fee will be applied to the tuition charges for the student's first quarter of study.

A Graduation Fee of \$35 shall be paid by graduating students prior to commencement.

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

A fee of \$10 will be paid for each examination taken to establish credit by examination, and an Academic Credit Fee of \$20 per quarter hour will be paid for each course for which academic credit is established by special proficiency examination.

A Laboratory Fee of \$25 will be charged for each Computer Programming (COP) Language Course. This fee is not refundable after final class change date.

STUDENT ACCOUNTS

All students' accounts are due and payable to the Cashier at the time such charges are incurred. College regulations prohibit registration, graduation, granting of credit, taking of final examinations, or release of grades or transcripts for any student whose account is delinquent.

REFUND POLICY

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

1. **FAILURE TO ENTER** — If an accepted student does not enter classes, the full amount of any prepaid tuition, with the exception of the Registration Fee, is refunded. The Application Fee is not refundable.

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

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

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

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

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

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

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

ACADEMIC INFORMATION

QUARTER HOUR OF CREDIT

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

GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each quarter. Grade reports are mailed to the home address of the student.

The following grading system is used:

GRADE EVALUATION	GRADE POINTS PER QUARTER HOUR
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
W Withdrawal	0
F Failure	0
I Incomplete	not calculated
(Automatically changes to "f" if course requirements are not completed satisfactorily within 10 days after the official ending date of the quarter).	
N No Grade	not calculated
(Awarded if a student withdraws from a class under approved mitigating circumstances).	
X Exemption	not calculated
V Audit	not calculated

REPEATING COURSES

A student may repeat a course taken at the College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the cumulative grade point average will be recomputed to count the last attempt only.

This policy may be used three times for separate courses OR two times for one course and once for a second course.

CALCULATION OF GRADE POINT AVERAGE

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

STUDENT RECORDS

The College assures the confidentiality of student educational records as required by law. Should information be desired by the student which

is not contained in quarterly grade reports, requests may be made through the office of the Registrar where student records are compiled.

GRADUATION

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

DEAN'S LIST

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

GRADUATION WITH HONORS

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

ATTENDANCE REQUIREMENTS

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

Classes are scheduled between 8 a.m. and 10 p.m., normally Monday through Friday. Students may also attend Saturday morning classes which are scheduled as needed. Students attending under the "Work Study Program" may, if necessary, be scheduled for a minimum class load in order to permit employment. The College is in session throughout the year on a quarterly basis except for holidays and vacations as shown in the College Calendar. The Summer Quarter is optional, but summer class offerings are available for the many students who choose to attend and accelerate their program.

ACADEMIC DEFICIENCIES

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

STANDARDS OF PROGRESS

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

Failure to achieve a C (2.0) cumulative grade point average during that grading period of Academic Probation will, regardless of grades received for the grading period, result in the students being placed on Final Academic Probation for the next grading period.

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

ACADEMIC SUSPENSION AND DISMISSAL

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

REGULATIONS GOVERNING STUDENT CONDUCT

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

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

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

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

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

FAMILIARITY WITH COLLEGE REGULATIONS

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

RESERVATIONS AS TO PROGRAMS AND CHARGES

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

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is an Academic Program. Its purpose is to provide students with practical, prearranged and preapproved on-the-job

educational experiences which relate to each student's academic program and/or career objectives. By combining traditional on-campus courses with off-campus Cooperative Education courses, under the joint supervision of a sponsoring company supervisor and the College Director of Cooperative Education, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose of the programs is to present students to employers in a way which will increase their post-graduation employment potential.

COOPERATIVE EDUCATION PLANS

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

1. The Parallel Plan
2. The Alternating Plan

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

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

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

COOPERATIVE EDUCATION CREDIT

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

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

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

COOPERATIVE EDUCATION COURSES

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

PARALLEL PLAN COURSES

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

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

ALTERNATING PLAN COURSES

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

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

DEGREE PROGRAMS

Two Majors

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

Two Degrees

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

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

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

FORT LAUDERDALE COLLEGE ACADEMIC PROGRAM

Bachelor of Science Degree

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

Associate in Science Degree

Accounting Major
Court Reporting Major
Computer Programming Major
Hotel and Restaurant Administration Major
Management Major
Marketing Major
~~Medical Lab Technician Major~~
~~Real Estate Major~~

Bachelor of Business Administration Degree

Associate in Business Degree

~~Diploma Programs~~

~~Computer Programming
Dental Ceramics
Dental Technology
Medical Assisting
Medical Office Assisting
Medical Receptionist
Nurses Assistant/Orderly
Secretarial~~

Cooperative Education Program

Intensive English Courses

COLLEGE OF BUSINESS

THE BACHELOR OF SCIENCE DEGREE

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

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

		Quarter Hours
Area I –	Business Administration Component	36 (minimum)
Area II –	Major Component	45 (minimum)
Area III –	General Education Component	54 (minimum)*
Area IV –	Approved Elective Component	45 (minimum)
	TOTAL QUARTER HOURS REQUIRED	180 (minimum)*

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

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

THE BACHELOR OF SCIENCE DEGREE

AREA 1—	Business Administration Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
COC 1000	Introduction to Computer Based Systems	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAN 2000	Principles of Management	4.5
BUL 2100	Business Law I	4.5
MAR 1023	Introduction to Marketing	4.5
CORE TOTAL		36.0

AREA II— Major Components (Chosen from one of the following Majors)

ACCOUNTING MAJOR

A.	Required Core	Quarter Hours
	ACC 2101 Intermediate Accounting I	4.5
	ACC 2121 Intermediate Accounting II	4.5
	ACC 3401 Cost Accounting I	4.5
	ACC 3501 Federal Taxation I	4.5
	ACC 4201 Advanced Accounting I	4.5
	ACC 4601 Auditing I	4.5
	BUL 2122 Business Law II	4.5
	CORE TOTAL	31.5
B.	Major Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	ELECTIVE TOTAL	13.5
	COMPONENT TOTAL	45.0

PROFESSIONAL ACCOUNTING MAJOR

A fifth year designed specifically for the student whose career goal is public accountancy and may be started after all of the requirements for the Accounting Major on page 27 have been successfully completed.

AREA II — Major Components	Quarter
A. Additional Required Core	Hours
ACC 3421 Cost Accounting II ✓	4.5
ACC 3521 Federal Tax II ✓	4.5
ACC 4201 Advanced Accounting II ✓	4.5
ACC 4621 Auditing II ✓	4.5
ACC 3300 Managerial Accounting	4.5
CIS 2321 Business Systems Analysis and Design	4.5
CORE TOTAL	27.0
B. Additional Major Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business Courses listed in the catalog	
ELECTIVE TOTAL	9.0
AREA IV — Additional Approved Electives	
To be selected in the consultation with the Faculty Advisor, Registrar, or Dean to effecuate a balanced program in Professional Accounting	
	9.0
TOTAL ADDITIONAL CREDITS FOR THE PROFESSIONAL ACCOUNTING MAJOR	45.0

COMPUTER PROGRAMMING

		Quarter Hours
A.	Required Core	
	COC 1211 Computer Programming Concepts	4.5
	COP 2100 Computer Programming-Basic	4.5
	COP 2120 Computer Programming-COBOL	4.5
	COP 2160 Computer Programming-RPG	4.5
	CIS 2321 Business Systems Analysis and Design	4.5
	COP 3121 Computer Programming-Cobol II	4.5
	COP 3530 Data Base Management	4.5
	CIS 4360 Data Communications	4.5
	CORE TOTAL	36.0
B.	Major Electives	
	To be selected with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	ELECTIVE TOTAL	9.0
	COMPONENT TOTAL	45.0

INTERNATIONAL BUSINESS MAJOR

		Quarter Hours
A.	Required Core	
	ECS 3003 Comparative Economic Systems	4.5
	MAN 3300 Personnel Management	4.5
	MAN 4060 Business Policy and Administration	4.5
	MAN 4600 Management of International Business	4.5
	ECO 4702 Principles of International Economics	4.5
	MAN 4998 Selected Topics in Management	4.5
	CORE TOTAL	27.0
B.	Major Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	ELECTIVE TOTAL	18.0
	COMPONENT TOTAL	45.0

MANAGEMENT MAJOR

		Quarter Hours
A.	Required Core	
	BUL 2122 Business Law II	4.5
	MAN 2800 Small Business Management	4.5
	MAN 3300 Personnel Management	4.5
	RMI 3015 Risk and Insurance	4.5
	MAN 4410 Labor Relations and Collective Bargaining	4.5
	MAN 4060 Business Policy and Administration	4.5
	CORE TOTAL	27.0
B.	Major Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	ELECTIVE TOTAL	18.0
	COMPONENT TOTAL	45.0

MARKETING MAJOR

		Quarter Hours
A.	Required Core	
	MAR 1101 Salesmanship	4.5
	ADV 2000 Advertising	4.5
	MAR 3203 Marketing Channels and Distribution	4.5
	MAR 3344 Promotion Policies and Strategy	4.5
	MAR 4613 Marketing Research	4.5
	MAR 4722 Marketing Management	4.5
	CORE TOTAL	27.0
B.	Major Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	ELECTIVE TOTAL	18.0
	COMPONENT TOTAL	45.0

AREA III – General Education Component (Required for all Majors)	Quarter Hours
A. Required Core	
ECO 1013 Principles of Economics I	4.5
ECO 1023 Principles of Economics II	4.5
POS 2041 American National Government	4.5
PSY 2012 General Psychology	4.5
ENG 1540 English Usage	
ENG 1312 Written Communications	4.5
SPC 2010 Effective Speaking (Select two Math)	4.5
MAC 1132 Fundamentals of College Mathematics I,	
MAC 1133 Fundamentals of College Mathematics II,	
MAT 2013 College Algebra, or	
STA 2014 Statistics (Recommended for All Majors)	9.0
CORE TOTAL	40.5
B. General Education Electives	
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.	
ELECTIVE TOTAL	13.5
AREA III — COMPONENT TOTAL	54.0

AREA IV – Approved Elective Component	
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.	
AREA IV—COMPONENT TOTAL	45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	180

THE ASSOCIATE IN SCIENCE DEGREE

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

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

		Quarter Hours
Area I –	Business Component	27 (minimum)
Area II –	Major Component	36 (minimum)
Area III –	General Educational Component	27 (minimum)*
TOTAL QUARTER HOURS REQUIRED		90 (minimum)*

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

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

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

THE ASSOCIATE IN SCIENCE DEGREE

AREA I –	Business Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1000	Introduction to Computer Based Systems	4.5
AREA I—COMPONENT TOTAL		27.0

AREA II – Major Components (Chosen from one of the following Majors)

ACCOUNTING MAJOR

A. Required Core	Quarter Hours
ACC 2010 Accounting for the Microcomputer	4.5
ACC 2101 Intermediate Accounting I	4.5
ACC 2121 Intermediate Accounting II	4.5
BUL 2122 Business Law II	4.5
MAN 2000 Principles of Management	4.5
CORE TOTAL	22.5
B. Major Electives	
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog. It is recommended that ACC 3401 Cost Accounting I and ACC 2501 Federal Taxation be taken to enhance your career objectives.	
ELECTIVE TOTAL	13.5
COMPONENT TOTAL	36.0

COMPUTER PROGRAMMING

		Quarter Hours
A.	Required Core	
	COC 1211 Computer Concepts	4.5
	CIS 2321 Systems Analysis and Methods	4.5
	COP 2100 Computer Programming-Basic	4.5
	COP 2120 Computer Programming-COBOL	4.5
	COP 2160 Computer Programming-RPG	4.5
	COP 3121 Computer Programming-COBOL II	4.5
	CORE TOTAL	27.0
B.	Major Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	ELECTIVE TOTAL	9.0
	COMPONENT TOTAL	36.0

HOTEL AND RESTAURANT ADMINISTRATION MAJOR

		Quarter Hours
A.	Required Core	
	HFT 1000 Hotel and Restaurant Organization and Management	4.5
	HFT 1510 Marketing, Sales and Public Relations	4.5
	HFT 2420 Hotel and Restaurant Accounting and Control	4.5
	HFT 2999 Internship in Hotel and Restaurant Administration	4.5
	COC 1211 Computer Concepts	4.5
	CORE TOTAL	22.5
B.	Major Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
	ELECTIVE TOTAL	13.5
	COMPONENT TOTAL	36.0

MANAGEMENT MAJOR

	Quarter Hours
A. Required Core	
MAN 2000 Principles of Management	4.5
MAN 1344 Principles of Supervision	4.5
BUL 2122 Business Law II	4.5
MAN 2800 Small Business Management	4.5
MAR 1023 Introduction to Marketing	4.5
CORE TOTAL	22.5
B. Major Electives	
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
ELECTIVE TOTAL	13.5
COMPONENT TOTAL	36.0

MARKETING MAJOR

	Quarter Hours
A. Required Core	
MAR 1023 Introduction to Marketing	4.5
MAR 1101 Salesmanship	4.5
MAR 2151 Retailing	4.5
ADV 2000 Advertising	4.5
BUL 2122 Business Law II	4.5
CORE TOTAL	22.5
B. Major Electives	
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
ELECTIVE TOTAL	13.5
COMPONENT TOTAL	36.0

SECRETARIAL MAJOR

	Quarter Hours
A. Required Core	
SES 1110 Intermediate Typing	4.5
SES 1120 Advanced Typing	4.5
SES 2150 Word Processing Fundamentals I	4.5

SES 2151	Word Processing Fundamentals II	4.5
SES 2152	Word Processing Center Management and Control	4.5
		22.5

