

FORT 
LAUDERDALE
COLLEGE

Your Future is Our Business



Catalog
1986-1988

COLLEGE CATALOG 1986-1988

FORT LAUDERDALE COLLEGE

FORT LAUDERDALE, FLORIDA

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FORT LAUDERDALE COLLEGE

100 EAST BROWARD BOULEVARD
FORT LAUDERDALE, FLORIDA 33301
(305) 462-3761

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

Fort Lauderdale College is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools as a Senior College of Business and is approved by the State Board of Independent Colleges of Florida.

Fort Lauderdale College maintains two branch campuses which operate under separate catalogs.

Miami

Fort Lauderdale College
7630 Biscayne Blvd.
Miami, FL 33138

Hialeah

Fort Lauderdale College
Palm Springs Mall
551 W. 51st Place
Hialeah, FL 33012

GENERAL INFORMATION

MISSION

The College's historic mission, to which it has always been dedicated, is to prepare people for productive lives as managers, businessmen and women, and entrepreneurs. Coupled with this is the College's method: to be excellent in a few areas rather than adequate in many. Fort Lauderdale College is not a place for things to all people, but rather a place for a special brand of student — highly motivated, self-directed, enterprising, career-oriented, and eager to enter the world of business and management.

HISTORY

The historical roots of Fort Lauderdale College date back to 1940 with the establishment of the Walsh School of Business Science. The College was incorporated under the laws of the State of Florida in 1956; and in 1962 the State of Florida issued a charter to the College for operation as a non-profit, degree-granting institution of higher learning with authority to grant Associate and Baccalaureate degrees.

ACCREDITATION

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

The College is a for-profit, non-sectarian, co-educational institution chartered by the State of Florida with authority to confer collegiate degrees. The College is approved by the State Board of Independent Colleges and by the State Approving Agency for Veteran's Training. Membership is held in the Florida Association of Colleges and Universities.

CULTURAL ACTIVITIES

Fort Lauderdale, known as the Venice of America, is made up of a network of ongoing intercoastal waterways. It is located in Broward County, one of the fastest growing counties in the United States. The Museum of Art was opened in early 1986 and contains a growing collection of modern painting and sculpture. The County Library System has received national recognition for its outstanding service to the residents of Broward County. The Park Playhouse hosts a number of dramatic presentations each year, including Broadway shows. Popular artists appear regularly at the Sunrise Music Theater. There are endless opportunities for dining and shopping as well as movie theaters which run both current films and foreign films.

Besides the regular beach attractions, the Swimming Hall of Fame is located in Fort Lauderdale. There are several golf and tennis clubs around the area. Street fairs, art exhibits, and other outdoor activities are held annually. Fort Lauderdale is also the winter home of the New York Yankees and the Texas Rangers.

There are a wide variety of churches and synagogues which represent nearly every religious preference.

LIBRARY

The College, which is located in the center of Fort Lauderdale's newly designed cultural and financial district, affords the student access to a modern business environment in which he or she can observe the concepts being studied in the classroom.

The College is served by the Broward County Library System. The campus is located next to the new Main Library, a 261,000 square foot building which was officially opened in 1984. The handsome eight-story building provides an array of rich resources and services which support the academic programs of the College. It has open stacks and ample study areas and meeting rooms. In addition to its book and journal holdings, the library contains an extensive collection of federal, state, and local government documents. Among the electronic services provided by the library are on-line data base searching and interlibrary loans. PLATO, a computer-assisted self-instruction system, is also available.

The library also includes a small theater in which lectures, workshops, concerts, films, and plays are held.

HOUSING

Fort Lauderdale College has a Housing Coordinator to help students find an apartment while enrolled at the College. For this purpose, we are associated with a number of reputable area apartment buildings. In addition, the College will assist students who wish to make their own housing arrangements. For details and assistance, students can write or call our Housing Coordinator in advance.

