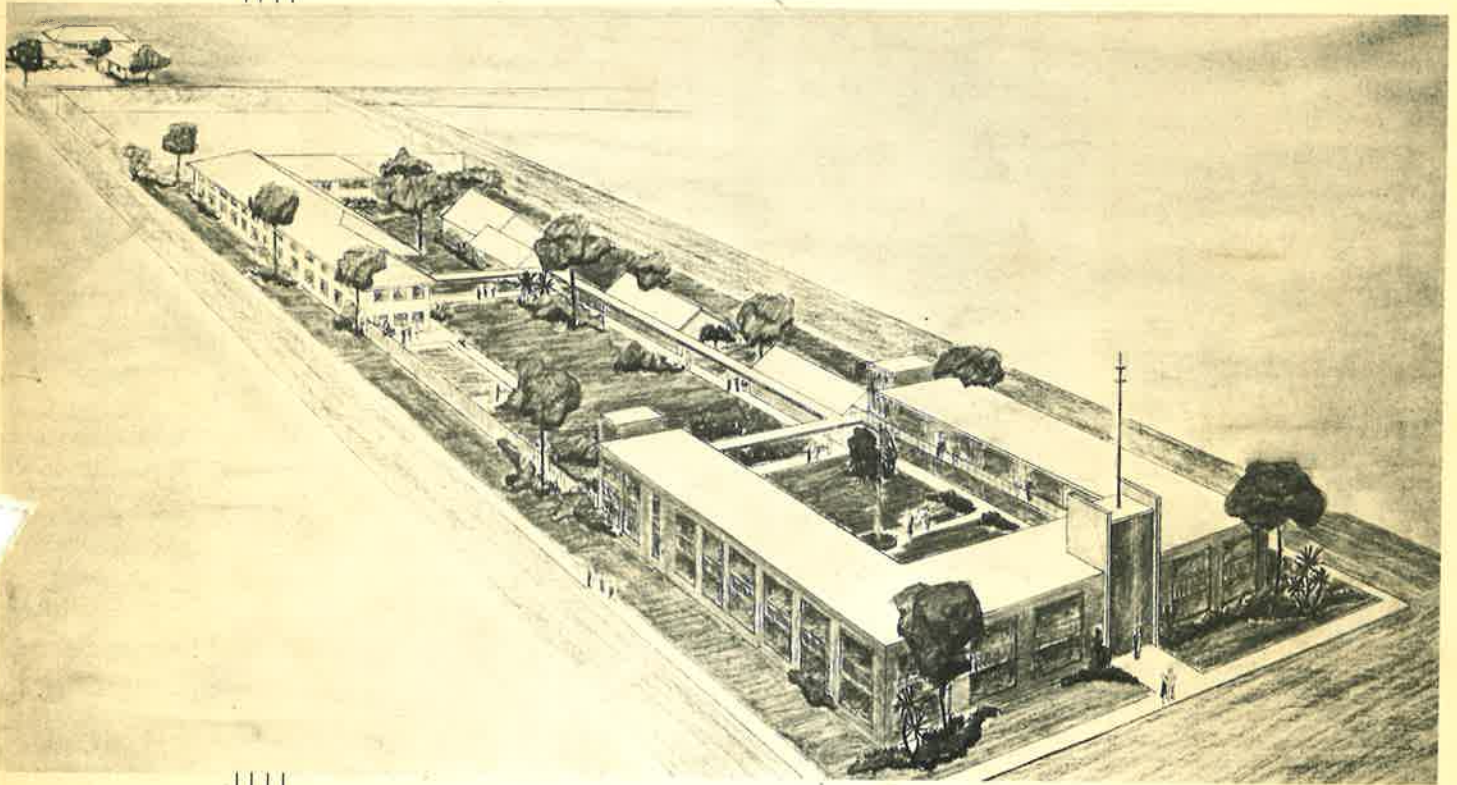


# Drake College of Florida



1401 EAST BROWARD BOULEVARD  
FORT LAUDERDALE, FLORIDA 33301

OFFERING SPECIALIZED BUSINESS TRAINING AND  
COLLEGIATE PROGRAMS FOR CAREERS IN BUSINESS



BULLETIN AND COURSE OUTLINES

1965 - 1966

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Dr. S. J. Drake, President

**Greetings from the President:**

Opportunities in the business world of today are more numerous and more varied than at any time in the history of our nation. The rewards in business, industry, and the professions are also greater than ever. But the educational qualifications are also higher than ever.

There is an increasing demand of employers for college-trained office personnel. Years ago the first question personnel officials asked was: "Do you have a high school diploma?" Today, for the better positions with the better companies, the question is: "Do you have a college degree?"

According to a forecast by the U. S. Office of Education, about one and one-quarter million degrees will be conferred annually ten years from now. Because each year more and more people are acquiring more and more education, it would behoove everyone to acquire just as much education as possible.

Drake College of Florida is a degree-granting college of business administration and secretarial science with the following divisions:

- Collegiate Division with programs leading to baccalaureate degrees (B.B.A. and B.S.S.)
- Junior College Division with programs leading to associate degrees (A.C.S.)
- Business School Division with shorter programs leading to diplomas

Drake College is receiving national attention because of the educational program it has developed. Approximately sixty per cent of the required time in degree programs is devoted to business subjects with the remaining forty per cent devoted to general education. In the conventional business school diploma and certificate programs, Drake College places great emphasis on skill.

The primary purpose of Drake College is to educate and train men and women for careers in business. Whether you have in mind a baccalaureate degree, an associate degree, or a diploma, Drake College with its outstanding programs is in a position to help you. On the following pages are some facts about Drake College and outlines of courses offered. After reading this catalog, we feel confident you will appreciate why so many men and women, young and old, have chosen Drake. We hope you will make the same choice, too.

## TRUSTEES OF THE COLLEGE

Dr. Stanley J. Drake	President of Drake College
Dr. Ernest W. Veigel, Jr.	President, R.B.I. Enterprises, Inc. Rochester, New York
Dr. Robert W. Miller	School of General Studies Columbia University, New York City
J. E. Dalton	Secretary-Treasurer of Drake College
Louis J. Fifer	Vice President - Public Relations First Federal Savings and Loan Association of Broward County
Robert E. Cobb	Attorney, Jansen, Cobb, Haines & Baxter, Fort Lauderdale

## ADMINISTRATION & STAFF

Ernest W. Veigel, Jr. B.A., D.C.S.	Chairman of the Board
Stanley J. Drake B.S., M.S., Pd.D.	President of the College
Nelson A. Lanfear B.S., M.B.A.	Vice President for Administrative Affairs
J. E. Dalton B.B.A.	Secretary-Treasurer
J. Frank Dame B.S., M.S., D. Ed.	Consulting Dean
Robert W. Miller B.A., M.B.A., D.C.S.	Educational Consultant
E. S. Drake B.A., M.A., Ph.D.	Educational Consultant
David J. Vogt A.B., M.S.	Educational Counselor
Greg Taylor B.A., M.S.	Public Relations
Daniel D. Peschio, M.D.	College Physician
Hazel H. Kline, R.N.	College Nurse

## F A C U L T Y

S. J. Drake B.S., M.S., Pd.D.	Secretarial Science, Management and Esperanto
Nelson A. Lanfear B.S., M.B.A.	Finance and Management
David J. Vogt A.B., M.S.	Psychology & Ethics
Hazel H. Kline R. N.	Medical Secretarial & Technology
Alan G. Cameron A.B., B.B.A.	Accounting and Mathematics
Frank H. Martens B.B.A., M.A.	Real Estate
Helen Delpit B.S.S.	Secretarial Science and Typewriting
Elizabeth D. Pearce B.A.	English, Psychology, Logic
Marion A. Lanfear B.S.S.	Shorthand and Office Machines
Joseph Bosco B.A., M.A.	Social Science, Italian
Henry Bohus	Esperanto
Antonio Vitar LL.D., C.P.A. (Cuba)	Spanish
John A. Miller LL.B.	Law
Wilfredo Borroto Pd.D., C.P.A. (Cuba)	Spanish, Accounting, Economics Business Statistics
George Chen B.A., M.A., D.C.S.	Special Lecturer - The Far East Oriental Philosophy
Harold Kenneth Fink A.B., M.S., Ph.D.	Psychology & Philosophy

## DRAKE COLLEGE CALENDAR

### Summer Term 1965

Classes Begin	Monday, June 7, 1965
Independence Day - Holiday Observed	Monday, July 5
First 6-week Term Ends	Friday, July 16
Two-week Summer Vacation Begins	Saturday, July 17
Two-week Summer Vacation Ends	Sunday, August 1
Second 6-week Term Begins	Monday, August 2
Labor Day - Holiday	Monday, September 6
Second 6-week Term Ends	Friday, September 10

### Fall Term 1965

Fall Term Begins	Monday, September 13, 1965
Mid-Term Classes Begin	Monday, October 25
Veterans' Day - Holiday	Thursday, November 11
Thanksgiving Vacation	Thurs. & Fri., Nov. 25 & 26
Fall Term Ends	Friday, December 3

### Winter Term 1965

Classes Begin	Monday, December 6, 1965
Christmas Vacation Begins	Saturday, December 18
Christmas Vacation Ends	Sunday, January 2
Classes Resume	Monday, January 3, 1966
Washington's Birthday - Holiday	Tuesday, February 22
Winter Term Ends	Friday, March 11, 1966

### Spring Term 1966

Classes Begin	Monday, March 14, 1966
Good Friday - Holiday	Friday, April 8
Memorial Day - Holiday	Monday, May 30
Spring Term Ends	Friday, June 3, 1966
One-week Vacation	June 4 through June 12

### Summer Term 1966

Classes Begin	June 13, 1966
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### Fall Term 1966

Classes Begin	September 19, 1966
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## THE HISTORY OF DRAKE COLLEGE

What is now known as Drake College of Florida had its beginning in the spring of 1940 as the Walsh School of Business Science when three rooms were rented in an office building in downtown Fort Lauderdale. From this very modest beginning, the school continued to grow and six years later—1946 the school was moved to larger quarters in a modern office building in downtown Fort Lauderdale and the name of the school was changed to Broward Business College because it served the people of Broward County.

It was in the year 1948 that Dr. S. J. Drake, President of Drake College of Florida, and his wife, Virginia Drake, business teacher and registrar, became associated with the business college. The business college expanded its course offerings and added the Hotel Training Institute and the Real Estate Institute to its already well-developed Business Administration and Secretarial Science Departments. It was one of the first private business schools in the State of Florida and the South to become accredited by the Accrediting Commission for Business Schools as a two-year professional school of business.

On June 18, 1956, Broward Business College was incorporated under the laws of the State of Florida. A few years later, in keeping with the broadening of the curricula, the use of college-level textbooks, and the employment of college-trained teachers, the word "Business" was dropped, and the name Broward College was adopted.

In June of 1961 the college moved into a new air-conditioned college building designed specially for a small college with plenty of room for continued expansion. On April 12, 1962, the college became a non-profit institution of higher education for business. On March 4, 1963, by action of the Board of Trustees of the college, the name "Broward College" was changed to "Drake College of Florida" because of the confusion that existed locally between Broward College and a public junior college, Broward Junior College.

Early in 1964 a plan was developed whereby approved and accredited business colleges could become affiliated with Drake College of Florida for the purpose of having graduates of their two-year programs continue their education at Drake College without the loss of credits and earn a B.B.A. or B.S.S. degree. To date one hundred & fifty business colleges and junior colleges in forty-five States, including Hawaii, as well as Canada, have been approved and are affiliated with Drake College, which is receiving both national and international attention.

## FORT LAUDERDALE . . . .

### Home of Drake College Abounds with Excitement and Metropolitan Activities

The city of Fort Lauderdale is renowned for its wonderful climate and golden beach on the Atlantic Ocean. While the climate and tourist attractions make Fort Lauderdale a pleasant place to live, it has even more to offer the student of Drake College. Off-campus cultural and educational opportunities are plentiful as a supplement to academic study.

**CLIMATE:** A thirty-year Weather Bureau record shows the average winter afternoon temperature is 75.4 degrees. And thanks to the reliable trade winds blowing in off the cool sea, summers are surprisingly comfortable. During June, July, and August the high temperatures are usually in the high 80s or low 90s. The low temperatures range from 71 to 74 during those months. The even temperatures often mean a savings in students' wardrobes compared to the various seasons of the north.

**VENICE OF AMERICA:** Located on the lower East Coast of Florida, the tidewaters of the Atlantic Ocean flow into Fort Lauderdale through a maze of lagoons, bays, rivers, and canals. You can crisscross the city by boat and the area is a center for boating on the East Coast of the United States. That's why Fort Lauderdale is aptly called the "Venice of America."

**SPORTS:** Deep sea game fishing is a top attraction in Fort Lauderdale and is easily done aboard fleets of charter boats and drift fishing boats. Inland are fresh water streams and conservation areas that make up some fine fresh water fishing spots. Other outdoor sports are to be found on fine facilities for golf, tennis, archery, horseback riding, shuffleboard, early winter hunting, water skiing, airboat rides in the Everglades. In fact, water sports and other outdoor activities are nearly unlimited in Fort Lauderdale, where you will even find ice skating and hockey at a large arena.

**THE BEACH:** Fort Lauderdale is blessed with one of the longest and broadest stretches of public-owned beaches in Florida. Some wise pioneer residents provided it and the beach itself is protected from heavy seas by coral reefs that parallel the shore.

For young men and women, the beach is more than a watering spot. It's a place to make friends and enjoy relaxed good times in leisure hours. Visitor and resident alike are inclined to unwind and relax in its healthy, warm environment. The beach is internationally famous as the invasion point for thousands of spring vacationing college students, as the place Billie Graham spoke to the youth of the country and as a setting for a movie -- "Where the Boys Are."

