JONES COLLEGE

ORLANDO, FLORIDA

1980-81 COLLEGE CATALOG

It is the policy of the College that there shall be no discrimination on the basis 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.

1980-81 CATALOG OF

JONES COLLEGE ORLANDO

1505 East Colonial Drive
Orlando, Florida 32803
(305) 896-2407

5600 Diplomat Circle
Orlando, Florida 32810
(305) 628-6870

JONES COLLEGE ORLANDO
MEDICAL EDUCATION CENTER

5310 Diplomat Circle
Parkland Medical Center
Orlando, Florida 32810
(305) 628-5885

Information on Medical Education Center courses is listed in the Catalog Supplement and is available on request.

TABLE OF CONTENTS

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

Jones College was founded in Jacksonville, Florida in 1918 by Annie Harper Jones. In 1947 the College was chartered by the State of Florida as a non-profit degree-granting institution. Under this charter, the College is governed by a Board of Trustees, and all income in excess of operating expenses must be devoted to providing better equipment and educational facilities. In 1953, Jones College Orlando was established to serve the Central Florida area. In 1975, an additional facility was opened in Altamonte Springs. In 1971, Jones College Orlando was accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools.

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 Education Division of the U.S. Department of Health, Education, and Welfare.

The College is a non-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.

JONES COLLEGE AND ORLANDO

THE CITY BEAUTIFUL

Central Florida is on the move, and Orlando, the seat of Orange County in central Florida, is a dynamic, yet charming metropolis that is richly endowed with an endless variety of beauty. Hundreds of Orlando businesses and facilities in the area are employing many thousands of people and are contributing substantially to the tremendous growth in central Florida.

Even though Orlando is cited as being the second fastest growing city in the nation, it somehow retains its serene suburban charm. Orange blossoms and lakes dot the landscape. Orlando's ideal climate brings an average annual temperature of 72 degrees and 360 days of sun to the area.

Strategically located in the heart of Florida, Orlando offers a wide variety of cultural and recreational facilities. Nearby Disney World is now welcoming a million visitors each month and is a continuing source of pleasure and entertainment to visiting students from all campuses. Popular attractions include Sea World, Circus World, the Stars Hall of Fame, Jai Alai, Dog and Harness Racing, and the Tangerine Bowl. There's plenty of action at the local theater and art shows, symphonies and sports events. The pleasant year-round climate makes numerous golf courses, camping facilities, and the nearby beaches popular to all.

PHYSICAL PLANT AND FACILITY

The College is located in a business center of the city adjacent to a fine residental area and only one and one-half blocks from the junction of U.S. Highways 17 and 92 and Florida Highway 50. These highways are main arteries from the north or south and east or west. Modern sprawling shopping centers are within walking distance and offer a complete array of wares to delight the shopper or the browser.

Tastefully landscaped grounds and parking areas and an attractive contemporary building make this campus one of Florida's finest. All areas of the two-story building are completely weather conditioned for summer or winter. The spacious colorful classrooms are equipped with modern functional furniture to insure the best in classroom comfort. Administrative offices are easily accessible to students to provide quick assistance and service. Comfortable lounges offer friendly gathering places between classes.

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. Many College activities provide opportunities for this development.

Extra-curricular 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.

Students who show outstanding qualities of leadership, character and scholarship can be nominated for membership in a national honor and social fraternity or sorority. Local chapters of Phi Theta Pi Fraternity and Alpha Iota Sorority are active on campus with various community projects frequently undertaken and enjoyable social events planned. An active Student Government provides a vehicle for the development of leadership qualities in students as well as an effective means for input to the College Administration.

HOUSING

The College does not provide on-campus housing but does 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.

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 are informed of acceptance 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 but 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 form to the College with the application fee of $10, which is paid only once and is non-refundable. A high school transcript of work completed through date of application 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, a $25 registration fee will be requested. 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.

FOREIGN STUDENTS

When foreign students apply for admission, official transcripts of completed secondary and applicable college credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students and a TOEFL Score of 450 or its equivalent is required. A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance and payment of full time fees and tuition for one quarter. With these exceptions, the conditions for admission of foreign students are identical with those for American students.

G.I. BILL OF RIGHTS

The College is approved for training of veterans under the Veterans Education and Employment Assistance Act of 1976, as amended, (G.I. Bill of Rights). Students are enrolled on a credit-hour basis in day or evening classes or during weekends. Veterans attending under the G.I. Bill are usually approved to pay quarterly tuition charges in three monthly payments as they receive their checks from the Veterans Administration.

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

ORIENTATION

Prior to attending classes, new students, as well as those returning to the College after a quarter or more of non-attendance, 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.

ADVANCED STANDING

ESTABLISHMENT OF 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.

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 aid.
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.

FINANCIAL ASSISTANCE PROGRAMS

BASIC EDUCATIONAL OPPORTUNITY GRANTS (BEOG)

The Basic Educational Opportunity Grant Program is designed to provide financial assistance to those who need it to attend post-high school educational institutions. The amount of Basic Grant is determined on the basis of the student's and family's financial resources. Eligible students can receive as much as $1,800 per year toward the cost of their education. An application for BEOG 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 EDUCATIONAL 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 of the student's undergraduate years.