PLACEMENT ASSISTANCE

The College maintains a very active Placement Service and the services are available to students during their enrollment and to graduates during their entire lives. Graduates are urged to keep in touch in order that they may take advantage of the many desirable openings always available. The placement office will also actively assist students in procuring part-time employment while enrolled.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

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

SPORTS

Deep-sea game fishing is a top attraction in Fort Lauderdale and is done aboard fleets of charter boats and drift fishing boats. Inland fresh-water streams and conservation areas are excellent fresh-water fishing spots. Broward County has become a golfing and tennis center of the nation, featuring more than 35 golf courses and thousands of tennis courts. Other sports readily available are horse-back riding, hunting, water skiing, and scuba diving. The International Swimming Hall of Fame is located in this city and hosts an annual Collegiate Swim Forum. The New York Yankees conduct their spring training in the city and own the Fort Lauderdale Yankees, a farm team. The Miami Dolphins and the University of Miami Hurricanes play their home games in the Orange Bowl, only a 30-minute drive from Fort Lauderdale. The College encourages students to participate in the intramural sports program.

STUDENT LIFE

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

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

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

FORT LAUDERDALE COLLEGE AND FORT LAUDERDALE

Fort Lauderdale College is located in Broward County, Florida which has a population exceeding 1,000,000 residents. World-renowned for its climate and beaches, it is the center of Florida's Gold Coast tourist mecca. It offers students at Fort Lauderdale College not only superb climate and recreation but also numerous cultural and educational opportunities to supplement

academic study.

The College's downtown location enables our students to benefit from and contribute to Fort Lauderdale's emerging cultural, educational, and business environment.

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

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

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

EARLY ADMISSION

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

ADMISSION FOR RECENT HIGH SCHOOL GRADUATES

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

APPLICATION PROCEDURE

Qualified applicants must submit a completed application for admission to the College with an application fee of \$25, which is non-refundable. A high school transcript and any previous college transcripts of work completed through the date of application is also required. The high school guidance department or college registrar should be requested to mail official transcripts directly to the

College. If a transcript is not available at the time of application, the College will make every effort to assist the applicant in obtaining one.

TRANSFER STUDENTS

Students in any undergraduate program in another college or university may apply for transfer to the College. The Registrar will evaluate and approve the maximum number of credit hours already completed with a C (2.0) or better and that are compatible with the College program. The College seeks to develop a program of study that allows the transfer student to complete his educational objective in the shortest time possible. Students wishing to transfer credits must have an official transcript of those credits mailed directly to the College Registrar for evaluation.

NON-TRADITIONAL CREDIT OPPORTUNITIES CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of 85, proficiency examinations given by the College. Students may apply for examination in any course for which credit has not been earned or accepted on transfer up to a maximum of 15 semester hours. An application must be completed and is issued from the Dean's Office. Applicable fees must be paid before testing. Policies regarding the exemption test programs are available in the Dean's Office. Under no circumstances may an exemption test be taken during a student's last semester prior to completing his or her graduation requirements.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

CREDIT FOR NON-COLLEGIATE TRAINING

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

AUDITING COURSES

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

STUDENT FINANCIAL ASSISTANCE

Financial assistance in the form of loans, grants, and work-study is available

qualified students. The College makes every possible effort to aid those students who need financial assistance in order to complete their College programs. Applicants in need should apply for financial assistance at the same time they apply for admission to the College.

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

SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS

Applicants seeking financial assistance should contact the College Financial Assistance Office for complete information on all financial assistance programs.

A confidential financial statement of parental income is required for most types of student financial assistance.

Each student's application for financial assistance is evaluated by the College Financial Assistance Officer and an appropriate plan is developed. This plan usually includes a combination of more than one type of assistance.

Financial assistance awards and commitments are made to the student following completion of all application procedures and acceptance of the student for admission to the College.

Students must maintain good standing and make satisfactory progress toward completion of the program in which they are enrolled in order to remain eligible for continued financial assistance.