**EDUCATIONAL ACTIVITIES:** Besides the usual avocations of a tourist mecca, Fort Lauderdale and vicinity offers opportunities to broaden the student's outlook. A good example is Port Everglades, one of the deepest harbors in the South, where dozens of luxury cruise ships and Navy vessels call, many of them conducting public open house.

In contrast, there are cattle ranches and citrus groves to visit and a Seminole Indian reservation west of the city. Within an hour's drive of Drake College are the famous Seaquarium where ocean life can be observed, the Fairchild Tropical Gardens, and the Everglades National Park, to mention a few of the worthwhile attractions. Trips can be planned also to Cape Kennedy on the Central East Coast of Florida to get a peek at our nation's space exploration nerve center.

**CULTURAL ACTIVITIES:** There are 118 churches and synagogues, representing nearly every religious denomination, in Fort Lauderdale. The city is proud of its very active Museum of the Arts that not only displays paintings and artworks by the nation's artists but holds lectures and classes in art. The Fort Lauderdale Symphony Orchestra performs regular winter concerts that are awaited by lovers of serious music. Leading stars of the Metropolitan Opera are brought to the city by the Fort Lauderdale Opera Guild. And the War Memorial Auditorium, within walking distance of Drake College, is the scene of plays, lectures, sports events, dog shows, boat shows, and other similar events.

Some of the students from the North who came to Drake College liked Fort Lauderdale so much that after graduation they obtained positions in this city and are now living here permanently. This may not happen to you, but your stay in beautiful Fort Lauderdale while attending Drake College will be such a delightful experience that it will live among your pleasant memories throughout your lifetime.



RECREATIONAL FACILITIES ARE PLENTIFUL IN BEAUTIFUL FORT LAUDERDALE!





## OBJECTIVES OF DRAKE COLLEGE

Drake College of Florida, an institution of higher learning for business, is dedicated:

1. To provide its students with the necessary business training and academic foundation so they can make a maximum contribution to their community and realize their full potential in the business world.
2. To inculcate in its students ethical, moral, and social values and to prepare them to assume their full responsibilities in our democratic society.
3. To develop in its students the ability to think through complex problems and issues and to express themselves articulately and creatively.
4. To provide its students with a strong foundation in economics and business fundamentals so they will be prepared for a career in their chosen specialized fields.
5. To keep in close touch with business and professional men and fellow educators so that its curricula and activities are in tune with current trends.

Drake College believes that every educational institution, like every individual, must have its own personality and method of expression. Educational institutions will not reach immortality by copying or imitating one another but by pioneering and developing their own programs. Each student is entitled to as much education as possible in the area in which he is especially inclined and best suited by aptitude. Such education should be thorough, realistic, competently taught, and as accessible as possible. To these tenets of education for a diverse society in a free and responsible democracy, the trustees, staff, and faculty of Drake College of Florida are dedicated. There remains only one ingredient to fulfill this dedication--a willing student.

## INSTRUCTION AT DRAKE COLLEGE

Drake College places special emphasis upon the importance of the professor and instructor. It realizes that the success of any educational program is determined largely by the character and competence of the members of its faculty. The faculty is composed of men and women who are highly qualified by their academic training, their business experience, their teaching experience, and their understanding of people.

Everything at Drake College is taught from the practical viewpoint of the businessman and the business world. Class lectures, supervised textbook study, laboratory practice, case method, and research work--these are all correlated with the objective of a practical business education. Students learn to apply theory to the everyday practice of business. During the laboratory periods the student receives individual help from the instructor. With the case method of instruction, the student learns to analyze problems that have actually confronted business organizations.

The College makes full use of the latest audio-visual equipment. Motion pictures, film strips, slides, programmed instruction, as well as tape recorders and record players, are frequently used to make the teaching more effective.

The atmosphere of the College is most conducive to study and progress. The modern, air-conditioned classroom building is so constructed that no outside noises or distractions can be heard in any room. Small classes give a relaxed informal atmosphere.

Many of the suggested course outlines at Drake College are flexible. They allow for a number of electives in each quarter. The substitution of one subject or course for another is permitted with the Dean's approval where an individual's employment or educational objectives may be better served by the change. Variation in sequence of courses for comparable reasons is allowed where class schedules permit.

#### THE VIRGINIA JUDSON MEMORIAL LIBRARY

The college library was named in honor and memory of Mrs. Virginia Judson, a devoted teacher who died in July of 1964 after serving for five years as head of the English department and as librarian. The Library is well selected and readily available to all students during the day and evening. Although most of the books are in the areas of business and finance, there are general and literary works in addition to professional texts. This collection is continually added to by the acquisition of new authoritative business publications as they are determined to be useful for research or for study.

Within a few minutes' walk from the College is the modern Fort Lauderdale Public Library, the facilities of which are readily available to the faculty and the students of Drake College. The combined facilities of the college library and the Fort Lauderdale Public Library offer unusual opportunities for a student to experience a wide scope of supplementary reading, reference work, and research.

## ADMISSION REQUIREMENTS AND POLICIES

General Policy. All courses offered by Drake College are conducted at the college level. Admission requirements are designed to select students who are likely to be successful in and profit from a Drake College program of study. Only those applicants who are able to present evidence that they have completed a high school course of study or its equivalent, or who are able to demonstrate equivalent competence by test, will be considered for admission.

As Drake College of Florida has three divisions--the Business School Division, the Junior College Division, and the Collegiate Division--specific admissions requirements would depend upon the Division in which the applicant wishes to enroll.

### THE BUSINESS SCHOOL DIVISION--DIPLOMA PROGRAMS

Anyone who has a high school diploma or holds a recognized high school equivalency diploma on the basis of the General Educational Development (G.E.D.) test scores would qualify for admission to this Division of the College. The only other requirement would be the taking of the Drake College Business Aptitude Tests.

Adults may enroll in any of the Certificate courses, irrespective of their educational background, whenever in the opinion of the Director of Admissions, based on the results of the Business Aptitude Tests, they have adequate preparation and are employable in the business world. Many business positions are competently handled by adults who have not had high school training. Those who can master the necessary business skills need have no hesitancy in training for business positions, since experience and mature judgment frequently compensate for lack of formal training. It is not our purpose to deny the advantages of our training to ambitious students of good character whose industry and ability will overcome the handicap of a limited early education. It is believed that certain personal qualities are just as important as mental ability in furthering a student's business career. The Admissions Committee's decisions are governed by aptitude, motivation, and the interest of the student.

### THE JUNIOR COLLEGE DIVISION--ASSOCIATE DEGREE PROGRAMS.

Applicants who are candidates for admission to one of the Associate Degree programs while not required to present the results of either the Scholastic Aptitude Test of the College Entrance Examination Board or the American College Test are strongly urged to do so. They are, however, required to take the Drake College Business Aptitude Tests.

## THE COLLEGIATE DIVISION--BACCALAUREATE PROGRAMS

### ADMISSION OF HIGH SCHOOL GRADUATES

High school seniors who are considering applying for admission to one of the baccalaureate programs leading either to a B.B.A. or a B.S.S. degree must take either the Scholastic Aptitude Test of the College Entrance Examination Board or the American College Test. High School students are encouraged to take these tests as early in the senior year as practicable. Full information concerning these tests, sample questions, and registration forms may be obtained from the local high school or by writing to:

College Entrance Examination Board  
Box 592  
Princeton, New Jersey

The American College Testing Program  
330 East Washington Street  
Iowa City, Iowa

Although no special class standing is required, preference is given to students who rank in the upper half of their classes.

### ADMISSION ON BASIS OF HIGH SCHOOL EQUIVALENCY DIPLOMA

An applicant who holds a recognized high school equivalency diploma may be approved for admission for a degree or associate degree program on the basis of the General Educational Development (G.E.D.) test scores. On this test the total score must be at least 300, with a minimum score of 50 on each individual part of the test. Applicants must submit directly to the Director of Admissions of Drake College photostatic copies of both their test scores and diploma. Applicants for admission to degree programs must also submit a satisfactory score on either the Drake College Entrance Examination or the Scholastic Aptitude Test.

### RESIDENT REQUIREMENTS

No matter how many transfer credits are accepted by Drake College, a candidate for graduation must have earned the following minimum credits in residence at Drake: for a Bachelor's degree, a minimum of 64 quarter-hour credits in residence; for an Associate degree, a minimum of 32 quarter-hour credits in residence; for a Diploma, a minimum of 20 quarter-hour credits in residence. "In residence" means that credits must have been earned at Drake College.

### ADMISSION OF GRADUATES OF JUNIOR COLLEGES

Graduates of recognized two-year colleges who have a 2.0 cumulative quality point average (on the 4.0 scale) may enter Drake College in their junior year. If the work completed in the two-year college has been centered in the liberal arts, the preponderance of the work at Drake College will be in professional studies. However, the student whose two-year-college work has been centered in business studies would complete his liberal studies and his advanced professional courses in the remaining two years at Drake College. Students who have had no courses in accounting and who elect a major in accounting may have to spend an additional quarter or two to complete the degree requirements because of the sequential nature of the subject matter.

### ADMISSION BY TRANSFER FROM SENIOR COLLEGES

Students attending senior colleges may transfer to Drake College if they have maintained an average of C or above and are in good standing. Students withdrawing from other institutions because of poor scholarship are ineligible to enter Drake College until indications of a higher level of achievement are realized. This statement does not apply to those students who are changing their educational objectives. Neither does this statement apply to those who want to enroll in the Business School Division and pursue a course leading to a diploma rather than a degree.

Transfer students should request that an official transcript from each college and university previously attended be sent by each registrar to the Director of Admissions.

### ADMISSION OF GRADUATES OF AFFILIATED BUSINESS COLLEGES

Requirements for admission of graduates of business colleges which are affiliated with Drake College are given in detail elsewhere in this Bulletin. In accepting credits from any other institution, Drake College reserves the right to review them later if the student is found deficient in the courses which the credits represent. Final determination of the value of transfer credit rests solely with the Director of Admissions.

### ADMISSION OF FOREIGN STUDENTS

Foreign students applying for admission must submit with their application official transcripts of their secondary and college work with three notarized translations. These transcripts should include the specific dates of school attendance, the courses taken during each year of attendance, and the grades received for each course. The same conditions for admission will prevail for foreign students, including submission of the C.E.E.B. test scores, as for American students. Satisfactory evidence of successful mastery and command of the English language will be required of all foreign students. All records should be submitted well in advance of the opening of the quarter for which the student plans to enroll, since they must be evaluated before Form I-20 (Immigration Certificate of Acceptance) can be sent to the applicant.

## ADMISSIONS PROCEDURE

Applicants are advised to file an Application for Admission as far in advance of the starting date as possible because approval of candidates for admission is on a selective basis. High school seniors are advised to file applications as early in the senior year as practicable in order to insure equal consideration with other candidates. A student who has completed his course in high school or preparatory school may apply at any time.

Steps to be followed:

(1) Obtain an Application for Admission by calling or writing to the Director of Admissions.

(2) Fill out the Application, attach an application fee of \$25, and send both to the Director of Admissions.

(3) The College will send for a transcript of the applicant's secondary school record upon receipt of the Application.

(4) Transfer students will follow the same procedure as that outlined above, with the additional requirement that they arrange to have transcripts of their scholastic record at previous colleges and universities sent to the Director of Admissions.

(5) Applicant should arrange for a personal guidance interview (unless the distance to be traveled exceeds 250 miles).

(6) Arrangements should be made for the applicant to take the Drake College Business Aptitude Tests. These tests should be taken prior to starting classes but applicants living at a great distance from the college can arrange to take the tests shortly after the start of their classes. Drake College requires the taking of the Business Aptitude Tests because of the double responsibility it assumes for each student: (1) to be sure he receives the most effective training; and (2) to be sure that he is preparing for the kind of career or position that he is best qualified by ability and aptitude.

(7) When Application is received, it will be acknowledged immediately. It will be processed as rapidly as possible and applicant will be notified of acceptance or rejection.

## ADMISSION DATES

As the College is on a quarterly basis, with each term approximately twelve weeks in length, there are four regular opening dates for beginning students. In addition, certain two-credit-hour courses begin in the middle of each quarter, making it possible for new students who could not start at the beginning of one of four quarters to start in the middle of the quarter. It is advisable to contact the Director of Admissions for the exact opening dates.



CREDITS EARNED AT BUSINESS COLLEGES  
AFFILIATED WITH DRAKE COLLEGE

There are over 150 accredited and approved business schools and junior colleges of business which are affiliated with Drake College of Florida for the purpose of transfer of credits. These schools are in forty-five States, including Hawaii, as well as Canada. The number of affiliated schools continues to grow.

All credits earned by graduates of business colleges affiliated with Drake College will be accepted by Drake College toward a Bachelor's degree (B.B.A. or B.S.S.), provided the credits being transferred carry a grade of "C" or better. Graduates of affiliated schools will be required to earn the difference between the total credits earned and the 192 quarter-hour credits (equivalent to 128 semester hours) required for a Drake College degree. However, no matter how many transfer credits a student has, he must earn a minimum of 64 quarter-hour credits at Drake to meet Bachelor degree requirements and a minimum of 32 quarter-hour credits to qualify for an Associate degree.

If credits at affiliated schools and colleges are figured in terms of semester hours, they can be converted very easily to quarter-hour credits by multiplying the semester-hour credits by three and dividing by two. The result will be the equivalent quarter-hour credits because two-third of the quarter-hour credits are equivalent to semester hours. (For example, 60 quarter hours are equivalent to 40 semester hours.)