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

ELECTIVE TOTAL

COMPONENT TOTAL 36.0

AREA III – General Education Component —
(Required for all Majors)

	Quarter Hours
A. Required Core	
ENG 1540 English Usage	4.5
ENC 1312 Written Communications	4.5
SPC 2010 Effective Speaking (Select two Math)	4.5
MAC 1132 Fundamentals of College Math I,	
MAC 1133 Fundamentals of College Math II,	
MAT 2013 College Algebra, or	
STA 2014 Statistics (Recommended for All Majors)	9.0
CORE TOTAL	22.5
B. General Education Electives	
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education Courses listed in the catalog.	
ELECTIVE TOTAL	4.5
COMPONENT TOTAL	27.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	90.0

ASSOCIATE IN SCIENCE DEGREE COURT REPORTING MAJOR

	Quarter Hours
BUSINESS COMPONENT (All required)	
A. Required Core	
CR-SES 1221 Machine Shorthand Theory I	6.0
CR-SES 1222 Machine Shorthand Theory II	6.0
CR-SES 1224 Court & Conference Dictation I	6.0
CR-SES 2225 Court & Conference Dictation II	6.0
CR-SES 2226 Court & Conference Dictation III	6.0
CR-SES 2227 Court & Conference Dictation IV	6.0
CR-SES 2228 Court & Conference Dictation V	6.0
CR-SES 2230 Court & Conference Dictation VI	6.0
SES 1100 Introductory Typing	4.5
SES 1110 Intermediate Typing	4.5
SES 1120 Advanced Typing	4.5
SES 1145 Expert Typing	3.0
CR-SES 1436 The Law & Legal Terminology	4.5
SES 2248 Anatomy & Medical Terminology	4.5
CR-SES 2256 Medical Dictation	3.0
CR-SES 2220 Court Reporting & Transcription Preparation	4.5
CR-SES 2998 General Reporting Terminology	4.5
CR-SES 2999 Court Reporting Testimony (Intern.)	1.5
TOTAL BUSINESS COMPONENT	87.0
B. General Education Component	
APB 1200 Anatomy and Physiology	4.5
ENG 1540 English Usage I	4.5
ENG 1541 English Usage II	4.5
ENC 1312 Written Communication	4.5
PSY 2012 General Psychology	4.5
Choice of General Education Electives	9.0
COMPONENT TOTAL	27.0
MINIMUM TOTAL HOURS REQUIRED FOR GRADUATION	114

BUSINESS ADMINISTRATION PROGRAMS

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

The requirements for Bachelor of Business Administration are described on pages 39-41, while the Associate in Business is described on pages 42-44.

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

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

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

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

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

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

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

THE BACHELOR OF BUSINESS ADMINISTRATION

AREA I –	Business Administration Component	Quarter Hours
A.	Required Core	
ACC	2001 Principles of Accounting I	4.5
ACC	2021 Principles of Accounting II	4.5
ACC	2041 Principles of Accounting III	4.5
COC	1000 Data Processing Fundamentals	4.5
GEB	1012 Introduction to Business Enterprise	4.5
MAN	2000 Principles of Management	4.5
BUL	2100 Business Law I	4.5
MAR	1023 Introduction to Marketing	4.5
	CORE TOTAL	36.0
B.	Business Electives	
	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog. At least 27 Quarter Hours must be from courses in the 3000 or 4000 series.	
	ELECTIVE TOTAL	45.0
	COMPONENT TOTAL	81.0

AREA II – General Education Component	Quarter Hours
A. Required Core	
ECO 1013 Principles of Economics I	4.5
ECO 1023 Principles of Economics II	4.5
POS 2041 American National Government	4.5
PSY 2012 General Psychology	4.5
ENG 1540 English Usage	4.5
ENC 1312 Written Communication	4.5
SPC 2010 Effective Speaking	4.5
(Select two Math)	
MAC 1132 Fundamentals of College Mathematics I,	
MAC 1133 Fundamentals of College Mathematics II,	
MAT 2013 College Algebra, or	
STA 2014 Statistics	9.0
CORE TOTAL	40.5
B. General Education Electives	
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a General Education Courses listed in the catalog.	
ELECTIVE TOTAL	13.5
COMPONENT TOTAL	54.0
<hr/>	
AREA III – Approved Elective Component	
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.	
COMPONENT TOTAL	45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	180.0

THE ASSOCIATE IN BUSINESS DEGREE

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

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

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

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

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

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

THE ASSOCIATE IN BUSINESS DEGREE

AREA I – Business Component	Quarter Hours
A. Required Core	
GEB 1012 Introduction to Business Enterprise	4.5
BUL 2100 Business Law I	4.5
COC 1000 Data Processing Fundamentals	4.5
ACC 2001 Principles of Accounting I	4.5
ACC 2021 Principles of Accounting II	4.5
ACC 2041 Principles of Accounting III	4.5
CORE TOTAL	27.0
B. Business Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the catalog.	
ELECTIVE TOTAL	18.0
COMPONENT TOTAL	45.0

AREA II – General Education Component	Quarter Hours
A. Required Core	
ENG 1540 English Usage I,	4.5
ENG 1312 Written Communications	4.5
SPC 2010 Effective Speaking (Select two Math)	4.5
MAC 1132 Fundamentals of College Mathematics I,	
MAC 1133 Fundamentals of College, Mathematics II,	
MAT 2013 College Algebra	
STA 2014 Statistics (Recommended for All Majors)	9.0
CORE TOTAL	22.5

- B. General Education Electives
To be selected in consultation with the Faculty Advisor or Dean from among the General Education Courses listed in the catalog.

ELECTIVE TOTAL	4.5
AREA II – COMPONENT TOTAL	27.0

- AREA III – Approved Elective Component
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.

AREA III – COMPONENT TOTAL 18.0

MINIMUM TOTAL QUARTER HOURS
REQUIRED FOR GRADUATION

90.0

COMPUTER PROGRAMMING DIPLOMA PROGRAM

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

TWELVE MONTHS

Courses Offered

COC 1000	Introduction to Computer Base System	4.5
COC 1211	Computer Concepts	4.5
ACC 2001	Principles of Accounting I	4.5
MAT 2013	College Algebra	4.5
COP 2100	Computer Programming – BASIC	4.5
COP 2120	Computer Programming – COBOL	4.5
COP 3530	Data Base Management	4.5
STA 2014	Statistics	4.5
ACC 2021	Principles of Accounting II	4.5
SPC 2010	Effective Speaking	4.5
COP 3121	Computer Programming – Advanced COBOL	4.5
ACC 3300	Managerial Accounting	4.5
ENC 1312	Written Communications	4.5
CIS 2321	Business Systems Analysis and Design Major Elective	4.5
TOTAL		67.5

SECRETARIAL DIPLOMA PROGRAM

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

NINE MONTHS

Courses Offered	Credit Hours
ENG 1540 English Usage I	4.5
ENG 1541 English Usage II	4.5
ENG 1312 Written Communication	4.5
SES 1100 Introductory Typing	4.5
SES 1110 Intermediate Typing	4.5
SES 1120 Advanced Typing	4.5
SES 1210 Shorthand Theory	4.5
SES 1211 Theory & Introduction Dictation	3.0
SES 1212 Advanced Dictation & Transcription	3.0
SES 1360 Machine Transcription	3.0
FAD 1121 Personal Development	4.5
SES 2341 Professional Secretarial Practices	3.0
TOTAL (9 month)	48.0

TWELVE MONTHS

All of the above courses, plus

Courses Offered	Credit Hours
SES 1248 Professional Dictation & Transcription	3.0
SES 1363 Professional Machine Transcription	2.0
Approved Business Elective	4.5
Choose one of the following	
SES 2130 Professional Typing Applications	4.5
SES 2140 Production Typing	4.5
TOTAL (12 month)	62.0

Or

Choose Word Processing Emphasis

SES 2150 Word Processing Fundamentals, I	4.5
SES 2151 Word Processing Fundamentals, II	4.5
SES 2152 Word Processing Management and Control	4.5
TOTAL (12 month)	61.5

COURSE DESCRIPTIONS

BUSINESS ACCOUNTING

ACC 2001 Principles of Accounting I

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

4½ Quarter Hours

ACC 2021 Principles of Accounting II

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

4½ Quarter Hours

ACC 2041 Principles of Accounting III

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

4½ Quarter Hours

ACC 2050 Accounting for the Microcomputer

This course introduces four major integrated accounting systems commonly found in computerized accounting departments. These systems: General Ledger, Accounts Receivable, Accounts Payable and Payroll, are presented in such a way as to require no prior knowledge of computers or computerized accounting. The student will gain understanding and confidence in the use of automated accounting through hands-on application drills on the microcomputer. Prerequisite: ACC 2001

4½ Quarter Hours

ACC 2101 Intermediate Accounting I

A comprehensive study of accounting theory above the level of basic accounting principles. Primary emphasis is on accounting for assets, income, and expenses. Prerequisite: ACC 2041.

4½ Quarter Hours

ACC 2121 Intermediate Accounting II

A continuation of ACC 2101. Primary emphasis is on accounting for ownership; liabilities, capital, and corporate net worth.

4½ Quarter Hours

ACC 3300 Managerial Accounting

This course stresses the use of accounting for managerial planning and control and emphasizes the role of accounting in decision-making. It covers retailing, wholesaling, manufacturing, and administrative operations. Prerequisite: ACC 2021.

4½ Quarter Hours

ACC 3401 Cost Accounting I

An introductory course which includes job order and process cost accounting systems, elements of cost, direct and indirect costs, stores ledger and control, work in process and finished goods inventories, valuation of materials, accounting for labor, monthly closing entries, analytical statements and comparative statements. Prerequisite: ACC 2041.

4½ Quarter Hours

ACC 3421 Cost Accounting II

A further study of cost data for planning, control and decision-making purposes. Prerequisite: ACC 3401.

4½ Quarter Hours

ACC 3501 Federal Taxation I

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

4½ Quarter Hours

ACC 3521 Federal Taxation II

An advanced study of the principles of taxation applied to corporations, estates and trusts. Prerequisite: ACC 2501.

4½ Quarter Hours

ACC 3860 Government Accounting

Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 2041.

4½ Quarter Hours

ACC 4201 Advanced Accounting I

Property acquisition, revaluation and retirement, and depreciation principles and practices are studied in greater depth. Intangible assets, current and long-term debt, pension plans, corporation formation and capital stock transactions are covered. Financial statement analysis, funds flow and related statements are given a thorough treatment. Frequent reference is made to pronouncements by the Securities Exchange Commission and the American Institute of Certified Public Accounts. Prerequisite: ACC 2121.

4½ Quarter Hours

ACC 4221 Advanced Accounting II

Accounting theory and current practices are studied in depth with emphasis on the concepts and standards prevailing in the accounting profession. Coverage is afforded such topics as partnership formation, dissolution and liquidation, installment and consignment sales, home office and branch accounting and consolidations. Prerequisite: ACC 4201.

4½ Quarter Hours

ACC 4601 Auditing I

An introductory course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACC 2121.

4½ Quarter Hours

44152

ACC 4621 Auditing II

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

4½ Quarter Hours

ACC 4998 Selected Topics in Accounting

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

Variable Credit

ACC 4999 Internship in Accounting

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

4½ Quarter Hours

COURT REPORTING

CR-SES 1221 Machine Shorthand Theory I

An introduction to computer-compatible machine shorthand theory, phonetics, and symbols. Finger position, brief forms and phrases and reading habits are stressed.

6 Quarter Hours

CR-SES 1222 Machine Shorthand Theory II

A completion and review of the basic principles of machine shorthand. New brief forms and phrases are introduced, as well as the beginning of court reporting techniques on the machine, and some Q & A. Students will be expected to attain a speed of 60 words a minute on basic material. Prerequisite: Machine Shorthand Theory I.

6 Quarter Hours

CR-SES 1224 Court and Conference Dictation I

A course which develops the skills learned in Machine Shorthand Theory I and II, and emphasizes the attainment of speed on more difficult materials. Testing is done at controlled speeds up to 80 words a minute and students are expected to attain a speed of 90 words a minute. Prerequisite: 60 words a minute.

6 Quarter Hours

CR-SES 1436 The Law and Legal Terminology

An introductory course in both civil and criminal law. Sources of the law are examined, and the student is introduced to the legislative process and the functions and operation of administrative and regulatory agencies. The course also covers all aspects of the judicial system, including discovery, trial, and the appellate processes.

Legal terminology is presented, together with the utilization of the terms, and the student is required to attain an understanding of the meaning and the use of the legal terms. No prerequisite.

4½ Quarter Hours

CR-SES 2225 Court and Conference Dictation II

This course emphasizes clarity of notes and more difficult dictating material for complete utilization of theory. Dictation of literary matter, some jury charge, Congressional Record, and Q & A material at increasing rates of speed occurs in Court and Conference Dictation II through IV. Speeds up to 120 words a minute are attained in this course. Prerequisite: Minimum 90 words a minute.

6 Quarter Hours

CR-SES 2226 Court and Conference Dictation III

A continuation of Court and Conference Dictation II. Specialized vocabulary is emphasized, as well as literary, Congressional material, and Q & A. Speed of 150 is attained in this course.

The National Shorthand Reporters Association series of textbooks is used to study court reporting punctuation, grammar and English. Varied multi-voice material, including courtroom testimony, depositions, statements, commission hearings, evidentiary hearings, etc., are dictated in class and transcribed. Prerequisite: Minimum 120 words a minute.

6 Quarter Hours

CR-SES 2220 Court Reporting Procedures and Transcription Preparation

The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trial transcript in deliverable form, is required.