NATIONAL DIRECT STUDENT LOANS (NDSL)

Students needing financial assistance may borrow up to $3,000 until they complete 2 academic years of a program leading to a Bachelor's Degree. They may then borrow an additional $3,000 during their last 2 academic years of a program 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 and may be extended over a 10-year period. Repayment may be deferred for various reasons including service in the Armed Forces, Peace Corps, VISTA, the Commissioned Corps of the Public Health Service, 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 dependent student needing financial assistance may borrow up to $2,500 per academic year up to a maximum of $12,500 and an independent student up to $3,000 per academic year up to a maximum of $15,000 for independent undergraduate students. 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, Peace Corps, VISTA, the Commissioned Corps of the Public Health Service, 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.

COLLEGE WORK-STUDY PROGRAM (CWSP)

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

OTHER SOURCES OF FINANCIAL ASSISTANCE

EDUCATIONAL RESOURCE COMPANY (ERC)

This is a private financial resource 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 Admissions Office of the College.

VETERANS ASSISTANCE PROGRAMS

VETERANS 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.

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

TUITION AND FEES

Tuition may be paid in advance for an academic year for a 10 per cent discount.

Tuition will be charged at a rate of ~~$30~~ $40 per quarter hour for courses numbered 0000-4999.

Tuition will be charged at a rate of $38 per quarter hour for courses numbered 5000 or above.

Fees:

An **Application Fee** of $10 (non-refundable) must accompany an Application for Admission.

A **Registration Fee** of $25 shall be paid within 15 days of acceptance of the Application for Admission. This fee is deferred for students approved for student financial assistance programs or who plan to attend under provisions of the G.I. Bill. This fee will be applied to the tuition charges for the first quarter of study.

A **Graduation Fee** of $25 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 examination when scheduled may take the test or examination at a later date. A fee of $2 will be paid for each test taken at a later date. A fee of $5 will be paid for each final examination taken at a later date. A fee of $5 will be paid for each examination taken to establish credit by exemption.

REFUND POLICY

The operating budget of the College provides for the engagement of faculty, operating expenses and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of 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 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	50% of Quarterly Tuition
31st through 60th calendar day of quarter	75% of Quarterly Tuition
After 60th 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 (except the Registration Fee as stated) 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 (Automatically changes to "F" if course requirements are not completed satisfactorily within two weeks after the beginning of the next quarter.)	not calculated
N	No Grade (Awarded if a student withdraws from a class under mitigating circumstances.)	not calculated
X	Exemption	not calculated
U	Audit	not calculated

CALCULATION OF GRADE POINT AVERAGE

The Grade Point Average of a student may be 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 have a Grade Point Average of 3.0.

STUDENT RECORDS

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

GRADUATION

Commencement Exercises are held once a year at the end of the Spring Quarter. All students completing their work at the end of the preceding Summer, Fall or Winter Quarters 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 Averages 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 10:00 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 full class offerings are available for the many students who choose to attend and accelerate their program.

ACADEMIC DEFICIENCIES

Following the conclusion of each academic quarter, the grades of each student will be audited by 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.

ACADEMIC PROBATION

A student who is admitted to the College for the first time on a conditional basis, or a student either re-entering on probation or whose cumulative Grade Point Average has fallen below a 2.0 (C level) will be placed on a status of Academic Probation. This status will be entered on the student's Permanent Record. The cumulative Grade Point Average of the student must be raised above a 2.0 (C level) or better within 2 academic quarters or the student will, regardless of the quarterly grades received, be placed on a status of Final Academic Probation.

FINAL ACADEMIC PROBATION

Students who have been placed on a status of Final Academic Probation must raise their cumulative Grade Point Average to a 2.0 (C level) or better within 2 academic quarters or they will, regardless of the quarterly grades received, be either suspended or dismissed from the College.

ACADEMIC SUSPENSION AND DISMISSAL

Students placed on a status of Academic Suspension may not return for further study for at least one quarter, during which time they must submit a written request to the Dean's Office. Only upon written confirmation by the Office of the Dean, may students re-enter and their status will be Final Academic Probation. If they do not attain a 2.0 cumulative average during this quarter, 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 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 or the College, and to do so without setting forth the cause for such action.

At the time of a 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 for 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 or appropriate faculty committee upon written request and for reasonable cause. Course substitutions may be made only by the Dean or appropriate faculty committee. The total hours specified in each area and the degree program total are the minimum requirements for the degree.

DEGREE PROGRAMS

All students admitted to the College are enrolled into either the Bachelor of Business Administration Degree program or the Associate in Business Degree program. Within the context of these two degree programs, the College offers a wide range of courses which can provide entrance-level preparation, for a graduate, in various career fields including, among others, Data Processing, Management, Fashion Merchandising, Accounting, Marketing, Secretarial, and Court Reporting.

The College is an accredited, specialized, College of Business. In some colleges or universities our entire offering could constitute a major in Business Administration.

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, 36 of which must be in 2000 or above level:

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

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 72 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	63 (minimum)
Area III	— Approved Elective Component	36 (variable)
	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.