A standard or normal class load at Drake College is 16 quarter-hour credits for each 12-week quarter. Students who maintain a "B" average or better at previous schools or colleges are permitted to take courses totaling 20 quarter hours. Most students who have completed two full years (24 months) at an affiliated school or college can meet the requirements in nine to twelve months, depending upon how many credits have been transferred and the number of credits earned each quarter at Drake College.

Students who are attending one of the business colleges affiliated with Drake must first complete the program or course for which they are enrolled and receive a diploma before they can be considered for admission to Drake College. A transcript of the transferring student's scholastic record and a letter of recommendation from the school or college last attended must be received by the Director of Admissions before the Application for Admission can be accepted.

## FINANCIAL INFORMATION

### TUITION FOR FULL-TIME STUDENTS

Tuition at Drake College of Florida is \$240 a quarter for a full course of study, which consists of courses or subjects totalling 16 quarter-hour credits. Students who want to carry more than 16 credit hours a quarter must obtain permission from the Dean. Permission to carry more than the normal class load will be given only when the scholarship of the student warrants it. In such instances, additional tuition of \$15 per quarter hour will be charged for courses or subjects exceeding 16 credit hours.

If tuition for more than one quarter is paid in advance, the following cash discounts will apply: four quarters' tuition in advance, 10% discount; three quarters' tuition in advance, 7½% discount; two quarters' tuition in advance, 5% discount. No discount applies when tuition is paid one quarter in advance.

### TUITION FOR PART-TIME STUDENTS

The following tuition will apply to students enrolled for fewer than four courses: one course, \$75; two courses, \$150; three courses, \$225.

### F E E S

Application Fee (to accompany Application)	\$25.00
Late Registration Fee	5.00
QUARTERLY FEES PAYABLE BY STUDENTS WHEN APPLICABLE:	
Typewriter fee, per quarter	2.00
Tape Recorder fee, per quarter	2.00
Machine transcription fee (Dictaphone), per quarter	2.00
Business machine fee, per quarter	5.00
Proficiency Examination, per credit hour	2.50
Make-up and special examinations	5.00
QUARTERLY FEES PAYABLE BY ALL DEGREE AND DIPLOMA STUDENTS:	
Nurse's care at College, per quarter	1.00
Library fee, per quarter	1.00
Activity fee, per quarter	2.00
GRADUATION FEE (payable at beginning of last Quarter)	15.00

## TEXTBOOKS AND SUPPLIES

As in all colleges, books and supplies are not included in the tuition. The cost of textbooks and supplies, including stationery, pens, pencils, etc., varies with the different courses. All supplies are sold by the college bookstore at reasonable prices.

## REFUND POLICY

Although Drake College is a non-profit educational institution, it does not receive financial support from sources other than tuition charges and fees. Contracts with faculty and staff and commitments for maintenance and other expenses in the budget are made by the year, and expenses involving the operation of the College do not diminish when students are absent, away on vacation or leave of absence, or withdraw before completion of their course or program. Each student is accepted with the understanding that he or she has registered for the entire program or course of study selected.

No refund of tuition or fees can be made in the event of a student's withdrawal during the school term except by reasons of death, serious illness, or other unusual circumstances beyond the control of the student, when application for a refund may be made. On an approved application for refund, proportionate refunds of tuition shall be made in accordance with the following schedule:

Withdrawal before the beginning of classes .....	100%
Withdrawal before completion of first full scheduled week of classes	75%
Withdrawal before completion of second full scheduled week of classes	50%
Withdrawal before completion of third full scheduled week of classes	25%
Withdrawal beyond third week of classes.....	NONE

There is no rebate on fees. There will be no refund on individual subjects or on short, intensive courses of less than two quarters in length. There is a special refund policy in the case of Veterans, which is in accordance with the Veterans Administration regulations.

## DORMITORY ROOMS FOR MEN

Drake College has dormitory facilities on the campus for a limited number of men. Rentals run from \$7 a week and up, depending on the type of room and whether the room is occupied by one or two students. Students have access to a stove for cooking and a refrigerator. A deposit of \$120 is required of each young man who will be living on the campus in order to reserve the room. This reservation fee will apply on the room rental and is not refundable.

## HOUSING FOR YOUNG WOMEN

The College is negotiating for additional dormitory space for women. Persons interested should inquire of the Director of Admissions. Arrangements can also be made for young ladies to live in supervised rooms, apartments and houses within walking distance of the College. We have a list of fine homes (of all religious faiths) who are willing to have our students board with them. All places are approved by the College before the young ladies move in.

## COLLEGE EDUCATION LOAN PLAN

The policy at Drake College is such that there is absolutely no reason why any young man or woman who sincerely desires a business education cannot achieve this goal--regardless of the financial condition. Consequently, Drake College students in need of financial assistance can avail themselves of the College Education Loan Plan of Funds for Education, which meets the requirements of Drake College.

Under this Plan, advances up to \$2500 per year will be made for educational expenses which may include such items as tuition, fees, room and board, books, travel, etc.

Families living anywhere may apply and advances will be made to Drake College or directly to the parent at the time school bills are due.

Contracts covering 1, 2, 3 and 4 school years are available. The maximum amount advanced under any one contract is \$10,000. The minimum advanced at any one time is \$350.

Monthly repayment schedules can be arranged for periods ranging from 12 months to 6 years, depending on the school period covered.

A contract may be cancelled at any time without penalty.

Life and health insurance is included in all contracts.

Drake College has no financial interest in, and derives no benefits from The Education Loan Plan. Mention of its availability is included in this catalogue because of increasing interest in budget-payment programs.

Parents who wish to use the Plan, or who would like additional information about it, should write directly to Funds For Education Inc., 319 Lincoln Street, Manchester, New Hampshire.

## STUDENT EMPLOYMENT

The Student Employment Service is maintained by the College to aid students in finding part-time employment, although the College cannot guarantee work to anyone. It is not advisable for students to plan on doing part-time work during the first quarter, as considerable time may be needed to get a good start in the college study program. Even after the first quarter, the College does not recommend part-time employment unless the student's scholastic record is satisfactory.

## Student Activities Planned to Make You A Better Person and a Better Employee

Drake College believes that a college is more than a classroom. It is the sum of all its activities that contribute toward personal growth, individual maturity, and an appreciation of a well-rounded life. Participation in activities is looked upon as an important part of the educational process.

Most of the bigger companies, and many of the smaller ones, have a separate program of social, athletic, and community activities of their own, quite apart from their regular business routine. Consequently, your value as an employee increases in proportion to your ability to participate in such a program and to contribute your talent and enthusiasm to it. All of the better companies are searching for this particular type of person; and if you have had such training at Drake College, your opportunities of finding the position you want are greatly increased.

Being well aware of this situation, Drake College feels a definite obligation to give you a wide background of experience in leisure-time pursuits and community projects. You will find this a happy period of personal discovery, a rewarding stage of self-development which will bring out the best that is in you and help to make you the person of greater stature.

### RELIGIOUS LIFE ENCOURAGED

Drake College is nonsectarian but encourages religious activities. Most major religious faiths are represented in Fort Lauderdale and Broward County. Students are encouraged to align themselves with the religious group of their choice.

INTER-VARSITY CHRISTIAN FELLOWSHIP. I.V.C.F. is an organization of Christian students which aims to promote the cause of the Lord Jesus Christ on the Drake College campus by means of prayer groups, Bible studies, special speakers, and social and recreational outings where Christian students can find fellowship and strengthen their Christian testimony. The Drake College group is a local chapter of the Inver-Varsity Christian Fellowship, international collegiate Christian association.

NEWMAN CLUB. The Newman Club at Drake College is one of more than 500 such clubs organized at non-Catholic colleges and universities in the United States. Its objective is to deepen the spiritual and enrich the temporal lives of the Catholic students by a balanced program of religious, educational and social activities. Membership in the Newman Club is limited to Catholic students. However, students who are not Catholics are always

welcome at club activities by invitation. Meetings are held twice each month.

#### PROFESSIONAL CLUBS ADD EDUCATION PLUS

Business Administration, Marketing and Secretarial Science students are encouraged to become members of one of the professional clubs at Drake College.

ACCOUNTANTS CLUB OF DRAKE COLLEGE. Students majoring in accounting will be interested in this organization. The objectives are: (1) to further the education and understanding among students in the field; (2) to promote closer relationship between the student and the instructors; (3) to obtain qualified well-informed individuals in the field of accounting for lectures; (4) to increase the student-accountant's chances of employment after graduation.

THE EXECUTIVE LEADERSHIP CLUB OF DRAKE COLLEGE. Students who pursue the Business Administration Program and are majoring in Management will find this Club of special interest to them. The Club subscribes to several Management magazines, holds monthly meetings and discussion groups, promotes the acquisition of books in the field of Management for the College Library, and in various ways promotes interest in Management.

THE EXECUTIVE SECRETARIES' CLUB OF DRAKE COLLEGE. Students who are majoring in Secretarial Science will want to join this group, the purpose of which is to create interest in advanced, professional education in the secretarial profession. Monthly meetings are held, occasional field trips to representative business establishments are planned, and successful secretaries are invited to speak to the members of this group. The Club subscribes to "TODAY'S SECRETARY" and other publications, and promotes the acquisition of books in the field of Secretarial Science for the College Library, and in various ways promotes interest in Secretaryship as a career.

MARKETING AND SALES CLUB OF DRAKE COLLEGE. Students concentrating in the newly organized marketing major will want to take part in this organization. It is fortunate that this club can provide student association with the Fort Lauderdale Sales-Marketing Executives Club which has won national honors for its program. The purpose of the club is to gather professional journals, magazine articles, books on marketing concepts of U. S. business and to bring in outside speakers to talk on this subject.

SORORITIES, FRATERNITIES AND SERVICE ORGANIZATIONS  
ARE PLENTIFUL AND POPULAR

CIRCLE K CLUB. The Circle K club is a service organization for college men operating on the campus and is similar to Kiwanis and other service clubs. It is sponsored by the Fort Lauderdale Kiwanis Club, the oldest Kiwanis Club in Broward County. It is a leadership and character-building group which serves the campus and the community. Circle K is an opportunity for college men because it provides a means for the same type of leadership in a college community which service clubs are giving in the business and professional world. It gives students important contact with business and professional men.

Sorority and fraternity activity is always of interest to many students. Drake College has two international commerce fraternities and sororities and scholastic honorary and social fraternities.

DELTA OMEGA SORORITY and THETA CHI FRATERNITY. Chapters of Pi Rho Zeta International, the objects and purposes of which are: (1) To promote the interest of the college, students, and graduates; (2) To uphold scholastic standards of business education; (3) To encourage students to graduate and pursue thorough courses; (4) To create closer and better relationships among students and graduates; (5) To become better boosters for business education; (6) To encourage more young people to realize the value of business education; (7) To aid in the employment of graduates.

PHI THETA PI. Our KAPPA LAMBDA CHAPTER of the PHI THETA PI, International Honorary Commerce Fraternity, is composed of men who meet the following requirements: Students must have attended the College for a minimum of two quarters; have a 3.0 cumulative Quality Point average; possess high standards of character and personality.

Through the activities, a member may become better acquainted with graduate members in the field of business as well as work in a businesslike atmosphere while an undergraduate.

ALPHA IOTA. A chapter name has not been assigned to this sorority. To foster fellowship as well as scholarship at Drake College is the function of the ALPHA IOTA INTERNATIONAL HONORARY BUSINESS SORORITY. Requirements for membership are a Quality Point average of 3.0 or higher, and high standards of character, leadership, and personality. Alpha Iota has chapters in leading educational institutions throughout the United States and Canada.

KAPPA BETA FRATERNITY. This social fraternity was founded by brothers from the Kappa Beta Chapter at Rochester Business Institute in New York state, one of the affiliates of Drake College. The fraternity pledges every term and holds meetings every two weeks. Besides fellowship and social activities, Kappa Beta conducts service projects to help improve the campus.

TAU SIGMA PI FRATERNITY is a social organization which originated on the campus of Rochester Business Institute in 1946. The Drake College chapter was established in 1964 by students who transferred to Drake from R.B.I. to carry on the fraternal purpose of binding together into brotherhood its members in honor and fellowship and whose activities help to promote the progress of the school and the student body. The high ideal of brotherhood and fellowship through group effort in work and social activities remains the everlasting goal of the brotherhood.

#### ATHLETIC ACTIVITIES BUILD SOUND BODIES, LEADERSHIP

Participation in athletic activities helps to develop sound bodies and is an important factor in developing qualities of leadership, initiative, and quick thinking. Sports serve to teach the lessons of sportsmanship, to increase pride in the College, and to stimulate morale.

Drake College has a Men's Basketball Team in the YMCA City League.

Another popular sport is intramural bowling. The bowling league is composed of mixed bowling teams; men and women students are divided among the various teams. All games are scheduled in the evening.

Although Drake College does not yet have its own swimming pool, students organize swimming parties and take advantage of the more than five miles of beautiful ocean beach, as well as the Municipal Swimming Pool and the YMCA swimming pool.

Besides water sports, golf, tennis, horseback riding, and ice skating are enjoyed by some students, and opportunities are presented in Fort Lauderdale for all these sports.

#### STUDENT SENATE TEACHES DEMOCRATIC PROCESS

The Student Senate is the undergraduate governing body of the College and includes both elected and appointed members. Each student is a voting member and is entitled to run for and to hold office in the Student Council. The officers of the Senate are: President, Vice-President, Secretary, and Treasurer. They are elected by the student body every other Quarter. The Drake Student Senate is a member of the U. S. National Student Association.



A member of the administrative staff serves as advisor for student extra-curricular activities and helps student body officers in planning a variety of such activities.

#### COLLEGE NEWSPAPER PUBLISHED BY STUDENTS

The BEACHCOMBER, an undergraduate publication, is the official newspaper and voice of the student body. The students write and edit stories and prepare advertising. The BEACHCOMBER contains news about the College, sports, fashion and women's interests, clubs and organizations, personals, and alumni news.