Included in this course: the role of the reporter in trials, depositions, and administrative hearings; instruction in the ethics of court reporting; indexing, filing and storage of notes; structure of courts locally, statewide; increasing notereading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turnaround time schedules.

Included also is an overview in reporter-related technology, concepts, and vocabulary, which cover computer-aided transcription systems, word processing systems and video application for the court reporter.

4½ Quarter Hours

CR-SES 2227 Court and Conference Dictation IV

A continuation of Court and Conference Dictation III. Speed of 170 words a minute will be developed. Multi-voice testimony is emphasized. Practice in writing notes for a notereader. Dictation includes motions, evidentiary hearings, depositions, with technical specialized material emphasized. Salable transcripts are produced. Prerequisite: Minimum 150 words a minute.

6 Quarter Hours

CR-SES 2228 Court and Conference Dictation V

A continuation of Court and Conference Dictation IV. Speeds of 180-200 words a minute will be developed. Prerequisite: Minimum 170 words a minute.

6 Quarter Hours

CR-SES 2230 Court and Conference Dictation VI

A continuation of Court and Conference Dictation V. A speed of 225 words a minute will be developed. A study of Court Reporting as a profession; the role of the Court Reporter as a professional. Dictation, transcription, and presentation of daily copy, arbitrations, and grievance hearings. Prerequisite: 200 words a minute.

6 Quarter Hours

CR-SES 2256 Medical Dictation

A course designed to familiarize the student with the dictation and transcription of material containing medical terminology such as case histories, operation and x-ray reports, and medical articles.

3 Quarter Hours

CR-SES 2999 Court Reporting Testimony (Internship)

Students are required to complete an internship of 50 hours of courtroom and/or free-lance reporting under the supervision of practicing court reporters. Excerpts of each day's notes dictated and typed by the students, with appropriate turnaround time. Dress, attitude and demeanor also graded. Prerequisite: 200 words a minute.

1½ Quarter Hours

CR-SES 2998 General Reporting Terminology

Vocabulary development (non-legal or medical), spelling, proofreading of transcripts, overcoming transcription stumbling blocks.

4½ Quarter Hours

CR-SES 2990 Speed Development I

A course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

6 Quarter Hours

CR-SES 2991 Speed Development II

A second level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

6 Quarter Hours

CR-SES 2992 Speed Development III

A third level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

6 Quarter Hours

CR-SES 2993 Speed Development IV

A fourth level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

6 Quarter Hours

CR-SES 2994 Speed Development V

A fifth level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

6 Quarter Hours

COMPUTER PROGRAMMING*

*Class time will not be used for lab time.

COC 1000 Introduction to Computer Based Systems

An overview of computer information systems. This survey course introduces

computer hardware, software, procedures, systems and human resources and explores their integration and application in business and in other segments of society, as well as an introduction to computer programming using an elementary subset of BASIC programming language.

4½ Quarter Hours

COC 1211 Computer Concepts

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

4½ Quarter Hours

COP 2100 Computer Programming – BASIC

This first course in BASIC provides the student with instruction in the fundamentals of the language. Topics covered include simple input/output operations, loop construction, logical comparisons, array processing, menus, sub-routines and elementary string processing. Prerequisite: COC 1211

4½ Quarter Hours

COP 2120 Computer Programming – COBOL

This course provides a foundation for the use of COBOL (Common Business Oriented Language) as a computer language in a business environment. Topics covered include the application of COBOL necessary to create an extract program with multi level control breaks and table processing. Prerequisites: COC 1211 (COP 2100 recommended)

4½ Quarter Hours

COP 2160 Computer Programming – RPG

This course provides a foundation for the use of RPG (Report Program Generator) as a computing language. The student is expected to learn and apply the basic facilities of this language utilizing sequential access methods. Prerequisites: COC 1211 (COP 2100 recommended)

4½ Quarter Hours

CIS 2321 Business Systems Analysis and Design

Overview of the system development life cycle. Emphasis on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: COC 1211

4½ Quarter Hours

COP 3121 Computer Programming – Advanced COBOL

This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming utilizing sequential, relative and indexed sequential file organization, access methods, the linkage facility of the COBOL language, as well as the language's sort feature and debug aids. Prerequisite: COP 2120

4½ Quarter Hours

COP 3171 Computer Programming – Advanced BASIC

This course provides the student with advanced concepts of the BASIC programming language. Topics covered include file processing using both sequential and random access, sorting, screen processing and an elementary treatment of computer graphics. Prerequisites: COP 2100, MAT 2013

4½ Quarter Hours

CIS 3321 Structural Systems Analysis and Design

Advanced study of structured systems development. Emphasis on strategies and techniques of structured analysis and structured design for producing logical methodologies for dealing with complexity in the development of information systems. Prerequisite: CIS 2321

4½ Quarter Hours

COP 3530 Data Base Management

Introduction to application program development in a database environment with an emphasis on loading, modifying and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network and relational. Discussion of storage devices, data administration and data analysis, design and implementation. Prerequisite: COP 2120 or COP 2160.

4½ Quarter Hours

CIC 4360 Data Communications

Data communications (tele-processing), batch, remote job entry, on-line real-time and interactive operations, communications resources (types and grades of transmission facilities) and terminal hardware concepts. Prerequisite: COP 2100 or COP 2120

4½ Quarter Hours

COP 4400 Computer Programming – Assembler Language

This course provides the student with an introduction to machine language concepts. Students will code programs utilizing assembly, machine, system macroinstructions, as well as user defined macroinstructions. Conditional assembly and translator theory will also be covered. Prerequisites: COP 2100 or COP 2120

4½ Quarter Hours

MAN 4810 Management Information Systems Planning

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

4½ Quarter Hours

COC 4997 Applied Software Development Project

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

4½ Quarter Hours

COC 4998 Selected Topics in Data Processing

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

4½ Quarter Hours

COC 2999 Internship in Data Processing

As part of the preparation for a career in data processing, the student is permitted to serve an internship in the data processing departments of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer. Prerequisite: 3.0 GPA and departmental approval.

4½ Quarter Hours

CIS 4601 EDP Audit and Controls

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

4½ Quarter Hours

CIS 4166 Distributed Data Processing

The features of centralized, decentralized and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. Technology implications of computer hardware, software and communications are discussed as they relate to the design, development and implementation of distributed data processing systems. Prerequisite: COP 3530 Database Program Development

4½ Quarter Hours

CIS 4322 Office Automation

Office information and decision support systems are examined as emerging and critical elements in business data and information systems. Emphasis is given to information processing considerations at the systems level, including analysis and management of support activities such as data and records management, electronic filing and retrieving systems, word processing, micro and reprographics, and (tele-) communications. The course includes discussion of person/machine interfaces and appraisals of current and future technological trends and their impacts on data processing and on the office environment. Prerequisite: CIS 2321 Systems Analysis Methods

4½ Quarter Hours

*Class time will not be used for lab time.

FASHION MERCHANDISING

FAD 1121 Personal Development

A study of personal appearance; business etiquette; personal and business wardrobe; voice and diction; diet and visual poise.

4½ Quarter Hours

MKA 1126 Fashion Sketching and Design

A study of color, line, form and texture as bases for designing apparel as well as an introduction to basic sketching design to develop the ability to sketch the fashion figure rapidly.

4½ Quarter Hours

MKA 1455 Development of Fashion

An examination of the historical influences which have shaped contemporary fashion.

4½ Quarter Hours

HHD 1621 History of Furniture

A study of the history of furniture use and fashion. Additional lab sessions are required.

4½ Quarter Hours

CTE 1827 Fashion Buying and Retailing

A study of principles and techniques of successful buying of merchandise for resale. Students are given an opportunity to analyze various retail operations.

4½ Quarter Hours

CTE 1840 Clothing and Accessories

This course surveys clothing and accessories focusing on types of apparel for women, men and children. The use of fashion accessories is included.

4½ Quarter Hours

FAM 2101 Basic Modeling

Retail modeling, wholesale modeling, photographic modeling, and professional make-up are included.

4½ Quarter Hours

FAM 2201 Professional Modeling

Professional modeling sessions, promotional modeling, television modeling, voice control, and character improvisation are included.

4½ Quarter Hours

HHA 2320 Interior Design

A study of decorating, room planning, floor covering, textiles, and accessories.

4½ Quarter Hours

MKA 2409 Fashion Coordination

An introduction to, and practice in, writing copy for fashion publications. Fashion show coordination and commentary are included.

4½ Quarter Hours

CTE 2998 Selected Topics in Fashion Merchandising

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

Variable Credit

CTF 2999 Internship In Fashion Merchandising

As part of the preparation for a career in fashion merchandising, the student is permitted to serve an internship in retail and wholesale establishments, manufacturing concerns, and other organizations and agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment and working conditions satisfactory to the student, the instructor, and the employer.

4½ Quarter Hours

HOTEL AND RESTAURANT ADMINISTRATION

HFT 1000 Hotel and Restaurant Organization and Management

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

4½ Quarter Hours

HFT 1300 Housekeeping, Plant Engineering and Maintenance

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

4½ Quarter Hours

HFT 1510 Marketing, Sales, and Public Relations

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

4½ Quarter Hours

FSS 2251 Food and Beverage Management

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

4½ Quarter Hours

HFT 2420 Hotel and Restaurant Accounting and Control

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

4½ Quarter Hours

HFT 3603 Laws of Innkeeping

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

4½ Quarter Hours

HFT 3713 World Tourism

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

4½ Quarter Hours

HFT 2998 Selected Topics in Hotel and Restaurant Administration

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

Variable Credit

HFT 2999 Internship in Hotel and Restaurant Administration

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

4½ Quarter Hours

MANAGEMENT

GEB 1012 Introduction to Business Enterprise

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

4½ Quarter Hours

MAN 1344 Principles of Supervision

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

4½ Quarter Hours

MAN 2000 Principles of Management

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

4½ Quarter Hours

MAN 2101 Leadership Development

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

BUL 2101 Legal Environment of Business

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

4½ Quarter Hours

BUL 2100 Business Law I

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

4½ Quarter Hours

BUL 2122 Business Law II

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

4½ Quarter Hours

MAR 2763 Credits and Collections

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

4½ Quarter Hours

MAN 2800 Small Business Management

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

4½ Quarter Hours

PAD 3000 Public Administration

A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policy-making in the modern governmental unit.
Prerequisite: MAN 2000

4½ Quarter Hours

RMI 3015 Risk and Insurance

The basic principles of sound risk management including risk identification and evaluation. Insurance as a risk management tool; its nature, applicable laws, and analysis of policies are included. Prerequisite: MAN 2000

4½ Quarter Hours

MAN 3300 Personnel Management

An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2000

4½ Quarter Hours

TRA 4010 Transportation

The role of the different modes of transportation (rail, motor, air, water and pipelines) analyzed in terms of economic characteristics and services rendered in relation to the management of the business entity. Prerequisite: MAN 2000

4½ Quarter Hours

MAN 4060 Business Policy and Administration

A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2000

4½ Quarter Hours

MGT 4320 Financial Management

A study of sources of funds, capital budgeting, analysis of financial statements, and financial institutions. The course will also involve financial forecasting and short and long-term financing of the corporate structure. Prerequisites: ACC 2021, STA 1014, MAN 2000

4½ Quarter Hours

MAN 4410 Labor Relations and Collective Bargaining

A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2000

4½ Quarter Hours

MAN 4600 Management of International Business

A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000

4½ Quarter Hours

MAN 4998 Selected Topics in Management

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

Variable Credit

MAN 4999 Internship in Management

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

4½ Quarter Hours

MARKETING

MAR 1023 Introduction to Marketing

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

4½ Quarter Hours

MAR 1101 Salesmanship

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

4½ Quarter Hours

ADV 2000 Advertising

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

4½ Quarter Hours

MAR 2151 Retailing

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

4½ Quarter Hours

MAR 2503 Consumer Behavior

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

4½ Quarter Hours

MAR 3203 Marketing Channels and Distribution

An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers and brokers. Prerequisite: MAR 1023.

4½ Quarter Hours

MAR 3321 Public Relations

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

4½ Quarter Hours

MAR 3343 Marketing Communications

A study of the principles and applications of communications as a force for effective marketing strategy. Included is an in-depth study of the various communication channels that are vital to the marketing systems. Prerequisite: MAR 1023.

4½ Quarter Hours

MAR 3344 Promotional Policies and Strategy

An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1023, ADV 2000.

4½ Quarter Hours

MAR 4613 Marketing Research

In this course, research methods are applied to the functions of marketing including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1023.

4½ Quarter Hours

MAR 4722 Marketing Management

This course is a managerial approach to the overall marketing function and includes analysis of product development, promotion, pricing, physical distribution, and marketing strategy. Prerequisite: MAR 1023.

4½ Quarter Hours

MAR 4998 Selected Topics in Marketing

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

Variable Credit

MAR 4999 Internship in Marketing

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

4½ Quarter Hours

OFFICE PRACTICE

SES 1300 Records Management

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

3 Quarter Hours

SES 1340 Business Office Procedures

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

3 Quarter Hours

SES 1360 Machine Transcription

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

3 Quarter Hours

SES 1363 Professional Machine Transcription

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

- A. Legal Emphasis
- B. Medical Emphasis

2 Quarter Hours

SES 2150 Office Information Systems

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

5 Quarter Hours

SES 2341 Professional Secretarial Practices

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

- A. Legal Emphasis
- B. Medical Emphasis

3 Quarter Hours

SES 2999 Office Internship and Work Experience

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

4½ Quarter Hours

REAL ESTATE

REE 1001 Introduction to Real Estate

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

4½ Quarter Hours

REE 1030 Real Estate Selling

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

4½ Quarter Hours

REE 2500 Real Estate Management

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

4½ Quarter Hours

REE 2205 Real Estate Finance

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

4½ Quarter Hours

REE 2801 Real Estate Brokerage

A study of the real estate brokerage office, planning for and organizing operations, selecting and training sales personnel, managing sales activities, marketing practices and policies.