ELIGIBILITY FOR FINANCIAL AID

A set of standards applicable to receiving Title IV funds is available in the Financial Assistance Office.

FINANCIAL ASSISTANCE PROGRAMS

PELL GRANT

Note: All federal and state financial assistance programs are subject to change, modification, or elimination by Congress or appropriate state legislative body. These programs are subject to rules, regulations, and procedures established by state and federal administrative agencies.

The Pell Grant is designed to provide financial assistance to those who need it to attend post-high school educational institutions. The amount of the Pell Grant is determined on the basis of the student's and family's financial resources. Eligible students may receive as much as \$2100 per year toward the cost of their education. An application for a Pell Grant is available in the Financial Assistance Office. A Financial Assistance Officer will assist in its completion and submission. Eligibility is determined and notification is sent

directly to the student who should immediately forward such notification to the College.

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)

This program is available to those students with financial need who would be unable to attend college without additional grant assistance. The Supplemental Educational Opportunity Grant may not exceed \$2000 for each student undergraduate year.

NATIONAL DIRECT STUDENT LOANS (NDSL)

Students needing financial assistance may borrow up to \$3000 until they complete two academic years of a program leading to a Bachelor's degree. They may then borrow an additional \$3000 during their last two academic years leading to a Bachelor's degree for a maximum of \$6000 as undergraduate students. Payments begin six months after the student completes the program or ceases to carry at least a half-time course of study and may be extended over a 10 year period. Repayment may be deferred for various reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school half-time, is undergoing rehabilitation training, or is temporarily totally disabled or unable to secure employment by reason of the care of a spouse who is disabled.

GUARANTEED STUDENT LOANS (GSL)

A student needing financial assistance may borrow up to \$2500 per academic year. Repayment of the loan begins six months after the student ceases to carry at least a half-time course of study but may be deferred for various reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school full-time, is undergoing rehabilitation training, is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled, or for up to one year if seeking but unable to find employment.

COLLEGE WORK-STUDY PROGRAM (CWSP)

This program is for students with financial need who require employment to meet their education-related expenses. Students work an average of 15 hours per week in various non-profit business and agencies in the community in conjunction with their class schedules.

OTHER SOURCES OF FINANCIAL ASSISTANCE

VETERANS ASSISTANCE PROGRAMS

Veteran Education and Employment Assistance Act of 1976, as Amended

eterans eligible for training under the G.I. Bill are entitled to a monthly allowance while attending the College in an approved program of study. eterans with over 18 months of active duty are entitled to a maximum of 45 months of training and those with 6 to 18 months of active duty are entitled to ½ months of training for each month of active duty. The College will assist in preparing and submitting applications.

WAR ORPHAN EDUCATIONAL ASSISTANCE

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

EDUCATIONAL REHABILITATION FOR VETERANS

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

TUITION AND FEES (1986-1987)

TUITION:

Tuition for one credit	\$ 135
Tuition for two credits	\$ 270
Tuition for three credits	\$ 405
Tuition for four credits	\$ 540
Tuition for five credits	\$ 675
Tuition for six credits	\$ 810
Tuition for seven credits	\$ 945
Tuition for eight creits	\$1,080
Tuition for nine credits	\$1,215
Tuition for ten credits	\$1,350
Tuition for eleven credits	\$1,485
Tuition for twelve to eighteen credits	\$1,992
Tuition for credits in excess of 18, per credit	\$ 135

FEES:

n application fee of \$25 (non-refundable) must accompany an application for dmission. A re-entry fee of \$10 (non-refundable) must accompany re-entry ap- plication.

gistration fee of \$200 shall be paid within 30 days of acceptance of the ap- plication for admission. A student may not schedule classes unless the gistration fee is paid. This fee is a one time charge required of all students

who enroll in 6 or more credits at the College. The registration fee may be deferred in cases of financial hardship by request to the Business Manager's office.

A fee of \$10 will be charged for all course changes made during Drop/Add period except for an addition without a drop, for which no fee will be charged.