#### WINTER WEEKEND, SPRING WEEKEND, ALL-COLLEGE PICNIC AMONG THE SOCIAL EVENTS

The Student Council sponsors an annual Picnic either in September or early in October at the Hugh Taylor Birch State Park by the Fort Lauderdale Beach. The purpose of this annual picnic is to give students and faculty and staff an opportunity to become better acquainted.

Highlights of the student social calendar are the Winter and the Spring Weekends. Each club and organization nominates a girl to compete for Winter Weekend Queen who is chosen for beauty, poise and personality. Activities include regular school dances and Fraternity and Sorority parties to which the entire student body is invited, dance contests, a semi-formal dance in a Fort Lauderdale restaurant and a picnic at a nearby State park.

#### ALPHA BETA INTERNATIONAL HONORARY COMMERCE SOCIETY

This international honor society was founded on the campus of Drake College of Florida by its President, Dr. S. J. Drake, to encourage and reward excellence in scholarship, high personal standards, distinction in achievement, and leadership.

Membership is open to both men and women who are enrolled in two-year programs in the business schools that are affiliated with Drake College and in two-year and four-year programs at Drake College and who have a quality point average of 3.5 or higher after earning a minimum of 96 quarter hours' credit (equivalent to 64 semester hours' credit). In addition to a very high scholastic standing, other qualifications are character, desirable personal qualities, social adjustment, and evidence of leadership attributes. Students who meet the high standards and qualifications are elected to membership by the faculty members of the school or college which has a local chapter of Alpha Beta.

Election to Alpha Beta is the highest scholastic honor that a student in business administration or secretarial science in a private business school or college can win. Alpha Beta is in the field of private business education what Phi Beta Kappa is in the liberal arts colleges and universities.



PLANNING THE COLLEGE PAPER



OFFICERS OF THE CIRCLE K CLUB OF DRAKE COLLEGE



DR. CHEN SPEAKS TO THE MANAGEMENT CLASS



YOU ARE ALWAYS SOMEONE SPECIAL  
WHEN YOU GRADUATE FROM DRAKE COLLEGE



FASHIONS BY DRAKE COLLEGE STUDENTS



MAY WE HELP YOU?



BREAK TIME AT THE SNACK SHOP



TIME TO STOP AND CHAT



AWARDS ARE GIVEN BY DR. DRAKE



ADDING BOOKS TO THE LIBRARY



ARRIVING AT THE COLLEGE DORMS



OFFICERS OF THE EXECUTIVE LEADERSHIP CLUB OF DRAKE COLLEGE



YANKEES TRAIN IN FORT LAUDERDALE  
DRAKE COLLEGE STUDENT VISITS DiMAGGIO AND BERRA



MALE BOWLING TEAM



STUDENT COUNCIL



WINTER WEEK END QUEEN

COLLEGES AND UNIVERSITIES FROM WHICH STUDENTS HAVE TRANSFERRED TO DRAKE COLLEGE

During the past twenty-five years, students and graduates from the following colleges and universities have attended Drake College of Florida:

Alabama, University of	Cornell University
American University, The	Cumberland University
Amherst College	Dartmouth College
Anderson College	Dayton, University of
Andrew College	Dean Junior College
Arizona State College	Denison University
Armstrong College	De Paul University
Asbury College	Detroit, University of
Assumption College	Duke University
Auburn University	Edgewood College of the Sacred Heart
Baker University	Emerson College
Ball State Teachers College	Emory University
Barry College	Farmington State Teachers College
Beaver College	Florida Southern College
Belmont College	Florida State University
Bennett College	Florida, University of
Boston University	Geneseo, College at
Bowling Green State University	Georgia State College
Bradford Junior College	Georgia Institute of Technology
Briar Cliff College	Georgia, University of
Bridgeport, University of	Gettysburg College
Brown University	Goucher College
Bryn Mawr College	Hiram College
Bucknell University	Hunter College
Burdette College	Husson College
Campbell College	Illinois, University of
Centenary College	Indiana University
Cincinnati, University of	Iowa State College
Citadel, The Military College of South Carolina	Iowa, University of
Clarkson College of Technology	Jamestown College
Colby Junior College for Women	John Brown College
Colorado State University	John Carroll University
Columbia University	John Hopkins University
Connecticut College	Kansas State Teachers College
Connecticut, University of	Kent State University
Cooper Union	Kentucky, University of
	Lake Erie College

Lake Forest College	Providence College	Wheaton College
Lawrence College	Rollins College	William Smith Colleges
Lebanon Valley College	Rosary College	Wisconsin, University of
Louisville, University of	Russell Sage College	Wittenburg College
Loyala University	Sacred Heart Junior College	Woodbury College
Lynchburg College	St. Cloud State College	Wyoming, University of
Manhattanville College of the Sacred Heart	St. Joseph College	
Mars Hill College	St. Mary's College	
Mary Baldwin College	St. Petersburg Junior College	
Maryland State College	South Carolina, University of	
Maryland, University of	Smith College	
Maryville College	Springfield College	
McGill University	Stetson University	
McMaster University	Sullins College	
McNeese State College	Syracuse University	
Mercer University	Tampa, University of	
Miami University	Taylor University	
Miami, University of	Temple University	
Michigan State University of Agriculture & Applied Science	Tennessee, University of	
Michigan, The University of	Middle Tennessee State College	
Middlebury College	Trinity University	
Millsaps College	Tri-State College	
Minnesota, University of	Tufts University	
Montreat-Anderson College, Inc.	Tulsa, University of	
Mount Holyoke College	Utica College	
New Hampshire, University of	Vanderbilt University	
New York University	Vassar College	
Nichols College of Business Administration	Virginia Polytechnic Institute	
North Carolina, University of	Vienna, University of	
Northwestern University	Wake Forest College	
Ohio State University, The	Washington University	
Ohio Wesleyan University	Wayne State University	
Oneonta, College at	Waynesburg College	
Pennsylvania, University of	Weber College	
Pine Manor Junior College	Wellesley College	
Pittsburgh, University of	Wesleyan College	
Pratt Institute	Western Maryland College	
	Western Ontario, University of	

## COLLEGIATE DIVISION

DRAKE COLLEGE, realizing the increasing demand of employers for college-trained office employees, has developed a program unique in American education. Basically the program devotes approximately sixty per cent of the required time to business subjects with the remaining forty per cent devoted to general education. As much as fifty per cent may be devoted to general education provided the student completes the necessary requirements of his major field of study.

BACCALAUREATE DEGREES may be earned in the following areas: Accounting, Management, Marketing and Selling, and Secretarial Science. These are standard degrees that may be earned in four years of thirty-six weeks each or three years of forty-eight weeks each. Students capable of maintaining a "B" average may carry extra subjects that will reduce the time to two and three-fourths calendar years or in rare cases to two and one-half years.

HONOR COURSES may be carried by students maintaining a "B" average. Such courses are taken by special arrangement with an instructor who checks at least weekly with the student to assure normal progress. This is designed to assist the student who approaches the end of his course without completing a subject required for graduation.

Courses completed in the junior college division and the business school division may be applied to the BACCA-LAUREATE DEGREE. Courses completed in other junior colleges and accredited business schools may also be applied toward such degrees.

BACHELOR OF BUSINESS ADMINISTRATION DEGREE  
(B.B.A., Accounting Major)

<u>Required Courses</u>		<u>Qtr. Hrs.</u> <u>Credit</u>
A101, A102, A103	Fundamental Accounting I, II, & III	12
EN100	Refresher English	2
EN101	Reading Development	2
EN151, EN152	College Grammar I & II	8
MG101	Introduction to Business Enterprise	4
MT101, MT102, MT103	Business Mathematics I, II, & III	12
PS100	Applied Psychology	4
T101	Elementary Typewriting	4
A202	Payroll Accounting	4
A251, A252	Intermediate Accounting I & II	8
E201, E202	Principles of Economics I & II	8
EN201	Business Communications	4
EN250	Report Writing	4
F250	Credits & Collections	4
H201, H202	American History I & II	8
LW201	Business Law	4
A301, A302	Cost Accounting I & II	8
A351, A352	Advanced Accounting I & II	8
E301	Money & Banking	4
EN375	Effective Speaking	4
F301	Financial Analysis	4
F351	Budgetary Control	4
G301	U. S. Government	4
G350	Gov't & Business Relationships	4
PH301	Business Ethics	4
A401, A402	Auditing I & II	8
A425	Municipal & Government Accounting	4
A451, A452	Advanced Income Tax I & II	8
MG491	Executive Procedure	4
MG475	Human Factors in Management	4
SOC401	Human Relations	4
200 or above	Electives	4
400 or above	Electives	16
TOTAL		<u>192</u>

BACHELOR OF BUSINESS ADMINISTRATION DEGREE  
(B.B.A., Management Major)

Required Courses	Qtr. Hrs. Credit
A101	Fundamental Accounting I ✓✓ 4
A102	Fundamental Accounting II ✓✓ 4
A103	Fundamental Accounting III ✓✓ 4
MG101	Introduction to Business ✓✓ 4
EN100	Refresher English ✓✓ 2
EN101	Reading Development ✓✓ 2
EN151	College Grammar I ✓✓ 4
EN152	College Grammar II ✓✓ 4
MT101	Business Mathematics I ✓✓ 4
MT102	Business Mathematics II ✓✓ 4
OP100	Filing Records Management ✓ 2
PS100	Applied Psychology ✓✓ 4
T101	Elementary Typewriting ✓✓ 4
E201	Principles of Economics I ✓✓ 4
E202	Principles of Economics II ✓✓ 4
EN201	Business Communications ✓✓ 4
EN250	Report Writing ✓✓ 4
F250	Credits & Collections ✓ 4
H201	American History I ✓✓ 4
H202	American History II ✓ 4
LW201	Business Law 4
MG201	Principles of Management ✓ 4
MG250	Public Relations ✓ 4
MR201	Principles of Marketing ✓✓ 4
E350	Comparative Economic Systems ✓✓ 4
EN375	Effective Speaking ✓✓ 4
F301	Financial Analysis ✓✓ 4
F351	Budgetary Control ✓✓ 4
G301	U. S. Government ✓✓ 4
G350	Government & Business Relationships ✓✓ 4
MG350	Office Management ✓✓ 4
MG375	Personnel Management ✓✓ 4
PH301	Business Ethics ✓✓ 4
SOC350	Marriage & The Family ✓✓ 4
MG401	Executive Procedure ✓✓ 4
MG475	Human Factors in Management ✓✓ 4
SOC401	Human Relations ✓ 4
100 or above	Electives 2
200 or above	Electives 4
300 or above	Electives 8
400 or above	Electives 36
<b>TOTAL</b>	<b>192</b>

39  
120  
148  
128  
64

1  
14  
36  
192  
30  
142



BACHELOR OF BUSINESS ADMINISTRATION DEGREE  
(B.B.A., Marketing & Selling Major)

<u>Required Courses</u>		<u>Qtr. Hrs.</u> <u>Credit</u>
A101, A102, A103	Fundamental Accounting I, II, & III	12
EN100	Refresher English	2
EN101	Reading Development	2
EN151, EN152	College Grammar I & II	8
MG101	Introduction to Business Enterprise	4
MT101, MT102, MT103	Business Mathematics I, II, & III	12
PS100	Applied Psychology	4
T101	Elementary Typewriting	4
E201, E202	Principles of Economics I & II	8
EN201	Business Communications	4
EN250	Report Writing	4
F250	Credits & Collections	4
H201, H202	American History I & II	8
LW201	Business Law	4
MG201	Principles of Management	4
MG250	Public Relations	4
MR201	Principles of Marketing	4
MR250	Advertising	4
E301	Money & Banking	4
E350	Comparative Economic Systems	4
EN375	Effective Speaking	4
F301	Financial Analysis	4
F351	Budgetary Control	4
G301	U. S. Government	4
G350	Gov't. & Business Relationships	4
MG375	Personnel Management	4
MR301, MR302	Salesmanship I & II	8
PH301	Business Ethics	4
SOC350	Marriage & the Family	4
E401	Economic Geography	4
MG475	Human Factors in Management	4
MR401	Purchasing	4
MR475, MR476	Sales Management I & II	8
SOC401	Human Relations	4
400 or over	Electives	<u>24</u>
<b>TOTAL</b>		<b>192</b>

BACHELOR OF BUSINESS ADMINISTRATION  
(B.B.A. Degree, Real Estate Major)

<u>Required Courses</u>	<u>Qtr. Hrs.</u> <u>Credit</u>
A101, A102, A103	Fundamental Accounting I, II, & III 12
E201, E202	Principles of Economics I & II 8
E301	Money and Banking 4
EN100	Refresher English 2
EN101	Reading Development 2
EN151, EN152	College Grammar I & II 8
EN201	Business Communications 4
EN250	Report Writing 4
EN375	Effective Speaking 4
F201	Business Finance 4
F301	Financial Analysis 4
F325	Investments 4
G301	U. S. Government 4
G350	Government & Business Relationships 4
LW201	Business Law 4
MG101	Introduction to Business Enterprise 4
MG201	Principles of Management 4
MG250	Public Relations 4
MR201	Principles of Marketing 4
MR250	Advertising 4
MR301, MR302	Salesmanship I & II 8
MR475, MR476	Sales Management I & II 8
MT101, MT102, MT103	Business Mathematics I, II, & III 12
OP100	Filing & Records Management 2
PS100	Applied Psychology 4
PS301	Creative Thinking & Imagination 2
RE100	Florida Real Estate Exam. Prep. 2
RE101	Real Estate Principles & Practices 4
RE201	Real Estate Salesmanship 4
RE202	Real Estate Management 4
RE203	Real Estate Finance 4
RE300	R. E. Appraisal Residential 4
RE301	Real Estate Appraisal - Commercial 4
RE302	Real Estate Advertising 4
RE400	Real Estate Law 4
RE401	Real Estate Appraisal - Condemnation 4
RE402	Real Estate Brokerage 4
T101	Elementary Typing 4
	Electives 18
<b>TOTAL</b>	<b>192</b>