THE ASSOCIATE IN BUSINESS DEGREE

AREA I — Business Component		Quarter Hours
A. Required Core		
GEB 1012	Introduction to Business Enterprise	4½
BUL 2100	Business Law I	4½
COC 1000	Data Processing Fundamentals	4½
ACC 1001	Principles of Accounting I	4½
ACC 1021	Principles of Accounting II	4½
SES 1100	Introductory Typing	4½
CORE TOTAL		27
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
AREA I — COMPONENT TOTAL		45

AREA II — General Education Component		Quarter Hours
A. Required Core		
ENG 1540, 1541 ENC 2102, 2135	English Usage I, II, or English Composition I, II	9
MAC 1132, 1133 MAT 2013, MAC 2132	Fundamentals of College Mathematics I, II, or College Algebra and Trigonometry	9
CORE TOTAL		18
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		9
AREA II — COMPONENT TOTAL		27

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
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	90

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

AREA I — Business Administration Component	Quarter Hours
A. Required Core	
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
ACC 1041 Principles of Accounting III	4½
COC 1000 Data Processing Fundamentals	4½
GEB 1012 Introduction to Business Enterprise	4½
MAN 2000 Principles of Management	4½
BUL 2100 Business Law I	4½
MAR 1023 Introduction to Marketing	4½
SES 1100 Introductory Typing	4½
CORE TOTAL—Selected from the courses listed above.	36
B. Business Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the Catalog. At least 36 Quarter Hours must be from courses in the 3000 and 4000 series or higher.	
ELECTIVE TOTAL	45
AREA I — COMPONENT TOTAL	81

AREA II — General Education Component		Quarter Hours
A. Required Core		
ENG 1540, 1541	English Usage I, II, or	
ENC 2102, 2135	English Composition I, II	9
ECO 1013	Principles of Economics I	4½
ECO 1023	Principles of Economics II	4½
MAC 1132, 1133	Fundamentals of College Mathematics I, II, or	
MAT 2013, MAC 2132	College Algebra and Trigonometry	9
POS 2041	American National Government	4½
PSY 2012	General Psychology	4½
CORE TOTAL		36
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		27
AREA II — COMPONENT TOTAL		63

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	36
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	180

COURSE DESCRIPTIONS

BUSINESS

ACCOUNTING

ACC 1009 Accounting

Basic training in double entry bookkeeping; journalizing, posting, the trial balance, the worksheet, adjusting and closing entries, and the preparation of financial statements.

4½ Quarter Hours

ACC 1029 Accounting

A continuation of ACC 1009. Accounting for plant assets, the voucher system, partnerships and corporations. Prerequisite: ACC 1009

4½ Quarter Hours

(ACC 1009 and ACC 1029 substitute for ACC 1001)

ACC 1001 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 1021 Principles of Accounting II

This course is a continuation of ACC 1001 with application to more advanced transactions. Emphasis is placed on the opening of 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 1001

4½ Quarter Hours

ACC 1041 Principles of Accounting III

A continuation of ACC 1001 and 1021 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, classifications of accounts, budgeting, internal reporting, and the analysis of financial statements.

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 1041

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. Prerequisite: ACC 2101

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 1021

4½ Quarter Hours

ACC 2501 Federal Taxation I

A thorough study of federal income tax laws and their application to individual, partnership, and corporation 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.

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 1021 *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 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 1041 *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 thorough treatment. Frequent reference is made to pronouncements by the Securities Exchange Commission and the American Institute of Certified Public Accountants. 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*

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, are 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*

BROADCASTING

RTV 1000 Introduction to Broadcasting

This course is designed to familiarize the beginning broadcasting student with the growth of radio and television, marketing concepts, communication systems, and international broadcasting. *4½ Quarter Hours*

RTV 1230 Announcing I

A study of the importance and influence of the announcer. Emphasis is placed on developing an understanding of the process of oral-aural communications and in giving the student experience in relating speech to radio and television announcing. This course is supplemented by laboratory experience.
4½ Quarter Hours

RTV 1231 Announcing II

A continuation of RTV 1230. Emphasis is placed on announcing in a studio environment. Additional laboratory work will be required. *4½ Quarter Hours*

RTV 1232 Announcing III

A production course which emphasizes recorded program production for broadcast. *4½ Quarter Hours*

RTV 2200 Program Production I

An introduction to basic on-the-air production techniques. The student will also prepare to take the Third Class Radio-Television Permit Examination offered by the Federal Communications Commission. Additional laboratory work will be required. *4½ Quarter Hours*

RTV 2201 Program Production II

A study of station traffic, continuity, news production, and music and special events production. Additional laboratory work will be required. Students operate and manage campus radio station WJCR.
4½ Quarter Hours

RTV 2205 Television Production III

A course which deals with elements of stagecraft including set design, creative lighting for mood effects, make-up, and costume design. The elements of this course can be applied to CTV, CATV, ITV, ETV and CCTV.
4½ Quarter Hours

RTV 3100 Television Production IV

A study of the problems of writing for television. Scripting requirements of television, films, recording and cable are covered. Emphasis is placed on working from the creation of the idea to the final script and production.
4½ Quarter Hours

RTV 2210 Program Production III

A continuation of RTV 2201 with emphasis placed on advanced production techniques in a live-on-the-air environment. Students are introduced to managerial and operational procedures on FM Stereo WFAM. Additional laboratory work will be required. *4½ Quarter Hours*

RTV 2220 Television Production I

Students study a variety of television cameras and camera operating techniques, lighting objectives, video tape recording and production, as well as production of basic formatted programs such as news, weather, interview and panel programs and production of the commercial and public service announcements. Classes are divided into units with each student gaining experience as producer, director, cameraman, lighting technician, floor director, audio technician, scenic designer, film editor and talent. *4½ Quarter Hours*

RTV 2221 Television Production II

A continuation of RTV 2220. Students will be involved in the production of formatted television programs such as talk shows, plays, documentaries and musicals.