4½ Quarter Hours

REE 3008 Real Estate Law

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

4½ Quarter Hours

REE 3040 Real Estate Principles and Practices I

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

6 Quarter Hours

REE 3041 Real Estate Principles and Practices II

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

6 Quarter Hours

REE 3101 Real Estate Appraising

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

4½ Quarter Hours

REE 2999 Internship in Real Estate

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

4½ Quarter Hours

SHORTHAND

SES 1210 Shorthand Theory

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

4½ Quarter Hours

SES 1211 Theory and Introduction Dictation

Designed to review and solidify the student's knowledge of shorthand principles and to enlarge shorthand vocabulary. Emphasis on development of speed and outline accuracy, business terminology, spelling, and punctuation are involved. Credit is given when the student passes a comprehensive test and demonstrates the ability to take and transcribe unfamiliar material dictated at 50-60 wpm. Prerequisite: SES 1210.

3 Quarter Hours

SES 1212 Advanced Dictation and Transcription

Development of higher levels of shorthand speed and outline accuracy, introduction of efficient transcription to facilitate the acquiring of a satisfactory mailable production rate through the use of business letters from technical fields, editorials, reports, and articles selected from various fields of business and the professions. Credit is given when the student passes a comprehensive test and demonstrates the ability to take and transcribe unfamiliar material dictated at 60-90 wpm. Prerequisites: SES 1211, SES 1222 or SES 1271.

3 Quarter Hours

SES 1248 Professional Dictation and Transcription

The course is designed to train the professional secretary to attain expert speeds in dictation and transcription. Numerous business letter shortcuts and speed pointers are employed. Transcription of office style dictation and extended dictation sessions are included. Credit is given when the student passes a comprehensive test and demonstrates the ability to take technical and other unfamiliar dictation at 100-120 wpm and transcribe that dictation at 25-30 wpm. Prerequisite: SES 1212.

3 Quarter Hours

SES 1271 Alphabetic Shorthand Theory

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

4½ Quarter Hours

TYPEWRITING

SES 1100 Introductory Typing

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

4½ Quarter Hours

SES 1110 Intermediate Typing

A continuation of SES 1100 with emphasis on speed, accuracy, and rhythm. Emphasis is on the development of skills in typing a variety of office documents,

and on the production of mailable copy. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 45-55 wpm.

4½ Quarter Hours

SES 1120 Advanced Typing

Development of advanced techniques with preparation of correspondence, tabulated reports, manuscripts, legal papers, and a variety of business forms and documents. Credit is given when the student passes at 55-60 wpm. Prerequisite: SES 1110.

4½ Quarter Hours

SES 1145 Expert Typing

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

3 Quarter Hours

SES 2130 Professional Typing Applications

Emphasizes the development of decision-making skills and completing documents, preparing typed letters, reports, tabulations, handwritten drafts, and in transcribing machine dictation. Maintenance of professional habits and production levels is stressed. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 60 wpm (net). Prerequisite: SES 1120.

4½ Quarter Hours

SES 2140 Production Typing

Emphasizes the production of mailable office documents originating in office style. By work on office routines and use of the best methods to increase typing production, the student is taught how to produce mailable letters, bills, statements, invoices, and a wide variety of other documents in volume. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 60 wpm (net). Prerequisite: SES 1120.

4½ Quarter Hours

WORD PROCESSING

SES 2150 Word Processing Fundamentals

A study of the concept and applied use of word processing procedures and equipment in a simulated word processing office environment. The total flow of office communications will be covered from input (author origination and revision) through output (hard copy printout or storage). Using automated typewriting equipment, emphasis is placed on the satisfactory production of office documents including letters, forms of reports from machine transcription, handwritten and typewritten copy. Prerequisite: None.

4½ Quarter Hours

SES 2151 Word Processing Intermediate Course

Continuation of Word Processing Fundamentals. Prerequisite: SES 2150.

4½ Quarter Hours

SES 2152 Word Processing Center Management and Control

Training is in management skills related to word processing operations. Use of production and quality controls, development of a performance measurement system, management of personnel, and the use of a feasibility study for the development of a word processing system that fits the needs of a particular office are covered. Prerequisite: SES 2151.

4½ Quarter Hours

GENERAL EDUCATION

ECONOMICS

ECO 1013 Principles of Economics I (Macroeconomics)

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

4½ Quarter Hours

ECO 1023 Principles of Economics II (Microeconomics)

This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution. Prerequisite: ECO 1013.

4½ Quarter Hours

FIN 1100 Personal Finance

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

4½ Quarter Hours

ECO 2040 Economics for the Consumer

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

4½ Quarter Hours

ECP 3001 Current Issues in Economics

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

4½ Quarter Hours

ECS 3003 Comparative Economic Systems

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

4½ Quarter Hours

FIN 3010 Investments

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

4½ Quarter Hours

ECO 3223 Money and Banking

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

4½ Quarter Hours

ECS 3405 Industry and Trade of Latin America

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

4½ Quarter Hours

ECO 3622 American Economic History

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

4½ Quarter Hours

ECO 4504 Public Finance

A study of the principles of public finance; consideration of classical and modern attitudes toward government revenues and expenditures; problems related to public debt and budget making; and the evaluation of fiscal policy as an instrument of control. Prerequisite: ECO 1023.

4½ Quarter Hours

ECO 4702 Principles of International Economics

A study of the fundamentals of international trade; international monetary policies; theories of foreign exchange; the balance of payments; and the international monetary system. Prerequisite: ECO 1023.

4½ Quarter Hours

ENGLISH

REA 0002 Developmental Reading I

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

4½ Quarter Hours

REA 0005 Developmental Reading II

This course is designed to develop further proficiency in reading comprehension and speed. In addition, the following concepts will be stressed: basic composition skills, in-depth grammar, writing skills, textbook utilization, word etymology, and library and dictionary skills. Prerequisite: REA 0002.

4½ Quarter Hours

ENI 0101 English Conversation I

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

4½ Quarter Hours

ENI 0102 English Conversation II

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

4½ Quarter Hours

ENI 0103 English Conversation III

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

4½ Quarter Hours

ENI 0104 English Conversation IV

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

4½ Quarter Hours

ENI 0201 English and Comprehension I

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

4½ Quarter Hours

ENI 0202 English and Comprehension II

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

4½ Quarter Hours

ENI 0203 English and Comprehension III

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

4½ Quarter Hours

ENI 0204 English Comprehension IV

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

4½ Quarter Hours

ENI 0301 English Structures & Writing I

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

4½ Quarter Hours

ENI 0302 English Structures & Writing II

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

4½ Quarter Hours

ENI 0303 English Structures & Writing III

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

4½ Quarter Hours

ENI 0304 English Structures and Writing IV

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

4½ Quarter Hours

ENC 1312 Written Communications

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

4½ Quarter Hours

ENG 1540 English Usage

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

4½ Quarter Hours

SPC 2010 Effective Speaking

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

4½ Quarter Hours

ENC 2102 English Composition I

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

4½ Quarter Hours

ENC 2135 English Composition II

A continuation and expansion of ENC 2102. This course includes study and practice in theme, report and research writing.

4½ Quarter Hours

MMC 3000 Mass Media

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

4½ Quarter Hours

JOU 3004 Journalism

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

4½ Quarter Hours

ENG 3230 The Short Story

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

4½ Quarter Hours

ENG 3301 The Novel

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

4½ Quarter Hours

ENC 3352 Professional Report Writing

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

4½ Quarter Hours

SPC 3420 Conference & Discussion Techniques

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

4½ Quarter Hours

AML 4103 Early American Literature

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

4½ Quarter Hours

AML 4109 Modern American Literature

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

4½ Quarter Hours

ENG 4998 Selected Topics in English

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

Variable Credit

GOVERNMENT

POS 2041 American National Government

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

4½ Quarter Hours

POS 3112 State and Local Government

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

4½ Quarter Hours

POT 4064 Contemporary Political Thought

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

4½ Quarter Hours

HISTORY

EUH 1000 History of Early Western Civilization

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

4½ Quarter Hours

EUH 1001 History of Modern Western Civilization

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

4½ Quarter Hours

AMH 2010 History of the United States to 1877

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

4½ Quarter Hours

AMH 2020 History of the United States from 1877 to Present

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

4½ Quarter Hours

AMH 2570 Black American History

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

4½ Quarter Hours

AMH 3420 History of Florida

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

4½ Quarter Hours

LAH 4000 History of Latin America

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

4½ Quarter Hours

HUMANITIES

SPN 1100 Conversational Spanish I

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

4½ Quarter Hours

SPN 1101 Conversational Spanish II

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

4½ Quarter Hours

HUM 1210 Survey of Early Western Culture

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

4½ Quarter Hours

HUM 1230 Survey of Contemporary Western Culture

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

4½ Quarter Hours

PHI 2010 Philosophy

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

4½ Quarter Hours

HUM 2420 Afro-American Culture

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

4½ Quarter Hours

PHI 3600 Ethics

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

4½ Quarter Hours

PHI 4100 Logic

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

4½ Quarter Hours

MATHEMATICS

MAT 0002 Developmental Math I

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

4½ Quarter Hours

MAT 0005 Developmental Math II

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

4½ Quarter Hours

MAC 1132 Fundamentals of College Math I

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

4½ Quarter Hours

MAC 1133 Fundamentals of College Math II

This course deals with the following topics: Percentage in business, bank and sales records, financial charge, payroll and taxes, inventory, depreciation, business finance and compound interest. Prerequisite MAC 1132.

4½ Quarter Hours

MAT 2013 College Algebra

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

4½ Quarter Hours

STA 2014 Statistics

This course exposes the student to statistical techniques utilized in business. Methods of describing, summarizing and analyzing data are presented. Prerequisite: MAC 1132 or MAT 2013.

4½ Quarter Hours

QMB 3700 Mathematics of Finance

A study of simple and compound interest, ordinary annuities, other annuities certain, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities and life insurance. Various sources of corporate funds are also studied. Prerequisite: MAC 1132.

4½ Quarter Hours

PSYCHOLOGY

PSY 2012 General Psychology

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

4½ Quarter Hours

MAN 2111 Applied Psychology

A study of the applications of the science of psychology to understanding and shaping human behavior within the context of daily life and work. Prerequisite: PSY 2012.

4½ Quarter Hours

DEP 3100 Child Psychology

This course explores the processes by which children develop into adults. Changes and growth are examined from conception to the end of adolescence. Prerequisite: PSY 2012.

4½ Quarter Hours

MAN 3100 Human Relations

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

4½ Quarter Hours

CLP 3144 Abnormal Psychology

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

4½ Quarter Hours

DEP 3401 Adult Psychology

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

4½ Quarter Hours

SOP 4003 Social Psychology

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

4½ Quarter Hours

SCIENCES

HES 1000 Community Health and Recreation

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

4½ Quarter Hours

APB 1200 Anatomy and Physiology

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

4½ Quarter Hours

EVR 2011 Man and Environment

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

4½ Quarter Hours

SES 2248 Anatomy and Medical Terminology

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

4½ Quarter Hours

ANT 2402 Cultural Anthropology

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

4½ Quarter Hours

SOCIOLOGY

SOC 2000 Principles of Sociology

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

4½ Quarter Hours

MAF 3501 Marriage and Family

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

4½ Quarter Hours

SOC 3131 Crime and Delinquency

A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. Prerequisite: SOC 2000.

4½ Quarter Hours

SOC 4740 Minorities and American Society

A study of the ethnic, racial and religious minorities as focal points of social friction and disorder, including the function of the minority group in society. Prerequisite: SOC 2000.

4½ Quarter Hours

SCHOOL OF ALLIED HEALTH

ALLIED HEALTH PROGRAMS

MEDICAL ASSISTANT

MEDICAL ADMINISTRATIVE ASSISTANT

MEDICAL RECEPTIONIST

MEDICAL OFFICE ASSISTANT

DENTAL TECHNOLOGY

DENTAL CERAMICS

MEDICAL LABORATORY TECHNICIAN

GENERAL INFORMATION

FACILITIES

The College Career Education Centers are located in modern, air-conditioned facilities designed for specific training. There are approximately 4500 square feet of floor space in each location, which includes classrooms, laboratories, instructor's offices, student lounges and public areas. Parking is provided for students and visitors. The Centers are fully-equipped with learning laboratories, typewriters, computers and other office equipment, as well as modern classroom training aids which include computer terminals, printers, laboratory equipment, transcribing equipment and overhead projectors.

HISTORY OF THE CAREER EDUCATION CENTER

The Centers were founded in St. Petersburg, Florida on September 11, 1972. These Centers became part of the Colleges on November 20, 1975 and are part of the Summit System of Colleges and Schools of Florida. The College is a non-profit, non-sectarian, co-educational institution, chartered by the State of Florida. In 1983 a Center was opened in Ft. Lauderdale.

PHILOSOPHY AND OBJECTIVES

The Center, through medical programs, equips students with the many skills necessary to secure a successful and financially rewarding career in a doctor's office, clinic, hospital, dental office, nursing home or laboratory.