BACHELOR OF BUSINESS ADMINISTRATION  
(B.B.A., Court Reporting Major)

<u>Required Courses</u>	<u>Qtr. Hrs.</u> <u>Credit</u>	
A101, A102, A103	Fundamental Accounting I, II & III	12
EN100	Refresher English	2
EN101	Reading Development	2
EN151, EN152	College Grammar I & II	8
MT101, MT102	Business Mathematics I & II	8
OP100	Filing & Records Management	2
PS100	Applied Psychology	4
T101	Elementary Typewriting	4
T102	Intermediate Typewriting	4
MG101	Introduction to Business Enterprise	4
OP101	General Office Practice	2
OP108	Machine Transcription	2
A202	Payroll Accounting	4
EN201	Business Communications	4
LW201, LW202	Business Law I & II	8
S201, S202	Stenograph Shorthand I & II	8
S251, S275, S301, S302	Dictation to 140 words per minute	8
LW251	Legal Terminology	4
T201	Advanced Typewriting	4
T203	Speed Typewriting	2
MS251	Medical Terminology	4
EN375	Effective Speaking	4
G301, G302	U. S. Government I & II	8
LW301	Legal Office Procedures	4
MG350	Office Management	4
OP350	Secretarial Office Practice	2
OP375	Nancy Taylor Grooming (for women) or Mr. Executive Course (for men)	2
SOC350	Marriage & the Family	4
MG401	Executive Procedure	4
SOC401	Human Relations	4
MG475	Human Factors in Management	4
S475, S476, S477	Court Reporting I, II, & III (200 w.p.m.)	12
EN251	Special Vocabulary for Court Reporters	2
	Electives	<u>38</u>
 TOTAL		 192

BACHELOR OF SECRETARIAL SCIENCE DEGREE  
(B.S.S., Secretarial Major)

Required Courses		Qtr. Hrs. Credit
A101, A102, A103	Fundamental Accounting I, II, & III	12
EN100	Refresher English	2
EN101	Reading Development	2
EN151, EN152	College Grammar I & II	8
MT101, MT102	Business Mathematics I & II	8
OP100	Filing Records Management	2
PS100	Applied Psychology	4
T101	Elementary Typewriting	4
T102	Intermediate Typewriting	4
S101	Gregg Shorthand I	4
MG101	Introduction to Business Enterprise	4
OP101	General Office Practice	2
OP108	Machine Transcription	2
A202	Payroll Accounting	4
E201, E202	Principles of Economics I & II	8
EN201	Business Communications	4
H201, H202	American History I & II	8
LW201	Business Law	4
MG201	Principles of Management	4
S251	Dictation & Transcription I (80 wpm)	4
S275	Dictation & Transcription II (100 wpm)	4
T201	Advanced Typewriting	4
T202	Production Typewriting	4
T203	Speed Typewriting	4
E350	Comparative Economic Systems	4
EN375	Effective Speaking	4
G301	U. S. Government	4
MG350	Office Management	4
OP350	Secretarial Office Practice	2
OP375	Nancy Taylor Grooming	2
S301	Dictation & Transcription III (120 )	4
SOC350	Marriage & the Family	4
MG401	Executive Procedure	4
MG475	Human Factors in Management	4
SOC401	Human Relations	4
300 or above	Electives	16
400 or above	Electives	26
Total		192

Students selecting Speedwriting Shorthand or Stenotypy may substitute such hours of credit for Gregg Shorthand.

## JUNIOR COLLEGE DIVISION

Because time is an important element to many students approaching the labor market, DRAKE COLLEGE has instituted a number of courses leading to ASSOCIATE DEGREES. Such degrees are awarded in the following areas: Legal Secretarial (seven terms), Medical Secretarial (seven terms), Business Administration (six terms), Executive Secretarial (six terms), Accounting (eight terms), and Real Estate (six terms). A term is a period of approximately twelve weeks.

While associate degrees do not permit the student to pursue as much general education nor do they carry the prestige of the baccalaureate degrees among employers, they do provide an excellent opportunity for a student to obtain a recognized degree in the shortest possible time consistent with thoroughness. Also, it is important to observe that all work completed in earning an associate degree is applicable on the baccalaureate degree if the student should decide to continue his education.

Because it is not always possible to determine when one begins college whether he is going to be able to complete the requirements for the BACCALAUREATE DEGREE some students enroll for the ASSOCIATE DEGREE with the idea of continuing their efforts toward the higher degree upon its completion.

ASSOCIATE IN COMMERCIAL SCIENCE DEGREE  
A.C.S. Degree, Accounting Major

REQUIRED COURSES:	QTR. HRS. CREDIT	REQUIRED COURSES:	QTR. HRS. CREDIT
A101	4	A252	4
A102	4	- E201	4
A103	4	- E202	4
EN100	2	- EN201	4
EN101	2	- F250	4
EN151	4	LW201	4
EN152	4	A301	4
MG101	4	A302	4
MT101	4	- E301	4
MT102	4	E250	4
MT103	4	- EN375	4
PS100	4	F301	4
T101	4	- F351	4
A202	4	200 or above - Electives	16
A251	4	300 or above - Electives	4
		TOTAL CREDITS REQUIRED	128

ASSOCIATE IN COMMERCIAL SCIENCE DEGREE  
A.C.S. Degree, Business Administration Major

REQUIRED COURSES:	QTR. HRS. CREDIT	REQUIRED COURSES:	QTR. HRS. CREDIT
A101	4	T101	4
A102	4	E201	4
A103	4	E202	4
MG101	4	EN201	4
EN100	2	F250	4
EN101	2	LW201	4
EN151	4	MG201	4
EN152	4	MG250	4
MT101	4	MR201	4
MT102	4	F351	4
OP100	2	200 or above - Electives	14
PS100	4	TOTAL CREDITS REQUIRED	96

ASSOCIATE IN COMMERCIAL SCIENCE DEGREE  
A.C.S. Degree, Executive Secretarial Major

REQUIRED COURSES:	QTR. HRS. CREDIT	REQUIRED COURSES:	QTR. HRS. CREDIT
A101	4	OP108	2
A102	4	A202	4
EN100	4	EN201	4
EN101	4	T201	4
EN151	4	T202	4
EN152	4	T203	4
MT101	4	S251	4
MT102	4	S275	4
OP100	2	OP350	4
PS100	4	OP375	2
T101	4	S301	4
T102	4	Electives	6
S101	4		
S102	4	TOTAL CREDITS REQUIRED	96

ASSOCIATE IN COMMERCIAL SCIENCE DEGREE  
A.C.S. Degree, Legal Secretarial Major

REQUIRED COURSES:		QTR. HRS. CREDIT	REQUIRED COURSES:		QTR. HRS. CREDIT
A101	Fundamental Accounting I	4	EN201	Business Communications	4
A152	Accounting for the Legal Office	2	LW201	Business Law	4
EN100	Refresher English	2	LW251	Legal Terminology I	4
EN101	Reading Development	2	LW252	Legal Terminology II	4
EN151	College Grammar I	4	S251	Dictation & Transcription I	4
EN152	College Grammar II	4	S252	Dictation & Transcription II	4
MT101	Business Mathematics I	4	T201	Advanced Typewriting	4
MT102	Business Mathematics II	4	T202	Production Typewriting	4
OP100	Filing & Records Management	2	T203	Speed Typewriting	4
PS100	Applied Psychology	4	LW301	Legal Procedures	4
T101	Elementary Typewriting	4	OP375	Nancy Taylor Grooming	2
T102	Intermediate Typewriting	4	S301	Dictation & Transcription III	4
S101	Shorthand I	4	LW401	Jurisprudence	4
S102	Shorthand II	4	ELECTIVES		8
OP108	Machine Transcription	2	TOTAL CREDITS REQUIRED		108

ASSOCIATE IN COMMERCIAL SCIENCE DEGREE  
A.C.S. Degree, Medical Secretarial Major

REQUIRED COURSES:		QTR. HRS. CREDIT	REQUIRED COURSES:		QTR. HRS. CREDIT
A101	Fundamental Accounting I	4	EN201	Business Communications	4
A151	Accounting for Medical Office	2	MS201	Anatomy & Physiology I	4
EN100	Refresher English	2	MS202	Anatomy & Physiology II	4
EN101	Reading Development	2	MS251	Medical Terminology	4
EN151	College Grammar I	4	S251	Dictation & Transcription I	4
EN152	College Grammar II	4	S252	Dictation & Transcription II	4
MT101	Business Mathematics I	4	T201	Advanced Typewriting	4
MT102	Business Mathematics II	4	T202	Production Typewriting	4
OP100	Filing & Records Management	2	T203	Speed Typewriting	4
PS100	Applied Psychology	4	MS300	Medical Shorthand	4
T101	Elementary Typewriting	4	OP375	Nancy Taylor Grooming	2
T102	Intermediate Typewriting	4	S301	Dictation & Transcription III	4
S101	Shorthand I	4	MS400	Medical Office Practice	4
S102	Shorthand II	4	ELECTIVES		8
OP108	Machine Transcription	2	TOTAL CREDITS REQUIRED		108

## BUSINESS SCHOOL DIVISION

Some students find it advantageous to enter the labor market as soon as possible and yet are lacking in the skills necessary to compete for desirable office jobs. For this type of student DRAKE COLLEGE offers the conventional business school courses with emphasis on skills. Because of the limited time spent on such courses little opportunity is afforded for either electives or general education subjects.

Diplomas may be earned in the following conventional business school courses: Private Secretarial (five terms), Stenographic (four terms), Clerk Typist (three terms), Junior Accounting & Bookkeeping (four terms), and Real Estate (four terms).

Subjects pursued in completion of these courses may be applied toward ASSOCIATE DEGREES in the junior college division of the college or toward BACCALAUREATE DEGREES in the senior college division. Students who have completed business subjects in secondary schools may, upon the completion of tests, be placed in advanced classes. Credits earned by such tests are applicable to courses in the business school division only and are not transferable to either the junior or senior college division. Candidates for either ASSOCIATE or BACCALAUREATE degrees must substitute other courses for those passed by test.



PRIVATE SECRETARIAL PROGRAM  
Average Time: 5 Terms. Graduation Award: Diploma

REQUIRED COURSES:	QTR. HRS. CREDIT	REQUIRED COURSES:	QTR. HRS. CREDIT
A101 Fundamental Accounting I	4	T102 Intermediate Typewriting	4
EN100 Refresher English	2	A202 Payroll Accounting	4
EN101 Reading Development	2	EN201 Business Communications	4
EN151 College Grammar I	4	OP350 Secretarial Office Practice	4
EN152 College Grammar II	4	S251 Dictation & Transcription I	4
MT101 Business Mathematics I	4	S275 Dictation & Transcription II	4
OP100 Filing & Records Management	2	S301 Dictation & Transcription III	4
OP108 Machine Transcription	2	T201 Advanced Typewriting	4
PS150 Applied Psychology	4	T202 Production Typewriting	4
S101 Shorthand I	4	T203 Speed Typewriting	<u>4</u>
S102 Shorthand II	4		
T101 Elementary Typewriting	4	TOTAL CREDITS REQUIRED	80

JUNIOR ACCOUNTING & BOOKKEEPING PROGRAM  
Average Time: 4 Terms. Graduation Awards: Diploma

REQUIRED COURSES:	QTR. HRS. CREDIT	REQUIRED COURSES:	QTR. HRS. CREDIT
A101 Fundamental Accounting I	4	MT101 Business Mathematics I	4
A102 Fundamental Accounting II	4	MT102 Business Mathematics II	4
A103 Fundamental Accounting III	4	MT103 Business Mathematics III	4
EN100 Refresher English	2	PS100 Applied Psychology	4
EN101 Reading Development	2	T101 Elementary Typewriting	4
EN151 College Grammar I	4	A202 Payroll Accounting	4
EN152 College Grammar II	4	EN201 Business Communications	4
MG101 Introduction to Business Enterprise	4	ELECTIVES	<u>8</u>
		TOTAL CREDITS REQUIRED	64

STENOGRAPHIC PROGRAM  
Average Time: 4 Terms. Graduation Awards: Diploma

REQUIRED COURSES:	QTR. HRS. CREDIT	REQUIRED COURSES:	QTR. HRS. CREDIT
- EN100 Refresher English	2	- T101 Elementary Typewriting	4
- EN101 Reading Development	2	- T102 Intermediate Typewriting	4
- EN151 College Grammar I	4	- EN201 Business Communications	4
- EN152 College Grammar II	4	- OP101 General Office Practice	4
- OP100 Filing & Records Management	2	- S251 Dictation & Transcription I	4
OP108 Machine Transcription	2	- S275 Dictation & Transcription II	4
- PS150 Applied Psychology	4	- S301 Dictation & Transcription III	4
- S101 Shorthand I	4	- T201 Advanced Typewriting	4
- S102 Shorthand II	4	T202 Production Typewriting	<u>4</u>
		TOTAL CREDITS REQUIRED	64

CLERK-TYPIST PROGRAM  
Average Time: 3 Terms. Graduation Award: Diploma

REQUIRED COURSES:	QTR. HRS. CREDIT	REQUIRED COURSES:	QTR. HRS. CREDIT
EN100 Refresher English	2	T101 Elementary Typewriting	4
EN101 Reading Development	2	T102 Intermediate Typewriting	4
EN151 College Grammar I	4	EN201 Business Communications	4
EN152 College Grammar II	4	T201 Advanced Typewriting	4
OP100 Filing & Records Management	2	PS150 Applied Psychology	4
OP101 General Office Practice	4	ELECTIVES	<u>8</u>
OP108 Machine Transcription	2	TOTAL CREDITS REQUIRED	48

## ACADEMIC REGULATIONS

The provisions of this bulletin are not to be regarded as an irrevocable contract between the student and Drake College. The College reserves the right to change any provision or requirement at any time with or without notice. The College further reserves the right to require a student to withdraw at any time. It also reserves the right to impose disciplinary probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements is void when the fraud is discovered, and the student is not entitled to any credit for work which he may have done at the College. When students are dismissed or suspended from the College for cause, there will be no refund of tuition and fees paid. If a dismissed or suspended student has paid only a part of his tuition and fees, the balance due the College will be considered a receivable and will be collected.