A graduation fee of \$50 shall be paid by graduating students prior to the beginning of their final term of enrollment.

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

A late registration fee of \$50 will be charged any student who registers after the first day of classes and, even then, the student must obtain the written approval of the Dean or Registrar to do so.

A fee of \$150 will be paid for each examination taken to establish credit by examination. The fee must be paid prior to scheduling such examinations.

A laboratory fee of \$30 will be charged for each Computer Programming (COBOL) Language Course or any other course requiring the use of the computer laboratory, such as Word Processing and Accounting for Micro-computers. This fee is non-refundable after the final class change date.

A student activity fee of \$20 per semester and \$10 per summer session will be charged to each student who registers for 6 or more credits during any term.

A fee of \$20 will be charged students who pay their tuition under any approved deferred payment plan.

STUDENT ACCOUNTS:

All students' accounts are due and payable to the Cashier at the time such charges are incurred. College regulations prohibit registration, graduation, granting of credit, taking of final examination, or release of grades or transcripts for any student whose account is delinquent. Students may be excluded from class if their accounts are delinquent.

REFUND POLICY:

Total Withdrawal from the College. Students who register but do not attend classes, or who withdraw after attending classes for any reason, will receive a refund according to the refund schedule. The effective date of withdrawal will be the date on which the student last attended classes. Any refund due will be determined by this date.

REFUND SCHEDULE: (Refund for Total Withdrawal Only)

Regular Semesters	Refund
Through week two	75%
Through week three	50%
Through week four	25%
After week four	0%
 Summer Sessions	
Through week two	25%
After week two	0%

WITHDRAWAL POLICY FOR INDIVIDUAL COURSES:

Students who drop individual courses after the Drop/Add period and are still enrolled in the College are NOT ENTITLED to any refund.

CHANGES MADE DURING THE DROP/ADD PERIOD:

Students dropping courses, in writing, during the Drop/Add period will receive total refund for the course and special course fee, if applicable, as long as the student remains enrolled in the College.

COLLEGE FEES:

All College fees are not refundable unless specifically mentioned above.

ACADEMIC INFORMATION

The College operates on the semester system and, for its measure of academic course work, uses academic credits (often referred to as semester credits, semester hours, credit hours, hours, or credits.)

An academic credit is given for one 50-minute period a week throughout an academic semester. Two or three laboratory hours each week throughout a semester are considered the equivalent of one lecture hour in counting credits earned in a laboratory course.

No grades or credits are given for courses students audit.

Attendance at the final examination is required for the award of a grade. No instructor may advance the date of a final examination for a student or for a class without consulting the Dean of the College.

GRADING SYSTEM AND PROGRESS REPORT

The following grading system is used:

Grade Evaluation	Grade Points Per Semester Hour
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
P Pass	not calculated

(Credit given that is awarded in certain programs where work can only properly be evaluated as either pass or fail)

W Withdrawal	0
F Failure	0
I Incomplete	not calculated

(Automatically changes to F if course requirements are not completed satisfactorily within 10 days after the official ending date of the term.)

N No Grade	not calculated
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(Awarded if a student withdraws from a class under approved mitigating circumstances).

X Exemption	not calculated
V Audit	not calculated

REPEATING COURSES

A student may repeat a course taken at the College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student transcript. The first attempt will also be shown, but the cumulative grade point average will be recomputed to count the last attempt only. This policy may be used three times for separate courses or two times for one course and once for a second course.

CALCULATION OF GRADE POINT AVERAGE

The grade point average of a student is determined by dividing the total number of grade points earned per semester by the number of semester hours attempted. If, for example, a student earned an A in one 3 semester hour class the student would multiply 3 semester hours times 4 (the grade point total for an A). The grade points for that class would be 12. If the student earned a C in a second 3 semester hour class, the student would multiply 3 semester hours times the grade points for a C (2) for a total of 6 grade points. Adding the total number of grade points, 12 and 6 the student would have 18 grade points. The student attempted 6 credits. The grade points of 18, divided by 6 semester hours attempted, would result in a grade point average of 3.0.