RTV 2800 Program Production IV

Advanced managerial and operational techniques in the context of an operating educational radio station. *4½ Quarter Hours*

MMC 3200 Communications Law

A study of the laws and governmental regulations relating to radio and television broadcasting. The powers and duties of the Federal Communications Commission are discussed in addition to the laws of libel and slander. Actual FCC decisions are discussed and analyzed. Course describes procedures for obtaining and keeping broadcast licenses. Prerequisite: RTV 1000.
4½ Quarter Hours

RTV 4998 Selected Topics in Broadcasting

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

RTV 2999 Internship in Broadcasting

As part of the preparation for a career in broadcasting, the student is permitted to serve an internship in radio and television stations 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

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*

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*

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 material. Testing is done at controlled speeds up to 80 words a minute and students are expected to attain a speed of 80 words a minute. Prerequisite: 60 words a minute. *6 Quarter Hours*

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 in depth, together with the utilization of the terms, as well as universal methods of writing these terms on the

machine. The student is required to attain an understanding of the meaning and the use of the legal term as well as universal methods of writing these terms on the machine. No prerequisite. *4½ Quarter Hours*

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 VI. Speeds up to 110 words a minute are attained in this course. Prerequisite: Minimum 80 words a minute. *6 Quarter Hours*

SES 5226 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 140 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 110 words a minute.

6 Quarter Hours

SES 5220 Court Reporting Procedures and Transcription Preparation

The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trail 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. *4½ Quarter Hours*

SES 5221 Dictation Techniques

Detailed instruction and practice in the use of dictating and transcribing equipment and its relation to efficient, accurate, productive reporting. How to train typists also included in this course. *4½ Quarter Hours*

SES 5227 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 140 words a minute. *6 Quarter Hours*

SES 5228 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*

SES 5230 Court and Conference Dictation VI

A continuation of Court and Conference Dictation V. Speeds of 210-225 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*

SES 5999 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*

SES 5998 Court Reporting Testing

A course designed to prepare the advanced student for national and state testing. Emphasis is placed on timed written and machine tests under simulated conditions of speed with material suitable for the Registered Professional Reporter's test as administered through NSRA.

3 Quarter Hours

DATA PROCESSING

COC 1000 Data Processing Fundamentals

A course which familiarizes students with basic concepts and terminology utilized in the application of computers to business.

4½ Quarter Hours

COC 1211 Computer Concepts

A study of advanced data communication theory, secondary storage facilities and job control language. An introduction to BASIC programming language provides the student with experience that is suited to many applications. Prerequisite: COC 1000 *4½ Quarter Hours*

COP 2100 Computer Programming - BASIC

A course designed to instruct the student in the use of BASIC, a comprehensive, commercially oriented compiler/interpreter designed for use with the CP/M operating system. This course will also include the hands-on use of real-time display terminals. *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. The student is expected to learn and apply the basic facilities of this language utilizing sequential access methods. Prerequisite: COC 1211, SES 1100 *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. Prerequisite: COC 1211, SES 1100 *4½ Quarter Hours*

CIS 2321 Business Systems Analysis and Design

This course in business data processing operations is concerned with the design and maintenance of forms, records, and office systems. Included is a study of punched cards, and other input/output systems, work-flow planning, office layout, work measurement, types of business equipment and office tools available and the writing of business procedure specifications. Also included is information retrieval research techniques and tools as they apply to systematic principles of management decision making.
Prerequisite: COC 1211 *4½ Quarter Hours*

COC 2400 The Computer Society and the Individual

A course designed to introduce computer technology and its impact on society and the individual. The focus of this introduction is non-technical.
4½ Quarter Hours

COP 3110 Computer Programming—Fortran

This course provides a foundation for the use of FORTRAN (Formula Translation). FORTRAN is a scientific-engineering language which is problem-centered. It permits the solution of quantitative business problems with relative ease. The student is expected to learn and apply the basic facilities of this language in solving problems. Prerequisite: COC 1211 and MAT 2013
4½ Quarter Hours

COP 3121 Computer Programming—Advanced Cobol

This course provides advanced concepts of COBOL as a computing language. The student is expected to learn and apply the advanced facilities of this language utilizing access methods. Prerequisite: COP 2120
4½ Quarter Hours

COP 3160 Computer Programming—Advanced RPG

This course provides advanced concepts of RPG as a computing language. The student is expected to learn and apply the advanced facilities of this language utilizing direct access methods. Prerequisite: COP 2160
4½ Quarter Hours

COP 3530 Data Base Management

This course introduces the student to the various methods of organizing and structuring data and files for access and use in advanced programming applications.
Prerequisite: COP 2120 or COP 2160 *4½ Quarter Hours*