The policy of the College is to expect the student to plan his study program in accordance with the bulletin in force at the time of his admission, or his readmission in cases of interruption of study. If requirements undergo change, the Dean will determine how the new requirements apply to the individual student.

### CHANGE OR DROP OF A COURSE

Course changes after the completion of registration must be approved by both the student's faculty adviser and the Dean.

Neglecting attendance of classes or merely giving notice to instructors or classmates will not be considered as official notice of withdrawal. Dropping of any course for which the student has registered is official only when the Dean has signed the proper form. Unofficial withdrawal may result in failure in the course.

Withdrawals after the end of the first four weeks of a quarter will carry a symbol to indicate whether the student was passing (WP) or failing (WF).

### CLASSIFICATION OF STUDENTS

- |                           |  |
|---------------------------|--|
| Freshman Classification:  | As long as a student has earned less than 48 quarter hour credits, with a C average, he is classified as a Freshman. |
| Sophomore Classification: | Students who have earned between 48 and 96 quarter hour credits, with a C average, are classified as Sophomores.     |

Junior Classification: Students who have earned between 96 and 144 quarter hour credits, with a C average, are classified as Juniors.

Senior Classification: Students who have earned between 144 and 192 quarter hour credits, with a C average, are classified as Seniors.

A student is a full-time student if he carries not less than the minimum normal load, 16 quarter hours per quarter (12 weeks). Most full-time students carry 16 quarter hours. Only superior students, with the permission of the Dean, are permitted to carry more than 16 quarter hours' credit during a quarter.

#### CREDIT IN QUARTER HOURS

Like many other colleges and universities, Drake College of Florida is on a quarterly basis; with four 12-week quarters or terms in the calendar year. The "quarter hour credit" is used as the unit of academic work. Four quarter hour credits is given for a course when the class meets one 50-minute period a day, five days a week, for a quarter or a term. At least 192 quarter-hour credits are required for a bachelor degree; at least 96 quarter-hour credits, for an associate degree; at least 48 quarter-hour credits, for a diploma.

To convert quarter-hour credits to semester-hour credits, they should be multiplied by  $2/3$ . Students transferring to Drake from other colleges and universities may convert their semester-hour credits to quarter-hour credits by multiplying their semester-hour credits by 3 and dividing by 2.

#### EXAMINATIONS

Final examinations are scheduled during the last five days of each quarter or term. The schedule provides for a two-class-period examination for each course. Final examinations may not be given before the regularly scheduled time.

A student who is absent from the final examination without a satisfactory explanation will be given an F. A student who has received a failing grade in a course may have the opportunity of taking a make-up examination by paying a fee of five dollars. On any make-up examination the highest possible grade a student can receive is a D.

#### PROFICIENCY EXAMINATIONS

It is the policy of the College to allow students to take proficiency examinations in lieu of certain prerequisite courses when the individual's previous experience and education qualify him for admission to advanced courses. Proficiency examination can be taken only with the approval of the Dean. There is a fee of \$2.50 per credit hour for proficiency examinations.

## THE GRADING SYSTEM

The student's work in each course is graded as follows:

A = superior attainments;            B = above average attainment;  
C = average attainment;            D = lowest passing grade; F = failure.

Failure to fulfill all outside classroom assignments will bar a student from examination.

GP = Grade Pending; this symbol is used when student's work in a course is incomplete in any way. It is given only with the Dean's recommendation when the student is unable to complete his work because of illness or other satisfactory reason. The GP must be removed before the expiration of the six weeks following the end of the quarter for which the GP was given unless the Dean approves a delay. If the GP is not so removed, credit for the course can be earned only by successful repetition of the entire course. This symbol may also indicate that the instructor has not reported the student's grade.

AU = Enrolled as an auditor; no grade or credit given.

W = Withdrew before indication of passing or failing work. Credit can be earned only by successful repetition of the course.

WP = Withdrew; doing passing work at the time of withdrawal. Credit can be earned only by successful repetition of the course.

WF = Withdrew; doing failing work at the time of withdrawal. Credit can be earned only by successful repetition of the course.

DA = Dropped from class by instructor because of absences. Credit can be earned only by successful repetition of the course.

X = This symbol indicates that, for reasons unknown to the instructor, the student did not take the final examination.

## QUALITY POINTS

Quality points are awarded on the basis of 4 for each credit of A grade, 3 for each credit of B grade, 2 for each credit of C grade, 1 for each credit of D grade, and zero for each credit for WF, DA, or X. The symbols GP, W, WP, and AU do not count as credit attempted. (Courses marked with an X count as credits attempted until the situation is clarified at the initiative of the student, at which time the appropriate mark is recorded.)

The quality-point average is determined by dividing the total of the quality points earned by the total credits attempted:

Course:	Qtr.Hr.	Grade	Credits Attempted	Credits Earned	Quality Points
H201 American History I	4	B	4	4	12
F301 Finan. Analysis	4	X	4	0	0
PH301 Business Ethics	4	C	4	4	8
MG475 Hum.Fac. in Mgt.	4	A	4	3	16
E350 Comp.Econ.Systems	4	W	0	0	0
	<u>20</u>		<u>16</u>	<u>12</u>	<u>36</u>

$36 \div 16 = 2.25$  quality-point average for the quarter.

#### CUMULATIVE GRADE-POINT AVERAGE

To figure the cumulative grade point average, divide the total quality points earned by the total credits attempted.

A course in which a grade of A, B, or C has been received may not be repeated for credit; neither may a course in which a D has been received if the student has completed any course for which the one with the D is a prerequisite.

If a course in which a grade of D or F has been received is repeated once before completion of any subsequent course for which it is a prerequisite, then credits, credits attempted, and quality points earned will be counted for the second registration only. Any subsequent registration will be counted for the purpose of credits attempted and quality points earned, in addition to the second registration.

A grade-point average of 2.0 is required for graduation.

#### DEAN'S LIST

In an effort to recognize and encourage outstanding scholastic performance, the College announces a Dean's List at the end of each quarter. To be eligible for this honor, a student must have earned a quality-point average of at least 3.50 for that particular quarter and must have been registered for a sufficient number of hours to entitle him to classification as a full-time student. The list is placed on display on the College bulletin board, released to the press, and mailed to high schools, community-junior colleges, and business schools previously attended by students.

## HONORS

Graduation honors are based solely on the quality-point average for work at Drake College prior to the award of the degree. The average necessary for earning graduation honors for all degrees are:

cum laude	3.30 - 3.64
magna cum laude	3.65 - 3.94
summa cum laude	3.95 - 4.00

Students (both men and women) who have a cumulative grade-point average of 3.5 or higher after earning a minimum of 96 quarter hours' credit are elected to membership in the Alpha Beta International Honorary Commerce Society. For more details, read about this honorary society elsewhere in the bulletin.

## COLLEGE CITIZENSHIP

Drake College holds in high regard the ideals of clean living, scholastic achievement, wholesome recreation, fair play, honest work, and service to one's fellows. Students shall, at all times, conduct themselves as befitting young ladies and young gentlemen. This applies to conduct both in and out of College. The College reserves the right to suspend or expel any student whose conduct is indicative of moral weakness.

Drake College does not permit the serving or consumption of alcoholic beverages of any kind in the college or in any place ~~outside the college where official student organizations may be~~ meeting. Student organizations will be held responsible for their actions in this regard and will be subject to suspension if violated.

## REQUIRED DRESS

College attendance is a matter of serious business concern, and only clothing appropriate to the situation should be worn. Young men are required to wear a plain shirt, tie, and business jacket to all classes. Shoes should be polished. No tennis shoes or "sneakers" are permitted. Hair should be neatly groomed. Fad hair styles are not acceptable in the College or in the business world.

Young ladies are expected to wear clothes which would be acceptable in any office. Young ladies should wear hose and heels (either medium or high) to all classes. Simple, tailored ensembles are worn. Sunback or low-cut dresses are not permitted. (Shorts, slacks, or dungarees are not permitted.)

In other words, students are requested to wear the same clothes they would wear in a business office. The quality of your clothing is not important. The manner in which you wear clothes is important. Keep them cleaned and pressed. Keep your person well groomed.

## ATTENDANCE AND ABSENCE POLICY

Regular attendance is essential to successful completion of a course. Regular attendance at classes is largely a matter of attitude. Right attitude is just as important as the development of skill in the chosen occupation. Train yourself to be present for all classes--on time! By cultivating this important business habit during your college program, you will find it easy to satisfy the employer who demands regular and punctual attendance.

Satisfactory attendance is important to YOU. Unless you are present to receive instruction, you are not receiving full value for tuition paid. Your attendance record is a part of your permanent scholastic record at Drake College, and is often checked whenever an employer, investigator, credit bureau, etc., seeks information regarding you.

Absences in excess of ten per cent of the number of class periods in the course will result in a reduction of the course grade. Absence immediately preceding and/or following holidays or vacation periods will count as double absences. Students must take failures for work missed as a result of unexcused absences but will be permitted to make up work missed through excused absences.

Two tardy marks in any class will constitute one absence. Students entering a classroom ten or more minutes after class begins will be marked absent. Tardiness is frowned upon and, when excessive, will result in expulsion from class by instructor involved.

SYNOPSIS OF COURSES  
offered at  
DRAKE COLLEGE OF FLORIDA

ACCOUNTING

- A101 Fundamental Accounting I 4 Qtr. Hrs.  
Elements of accounting; accounting procedure; accounting for merchandise; accounting for cash; payroll accounting; accounting for a retail store; the periodic summary; adjusting and closing accounts at end of an accounting period; accounting for investments; the personal service enterprise; practical accounting problems.
- A102 Fundamental Accounting II 4 Qtr. Hrs.  
Accounting for fixed assets and deferred charges; accounting for notes, drafts, and trade acceptances; control accounts and subsidiary ledgers; accounting for taxes; preparing financial statements and closing books. Prerequisite - A101.
- A103 Fundamental Accounting III 4 Qtr. Hrs.  
Accounting for corporations; capital stock; retained earnings; corporate finance; manufacturing accounts. A complete set of books is kept. Prerequisite - A102.
- A105 Income Tax & Social Security 4 Qtr. Hrs.  
Income Tax Withholding; simplified tax returns; estimated tax returns; partnership returns; corporation tax returns; minimizing income taxes.
- A151 Accounting For The Medical Office 2 Qtr. Hrs.  
The student completes Fundamental Accounting I with special emphasis on accounting for the professional man. This is followed by a complete bookkeeping set for a doctor's office.
- A152 Accounting For The Legal Office 2 Qtr. Hrs.  
This is similar to Accounting A151 except that the bookkeeping records are prepared for an attorney's office.
- A155 Business Automation Fundamentals 2 Qtr. Hrs.  
Automation; the punched card; coding; verifiers; calculators and interpreters; reproducers; sorters; collators; accounting machines; planning and programming; computers. The student studies the application of automation theory but does no actual work on machines.
- A175 Accounting Review & Analysis 2 Qtr. Hrs.  
This course is designed for students who have studied accounting previously but need a review before going into intermediate and advanced courses.



- A201 Automation Accounting 4 Qtr. Hrs.  
Systems fundamentals; machine indoctrination; application of machines to essential operations; integrated data processing; data processing applied to accounting systems.
- A202 Payroll Accounting 4 Qtr. Hrs.  
Social security; unemployment compensation; tax deductions; employee benefits; payroll registers; employees' earnings records; journal entries for payrolls; payroll ledger. A subsidiary payroll set of books is kept by the student.
- A251 Intermediate Accounting I 4 Qtr. Hrs.  
A review of fundamental accounting processes; the balance sheet; the income and retained earnings statements; cash and temporary investments; receivables; inventories; liabilities.
- A252 Intermediate Accounting II 4 Qtr. Hrs.  
Stocks; bonds; funds; plant and equipment; intangibles; long-term debt; paid in capital; retained earnings; comparative data; special ratios and measurements; application of funds.
- A275 Accounting For Management I 4 Qtr. Hrs.  
The use of accounting in the management of business enterprise; mechanics and concepts of accounting methods as tools for planning, coordinating, and control.
- A276 Accounting For Management II 4 Qtr. Hrs.  
A continuation of A275 with application to specific business enterprises.
- A301 Cost Accounting I 4 Qtr. Hrs.  
Principles of cost accounting; material, labor, and manufacturing overhead; cost control procedures; process cost accounting; job cost accounting.
- A302 Cost Accounting II 4 Qtr. Hrs.  
Advanced cost accounting; estimates and budgets; standard costs; variances; joint-and by-product costs.
- A351 Advanced Accounting I 4 Qtr. Hrs.  
Partnerships, their formation, operation, dissolution, and liquidation; installment sales; consignments; home office and branch relationships; consolidations and consolidated balance sheets, income and retained earnings statements.
- A352 Advanced Accounting II 4 Qtr. Hrs.  
Statement of affairs; receiverships; estates and trusts; compound interest amounts, present values, and special problems such as annuities, sinking funds, etc.
- A375 Hotel Accounting 4 Qtr. Hrs.  
Hotel organization; the front office; control of records of restaurant, rooms, etc.; residential and American plan hotels; payroll; food control; beverage costs; leases; simplified records for small hotels; cost analysis.