The fundamental purpose, development of the individual, enables the graduate of the Career Center to achieve self-fulfillment within the chosen profession and an opportunity to grow and succeed. Professional behavior and moral responsibility are basic tenets.

Change is always present in these fields. Faculty and administration work closely with the individual student. The ongoing success of our educational process, evidenced by our many graduates who are now employed in the medical field, assures the continued success and realization of our objectives and philosophy.

ADDITIONAL ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission. It is not necessary for applicants to have had prior specific training in high school or college. The Center's programs are designed to provide quality training regardless of previous educational experience.

ADMISSIONS PROCEDURE

The admissions procedure is dependent upon a free exchange of information between the applicant and the Center. The Center maintains a staff of representatives responsible for this liaison. High schools are visited to provide information about the Center to prospective students. Our representatives conduct personal interviews with prospective applicants before any decision is made to submit an application for training. During the interview, the representatives will discuss the Center's programs in relation to the applicant's career preferences, training needs and individual motivations.

Students in need of tuition financing must submit an appropriate application as early as possible prior to entry.

TUITION AND FEES

Tuition will be \$59 per quarter hour at the Main Campus and \$50 per quarter hour at the branch locations.

FEES:

An Application Fee of \$25 (non-refundable) must accompany an Application for Admission. A Re-Entry Fee of \$10.00 is required for students who interrupt their training and subsequently apply for re-entry.

A non-refundable Registration Fee of \$50 shall be paid immediately upon acceptance of the Application for Admission. A student may not start classes unless the Registration Fee is paid. This fee will be applied to the tuition charges.

A Graduation Fee of \$35 shall be paid by graduating students prior to commencement.

The College charges no fee for scheduled tests or final examinations. Students who are unable to take a test or final examination when scheduled may take it at a later date, however, a fee of \$5.00 per examination may be charged. Only 10 days will be allowed from the original test date.

A fee of \$10 will be paid for each examination taken to establish credit by examination, and an Academic Credit Fee of \$20 per quarter hour will be paid for each course for which academic credit is established by special proficiency examination.

A laboratory fee of \$600 will be paid by each student enrolled in the Dental Technology Program. This laboratory fee will include books and dental lab supplies, however it does not include dental lab tools. This fee is non-refundable after final class change date.

A laboratory fee of \$100 will be paid by each student enrolled in the Medical Assistant and in the Medical Office Assistant programs. This fee is non-refundable after final class change date.

A laboratory fee of \$600 will be paid by each student enrolled in the Medical Laboratory Technician Program. This fee is non-refundable after final class change date.

REFUND POLICY

WITHDRAWAL AFTER COMMENCEMENT OF CLASSES BY THE STUDENT: For programs of more than three months in length and up to one year (12 calendar months), in case of withdrawal after commencement of classes by the student, the following refund policy will be applicable:

During the first day of classes, the institution may retain 0% of stated course price.

During the next two weeks of classes, the institution may retain 10% of stated course price; thereafter,

During the next two weeks of classes, the institution may retain 20% of the stated course price; thereafter,

During the first 25% of the course, the institution

may retain 45% of the stated course price; thereafter,

During the second 25% of the course, the institution

may retain 70% of the stated course price; thereafter,

The institution may retain 100% of the stated course price.

A student enrolled in the Center who has attended more than 50% of the stated course length of that program will receive no tuition adjustment if changing to a shorter course.

In transferring from a shorter course to a longer course, the difference between the stated prices for each course is charged.

Appropriate academic credit will be granted if applicable to the new course chosen.

CAREER CENTER ACADEMIC INFORMATION

CREDIT HOUR DEFINITION

One hour of credit normally requires between 12 and 14 hours of work in class.

Laboratory subjects having a disproportionate ratio of instruction to practice require additional class or laboratory hours per credit hour, depending on the particular circumstances.

A standard class hour is 50 minutes.

CLASS SCHEDULES AND CALENDAR

The Center offers learning on a continuous year-round basis. Potential students will be advised of all class schedules before enrollment and all students are expected to adhere to their schedules.

GRADING SYSTEM – PROGRESS REPORTS

Grade reports are given to the student at the end of each term. The following grading system is used:

GRADE	EVALUATION	GRADE POINT
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
W	Withdrawal	0
F	Failure	0
N	No Grade	Not Calculated

The manner of calculating grade point average and progress regulations may be found in the current College Catalog. "C" average required for graduation.

ATTENDANCE

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.

EXCESSIVE ABSENTEEISM

If a student accumulates more than four days of unexcused absences in any calendar month, the student may be interrupted from school.

LEAVE OF ABSENCE

A leave of absence (LOA) may be obtained by a student upon approval of the Administrator. A student must state in writing the reason for the LOA, the date for the LOA, and the expected date of return.

WITHDRAWAL

If a student wishes to withdraw from school, it is the student's responsibility to notify the school of such withdrawal in writing.

REGULATIONS GOVERNING STUDENT CONDUCT

All students are held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best inter-

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

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

Students must satisfy all academic and skill requirements set forth by the Center for the specific program in which they are enrolled. Specific skill requirements will vary according to the program of study. A list of specific skill requirements will be presented at orientation. All students must complete a specific number of clock hours (according to their course) of internship arranged by the Center.

PROGRESS RECORDS

The Center maintains Student Permanent Records on each student enrolled. Grades are given to the student by the instructors upon completion of major tests.

PROGRAMS OF STUDY

Upon completion of a program of study offered by the Career Education Center, graduates will be granted an appropriate diploma which recognizes the completion of the program.

To qualify for the appropriate program diploma, students are required to accomplish the following:

1. Complete the Total Quarter Hours listed for each program with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the Center.

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

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

The student is responsible for meeting the requirements of the catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at re-entrance after not attending for a full grading period.

MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

57 Credit Hours
Program Length: 32 Weeks
860 Clock Hours

The Medical Administrative Assistant Program is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. Students learn both the administrative phase of managing a physician's office and the clinical phase of assisting with patients and basic laboratory procedures. Class size is limited. Students gain training and experience in clinical office procedures, medical office laboratory procedures and administrative and office skills.

COURSE TITLE	CREDIT HOURS
Anatomy and Physiology	9
Clinical Procedures	6
Medical Office Practice	6
Medical Office Procedures	3
Medical Terminology	6
Professional Development	3
Typing I	3
Typing II	3
Transcription I	3
Transcription II	3
Laboratory Procedures	3
Medical Assisting Techniques	4.5
Medical Assisting Externship	4.5
	<hr/>
TOTAL	57

MEDICAL RECEPTIONIST PROGRAM

45 Credit Hours

Program Length: 24 weeks

600 Clock Hours

The Medical Receptionist Program is designed to prepare the students to assume the responsibility of "Front Office," or administrative functions of a physician's office. Students will also be prepared to assist the physician with patient examinations; to position patients for examinations, take temperatures, pulse, respiration, and blood pressure.

The student acquires a sound background in the subject areas of medical law and ethics, terminology and basic procedures, an orientation to anatomy and physiology, and office skills.

COURSE TITLE	CREDIT HOURS
Anatomy and Physiology	9
Clinical Procedures	6
Medical Office Practice	6
Medical Office Procedures	3
Medical Office Terminology	6
Professional Development	3
Typing I	3
Typing II	3
Transcription I	3
Transcription II	3
TOTAL	45

MEDICAL OFFICE ASSISTANT PROGRAM

36 Credit Hours

Program Length: 33 weeks

480 Clock Hours

The Medical Office Assistant Program is designed to provide students with both "Back Office" and "Front Office" instruction which will develop skills utilized in the physician's office. Students are instructed in the clinical phase of assisting with patients as well as business office functions. The result is a versatile employee able to perform at several work stations in the small or large office.

COURSE TITLE	CREDIT HOURS
Anatomy and Physiology	9
Clinical Procedures	4.5
Medical Office Skills	3
Medical Office Assisting Procedures	6
Medical Office Practice	6
Typing I	3
Transcription and Forms	<u>4.5</u>
TOTAL	36

ASSOCIATE IN SCIENCE

MEDICAL ASSISTANT

92 Credit Hours

Program Length: 60 Weeks

1300 Clock Hours

COURSE TITLE	CREDIT HOURS
MSC 1531 Medical Terminology	6.0
MLS 1001 Clinical Procedures	6.0
APB 1200 Anatomy and Physiology	9.0
MEA 1340 Medical Office Procedure	3.0
MEA 1350 Medical Assisting Procedures	6.0
MEA 2320 Medical Law, Ethics, Insurance	4.5
MEA 2820 Medical Assisting Technique	4.5
MEA 2930 Medical Assisting Externship	4.5
MAN 2101 Leadership Development	4.5
SES 1360 Transcription and Forms	4.5
SES 1361 Transcription I	3.0
SES 1100 Typing I	3.0
SES 1110 Intermediate Typing	3.0
ACC 2001 Principles of Accounting I	4.5
GEB 1012 Intro to Business Enterprise	4.5
ENG 1540 English Usage I	4.5
ENG 1541 English Usage II	4.5
MLS 2300 Laboratory Procedures	3.5
PSY 2012 General Psychology	4.5
MAC 1132 Fundamentals of College Mathematics I	4.5
TOTAL	<hr/> 92.0

DENTAL TECHNOLOGY PROGRAM

90 Credit Hours

Program Length: 62 weeks

1800 Clock Hours

In addition to the material presented in the Dental Technology Program, students are presented with additional instruction in advanced porcelain techniques. This additional instruction insures that the student will have a firm foundation in working with all commonly used media, skills necessary in the field of Dental Technology.

COURSE TITLE	CREDIT HOURS
Introduction to Dental Technology	1
Dental Materials	1
Dental Anatomy I	3
Dental Anatomy II	3
Complete Dentures I	2
Complete Dentures II	3
Complete Dentures III	1
Complete Dentures IV	4
Complete Dentures V	3
Complete Dentures VI	3
Partial Dentures I	3
Partial Dentures II	3
Partial Dentures III	3
Partial Dentures IV	4
Partial Dentures V	3
Partial Dentures VI	2
Crown and Bridge I	4
Crown and Bridge II	2
Crown and Bridge III	4
Crown and Bridge IV	4
Crown and Bridge V	3
Crown and Bridge VI	3
Porcelain I	6
Porcelain II	6
Advanced Porcelain I	6
Advanced Porcelain II	5
Advanced Porcelain III	5
TOTAL	90

DENTAL CERAMICS PROGRAM

16 Credit Hours

Program Length: 12 weeks

300 Clock Hours

A program designed to provide additional training in the fabrication of porcelain, to students who have had basic Dental Technician training or to Dental Technicians who desire additional training.

COURSE TITLE	CREDIT HOURS
Advanced Porcelain I	6
Advanced Porcelain II	5
Advanced Porcelain III	<u>5</u>
TOTAL	16

Tampa

**ASSOCIATE IN SCIENCE
MEDICAL LABORATORY TECHNICIAN PROGRAM**

92 Credit Hours

Program Length: 60 weeks

1700 Clock Hours

A program designed to train men and women to become Clinical Laboratory Technicians. Students are trained to render skilled technical services to physicians, hospitals, medical colleges, insurance companies, clinical laboratories or other institutions offering or requiring laboratory services. The trend toward specialization has brought about the establishment of many more clinics as well as the expansion of existing medical facilities. The medical laboratory field offers financial rewards, interesting work and opportunities for advancement.

COURSE TITLE	CREDIT HOURS
English Usage I	4.5
Introduction to Algebra	4.5
Introduction to Chemistry	4.5
Laboratory Orientation	4.5
Hematology I	4.0
Hematology II	4.0
Hematology III	4.0
Clinical Chemistry I	4.0
Clinical Chemistry II	4.0
Clinical Chemistry III	4.0
Anatomy & Physiology	3.0
Medical Terminology	3.0
Parasitology I	3.0
Parasitology II	3.0
Serology I	3.0
Serology II	3.0
Bloodbanking I	3.0
Bloodbanking II	3.0
Urinalysis I	5.0
Urinalysis II	5.0
Introduction to Histology	2.0
Microbiology I	3.0
Microbiology II	3.0
Microbiology III	3.0
Mycology & Virology	3.0
Electrocardiography	2.0
TOTAL	92.0

COURSE DESCRIPTIONS
MEDICAL ASSISTANT PROGRAM
MEDICAL RECEPTIONIST PROGRAM

COURSE TITLE	CREDIT HOURS
<p>APB 1200 ANATOMY AND PHYSIOLOGY, 120 Clock Hours. Major systems of the human body including skeletal, muscular, circulatory, nervous, digestive and respiratory systems.</p>	9
<p>MLS 1000 CLINICAL PROCEDURES, 80 Clock Hours. Inner office procedures; height, weight, temperature, blood pressure, cardiopulmonary resuscitation, and patient histories.</p>	6
<p>MEA 1302 MEDICAL OFFICE PRACTICES, 80 Clock Hours. Office procedures including bookkeeping, insurance filing, billing, purchasing, and office communications.</p>	6
<p>MEA 1340 MEDICAL OFFICE PROCEDURES, 40 Clock Hours. Examining procedures, instruments and equipment, emergencies, first aid and nutrition.</p>	3
<p>MSC 1531 MEDICAL TERMINOLOGY, 80 Clock Hours. A study of the root words, suffixes, prefixes, word combinations and short forms unique to the medical profession.</p>	6
<p>SES 1341 PROFESSIONAL DEVELOPMENT, 40 Clock Hours. Office decorum, human relations, personal appearance, telephone techniques, the maintenance of an appointment system and jurisprudence.</p>	3
<p>SES 1100 TYPING I, 40 Clock Hours. An introductory course expressing keyboard knowledge, touch techniques and good typing habits.</p>	3
<p>SES 1110 TYPING II, 40 Clock Hours. A combination of Typing I with an increased emphasis on speed.</p>	3
<p>SES 1361 TRANSCRIPTION I, 40 Clock Hours. Machine transcription with emphasis placed on methods of transcribing and production of quality work.</p>	3