CIS 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 2120. *4½ Quarter Hours*

COP 4400 Computer Programming—Assembler Language

This course provides the student with an introduction to computer languages at the assembler level. Students are expected to develop assembler language programs using a remote-entry, timesharing terminal.
Prerequisite: COP 2120 or COP 2160 *4½ Quarter Hours*

MAN 4810 Management Information Systems

An introduction to systems analysis and design. Includes the determination of information needs and data collection facilities necessary to provide them; effect of computer use on existing organizations; and evaluation of systems effectiveness. *4½ Quarter Hours*

COC 4998 Selected Topics in Data Processing

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

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. *4½ Quarter Hours*

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 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, personnel, 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*

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. *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. *4½ Quarter Hours*

GEB 3111 Business Statistics

This course exposes the student to statistical techniques utilized in business. Methods of describing, summarizing and analyzing data are presented.
Prerequisite: MAC 1133 *4½ Quarter Hours*

ECP 3220 Occupational Safety and Health

This course will provide the student with an understanding of the Occupational Safety and Health Act (Williams/Stiger) of 1970 and fundamental information and skills required to function in the areas of health, safety, and facility security. *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. *4½ Quarter Hours*

TRA 4010 Transportation

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

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.

MGT 4320 FINANCIAL MANAGEMENT
A study of sources of finds, capital budgeting, analysis of financial statements, and financial institutions. The course will also involve financial forecasting and short and long-term financing of the corporate structure.
Prerequisite: ACC 1021 *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.
4½ Quarter Hours

MAN 4600 Management of International Business
A study of the managerial requirements for establishing and conducting multi-national business operations. *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 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. Prerequisite: MAR 1023 and 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

MAR 4998 Selected Topics in Marketing *4½ Quarter Hours*

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 provide 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 instructions. 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 objective.
A. Legal Emphasis *2 Quarter Hours*
B. Medical Emphasis

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. *3 Quarter Hours*

A. Legal Emphasis
B. Medical Emphasis

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 eductional requirements of the Florida Real Estate Commission for real estate salesmen. The course deals with such topics as real estate ownership and interests; 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 of real estate principles and practices to meet the educational requirements of the Florida Real Estate Commission for real estate brokers. The course deals with such topics as real estate appraising, finance, investment analysis, and management.

6 Quarter Hours

REE 3101 Real Estate Appraising

Designed to train students in the techniques and art of real estate appraising, this course includes studies of valuation procedures via the cost, market and income approaches to real estate values. *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 offices 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 Introductory 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. Prerequisite: SES 1211, SES 1222 or SES 1271

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*

A. Legal Emphasis
B. Medical Emphasis

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*

SES 5256 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*

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 TYP 111 with emphasis on speed, accuracy, and rhythm. Emphasis is on the develpment 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.
Prerequisite: SES 1100 *4½ Quarter Hours*

SES 1120 Advanced Typing

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

A. Legal Emphasis
B. Medical Emphasis

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). Prerequiste: SES 1120 *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; public production control. *4½ Quarter Hours*

ECO 2023 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.

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*

FIN 2010 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 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.

ECS 3003 Comparative Economic Systems
A description, analysis, and appraisal of the economic theories of Capitalism, Socialism, and Communism. *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*

ENC 1312 Written Communication
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 I
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*

ENG 1541 English Usage II
A continuation of ENG 1540. *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 is an analysis of print and electronic media, including evaluation of their roles, their influences on the individual, and their impact on society as a whole. *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*

ENG 3400 Drama

The purpose of this survey is to introduce the student to the dramatic experience. The plays studied range in time from Classical Greece to Contemporary America. *4½ Quarter Hours*

ENG 3711 Poetry

A study of poetic diction, imagery, versification, traditional forms and structure. *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 presented. Special attention is given to the writings 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

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 location 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 subjunctive 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 will include whole numbers; fractions; decimals; order of operations; ratio, proportion, and percent; and English/Metric conversion. *4½ Quarter Hours*

MAT 0005 Developmental Math II
This course is designed to further develop the principles and concepts begun in Development Math I. Prerequisite: MAT 0002 *4½ Quarter Hours*

MAC 1132 Fundamentals of College Mathematics I
A course designed to provide the student with a firm understanding of mathematical operations utilized in business and in everyday activities. The student will also be prepared for more advanced coursework in mathematics.
4½ Quarter Hours

MAC 1133 Fundamentals of College Mathematics II
A continuation of MAC 1132 which is a prerequisite. *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*

MAC 2132 Trigonometry
Plane trigonometry including logarithms and emphasizing the analytical approach to the study of triangular and circular functions with applications of angular measurements to real solutions, solution of triangles, graphs of trigonometric and circular functions, trigonometric identities and equations, inverse and radian measure. Prerequisite: MAT 2013 *4½ Quarter Hours*

QMB 3700 Mathematics of Finance
A study of financial analysis and problems of financial management, including cash, profitability and capital budgeting. Various sources of corporate funds, including short, intermediate, and long-term arrangements are surveyed. *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. *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 specialities. *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*

JONES COLLEGE

BOARD OF TRUSTEES

ANNUAL SCHOLARSHIPS FOR JONES COLLEGE STUDENTS

The following scholarships are awarded during the Fall Quarter of each academic year. The selection of recipients is determined by an administrative scholarship committee.