- A401 Auditing I 4 Qtr. Hrs.  
Auditing theory; external auditing; audit procedures; fraud and its detection; audit programs and reports.
- A402 Auditing II 4 Qtr. Hrs.  
An application of the procedures learned in A401; special audits; preparation of audit working papers; a complete audit "case" is performed.
- A425 Municipal & Government Accounting 4 Qtr. Hrs.  
Problems of accounting for city, state, and federal agencies; accounting for special funds; municipal funds and budgets; bond financing for special municipal projects.
- A451 Advanced Income Tax I 4 Qtr. Hrs.  
Income tax as related to individual returns; exemptions; deductions; taxable and non-taxable income; gross and net taxable incomes.
- A452 Advanced Income Tax II 4 Qtr. Hrs.  
Partnership and corporation income tax returns. The student prepares a multitude of problems involving all types of income tax problems, including fiduciary returns.
- A475 Accounting Systems & Procedures 4 Qtr. Hrs.  
This course involves a study of various types of businesses and their needs for accounting records. The student builds accounting systems to meet the needs of several types and sizes of businesses.
- A480 Controllership 4 Qtr. Hrs.  
A study of the duties and liabilities of the controller. The development of and the use of forms used in controlling the financial activities of a business.

#### ECONOMICS

- E150 Money Management For Better Living 2 Qtr. Hrs.  
Relative importance of money and capital in supplying the requirements for business and consumer; the influence of price on consumer needs; consumer planning for better money management.
- E175 Consumer Economics 2 Qtr. Hrs.  
A short course in the study of individual needs and how to supply them; the influence of price level changes on different income groups.
- E201 Principles Of Economics I 4 Qtr. Hrs.  
A basic course in general economics describing our methods in supplying our wants. Special emphasis on consumption, production, distribution and exchange; supply and demand; foreign trade.
- E202 Principles Of Economics II 4 Qtr. Hrs.  
A continuation of E201 with emphasis on economic institutions; the free enterprise system; taxation, the national debt, banking and international exchange.

E301 Money & Banking

4 Qtr. Hrs.

The nature and use of money and credit in production and consumption; the functions of various types of banks; the Federal Reserve system; its control of credit; security and commodity exchanges; foreign trade; international monetary problems.

E350 Comparative Economic Systems

4 Qtr. Hrs.

Description, analysis, and appraisal from the economic point of view of the systems of capitalism, socialism, and communism, and the economic and social theories on which they are based.

E401 Economic Geography

4 Qtr. Hrs.

The human being and his economies; the natural environment; world patterns of production and exchange; the sources and application of energy; the role of selected commodities from the fields of agriculture, mining, and manufacturing.

E450 American Economic History

4 Qtr. Hrs.

The development of our economic and social institutions from Colonial times to the present; background for study of our present economic system; changes in agriculture, industry, transportation, commerce, and labor that produce changes in our economy.

E475 Business Statistics

4 Qtr. Hrs.

Methods for collecting, analyzing, and presenting quantitative data; basic statistical techniques such as averages (mean, median, mode) and measures of standard deviation from such averages; sampling, determining index numbers; time series and correlation; sources of statistical data.

ENGLISH

EN100 Refresher English

2 Qtr. Hrs.

This is a six-weeks' review of the basic principles of English preparing the student for the more advanced courses in college grammar, composition, report writing.

EN101 Reading Development

2 Qtr. Hrs.

This course is designed to increase the reading speed and comprehension of the student to assure him of ability to pursue college level material. The popular PAR (Programs for Achievement in Reading) course is used and many students double their reading speeds.

EN151 College Grammar I

4 Qtr. Hrs.

Emphasis is placed on vocabulary work, word meaning, spelling, pronunciation, syllabication, and selecting the correct word to express the intended meaning.

EN152 College Grammar II

4 Qtr. Hrs.

The construction of sentences; parts of speech; clauses; phrases; choosing the proper construction; word division; punctuation; using capital letters; writing numbers.

EN201 Business Communications

4 Qtr. Hrs.

Business letters, their appearance and construction; how to make letters effective; human relations in letters; patterns for getting action; inquiry letters; orders, acknowledgment, and remittance letters; complaints and adjustments; sales letters; adjustment letters.

EN250 Report Writing

How to write business reports; the mechanics of reports; day-to-day reports; collecting data; organizing and interpreting data; writing the elements of the report; problems in report writing.

- EN275 News & Publicity Writing 4 Qtr. Hrs.  
 A survey of journalism; gathering and writing news; copyreading; feature writing; editorial writing; editing; public relations; special problems in writing.
- EN351 English Composition I 4 Qtr. Hrs.  
 Thorough review of the parts of speech; principles of grammar, punctuation; vocabulary building; correct English usage in transcription; composing paragraphs and articles.
- EN375 Effective Speaking 4 Qtr. Hrs.  
 Principles of business speech; how to plan effective presentations; how to be effective orally; adapting presentations to listeners; selecting subjects and finding materials; planning and conducting both formal and informal meetings.
- EN450 Survey of Great Books 4 Qtr. Hrs.  
 A survey of our rich cultural heritage through a survey of major works of the great writers of western civilization. Lectures, class discussions, and critical evaluations.
- EN475 American Literature 4 Qtr. Hrs.  
 Literature from colonial times to the present; historians; commentators; prose and poetry; literary development growing out of the Civil War; contemporary American authors.
- EN480 English Literature 4 Qtr. Hrs.  
 A survey of selected masterpieces of the English literature of the neo-classical, romantic, Victorian, and modern periods in relation to the thought of each period.
- EN490 Semantics 4 Qtr. Hrs.  
 An advanced course in the application of modern science to the study of language as an aspect of human behavior. A prerequisite of eight quarter hours in English is required.

#### FINANCE

- F100 Personal Finance 4 Qtr. Hrs.  
 The practice of planning and managing personal income and expenses; personal budgeting; the use and abuse of credit; life insurance; wills; social security; pension plans.
- F201 Business Finance 4 Qtr. Hrs.  
 Principles and problems of money, banking, and credit; corporation finance; the promotion, financing and establishment of a going enterprise; financial problems involved in determining profit and loss distribution.
- F250 Credits & Collections 4 Qtr. Hrs.  
 A study of credit reports; bases for extending credit; analysis of accounting statements; requirements for borrowing; business trends; ratios; merchandise turnover; government requirements.
- F301 Financial Analysis 4 Qtr. Hrs.  
 The balance sheet; the income statement; inter-statement ratios; intra-statement ratios; consolidated statements; comparative statements; trends; working capital; cash flow; long-term financial condition; price level changes.
- F325 Investments 4 Qtr. Hrs.  
 Personal and institutional investments; forms and mechanics of investments; evaluation of investments; the stable investment vs the high-risk investment; philosophy of investments; real estate investments; the stock market.

F351 Budgetary Control

4 Qtr. Hrs.

The over-all annual budget; the cash budget; the short-term budget; construction and use of control forms; the use of budgets in forecasting; the relationship of budgets to management.

GOVERNMENT

G301 U. S. Government I

4 Qtr. Hrs.

Government and the social process; constitutional foundations of government; political parties; the state and society; citizenship and suffrage; campaigns and elections.

G302 U. S. Government II

4 Qtr. Hrs.

Forms of government; the congress; the executive division; legislative-executive relations; government finance; subordinate units of government, modern philosophies of government; government of the international community.

G401 Comparative Governments

4 Qtr. Hrs.

Communism, Fascism, and Democracy; materialism; strategy and tactics of each form of government; natural rights recognized in a democracy; democratic liberalism; the democratic way of life.

HISTORY

H100 Western Civilization

4 Qtr. Hrs.

A history of Europe from ancient times to the present; a survey of the political, economic, intellectual, and artistic developments of Greece and Rome and their influence on Western Civilization; medieval civilization; the Renaissance; Europe in the 20th Century.

H201 American History I

4 Qtr. Hrs.

American history through 1865. The discovery of a new continent and the founding of a new nation; nationalism and democracy; the development of the West; the slavery question and the war between the states.

H202 American History II

4 Qtr. Hrs.

American History from 1865 to the present; the reconstruction period; the development of the far West; world wars I & II. The great depression; social and economic reforms.

H301 Business History

4 Qtr. Hrs.

The development of American business from colonial times to the present; agriculture; manufacturing; commerce; transportation; the rise of big business; the new position of labor in business.

FOREIGN LANGUAGES

L101 Introductory Spanish I

4 Qtr. Hrs.

Fundamentals of grammar, pronunciation, conversation, reading and translation.

L102 Introductory Spanish II

4 Qtr. Hrs.

A continuation of L101.

L201 Intermediate Spanish

4 Qtr. Hrs.

Intensive and extensive reading in texts of marked literary merit; advanced grammar, dictation, composition, and conversation.

L301 Advanced Spanish

4 Qtr. Hrs.

Spanish conversation and a study of representative works in Spanish literature; Spanish correspondence.

L401 Introductory Esperanto 4 Qtr. Hrs.

The student who completes this course, the world international language, masters the 16 grammatical rules and acquires a basic vocabulary which will enable him to converse in the international language and to read elementary material in Esperanto, which is based on the Romance languages as well as other languages, will serve as an excellent foundation for the acquisition of other languages.

L402 Intermediate Esperanto 4 Qtr. Hrs.

Word building principles begun in Introductory Esperanto are mastered in this course and the student acquires a fairly extensive vocabulary. Conversation is improved and elementary books and stories are read.

L403 Advanced Esperanto 4 Qtr. Hrs.

In this course the student learns to read and enjoy Esperanto books and magazines of a more difficult nature. Students correspond with Esperantists in many parts of the world.

#### LAW

LW201 Business Law 4 Qtr. Hrs.

Contracts and negotiable instruments; agencies; partnership law; corporation law; personal property; bailments; sales; real property; insurance, bankruptcy.

LW251 Legal Terminology 4 Qtr. Hrs.

A course acquainting the student with the legal terms used in modern business with emphasis on spelling, pronunciation, and meaning of legal terms.

LW301 Legal Procedures 4 Qtr. Hrs.

Making, interpreting, and enforcing laws; the history and development of law; legal processes and law related to social values; the dual nature of courts.

LW401 Jurisprudence 4 Qtr. Hrs.

An analytical study of sources, nature, and functions of law; an examination of the basic theories of law; a history of our court system and a study of the duties of the court reporter.

#### MANAGEMENT

MG101 Introduction to Business Enterprise 4 Qtr. Hrs.

The framework of business; business operations; operating techniques and controls; business research; government control and assistance; state and federal taxation; the responsibilities of the business man.

MG151 Hotel Front Office Management 2 Qtr. Hrs.

Correct physical and mental habits of work; selling and rooming guests; supervising luggage; care of keys, cashiering and collecting accounts.

MG175 Small Business Management 4 Qtr. Hrs.

Choosing the correct type of business; how to launch an enterprise on a sound basis; problems in financing a small business; small vs large business.

MG201 Principles of Management 4 Qtr. Hrs.

A study of the basic fundamentals of management and organization, and the role of administration in our economy.

MG250 Public Relations 4 Qtr. Hrs.

The tools of a public relations program; how they are applied; the role of public relations and the various types of publics.

- MG350 Office Management 4 Qtr. Hrs.  
 Organization and management of the office; office layout and equipment; selecting, training, and supervising office personnel; analysis and control; automation; work flow.
- MG375 Personnel Management 4 Qtr. Hrs.  
 The personnel program; procurement and placement; improvement of performance; supervision; management-labor relations; remuneration; security.
- MG401 Executive Procedure 4 Qtr. Hrs.  
 How executives organize their thinking; fitting oneself for executive work; how to handle people; how to handle criticism; maintaining good human relations.
- MG425 Labor Relations 4 Qtr. Hrs.  
 A study of the history, principles, and laws on local, state, and federal levels affecting labor relations and employer-employee relations; unionism and collective bargaining.
- MG450 Work Simplification 2 Qtr. Hrs.  
 Practical methods of improving work; shortcuts; work improvement techniques.
- MG475 Human Factors in Management 4 Qtr. Hrs.  
 Administrative perspectives; organizations; management personnel; administrative relationships; administrative action; internal and external environment; cases on human factors in management.
- MG480 Dynamics of Supervision 2 Qtr. Hrs.  
 Attitudes; morale, supervisory tools; controls; delegation; stimulation; collaboration; overcoming difficulties; improvement; creativeness.
- MG490 Executive Decision Making 2 Qtr. Hrs.  
 Effective use of executive time; delegation; planning; decision making; management controls; decisions from general knowledge; decisions from assumptions.
- MG495 Business Policies 2 Qtr. Hrs.  
 Planning and control; organization; staffing; executing and appraising; human well-being; responsibilities of business enterprises toward their own personnel and the general public.

MARKETING

- MR201 Principles of Marketing 4 Qtr. Hrs.  
 An introductory course designed to describe, analyze, and evaluate our present marketing system; tracing the marketing process from the manufacturer to the consumer.
- MR250 Advertising 4 Qtr. Hrs. *M. Green - H. 11.*  
 A comprehensive survey of advertising media from newspapers to novelties; a survey of the history, economics, and functions of advertising in our society.
- MR301 Salesmanship I 4 Qtr. Hrs. *Parsons Hall Successful Sales*  
 The personal characteristics of the salesman; human relations and the prospective customers; the function of salesmanship in our economy; the steps in obtaining a sale.
- MR302 Salesmanship II *Oliver* *Rand King* 4 Qtr. Hrs.  
 A continuation of Salesmanship I including the psychology of selling; preparing for an interview; the proper approach; meeting sales resistance; arousing the buying urge; closing the sale.
- MR401 Purchasing 4 Qtr. Hrs.  
 Purchasing policies and procedures; commodity selection; developing purchasing technique; government regulations; selection of materials source; developing a purchasing program.