SES 1362 TRANSCRIPTION II , 40 Clock Hours. A continuation of Transcription I with emphasis placed on speed.	3
MLS 2300 LABORATORY PROCEDURES , 40 Clock Hours. Basic Laboratory procedures and functions.	3
MEA 2820 MEDICAL ASSISTING TECHNIQUES , 60 Clock Hours. Basic clinical procedures including injections, venipunctures, and EKG administration.	4.5
MEA 2930 MEDICAL ASSISTING EXTERNSHIP , 160 Clock Hours. A four week, practical, in-service experience in a physician's office or hospital.	4.5

**MEDICAL OFFICE ASSISTANT PROGRAM
MEDICAL OFFICE RECEPTIONIST PROGRAM**

COURSE TITLE	CREDIT HOURS
APB 1200 ANATOMY AND PHYSIOLOGY , 120 Clock Hours. An introductory study of the main systems of the human body, including the skeletal, muscular, nervous, digestive, urinary, reproductive, circulatory and respiratory.	9
MLS 1001 CLINICAL PROCEDURES , 60 Clock Hours. An introduction to basic clinical procedures including, among others, the measurement of blood pressure and temperature.	4.5
MEA 1300 MEDICAL OFFICE PRACTICES , 80 Clock Hours. An introduction to the "front-office" functions of a medical office. Students are introduced to such topics as bookkeeping, insurance, filing and billing.	6
MEA 1301 MEDICAL OFFICE SKILLS , 40 Clock Hours. A course designed to develop the basic language and office skills required of individuals employed to work in a "front-office" capacity in a medical office. Included are such topics as Medical Vocabulary and Telephone Techniques.	3

MEA 1350 MEDICAL ASSISTING PROCEDURES, 80 Clock Hours. An introductory study of the "back-office" functions of the medical office. Included are such topics as Hematology and Urinalysis.	6
SES 1100 TYPING I, 40 Clock Hours. An introductory course expressing keyboard knowledge, touch techniques and good typing habits.	3
SES 1360 TRANSCRIPTION AND FORMS, 60 Clock Hours. An introduction to machine transcription and medical forms with emphasis placed on methods of transcribing and the production of quality work.	4.5

NURSE'S ASSISTANT/ORDERLY PROGRAM

COURSE TITLE	CREDIT HOURS
PATIENT CARE, 60 Clock Hours. Total care of the patient, including personal care with emphasis on maintaining patient's privacy and integrity.	4
INTRODUCTION TO NURSING PROCEDURES, 28 Clock Hours. A study of the techniques and skills used in a patient care facility to maintain patient comfort, and carry out doctor's orders.	2
EXTERNSHIP, 80 Clock Hours. A four week, practical, in-service experience in a health care facility under the supervision of staff personnel, enabling the student to practice skills they have learned in the classroom.	4

MEDICAL LABORATORY TECHNICIAN PROGRAM

COURSE TITLE	CREDIT HOURS
ENG 1540 ENGLISH USAGE I, 50 Clock Hours. A systematic study of English fundamentals: grammar, punctuation, mechanics, sentence structure, vocabulary, rules and conventions that govern acceptable and efficient English usage, with explanations, examples and drill in language operations.	4.5

INTRODUCTION TO ALGEBRA,	4.5
50 Clock Hours. A course designed for students with little or no background in Algebra. Also provided for those students who need a review before proceeding further. Includes: Natural numbers, Integers, Rational numbers, Graphing and linear forms, Basic operations with Polynomials, Algebraic fractions, Quadratic equations and Exponents.	
CHM 1000 INTRODUCTION TO CHEMISTRY,	4.5
50 Clock Hours. Fundamentals of basic Inorganic, Organic, & Biochemistry for the Health Science student. Includes an introduction to the periodic chart, the elements, chemical bonding, molecular formulas, chemical equations, oxidation, reduction, acids & bases, Organic compounds, Proteins, Carbohydrates, Enzymes, Nucleic acids and Lipids.	
MLS 1001 LABORATORY ORIENTATION,	4.5
50 Clock Hours. An introduction to laboratory organization, lab safety, basic lab procedures, functions, equipment and handling.	
MLS 1300 HEMATOLOGY I,	4.0
85 Clock Hours. Fundamentals of the science of Hematology. Includes blood collection, preservation and storage of blood and blood components. Also emphasizes Developmental aspects of Hematopoiesis, Erythroid cell system: Introduction to the Problem of Anemia, Bone Marrow Failure, Function and Disorders of Heme Synthesis, Megaloblastic Anemias, Injuries at the Red cell membrane, Defects in Red cell Metabolism, and other properties of Hemoglobin and defects in Hemoglobin synthesis.	
MLS 1301 HEMATOLOGY II,	4.0
85 Clock Hours. A continuation of Hematology I. Major topics include: White Blood Cells; Structure, Kinetics and Function, Acute Leukemia, Myeloproliferative Syndromes, Lymphoproliferative diseases and emphasis on laboratory diagnosis and normal values.	
MLS 1302 HEMATOLOGY III,	4.0
80 Clock Hours. An introduction to Hemostasis: Normal Mechanisms and a Diagnostic approach to Disorders of Hemostasis. Course material also covers Vascular defects, Platelet Disorders as well as other disorders of coagulation.	

<p>MLS 1610 CLINICAL CHEMISTRY I, 85 Clock Hours. Fundamentals of Clinical Chemistry: Interpretations & Techniques. Course discussions include general clinical chemistry laboratory information; laboratory instruments: Photometry, Electrodes and Electrophoresis; Electrolytes, pH, Blood gases; Carbohydrate Metabolism; Mineral Metabolism and normal values.</p>	4.0
<p>MLS 1611 CLINICAL CHEMISTRY II, 85 Clock Hours. A continuation of Clinical Chemistry I. Course topics include: Proteins in body fluids, Laboratory tests for Renal Function, Quality Control, Precision and Accuracy and normal values.</p>	4.0
<p>MLS 2620 CLINICAL CHEMISTRY III, 80 Clock Hours. A continuation of Clinical Chemistry II. Course topics include: The Liver and Tests for Hepatic Function, Enzymes and Diagnostic Usage of Enzymes, Lipid Metabolism, Thyroid Hormones and normal values.</p>	4.0
<p>APB 1200L ANATOMY & PHYSIOLOGY, 60 Clock Hours. Lecture series only. Designed for the Introductory course in Anatomy and Physiology. Geared toward Health-oriented programs. Among the students specifically served by this course are those aiming at careers in Nursing, Medical Technology, Inhalation Therapists, Radiologic Technicians, Physical Therapists, Morticians, etc. Two major themes dominate the course study of Human Form and Function. Those are Homeostasis and Pathology.</p>	3.0
<p>APB 1201L MEDICAL TERMINOLOGY, 60 Clock Hours. Lecture series only. Designed as an extension of Anatomy & Physiology. Major emphasis for the Laboratory technician with emphasis on related medical terms.</p>	3.0
<p>MLS 1400 PARASITOLOGY I, 65 Clock Hours. Introduction to Fecal Examination. Course discussions limited to Pathogenic Protozoans. Pathogenesis, techniques, procedures, life-cycles and identification of obligate parasitic protozoans.</p>	3.0

- MLS 1401 PARASITOLOGY II,** 3.0
65 Clock Hours.
A continuation of Parasitology I. Parasitic disease resulting from infestation of parasitic worms. Pathogenesis, techniques, procedures, life-cycles and identification of pathogenic Nematodes and Helminths.
- MLS 2500 SEROLOGY I,** 3.0
60 Clock Hours.
Introduction to the study of sera. Antigen-antibody interactions, Immunity, and Allergic Responses. Emphasis on Humoral responses to invasion by foreign material in the body. In addition, the student will describe principles of Precipitation, Agglutination, Complement Fixation, Neutralization and Immunofluorescence and Titration test principles. Laboratory section includes: Syphilis serology, C reactive protein, Rheumatoid Arthritis testing, and Heterophile antibodies in Infectious Mononucleosis.
- MLS 2501 SEROLOGY II,** 3.0
60 Clock Hours.
A continuation of Serology I. Major topics discussed will be: Antibody responses to Bacterial and Viral Infections; Streptococcus MG, Antistreptolysin O, and Agglutination tests for Febrile Diseases. Also, Influenza infections and the Hemagglutination inhibition reaction, Antinuclear factors in Lupus Erythematosus as well as Serological Tests for Pregnancy and Human Serum Complement Levels.
- MLS 1549 BLOODBANKING I,** 3.0
65 Clock Hours.
An introduction to Bloodbanking including the screening of donors and preparation of recipients. Lecture emphasis placed on Blood Groups and Blood Systems with respect to Human Genetics.
- MLS 1550 BLOODBANKING II,** 3.0
65 Clock Hours.
A continuation of Bloodbanking I. Major emphasis will be placed on Compatibility testing, Antibody Identification and the preparation and use of Blood Components.
- MLS 1540 URINALYSIS I,** 5.0
95 Clock Hours.
Introduction to the analysis of routine urine specimens. Specimen collection, physical examination, chemical examination, microscopic examination of the sediment.

MLS 1541 URINALYSIS II, 95 Clock Hours. Special urine analyses. Topics for discussion include: 24 hour urine collections for Kidney function tests, VMA, Catecholamines & Steroid analysis. Also includes Toxicology and analysis of urine for Drug Analysis and Heavy Metals poisoning. Includes Renal Calculi analysis.	5.0
MLS 1542 INTRODUCTION TO HISTOLOGY, 30 Clock Hours. An introduction to the fixing, dehydrating, blocking, embedding, sectioning and mounting of tissue specimens. Use of microtome and importance of Histology as it applies to Pathology will also be topics for discussion.	2.0
MLS 2402 MICROBIOLOGY I, 65 Clock Hours. Fundamentals of Microbiology. This course is designed to present the basic concepts of microbiology, as well as the role of micro-organisms in human disease. Major emphasis on Bacterial morphology of Gram Positive Prokaryotic cells and Clinical techniques of isolation and identification.	3.0
MLS 2403 MICROBIOLOGY II, 60 Clock Hours. A continuation of Microbiology I. Major emphasis will be placed on Gram Negative Prokaryotic organisms, Bacterial Metabolism and techniques for isolation and identification of Enteric and Systemic Gram Negative pathogens.	3.0
MLS 2404 MICROBIOLOGY III, 60 Clock Hours. A continuation of Microbiology II. Major topics for discussion include Anaerobic Bacteria and Metabolism as well as Acid-Fast organisms. Lab procedures stress isolation and identification techniques.	3.0
MLS 2400 MYCOLOGY & VIROLOGY, 60 Clock Hours. An introduction into the isolation, identification, and pathogenesis of Eucaryotic Fungi and Viruses.	3.0
MLS 0001 ELECTROCARDIOGRAPHY, 30 Clock Hours. An introduction to the basic concepts of Electrocardiography and arrhythmia recognition. Discussions stress the relationship of EKG to heart anatomy. Includes normal values and technical instrument operation.	2.0

**DENTAL TECHNOLOGY PROGRAM
DENTAL CERAMICS PROGRAM**

COURSE TITLE	CREDIT HOUR
<p>DTE 1000 INTRODUCTION TO DENTAL TECHNOLOGY, 20 Clock Hours.</p> <p>A history of dentistry and dental technology and national and state dental laboratory organizations. A comprehensive study of the Code of Ethics, trade laws and other legal aspects of the State Dental Practice Act. Also covered are the job entry specifications and occupational opportunities in the field of dental technology.</p>	1
<p>DTE 1100 DENTAL MATERIALS, 20 Clock Hours.</p> <p>An introduction to dental materials, gypsum products, impression materials, waxes, denture base resins, foil substitutes, dental porcelain, abrasives and polishing agents, gold alloys and others. An analysis of the composition of materials common to the dental profession, together with techniques in handling, preparation and storage.</p>	1
<p>DTE 1010 DENTAL ANATOMY I, 40 Clock Hours.</p> <p>A study of the anatomy of the head and neck including the maxilla, mandible and tempromandibular joint. This course also includes the relationship of the tooth to its supporting structure, classification of occlusion, and articulation of the teeth.</p>	2
<p>DTE 1020 DENTAL ANATOMY II, 100 Clock Hours.</p> <p>A detailed study of the primary and permanent dentition. Course consists of a detailed description of each tooth, carving teeth to scale, and labeling anatomical landmarks.</p>	5
<p>DTE 1101 COMPLETE DENTURES I, 40 Clock Hours.</p> <p>An introduction to complete dentures. Topics will include preparing edentulous casts and impression trays, preliminary and master casts, and custom trays. The student will perform a series of basic laboratory procedures in complete dentures.</p>	2
<p>DTE 1102 COMPLETE DENTURES II, 40 Clock Hours.</p> <p>The student will prepare edentulous casts, impression trays, base plates and occlusion rims, and will study the basic technique of articulation and vertical dimension.</p>	2

DTE 1103 COMPLETE DENTURES III,	1
20 Clock Hours. Central bearing devices of all types including intra oral tracers and extra oral tracers and their use in relating the mandible to the tempromandibular joint.	
DTE 1104 COMPLETE DENTURES IV,	4
80 Clock Hours. The setting of maxillary teeth, mandibular teeth, balanced occlusion, cross-bites including class I, II and III. Set-ups and waxing dentures for try-in.	
DTE 1105 COMPLETE DENTURES V,	3
60 Clock Hours. Continued introduction in the fabrication of complete dentures, including finishing and polishing. Emphasis will be placed on balanced occlusion.	
DTE 1106 COMPLETE DENTURES VI,	3
60 Clock Hours. The student will be instructed in the fabrication of denture re-lines, rebases and repairs.	
DTE 1121 REMOVABLE PARTIAL DENTURES I (RPD),	3
60 Clock Hours. The components of removable partial dentures and methods of surveying and designing various types of clasps will be discussed.	
DTE 1122 REMOVABLE PARTIAL DENTURES II (RPD),	3
60 Clock Hours. Duplicating of the surveyed master cast and pouring in a refractory material preparatory to waxing and spruing.	
DTE 1123 REMOVABLE PARTIAL DENTURES III (RPD),	3
60 Clock Hours. The process of investing, burning out, casting and the recovery of partial dentures.	
DTE 1124 REMOVABLE PARTIAL DENTURES IV (RPD),	4
80 Clock Hours. Finishing, fitting and polishing of partial dentures.	
DTE 1125 REMOVABLE PARTIAL DENTURES V (RPD),	3
60 Clock Hours. Repairing of partial framework, assembling of broken parts, investing and drying, torch soldering and electric or spot soldering.	