JOSEPHINE FORRESTAL SCHOLARSHIP

A $100 tuition credit is awarded annually on the basis of scholastic apititude, need, and college citizenship.

JOE HARPER SCHOLARSHIPS

A $100 tuition credit is awarded annually on the basis of scholastic aptitude, need, and college citizenship.

SOPHOMORE ACHIEVEMENT SCHOLARSHIP

A tuition credit of $100 is awarded the full-time Sophomore student who has attained the highest Grade Point Average for course work completed during the Freshman year at Jones College.

JUNIOR ACHIEVEMENT SCHOLARSHIP

A tuition credit of $100 is awarded the full-time Junior student who has attained the highest Grade Point Average for course work completed during the Sophomore year at Jones College.

SENIOR ACHIEVEMENT SCHOLARSHIP

A tuition credit of $100 is awarded the full-time Senior student who has attained the highest Grade Point Average for course work completed during the Junior year at Jones College.

JONES COLLEGE ORLANDO

STAFF

Donald C. Jones	President
Ouida B. Kirby	Vice President and Chief Administrative Officer
Thomas J. Porter	Dean of Instruction
Morton I. Davis	Assistant Dean
Gale R. Bargar	Assistant Dean
Robert J. Deyling	Assistant Dean
Jean B. Newbury	Registrar
Robert W. Miller	Coordinator, Admissions Activities
C. Gregory Adams	Coordinator, Office of Veteran Affairs
Pamela Lee Arcand	Secretary, Dean's Office
Cyrus Azimi	Foreign Student Advisor
Linda Bratton	Administrative Assistant
John P. Brookins	Custodian
Rosalie Charboneau	Administrative Assistant, North Campus
David E. Coon	Coordinator, Data Systems
David Lee Crow	Admissions Representative
Sue Carole Denmark	Coordinator, Student Financial Accounts
Robert J. Eifert	Placement Coordinator
James P. Foley	Supervisor of Maintenance
Barbara A. Francis	Administrative Assistant, North Campus
Kathleen Goble	Financial Assistance Officer
Barbara B. Hall	Librarian
Barbara L. Haller	Receptionist
Judith C. Harrison	Veterans Control Officer
Susan K. Johnson	Assistant to the Registrar
Wendy B. Leland	Receptionist
Cindy Ann Necrason	Cashier
Vivienne J. Neri	Administrative Assistant
Silver L. Newton	Secretary, Financial Assistance Office
Pamela Jean Olsen	Secretary, Admissions Office
Jenifer J. Olson	Admissions Representative
Doris C. Proctor	Secretary, Chief Administrative Officer
Judith Ann Roberts	Financial Assistance Officer
Phyllis J. Smith	Secretary to the Dean
Mary L. Thompson	Financial Assistance Officer

FACULTY

Carolyn Arnold	English, Psychology, Sociology, History	A.B., B.S., Western Carolina University, M.A.Ed., Eastern Carolina College
Thomas Atkinson	Business Management	B.S., Univ. of South Florida, M.B.A., Univ. of Alabama; L.L.B. Lasalle University
Frederick Atterbury	Intro. to Business Public Administration	B.A., Univ of South Florida; M.C.S., Rollins College
Michael R. Belbeck	Accounting	B.S., Florida State Univ.; M.B.A., Iona College
William Caldwell	Math	B.S., U.S. Military Academy; M.E.D., Temple University
Joan M. Christy	Mass Media, English	B.S., Slippery Rock State College
Donna Coombs	Basic Reading, Basic Math	B.A., Marymont College; M.B.A., Univ. of Central Florida
Kenneth Dobmeier	Retailing	M.S.M., Rollins College
James Donahue	Marketing, Public Relations	B.S., West Point M.A., New York Univ.
Stanley Drake	Court Reporting, English, Math	B.S., Bryant College M.S., Temple Bar College
Charlotte Drew	Accounting	B.S., Florida Tech. University
Ruth Field	Accounting, Data Processing	B.S., Robert Morris College

Charles Fitzgerald	Accounting, Math, Management Marketing	A.B., Beloit College B.G.S., M.C.S., Rollins College
Wanda French	Typing	A.S., Lake Sumter B.A. Rollins College
Michael Gerrity	Economics, Computer Concepts	B.E.E., City College of New York; M.C.S. Rollins College
Randee Gunderson	Court Reporting	Court Reporting Degree, Minnesota School of Business
Barbara B. Hall	Librarian	M.L.S., University of Maine; B.A., Univ. of Maine
Janie C. King	Secretarial	B.S., Coker College
Hans J. Kuss	Transportation	B.S., Illinois State University
Danny Lenhof	Data Processing	B.S., Ft. Lauderdale College; A.S., Sinclair College
Donald Lee Lockwood	Principles of Supervision	B.S., Ball State Univ. M.A., Ball State Univ.
Richard E. Long	Data Processing	B.S., Carnegie-Mellon
Udeth A. Lugo	Spanish	A.A., Kingsborough Community College B.A., Brooklyn College M.Ed., Univ. of Central Florida
Albert A. Marchant	Real Estate Mgt.	B.S. Florida State University
Louis LaSalle	Economics	B.A., University of Wyoming