MR475 Sales Management I 4 Qtr. Hrs.

Types of sales organization; the sales executive; sales planning and policies; sales campaigns; management of the sales force; financing sales; control of sales operations.

MR476 Sales Management II 4 Qtr. Hrs.

Sales and marketing management from the standpoint of planning, organizing, coordinating, and controlling; decision making and policy formation; marketing research; distribution; sales forecasting.

#### MEDICAL SECRETARIAL SCIENCE

MS201 Anatomy & Physiology I 4 Qtr. Hrs.

This course is designed to teach the student the fundamental terminology of Anatomy and Physiology along with an understanding of the basic elements of anatomy and physiology. Visual aids - diagrams, movies and other practical material are used throughout the course.

MS202 Anatomy & Physiology II 4 Qtr. Hrs.

(Prerequisite: Anatomy and Physiology I) Continuation of Anatomy and Physiology I.

MS251 Medical Terminology 4 Qtr. Hrs.

This course is designed to acquaint the student with medical terms, including the spelling and usage.

MS300 Medical Shorthand 4 Qtr. Hrs.

This course involves sets of letters and medical reports including the more common medical terms.

MS400 Medical Office Practice 4 Qtr. Hrs.

This course is designed to train the secretary in routine office record work, making appointments, using the telephone, and making out various insurance claim reports. It stresses professional ethics, conduct and responsibilities toward the doctor, patient, and co-worker.

#### MATHEMATICS

MT101 Business Mathematics I 4 Qtr. Hrs.

A programmed course designed to rebuild arithmetic fundamentals and problem solving procedures; percentages; interest, discounts; negotiable instruments; payrolls.

MT102 Business Mathematics II 4 Qtr. Hrs.

Mathematics of merchandising; computing commissions; depreciations; taxes, stocks, bonds, and other securities; insurance; the use of tables.

MT103 Business Mathematics III 4 Qtr. Hrs.

Mathematics of business, accounting, and finance; fractions; decimals; percentages; discounts; fundamentals of algebra; equations and their solutions; linear systems and quadratic equations; exponents; logarithms; slide rule, annuities.

MT201 Programmed Algebra I 4 Qtr. Hrs.

Algebraic principles; linear equations; positive and negative numbers; literal equations; graphs; square roots; radicals.

MT202 Programmed Algebra II 4 Qtr. Hrs.

Basic arithmetic operations using monomials and polynomials; special products and factoring; quadratic equations; ratio and proportion; numerical trigonometry.



MT301 Mathematics of Accounting & Finance I 4 Qtr. Hrs.  
Arithmetic and geometric progressions; logarithms; compound interest and compound discount; annuities.

MT302 Mathematics of Accounting & Finance II 4 Qtr. Hrs.  
A continuation of MT301; the evaluation of ordinary and deferred annuities and perpetuities; bond prices and yields; debt amortization; sinking fund accumulations.

#### OFFICE PRACTICES & MACHINES

OP100 Filing & Records Management 2 Qtr. Hrs.  
The principles of filing; the filing cycle; filing systems; establishing filing systems; selection of equipment and supplies; controlling filing systems; evaluating filing efficiency.

OP101 General Office Practice 2 Qtr. Hrs.  
Preparing for the office job; working in the general office; gaining experience for promotion; working with office forms; improving office techniques.

OP102 Penmanship 2 Qtr. Hrs.  
The Champion method is taught with special emphasis on speed and legibility.

OP103 Payroll Record Keeping 2 Qtr. Hrs.  
Computing and paying wages and salaries; federal and state unemployment insurance and benefits; withholding taxes; personnel records; payroll records and accounting.

OP104 Adding Machines 1 Qtr. Hr.  
Both the 10-key and the full keyboard machines are taught; adding sales slips, invoices, checks, deposit slips, time cards, computing balances; payrolls, and many other practical applications to specific problems.

OP105 Calculating Machines (Friden) 2 Qtr. Hrs.  
Elements of calculating machine operation; addition or subtraction; compound numbers; decimals and common fractions; semiautomatic multiplication; division; negative transfer.

OP106 Bookkeeping Machines (Burroughs) 2 Qtr. Hrs.  
Making journal entries; posting individual amounts, posting groups; customer ledger cards; creditor ledger cards; account control cards; adapting machine to specific business.

OP107 Duplicating Machines 1 Qtr. Hr.  
Preparation of spirit duplicator masters; offset masters, and stencils; emphasis on stencil duplicators.

OP108 Machine Transcription (Dictaphone) 2 Qtr. Hrs.  
Typing from copy dictated to dictating machines. A typing speed of 50 words per minute is required before taking this course.

OP109 Comptometry 2 Qtr. Hrs.  
Fundamental arithmetic processes; permanent decimal point; tonnage; percentages; discounts; auditing of invoices; payroll; debit and credit balances.

OP201 Data Processing 4 Qtr. Hrs.  
Punched card form design; planning concepts; data collection; data communication; procedure development.

OP300 NCR 2000 Posting Machine 2 Qtr. Hrs.

This machine is studied with particular application to hotel accounting and front office procedure.

OP350 Secretarial Office Practice 2 Qtr. Hrs.

Preparing for secretarial work; systematizing your work; taking dictation and transcribing; receiving callers; making appointments; helping with speeches; arranging meetings; performing special secretarial duties.

OP375 Nancy Taylor Grooming for Women 2 Qtr. Hrs.

Getting to know yourself; skin care; make-up; hair styling; nail care, posture; weight control; weight distribution; how to walk; how to sit; how to enter the room; making the best of your figure.

OP380 Personal Success for Men 2 Qtr. Hrs.

How to look like an executive; how to act like an executive; how to be more dynamic and persuasive; self confidence; how to get the job you want; how to make friends and avoid enemies.

#### PHILOSOPHY

PH201 History of Philosophy 4 Qtr. Hrs.

A chronological survey of the history of western philosophy from Thales to Dewey.

PH301 Business Ethics 4 Qtr. Hrs.

Moral science, prudence, and conscience; rights; justice; cooperation in injustice; speech, its use and abuse; labor and capital; labor unions; government in economic life.

PH401 Logic 4 Qtr. Hrs.

An introductory course in logic based upon a study of the problems of presenting material applicable to basic decisions in various fields including industrial relations, advertising, and salesmanship.

#### PSYCHOLOGY

PS100 Applied Psychology 4 Qtr. Hrs.

A practical application of psychological principles in vocational guidance, personnel work, industrial efficiency, advertising and selling, abnormal cases, and other practical problems.

PS150 Personality Development 2 Qtr. Hrs.

Positive vs negative personality traits; tact; learning to listen; how to dress to the best advantage; learning to see the bright side of situations; making friends.

PS201 Social Psychology 4 Qtr. Hrs.

A study of organized social groups and the relationship of the individual to those groups.

PS251 Industrial Psychology 4 Qtr. Hrs.

An introductory course; employee-employer relationships; placement; production motivation techniques.

PS301 Creative Thinking & Imagination 2 Qtr. Hrs.

An analysis of experimental studies of problem solving, reasoning, insight, concept formation, and related topics, drives, needs, and preferences leading to creative action.

## REAL ESTATE

RE100 Florida Real Estate Exam. Preparation 2 Qtr. Hrs.

A presentation of Florida real estate law and procedures for salesmen, together with a study of questions and answers used on previous real estate examinations.

RE101 Real Estate Principles & Practices 4 Qtr. Hrs.

The nature of real estate; the real estate business; contracts; mortgages; taxes and assessments; advertising; leases; property valuation; subdividing and developing; housing legislation; home ownership.

RE201 Real Estate Salesmanship 4 Qtr. Hrs.

Motives; the steps in a sale; listing techniques; selling various kinds of property; creative selling; meeting and overcoming objections; pitfalls to avoid; financial aids; ethical behavior; closing the sale.

RE202 Real Estate Management 4 Qtr. Hrs.

Property management; the real estate cycle; tenant selection; leases; retail stores, residential property; furnished buildings; office buildings; maintenance; tenant and public relations; records and accounting.

RE203 Real Estate Finance 4 Qtr. Hrs.

Fundamentals of financing real-estate; banking systems and instruments of finance; particular applications to leases, bond issues, and mortgage lending; income tax effects as a factor; competing agencies of federal financing organizations and real estate brokers.

RE300 Real Estate Appraisals 4 Qtr. Hrs.

Theory and practices in appraising residential, commercial, and industrial real estate; various concepts of real estate value; appraising by the market, cost, and income approaches; appraisal reports.

RE302 Real Estate Advertising 4 Qtr. Hrs.

Effective use of advertising media; attention-getting devices; ethics of real estate advertising; legal aspects of advertising; advertising advantages of various types of listings.

RE400 Real Estate Law 4 Qtr. Hrs.

Contracts; deeds; leases; mortgages; other real estate instruments; nature of real estate and rights therein; testate and intestate transfers of property,

RE401 Real Estate Appraisal, Condemnation 4 Qtr. Hrs.

The right of eminent domain; government regulations; principles of determining equitable market value.

RE402 Real Estate Brokerage 4 Qtr. Hrs.

Marketing; selling organizations; listing; types of listing agreements; multiple listing; broker and owners relations; terms of listing agreements; qualifications of brokers; presenting the information; closing.

## RELIGION

REL301 Old Testament Survey 4 Qtr. Hrs.

An introduction to Old Testament studies; the history, culture and religion of Israel; critical survey of Old Testament literature.

REL302 New Testament Survey 4 Qtr. Hrs.

An introduction to New Testament studies; a critical survey of New Testament literature considering historical setting; history of text, cultural, and religious significance.

REL401 Comparative Religions 4 Qtr. Hrs.

Religions of the ancient Near East; Greek and Roman religion; Judaism; Zoroastrianism; Manichaeism; Islam; the religions of India, China, and Japan; the philosophical, theological and cultural aspects of various religions.

#### SHORTHAND

S100 Speedwriting ABC Shorthand 2 Qtr. Hrs.

The world's most popular ABC shorthand system; theory, can be mastered in six weeks; both live and tape recorded dictation is used and a speed of 60 to 80 words per minute is developed.

S101 Gregg Shorthand I 4 Qtr. Hrs.

The world's most popular symbol shorthand system; theory can be mastered in one 12-weeks' term and a speed of 60 words per minute attained. Higher speeds are acquired in dictation classes.

S201 Machine Shorthand I 4 Qtr. Hrs.

This is the world's fastest shorthand system and is especially good for the legal secretary or court reporter. Either the Stenotype or Stenograph may be used. Higher speeds are attained in dictation and transcription studies.

S202 Machine Shorthand II 4 Qtr. Hrs.

Learning shortcuts, additional rules and building speed to 120 words per minute. Machine shorthand is required of all court reporting students.

S251 Dictation & Transcription I (80 words per minute) 2 Qtr. Hrs.

S275 Dictation & Transcription II (100 words per minute) 2 Qtr. Hrs.

S301 Dictation & Transcription III (120 words per minute) 2 Qtr. Hrs.

S302 Dictation & Transcription IV (140 words per minute) 2 Qtr. Hrs.

S450 Dictation & Transcription Lab 2 Qtr. Hrs.

Actual dictation in the administrative office of the school.

S475 Court Reporting I 4 Qtr. Hrs.

Advanced speed techniques and courtroom testimony. Required speed 150 words per minute.

S476 Court Reporting II 4 Qtr. Hrs.

Legal and medical dictation and courtroom procedure and testimony. Required dictation speed 175 words per minute.

S477 Court Reporting III 4 Qtr. Hrs.

Highly advanced verbatim reporting developed with considerable attention given to jury charge, medical testimony, legal opinions and dictation, and a variety of court material. Required dictation speed 200 words per minute.

#### SOCIOLOGY

SOC301 Introductory Sociology 4 Qtr. Hrs.

The development of modern civilization and the American philosophy of government; the individual and the family; effects of science, religion, urbanism, and conflicts of rights upon modern civilization.

- S0C350 Marriage and The Family 4 Qtr. Hrs.  
 Problems to be expected in marriage and family life; studies of marital happiness; possibility of sexual maladjustment; studies of family structure and family operations; social position of the family in the community.
- S0C401 Human Relations 4 Qtr. Hrs.  
 A survey of the influences which contrivute to, or inhibit, the harmonious development of intrapersonal, interpersonal, and integroup relations in our democratic society.
- S0C450 Urban Sociology 4 Qtr. Hrs.  
 The evolution of the city; causes of urban growth; the effect of urbanization on social institutions; social relations, and the national economy; problems of urban movements.

TYPEWRITING

- T101 Elementary Typewriting 4 Qtr. Hrs.  
 Learning the keyboard, building speed with control, centering, tabulation, simple tables and reports.
- T102 Intermediate Typewriting 4 Qtr. Hrs.  
 Building speed with control, additional styles of business letters in special arrangement and basic business forms.
- T201 Advanced Typewriting 4 Qtr. Hrs.  
 Improving speed with control, tyling special reports for executives; tables with special forms, duplicated reports, special business forms, accounting and legal reports.
- T202 Production Typewriting 2 Qtr. Hrs.  
 Typing office practice; forms including employment applications; interoffice memoranda, index cards, form letters, invoices, tally sheets, financial reports, stockholders' reports, sales bulletins, and many others.
- T203 Speed Typewriting 2 Qtr. Hrs.  
 Building speed with control.

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