TUDENT RECORDS

The College assures the confidentiality of students' educational records as required by law. Should information be desired by the student which is not contained in semester grade reports, requests must be made in writing through the office of the Registrar where student records are compiled.

GRADUATION

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

DEAN'S LIST

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

GRADUATION WITH HONORS

Students enrolled in degree programs who have earned the requisite credits for graduation with the following grade point average are entitled to the appropriate honor: 3.50-3.75, CUM LAUDE; 3.76-3.89, MAGNA CUM LAUDE, 3.9 and above, SUMMA CUM LAUDE.

ATTENDANCE REQUIREMENTS

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences, excused or unexcused, may cause the student to be withdrawn from the class in which the absences occur, and receive no credit for the course. Courses are normally scheduled between 8 a.m. and 10 p.m. Monday through Thursday. Students may also attend Saturday morning classes which are scheduled as needed. Students attending under the Work-Study Program may, if necessary, be scheduled for a minimum class load in order to permit employment. The College is in session throughout the year on a semester basis except for holidays and vacations as shown in the College Calendar. Summer class offerings are available for the many students who choose to accelerate their program. Students are urged to attend and take advantage of smaller classes and receive individual attention.

ACADEMIC DEFICIENCIES

Following the conclusion of each grading period, the grade of each student will be audited by the Registrar or the Dean. As a result of this audit, it may be

necessary to reschedule the student or to place the student on a status of Academic Probation, Final Academic Probation, Academic Suspension or Academic Dismissal. In all such cases, the Dean will confer with each student to insure that all steps are being taken to assist the student in reaching a clear academic status.

STANDARDS OF PROGRESS

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

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

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

ACADEMIC SUSPENSION AND DISMISSAL

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

REGULATIONS GOVERNING CONDUCT

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

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

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

Should the College have evidence of further misconduct, the right to dismiss

ne student is reserved.

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

FAMILIARITY WITH COLLEGE REGULATIONS

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

RESERVATIONS AS TO PROGRAMS AND CHARGES

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

INTERNSHIP PROGRAM

An internship activity is considered to be a part of the academic program. Its purpose is to provide students with on-the-job experience as part of the curriculum. The student, along with the Department Chairman and the Dean of the College, will determine the appropriate internship for approval. The Director of Placement will assist in finding the businesses which relate to the student's internship proposal. The internship will have proposed goals and objectives as well as structured evaluation and academic program appraisals. Regular semester hour academic credit will be given upon successful completion of the internship. The College has cooperative internships with Walt Disney World and other leading businesses.

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is an academic program. Its purpose is to provide students with practical, prearranged and preapproved on-the-job educational experiences which relate to their academic program and/or career objectives.

By combining traditional on-campus courses with off-campus Cooperative Education courses, under the joint supervision of a sponsoring company supervisor and the College Director of Cooperative Education, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose of the program is to present

students to employers in a way which will increase their post-graduate employment potential. The proposal must be approved by the Dean and the Department Chairperson.

COOPERATIVE EDUCATION PLANS

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

1. The Parallel Plan
2. The Alternating Plan

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

The Alternating Plan is designed for students who elect to register for one campus course one semester and register for one Cooperative Education course the following semester. In other words, these students alternate semesters of on-campus study with off-campus Cooperative Education study. Students who elect to participate in either plan must obtain academic counseling prior to entering either plan to assure that their Cooperative Education courses are properly integrated into their overall academic program of studies.

COOPERATIVE EDUCATION CREDIT

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

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

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

COOPERATIVE EDUCATION COURSES

SEMESTER HOURS

COE 2011	COOPERATIVE EDUCATION SEMINAR	1
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First Co-Op course to acquaint the student with the Co-Op program and to prepare for a subsequent work assignment. This seminar is conducted on campus. In this seminar, each student will prepare a cover letter and a resume to be presented to employers. The student will also be prepared for the various interviewing techniques used by employers.