Geraldine S. Maslanik	Secretarial	B.S., New York Univ. School of Commerce M.S.M., Rollins College
Raymond T. Masters	Basic Math and Reading	B.S., Eastern Nazarene College; M.Ed., Rhode Island College
John T. Monisky	Management	M.B.A., Univ. of South Florida; B.A., Univ. of South Florida; A.A., St. Petersburg Jr. College
Sallye Moody	Psychology and History	B.A., Univ. of Florida M.A., Univ. of Central Florida
Jean B. Newbury	Psychology, Business, and Salesmanship	B.A., Baldwin-Wallace M.A., Boston Univ.
Ralph J. Nichols	Salesmanship	M.P.A., California State Univ.; B.S., Calif. State Univ.; A.S., Dean Jr. College
C.C. Rickett	English	M.A., Brown Lovb Middlebury College; Ph.D., St. Andrews Univ.
Constance J. Ross	Court Reporting	A.S., Prof. Skills Inst. Court Reporting
Warren Rumelt	Court Reporting	Court Reporting Diploma, Merchants and Bankers Business School
Carl D. Selph	Accounting	B.B.A., Stetson Univ.
Robert E. Sheridan	Marketing and Business Policy	L.L.B., Stetson College of Law

Richard H. Smith	English and Economics	B.A., Univ. of Central Florida; A.A., Seminole Community College
Karen H. Smitherman	Secretarial	B.B.A., Memphis State University
Jacob Steinberg	Business Law	L.L.B., St. John's University
Robert F. Steinke	Marketing Comm.	None
Harold Sullivan	Business Law and Government	L.L.B., St. John's University; M.S.M., Rollins College
Shirley Todd	Small Business Management	B.A., Univ. of North Carolina; M.S.M., Rollins College
James Trunk	Sociology and Logic	B.A., St. Edwards University; M.A., University of Mid Florida
Donald Van Dalen	Psychology and Sociology	B.S. Western Mich. Univ.; M.A., Western Mich. Univ.
Robert W. Vander Lugt	Business Law	B.A. Hope College L.L.B., Indiana Univ. School of Law
Ruth Williams	Typing	A.A., Seminole Jr. College; B.A., Florida Tech. Univ.
David Wills	History	B.A., Univ. of Maryland; M.A.T., Rollins College
Wendy Wheeler	Data Processing	A.A., B.A., University of South Florida
George Windson	Accounting	B.A., M.A., University of South Florida

CALENDAR 1980-81

FALL QUARTER, 1980

Registration and Orientation*	Monday-Monday	September 15-22
Classes Begin	Tuesday	September 23
Last Date to Enter Classes	Tuesday	September 30
Thanksgiving Holiday	Thursday-Saturday	November 27-29
Classes Resume	Monday	December 1
End of Fall Quarter	Wednesday	December 3

WINTER QUARTER, 1981

Registration and Orientation*	Friday-Monday	December 5-8
Classes Begin	Tuesday	December 9
Last Date to Enter Classes	Tuesday	December 16
Christmas Vacation	Sunday-Thursday	Dec. 21-Jan. 1
Classes Resume	Friday	January 2
End of Winter Quarter	Thursday	March 5

SPRING QUARTER, 1981

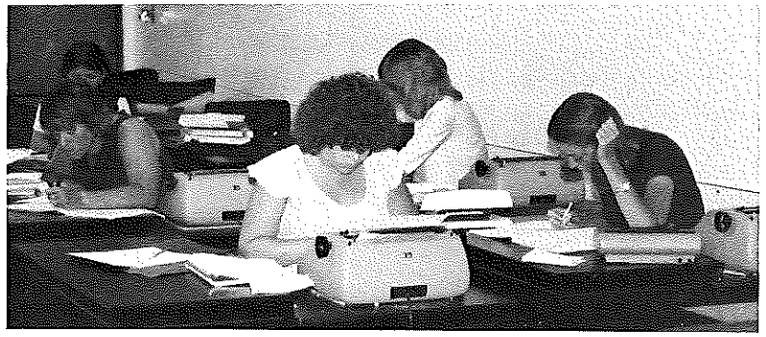
Registration and Orientation*	Thursday-Monday	March 12-16
Classes Begin	Tuesday	March 17
Last Date to Enter Classes	Tuesday	March 24
Easter Holiday	Friday-Sunday	April 17-19
Classes Resume	Monday	April 20
Memorial Day Holiday	Monday	May 25
End of Spring Quarter	Wednesday	June 3