DTE 1126 REMOVABLE PARTIAL DENTURES VI (RPD), 40 Clock Hours. The setting and arranging of teeth for partial dentures. Emphasis will be placed on investing, processing and finishing partial denture acrylic.	2
DTE 2151 CROWN AND BRIDGE I, 80 Clock Hours. A general introduction to fixed restorations including the various types of inlays, onlays, metal bridges, post crowns, acrylic veneers, facings and porcelain bridges.	4
DTE 2152 CROWN AND BRIDGE II, 40 Clock Hours. A continuation of Crown and Bridge I with special emphasis on the technical application and preparation of models.	2
DTE 2153 CROWN AND BRIDGE III, 80 Clock Hours. Articulating models and sectionals, working dies, correct ditching procedure preparatory for waxing patterns.	4
DTE 2154 CROWN AND BRIDGE IV, 80 Clock Hours. Waxing patterns for inlay, full crowns, three-quarter crowns, pinledge pinlay, investing, casting, recovery and finishing.	4
DTE 2155 CROWN AND BRIDGE V, 60 Clock Hours. Finishing inlays, crowns, emphasizing the proper procedure for finishing margins to achieve correct marginal fit. Also correct polishing procedure to achieve a high shine without decreasing anatomy.	3
DTE 2156 CROWN AND BRIDGE VI, 60 Clock Hours. A study course in the art of correct soldering procedure including correct assembly of units to be soldered using a plaster matrix to remove assembled units, investing in a high heat investment and soldering.	3
DTE 2141 DENTAL CERAMICS I, 130 Clock Hours. An introduction to porcelain including the fusing of porcelain to precious and non-precious metals. The correct waxing techniques for waxing copings for full coverage porcelain and porcelain veneers.	6

DTE 2142 DENTAL CERAMICS II, 130 Clock Hours. 6

Construction of porcelain bridges and framework including full coverage, the soldering of units, correct baking procedures and the polishing of the framework.

DTE 2143 ADVANCED CERAMICS I, 100 Clock Hours. 6

Introduction and review of porcelain techniques including porcelain veneers. How to wax-up individual units and multiple unit framework, introduction to porcelain buildup and firing.

DTE 2144 ADVANCED CERAMICS II, 100 Clock Hours. 5

Correct procedures for investing framework in high heat investment using correct ratios of investment and liquid for expansion control. Learning how to cast using oxygen. Recovery of framework, finishing, porcelain buildup and firing.

DTE 2145 ADVANCED CERAMICS III, 100 Clock Hours. 5

Introduction to porcelain jackets, constructing a platinum matrix, build-up of porcelain, firing, grinding anatomically, and glazing, learning how to stain teeth, the color wheel, primary and secondary colors, and characterizing porcelain crowns with stains.

ALLIED HEALTH PROGRAMS CALENDAR 1983-84

MEDICAL ASSISTANT—MEDICAL RECEPTIONIST— * MEDICAL LABORATORY TECHNICIAN— MEDICAL OFFICE ASSISTANT

Days

September 6, 1983
 October 5, 1983
 November 2, 1983
 December 7, 1983
 * January 16, 1984
 February 13, 1984
 * March 12, 1984
 April 9, 1984
 * May 8, 1984
 June 6, 1984
 July 9, 1984
 August 6, 1984
 * September 4, 1984
 October 3, 1984
 * November 5, 1984
 December 10, 1984

Evenings

September 21, 1983
 November 1, 1983
 December 12, 1983
 January 25, 1984
 March 5, 1984
 April 11, 1984
 May 21, 1984
 June 28, 1984
 August 8, 1984
 September 18, 1984
 October 25, 1984
 December 5, 1984

DENTAL TECHNOLOGY

September 6, 1983
 December 7, 1983
 March 12, 1984
 June 6, 1984
 September 4, 1984
 December 10, 1984

DENTAL CERAMICS

As class is formed

HOLIDAYS

Labor Day
 Thanksgiving Holiday
 Christmas and
 New Years Vacation
 Easter Holiday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Holiday
 Christmas and
 New Years Vacation

September 5, 1983
 November 24-27, 1983
 December 24, 1983 –
 January 2, 1984
 April 19-22, 1984
 May 28, 1984
 July 4, 1984
 September 3, 1984
 November 22-25, 1984
 December 24, 1984 –
 January 1, 1985

COLLEGIATE CALENDAR 1983-84

1983-1984 WINTER QUARTER

December 17	Christmas Holidays
December 17-31	Registration and Orientation
January 2	New Year's Holiday
January 3	Classes Begin
January 10	Last Day to Enter Classes
February 15	Six-week Mini Quarter Begins
March 20	End of Winter and Mini Quarters

End of 2 b

1984 SPRING QUARTER

March 22-26	Registration and Orientation
March 27	Classes Begin
April 3	Last Day to Enter Classes
April 19-22	Spring Break
May 7	Six-week Mini Quarter Begins
May 28	Memorial Holiday
June 15	End of Spring and Mini Quarters

1984 SUMMER QUARTER

June 20-26	Registration and Orientation
June 27	Classes Begin
July 4	Independence Day Holiday
July 5	Last Day to Enter Classes
August 6	Mini Quarter Begins
September 3	Labor Day Holiday
September 13	End of Summer and Mini Quarters

1984 FALL QUARTER

September 17-22	Registration and Orientation
September 24	Classes Begin
October 2	Last Day to Enter Classes
November 5	Mini Quarter Begins
November 22-25	Thanksgiving Vacation
December 14	End of Fall and Mini Quarter
December 15	Christmas Vacation
December 25-30	Registration and Orientation
January 1, 1985	New Year's Holiday
January 2, 1985	Winter Quarter Begins

BOARD OF TRUSTEES

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2189 Cleveland Street
Clearwater, FL 33575

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Chairman
National College
321 Kansas City Street
Rapid City, SD 57701

Dr. Charles E. Palmer
Chairman
Strayer College
601 13th Street, NW
Washington, DC 20005

THE FACULTY—MAIN CAMPUS

Stanley D. Anderson

M.Ed. Johns Hopkins University
B.A. University of the Philippines

Donald F. Coester

M.B.A. Wagner College
A.B. Wittenberg University

J. Robert Couch

Ed.D. University of Sarasota
M.A. Furman University
B.A. Furman University
A.A. North Greenville College

Arthur P. Davis

M.A. Antioch University
B.S. Johnson C. Smith University

Richard A. Day

Ph.D. University of Maryland
B.A. Villa Madonna College

Thomas C. DiFiglio

M.Ed. College of Charleston
B.S. University of South Carolina

Humphrey G. Gill

Ed.D. University of Northern Colorado
M.Sc. New Mexico Highlands
University
B.A. University of South Florida

Stephan A. Greenberg	M.B.A. Long Island University BBA Pace College
William P. Healy	J.D. John Marshall Law School LLB John Marshall Law School
William J. Levi	B.A. University of Cincinnati
Freddie R. Mathis	D.P.A. Nova University M.P.A. Nova University M.S.M. Florida International University B.A. Florida International University
Edward I. Martin	Ed.M. Boston University B.S. Boston University
James F. McCoy	B.S. Lander College
Tobey L. Miller	M.B.A. Louisiana State University B.A. University of Central Arkansas
Edward Monty	M.A. State University of New York B.S. Ithaca College
Alan Morey	BBA Pace College
Thomas J. O'Connor	M.B.A. Boston College B.S. Bryant College
Edwin Pelter	M.B.A. Nova University BSEE University of Evansville
Nathaniel D. Perkins	M.P.A. Pepperdine University B.A. Saint Augustine College
Robert Safford	B.S. Southern Illinois University
Jodi Singer	M.S. University of Miami B.A. University of Albany
James H. Smithson	B.S. University of Baltimore
Robert A. Solera	B.S. University of Havana
Myrna T. Toyen	B.S. Florida Atlantic University
Karen L. Updike	M.B.A. Mount Saint Mary's College B.S. University of Maryland
Bonnie S. Ury	B.A. Boston University
Jack Vanderpol	B.A. George Washington University

FACULTY—HIALEAH CAMPUS

Rodriguez Bernardo (I.E.)	M.A. University of Havana
Eduardo Castanon (Mgmt)	B.A. Biscayne College
Alan Diaz (I.E.)	B.B.A. Saul Delgado
John Fernandez (Marketing)	Economics University de Tampa
Siegrid Ferguson (I.E.)	M.A. University of Germany
Susana Llaneras (D.P.)	A.S. Miami Dade Community College
Marlene Naylor (D.P.)	B.P.S. Barry College
Lester Schweitzer (I.E.)	M.A. Teachers College of Colombia
Heriberto Sosa (D.P.)	B.S. Florida International University
Diego Valero (Mgmt)	M.B.A. University of Havana
Loretta Yepez (I.E.)	B.A. Hofstra University

THE STAFF—MAIN CAMPUS

Evelyn Chabrier ✓	Financial Aid Officer
J. Robert Couch	President
Nancy Foster ✓	Student Accounts Manager
Humphrey Gill ✓	Dean of The College
Patricia Gray ✓	Library Clerk
Julia Lane ✓	Student Activities
Freddie R. Mathis ✓	Dean/Miami Campus
Teryuki Matsufuji	Computer Resources
Jimmy McCoy	Director of Computer Resources
Debra Mento ✓	Secretary to The President
Robert Pitman ✓	Director of Security/Maintenance
Adela Ramos ✓	Admissions Representative
Charlene Romanelli ✓	Director of Placement
Karen Sobon	Admissions Representative
Carol Takacs ✓	Receptionist/Admissions Secretary
Tanya Toyen ✓	Librarian
Joseph Vocino ✓	Registrar

THE STAFF—HIALEAH CAMPUS

Osiris Alvarez	Admissions Representative
Alan Diaz	Admissions Representative
Odalys Fabelo	Administrative Assistant
Lucrecia Hernandez	Admissions Secretary
Lazaro Iglesias	Maintenance
Daniel Mazzarana	Chief Executive Officer
Liliana Mendez	Financial Aid Officer
Roberto Solera	Dean
Sadia Torres	Receptionist
Thomas Urriola	Admissions Representative
Degeana Valdez	Admissions Representative
Elena Valero	Admissions Representative

FORT 
LAUDERDALE
COLLEGE

1984-85 Catalog Supplement

**SUPPLEMENT TO CATALOG
FT. LAUDERDALE COLLEGE - 1984-1985**

FT. LAUDERDALE COLLEGE

**Main Campus
1401 E. Broward Blvd.
Ft. Lauderdale, Florida 33301
(305) 462-3761**

**Hialeah Campus
558 West 49th Street
Hialeah, Florida 33012
(305) 558-1949**

**Miami Campuses
1430 S.W. 1st Street
Miami, Florida 33135
(305) 643-3514**

**1440 79th Street Causeway
Miami, Florida 33141
(305) 864-0442**

INTRODUCTION

Fort Lauderdale College offers three programs designed to provide intensive skill training leading to entry-level employment opportunities. These programs were designed in response to an analysis of the area employment needs, and they are vocationally oriented in scope and philosophy.

All three programs provide the student an opportunity to learn a skill and become measureably proficient in that skill. Additionally, the programs provide instruction in appropriate support areas, thereby enhancing the graduate's employability and promotability.

This catalog supplement presents these three programs and all information relevant specifically to them. All topics covered in the College Catalog but not addressed in this supplement shall be governed by the Catalog statement.