PARALLEL PLAN COURSES

COE 2041	PARALLEL WORK I	3
COE 2042	PARALLEL WORK II	3
COE 3041	PARALLEL WORK III	3
COE 3042	PARALLEL WORK IV	3
COE 4041	PARALLEL WORK V	3
COE 4042	PARALLEL WORK VI	3

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

ALTERNATING PLAN COURSES

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

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

MULTIPLE DEGREE PROGRAMS

TWO MAJORS

Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirements of two majors, a student will be awarded only ONE degree unless a minimum of 30 appropriate semester hours in addition to the requirements of the first degree have been earned. In cases where the requirements of two majors have been met and only one degree is involved, notation denoting both majors will be entered on the transcript.

TWO DEGREES

Two bachelor's degrees may be awarded simultaneously when the following conditions have been met:

1. Requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 30 appropriate semester hours in addition to the requirements of the first degree have been earned.

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

FORT LAUDERDALE COLLEGE

ACADEMIC PROGRAM

BACHELOR OF SCIENCE DEGREE

Accounting Major
Finance and Banking Major
Hotel and Restaurant Administration Major
International Business Major
Management Major
Management Information Systems Major
Marketing Major
Professional Accounting Major

ASSOCIATE IN SCIENCE DEGREE

Hotel and Restaurant Administration Major
Management Major
Management Information Systems Major
Marketing Major

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

ASSOCIATE IN BUSINESS DEGREE

PARALEGAL INSTITUTE

Associate in Science Paralegal Studies
One Year Diploma in Paralegal Studies

COOPERATIVE EDUCATION PROGRAM

COLLEGE OF BUSINESS

THE BACHELOR OF SCIENCE DEGREE

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

- Complete a minimum of 120 semester hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College with a minimum of 42 semester hours in the 3000 and 4000 series or higher. The final 30 semester hours must be completed at the College.
- Meet the specified graduation requirements, including the following Area Credit Hour requirements.

SEMESTER HOURS

AREA I	Business Administration Component	36	(minimum)
AREA II	Major Component	21	(minimum)
AREA III	General Education Component	36	(minimum)
AREA IV	Approved Elective Component	27	(minimum)
TOTAL SEMESTER HOURS REQUIRED		120	(minimum)

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

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

The student is responsible for meeting the requirements of the College catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at re-entrance after not attending for a full academic semester (Summer Sessions excepted). A separate page outlining the degree requirements for each major is included in this catalog.

BACHELOR OF SCIENCE DEGREE IN ACCOUNTING

BUSINESS ADMINISTRATION COMPONENT

(Required for all Majors)

<u>Course</u>	<u>Hrs.</u>
MAN 1021 Intro. to Bus. Enterprise	3
MAN 2101 Leadership Development	3
MAR 1011 Introduction to Marketing	3
ACG 2001 Principles of Accounting I	3
ACG 2011 Principles of Accounting II	3
ACG 2050 Accounting for the Micro-computer	3
MAN 2100 Principles of Management	3
BUL 2100 Business Law I	3
INP 3301 Human Relations	3
FIN 3403 Introduction to Finance	3
MAN 4060 Business Policy & Admin.	3
BUS 3111 Social & Ethical Issues in Business	3
Business Administration Core Total	36

MAJOR COMPONENT

<u>Course</u>	<u>Hrs.</u>
ACG 3104 Intermediate Accounting I	3
ACG 3124 Intermediate Accounting II	3
ACG 3301 Managerial Cost Accounting	3
ACG 3501 Federal Taxation I	3
MAN 4810 Management Info. Systems	3
ACG 4201 Advanced Accounting I	3
ACG 4605 Auditing I	3
Major Component Total	21

BUSINESS ELECTIVES*

_____	3
_____	3
_____	3
_____	3
_____	3
Total Business Electives	12

* Must be 3000 or 4000 level and approved by advisor.