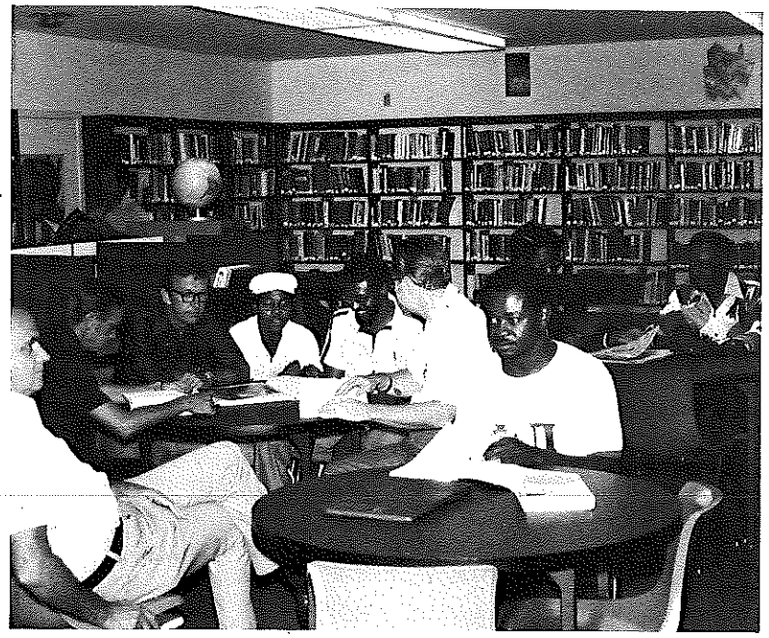
SUMMER QUARTER, 1981

Registration and Orientation*	Wednesday-Monday	June 10-15
Classes Begin	Tuesday	June 16
Last Date to Enter Classes	Tuesday	June 23
Independence Day Holiday	Monday	July 6
Classes Resume	Tuesday	July 7
End of Summer Quarter	Saturday	August 29

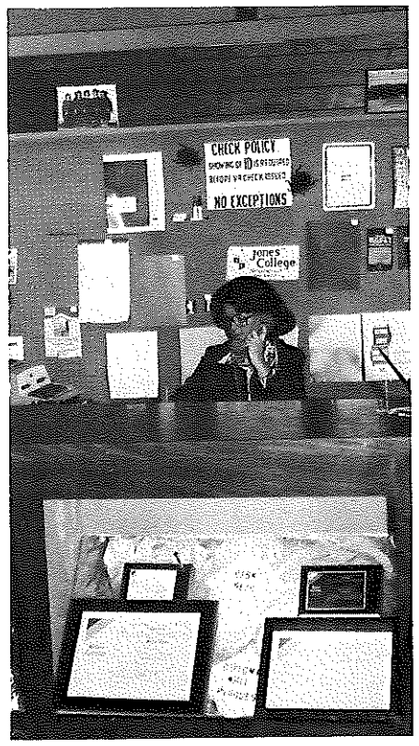
FALL QUARTER, 1981

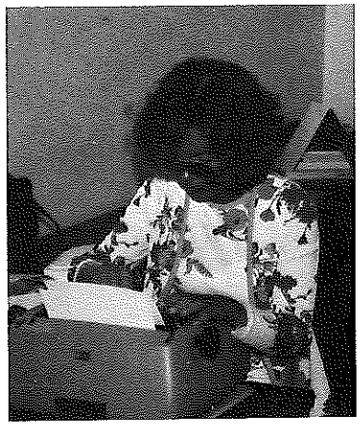
Registration and Orientation*	Tuesday-Monday	September 8-14
Classes Begin	Tuesday	September 15
Last Date to Enter Classes	Tuesday	September 22
End of Fall Quarter	Wednesday	November 25

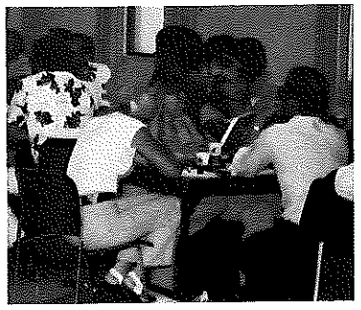





Jones College


CHECK POLICY
NO EXCEPTIONS
Jones College





APPLICATION FOR ADMISSION

Jones College

1505 EAST COLONIAL DRIVE • ORLANDO, FLORIDA 32803 • (305) 896-2407

CAMPUS _____

(A Recent Photograph and $10 Application Processing Fee Must Accompany Application)

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

PERSONAL INFORMATION (Please Print)

Last or Married Name	First Name	Middle Name	Maiden Name	Residence Phone ( ) ..
Mailing Address: Street	City	State	County	Zip Code	Business Phone ( ) ..
Social Security Number	Birth Place	Birth Date (Mo. Day Year)	☐ MALE ☐ FEMALE	

RACE: (Civil Rights Ethnic Origin) ☐ Black Non-Hispanic ☐ American Indian or Alaskan Native ☐ Asian or Pacific Islander ☐ Non-Resident Alien ☐ Hispanic ☐ White Non-Hispanic CODE: _____

Applicant's Employer	If married, wife or husband's name

Full Name of Parent, Legal Guardian, or Next of Kin other than spouse (For Emergency Contact)	Relationship	Telephone Number

Legal Address of Above Person: Street	City	State	County	Zip Code

PREVIOUS EDUCATION

Name of Last High School Attended	City	State	County	Zip Code	Year of Graduation

Equivalency Diploma or G. E. D. ☐ Date of Issue _____ Where Issued _____

List Colleges attended (You must request official transcripts from each) or ☐ No Prior College

Name	City & State	From (Mo. & Yr.)	To (Mo. & Yr.)

ENROLLMENT DATA

Referred By:

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

REMARKS:

FOR OFFICE USE ONLY

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

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