CALENDAR

1984

January 4	Begin Phase
February 7	End Phase
February 9	Begin Phase
March 14	End Phase
March 16	Begin Phase
April 19	End Phase
April 20 - 23	Easter Holidays
April 24	Begin Phase
May 28	Memorial Day Holiday
May 29	End Phase
May 31	Begin Phase
July 4	July 4th Holiday
July 5	End Phase
July 9	Begin Phase
August 10	End Phase
August 14	Begin Phase
September 3	Labor Day Holiday
September 18	End Phase
September 20	Begin Phase
October 24	End Phase
October 29	Begin Phase
November 12	Veteran's Holiday
November 22-23	Thanksgiving Holiday
December 5	End Phase
December 10	Begin Phase
December 24 - January 2	Christmas/New Year's Holiday Period

CALENDAR

1985

January 3	Begin Phase
February 6	End Phase
February 8	Begin Phase
March 14	End Phase
March 18	Begin Phase
April 5 - 8	Easter Holiday
April 22	End Phase
April 24	Begin Phase
May 27	Memorial Day Holiday
May 28	End Phase
May 30	Begin Phase
July 3	End Phase
July 4	July 4th Holiday
July 8	Begin Phase
August 9	End Phase
August 13	Begin Phase
September 2	Labor Day Holiday
September 17	End Phase
September 20	Begin Phase
October 25	End Phase
October 28	Begin Phase
November 11	Veteran's Holiday
November 28-29	Thanksgiving Holiday
December 4	End Phase
December 9	Begin Phase
December 24 - January 2	Christmas/New Year's Holiday Period

ADMISSIONS REQUIREMENTS

1. In order to be admitted to any program, an applicant must:
 - a. Have earned a high school diploma or equivalent.
 - b. Score twelve (12) or above on the CGP Reading Placement Test.
 - c. Demonstrate by the achievement of the above stated minimum CGP Reading Placement Test levels ability to benefit from the program and be accepted as an "adult" student "admitted as a Regular Student on a Conditional Basis, based upon the demonstration of ability to benefit from the program."
2. No student who has earned a high school diploma or GED (with a minimum score of 225) may be admitted on a "conditional basis" in lieu of obtaining proper transcript or GED documents.
3. The following items are required for a complete enrollment file:
 - a. Application for Admission.
 - b. High School transcript or GED request on which the student has indicated that he/she was graduated (or earned the GED) and the \$2.00 transcript fee, where required.
 - c. Signed Enrollment Agreement.
 - d. A valid Student Aid Report (SAR).
 - e. CGP Reading Test answer sheet dated, signed by the test administrator, and with the score recorded.
4. High School transcripts or GEDs must be received and placed into the student's permanent file before the student enters the second (2nd) phase of his/her program.

TUITION FEES

The total tuition charge for all programs is \$2,150.00.

REFUND POLICY

1. The amounts charged to students who withdraw from school is shown below:

Week		
1	10.0%	\$ 215.00
2	20.0%	430.00
3	20.0%	430.00
4	20.0%	430.00
5- 7	55.0%	1,182.50
8-15	70.0%	1,505.00
16	100.0%	2,150.00
17	100.0%	2,150.00
18	100.0%	2,150.00
19-30	100.0%	2,150.00

2. Students who withdraw and later restart their program in a later phase shall be charged based upon their original Last Date of Attendance (LDA) until they pass the same point in the program after restarting. For example, if a student attends two weeks in Phase 1, drops out of school, restarts and attends three weeks, and drops again, that student is charged based upon three weeks of attendance.
3. As long as a student remains in the same program, he/she should be charged only \$2,150 even if longer than thirty weeks is required for that student to complete the program and/or if the student withdraws and later restarts.

ATTENDANCE POLICY

1. Students are expected to attend all scheduled classes in order to achieve the learning goals of their program.
2. Mandatory attendance shall be stressed as part of their preparation for employment.
3. Attendance and tardiness should be recorded for every hour of each class meeting. Three tardies shall be considered equal to one hour of class absence.
4. Students who accumulate more than three (3) days of absence in any phase must see the Dean for counseling before being readmitted to their classes.
5. Students who accumulate more than five (5) days (i.e., more than twenty (20) classroom hours) of absence in any phase must be dismissed from school and given a grade of "W" in each class.
6. There are no excused absences. Every hour of class absence is counted toward the limit for mandatory dismissal.
7. A student dismissed as a result of non-attendance may restart one (1) time with a reinitiated academic record (i.e., with the student's grade point average reinitiated).
8. Students may be permitted to make up class hours on the same day the class was missed if another section of the same course is available.

ACADEMIC PROBATION/DISMISSAL

1. Grade point averages are computed for each student on a cumulative basis at the end of each phase.
2. Students whose cumulative grade point averages are less than 2.00 ("C") at the end of any phase must be placed on Academic Probation.

3. Students placed on Academic Probation must be notified by letter from the school location director with a copy to the student's permanent file.
4. The probationary period extends for one (1) phase. At the end of a probationary phase, the student must have earned a new cumulative grade point average of 2.00 or higher or the student is to be academically dismissed.
5. Students who are academically dismissed must be notified by letter from the school location director with a copy to the student's permanent file.

PROGRAMS

DATA ENTRY

NURSE ASSISTANT

OFFICE SPECIALIST

DATA ENTRY

1. The Data Entry Program is designed to prepare the graduate to be a data entry operator. Training includes both keyboard-to-diskette and punched card equipment. The program includes training in supportive skills which allows graduates flexibility in seeking a variety of entry level jobs.
2. The curriculum is comprised of forty-two (42) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.
3. The curriculum contains the following courses:

Course Number	Title	Credit Hours	Clock Hours
DAE 010	Records, Forms & Filing Systems	4	50
DAE 011	Introduction to Data Processing Concepts	4	50
DAE 020	Introduction to Keyboarding	3	50
DAE 021	Keyboard Data Entry I	3	50
DAE 022	Keyboard Data Entry II	3	50
DAE 023	Keyboard Data Entry III	3	50
DAE 024	Keyboard Data Entry IV	3	50
DAE 025	Keyboard Data Entry V	3	50
MAT 020	Recordkeeping	4	50
ENG 080	Language Skills	2	25
ENG 081	Semantics	2	25
SES 005	Job Search Skills	2	25
MAT 080	Principles of Arithmetic	2	25
MAN 145	Leadership Development	<u>4</u>	<u>50</u>
	TOTAL	42	600

NURSE ASSISTANT

1. The Nurse's Assistant provides bedside care under the guidance of a Registered or Licensed Practical Nurse. The Nurse's Assistant is prepared to work in a hospital, extended care facility, nursing home, and various community health facilities.
2. This curriculum is comprised of forty-eight (48) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.
3. The curriculum contains the following courses:

Course Number	Title	Credit Hours	Clock Hours
ENG 080	Language Skills	2	25
ENG 081	Semantics	2	25
MAN 145	Leadership Development	4	50
SES 005	Job Search Skills	2	25
MAT 080	Principles of Arithmetic	2	25
NUA 011	Nursing Module A	6	75
NUA 012	Nursing Module B	6	75
NUA 013	Nursing Module C	6	75
NUA 014	Nursing Module D	6	75
NUA 015	Nursing Module E	6	75
NUA 016	Nursing Module F	6	75
	TOTAL	48	600

OFFICE SPECIALIST

1. The Office Specialist is prepared for entry-level employment in a variety of office settings. The Office Specialist is qualified to perform a variety of clerical and secretarial tasks common to most business office operations.
2. This curriculum is comprised of forty-two (42) quarter credit hours presented in 600 clock hours of instruction over a thirty (30) week period.
3. The curriculum contains the following courses:

Course Number	Title	Credit Hours	Clock Hours
ENG 080	Language Skills	2	25
ENG 081	Semantics	2	25
ENC 082	Writing Skills	2	25
MAT 080	Principles of Arithmetic	2	25
MAN 145	Leadership Development	4	50
MAT 020	Recordkeeping	4	50
SES 010	Basic Filing	2	25
SES 020	Office Systems	4	50
TYP 011	Typing I	3	50
TYP 012	Typing II	3	50
TYP 013	Typing III	3	50
TYP 014	Typing IV	3	50
TYP 015	Typing V	3	50
TYP 016	Typing VI	3	50
SES 005	Job Search Skills	<u>2</u>	<u>25</u>
	TOTAL	42	600

COURSE DESCRIPTIONS

DATA ENTRY

DAE 010

Records, Forms and Filing Systems **4 Credits**

This course introduces the Data Entry student to types of records, forms, and filing systems used in data processing. Personal finance and recordkeeping are introduced. The basic theory of double-entry bookkeeping is presented.

PREREQUISITES: None

DAE 011

Introduction to Data Processing Concepts **4 Credits**

This course is designed to introduce terminology and background information dealing with data entry and data processing.

PREREQUISITES: None

DAE 020

Introduction to Keyboarding **3 Credits**

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

PREREQUISITES: None

DAE 021

Keyboard Data Entry I **3 Credits**

This course is designed to introduce the principles and techniques of keyboard data entry primarily from key-to-diskette video display units. These principles are also extended to buffered and unbuffered keypunch units. Emphasis is on building keystroke rate and accuracy through varied job applications.

PREREQUISITES: DAE 020.

DAE 022

Keyboard Data Entry II **3 Credits**

This course is a continuation of DAE 021.

PREREQUISITES: DAE 021.

DAE 023

Keyboard Data Entry III

3 Credits

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

PREREQUISITES: DAE 022.

DAE 024

Keyboard Data Entry IV

3 Credits

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

PREREQUISITES: DAE 023.

DAE 025

Keyboard Data Entry V

3 Credits

This course is designed to summarize all previous training on data entry devices. Speed accuracy are maximized and emphasis is placed upon the measurement of both speed and accuracy.

PREREQUISITES: DAE 024.

MAT 020

Recordkeeping

4 Credits

This course reviews basic mathematics and introduces the student to personal recordkeeping and business recordkeeping.

PREREQUISITES: None.

LIBERAL ARTS

ENG 080

Language Skills

2 Credits

Language Skills is a basic English course that concentrates on foundations of grammar and punctuation. This course is oriented toward developing standard English habits in speakers of a community dialect.

PREREQUISITES: None.

ENG 081

Semantics

2 Credits

The purpose of this course is to build student's vocabulary in an organized and effective way. Larger vocabularies and a greater familiarity with words and word functions make possible more satisfying progress in the other liberal arts courses that a student might attempt.

PREREQUISITES: None.

ENC 082

Writing Skills

2 Credits

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

PREREQUISITES: None.

SES 005

Job Search Skills

2 Credits

This course presents a study of all skills associated with joining the work force and growing with a job. Topics included are: vita preparation, interview behavior, attire, and job responsibilities and benefits. This course is taken during a students final phase of training.

PREREQUISITES: None

MAT 080

Principles of Arithmetic

2 Credits

This course covers basic arithmetic functions and their applications in problem solving.

PREREQUISITES: None.

MAN 145

Leadership Development

4 Credits

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

PREREQUISITES: None.

NURSE ASSISTANT

NUA 011

Nursing Module A

6 Credits

This module is designed to introduce the principles and techniques the nurse assistant will use for the care of the patient. The mastery of the skills for personal care, range of motion, body alignment, ambulation, body mechanics and communication and observation are emphasized.

PREREQUISITES: None.

NUA 012

Nursing Module B

6 Credits

This module is designed to introduce the principles and techniques the nurse assistant will use for the care of the patient. The mastery of the skills for measuring and recording vital signs, intake and output, height and weight, proper use of the enema, collection of specimens, use of restraints and the testing of specimens will be emphasized.

PREREQUISITES: None.

NUA 013

Nursing Module C

6 Credits

This module is designed to introduce the nurse assistant to maternal and child health, labor and delivery, the newborn, child development, child abuse and care of the pediatric patient. It will emphasize mastery of skills of child care, isolation techniques and the feeding of the patient.

PREREQUISITES: None.

NUA 014

Nursing Module D

6 Credits

This module is designed to introduce the nurse assistant to first aid techniques and emergency care as well as techniques for care of patients with special needs. Topics covered include body structure and functions, pre- and post-operative care, CPR and first aid, perineal care, oxygen therapy, wounds and infections of wounds.

PREREQUISITES: None.

NUA 015

Nursing Module E

6 Credits

This module is designed to introduce the nurse assistant to the process of aging, the needs of the aging, death and dying, cancer and changes of body image. It will emphasize the mastery of skills of post mortem care, ostomy care, admitting, discharge and transfer of the patient, diabetes, medical records and the patient in pain.

PREREQUISITES: None.

NUA 016

Nursing Module F

6 Credits

During this phase the student will participate in a simulated work environment or an externship program at a health care facility. The student will be observed and evaluated by staff members of the health care facility as well as by faculty members. Seminars will be held to discuss the professional work experience.

PREREQUISITES: None.

OFFICE SPECIALIST

SES 010

Basic Filing

2 Credits

The student is taught the classification, retention, protection, and disposal of records. Emphasis is placed on the proper controlling of records.

PREREQUISITES: None.

SES 020

Office Systems

4 Credits

This is a practical course which integrates the basic office skills of typewriting, filing methods, and procedures of the clerk.

PREREQUISITES: None.

TYP 011

Typing I

3 Credits

This course is designed to introduce the basic skill of type-writing. Basic keyboard knowledge and basic skills are the areas covered.

PREREQUISITES: None.

TYP 012

Typing II

3 Credits

This course is a continuation of the student's typing training. Topics covered are centering, tabulations, and letter forms.

PREREQUISITES: TYP 011.

TYP 013

Typing III

3 Credits

This course is a continuation of the student's typing training. Topics covered are business letters, envelopes, and reports.

PREREQUISITES: TYP 012.

TYP 014

Typing IV

3 Credits

This course is a continuation of the student's typing training. The emphasis in this course is on tabulation and on-the-job related activities. A great deal of emphasis is on skill building through the use of time writings.

PREREQUISITES: TYP 013.

TYP 015

Typing V

3 Credits

This course is designed to develop speed building and typing productivity of executive materials.

PREREQUISITES: TYP 014.

TYP 016

Typing VI

3 Credits

This course is designed to develop accuracy and speed in production work.

PREREQUISITES: TYP 015.