GENERAL EDUCATION COMPONENT

Humanities

	<u>Hrs</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
ENG 2210 English Comp. II	3
SPC 2600 Effective Speaking	3

Social Science

ECO 2013 Economics I (Macro)	3
ECO 2023 Economics II (Micro)	3
PSY 2012 General Psychology	3
POS 2041 American National Government	3

Natural Science

MAT 1033 College Algebra	3
STA 3152 Statistics	3
COC 1020 Comp. Literacy	3
COP 2170 Comp. Programming BASIC	3

General Education Core Total	36
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FREE ELECTIVES

	<u>Hrs</u>
_____	3
_____	3
_____	3
_____	3
_____	3
Free Elective Total	15

BACHELOR OF SCIENCE DEGREE IN FINANCE AND BANKING

BUSINESS ADMINISTRATION COMPONENT

(Required for all Majors)

<u>Course</u>	<u>Hrs.</u>
MAN 1021 Introd. to Bus. Enterprise	3
MAN 2101 Leadership Development	3
MAR 1011 Introduction to Marketing	3
ACG 2001 Principles of Accounting I	3
ACG 2011 Principles of Accounting II	3
ACG 2050 Accounting for the Micro-computer	3
MAN 2100 Principles of Management	3
BUL 2100 Business Law I	3
HRM 3301 Human Relations	3
FIN 3403 Introduction to Finance	3
MAN 4060 Business Policy & Admin.	3
SUS 3111 Social & Ethical Issues in Business	3
Business Administration Core Total	36

MAJOR COMPONENT

	<u>Hrs.</u>
FIN 2000 Personal Finance	3
FIN 3110 Investment Management	3
FIN 4000 Quantitative Methods for Business Finance	3
FIN 4624 International Business and Finance	3
CO 3233 Money and Banking	3
MAN 4810 Management Info. Systems	3
FIN 4320 Financial Management	3
Major Component Total	21

BUSINESS ELECTIVES*

	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
Total Business Electives	12

Must be 3000 or 4000 level and approved by advisor.

GENERAL EDUCATION COMPONENT

Humanities

	<u>Hrs.</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
ENG 2210 English Comp. II	3
SPC 2600 Effective Speaking	3

Social Science

ECO 2013 Economics I(Macro)	3
ECO 2023 Economics II(Micro)	3
PSY 2012 General Psychology	3
POS 2041 American National Government	3

Natural Science

MAT 1033 College Algebra	3
STA 3152 Statistics	3
COC 1020 Comp. Literacy	3
COP 2170 Comp. Programming BASIC	3

General Education Core Total 36

FREE ELECTIVES

	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
Free Elective Total	15

BACHELOR OF SCIENCE DEGREE IN HOTEL AND RESTAURANT ADMINISTRATION

BUSINESS ADMINISTRATION COMPONENT
(Required for all Majors)

<u>Course</u>	<u>Hrs.</u>
MAN 1021 Intro. to Bus. Enter.	3
MAN 2101 Leadership Development	3
MAR 1011 Introduction to Marketing	3
ACG 2001 Principles of Accounting I	3
ACG 2011 Principles of Accounting II	3
ACG 2050 Accounting for the Micro-computer	3
MAN 2100 Principles of Management	3
BUL 2100 Business Law I	3
INP 3301 Human Relations	3
FIN 3403 Introduction to Finance	3
MAN 4060 Business Policy & Admin.	3
BUS 3111 Social & Ethical Issues in Business	3
 Business Administration Core Total	 36

MAJOR COMPONENT

	<u>Hrs.</u>
HFT 3263 Restaurant Management	3
MAN 4810 Management Info. Systems	3
HFT 3603 Law as Related to the Hospitality Industry	3
HFT 3700 Fundamentals of Tourism	3
HFT 2999 Internship in Hotel and Restaurant Administration	3
FSS 2251 Food & Beverage Management	3
ACG 3301 Managerial Cost Accounting	3
 Major Core Total	 21

BUSINESS ELECTIVES*

	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
 Total Business Electives	 12

* Must be 3000 or 4000 level and approved by advisor.

GENERAL EDUCATION COMPONENT

Humanities

	<u>Hrs</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
ENG 2210 English Comp. II	3
SPC 2600 Effective Speaking	3

Social Science

ECO 2013 Economics I (Macro)	3
ECO 2023 Economics II (Micro)	3
PSY 2012 General Psychology	3
POS 2041 American National Government	3

Natural Science

MAT 1033 College Algebra	3
STA 3152 Statistics	3
COC 1020 Comp. Literacy	3
COP 2170 Comp. Programming BASIC	3

General Education Core Total 36

FREE ELECTIVES

	<u>Hrs</u>
_____	3
_____	3
_____	3
_____	3
_____	3
 Free Elective Total	 15

BACHELOR OF SCIENCE DEGREE IN INTERNATIONAL BUSINESS

BUSINESS ADMINISTRATION COMPONENT

(Required for all Majors)

<u>Course</u>	<u>Hrs.</u>
N 1021 Intro. to Bus. Enter.	3
N 2101 Leadership Development	3
R 1011 Introduction to Marketing	3
G 2001 Principles of Accounting I	3
G 2011 Principles of Accounting II	3
G 2050 Accounting for the Micro-computer	3
N 2100 Principles of Management	3
L 2100 Business Law I	3
P 3301 Human Relations	3
N 3403 Introduction to Finance	3
N 4060 Business Policy & Admin.	3
S 3111 Social & Ethical Issues in Business	3
Business Administration Core Total	36

MAJOR COMPONENT

<u>Course</u>	<u>Hrs.</u>
S 3003 Comparative Econ. Systems	3
T 4064 Contemporary Political Thought	3
N 4001 Import - Export Traffic	3
N 4600 Mgt. of International Bus.	3
N 4810 Mgt. Information Systems	3
N 4624 International Business and Finance	3
C 3405 Ind. Trade of Latin America	3
Major Component Total	21

BUSINESS ELECTIVES*

<u>Course</u>	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
_____	3
Total Business Electives	12

Must be 3000 or 4000 level and approved by advisor.

GENERAL EDUCATION COMPONENT

Humanities

<u>Course</u>	<u>Hrs.</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
ENG 2210 English Comp. II	3
SPC 2600 Effective Speaking	3

Social Science

ECO 2013 Economics I(Macro)	3
ECO 2023 Economics II(Micro)	3
PSY 2012 General Psychology	3
POS 2041 American National Government	3

Natural Science

MAT 1033 College Algebra	3
STA 3152 Statistics	3
COC 1020 Comp. Literacy	3
COP 2170 Comp. Programming BASIC	3

General Education Core Total 36

FREE ELECTIVES

<u>Course</u>	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
Free Elective Total	15

BACHELOR OF SCIENCE DEGREE IN MANAGEMENT

BUSINESS ADMINISTRATION COMPONENT (Required for all Majors)

<u>Course</u>	<u>Hrs.</u>
MAN 1021 Intro. to Bus. Enter.	3
MAN 2101 Leadership Development	3
MAR 1011 Introduction to Marketing	3
ACG 2001 Principles of Accounting I	3
ACG 2011 Principles of Accounting II	3
ACG 2050 Accounting for the Micro-computer	3
MAN 2100 Principles of Management	3
BUL 2100 Business Law I	3
INP 3301 Human Relations	3
FIN 3403 Introduction to Finance	3
MAN 4060 Business Policy & Admin.	3
BUS 3111 Social & Ethical Issues in Business	3
Business Administration Core Total	36

MAJOR COMPONENT

	<u>Hrs.</u>
ACG 3301 Managerial Cost Accounting	3
MAN 4810 Management Info. Systems	3
MAN 3300 Personnel Management	3
FIN 4624 International Business and Finance	3
FIN 4320 Financial Management	3
MAN 2801 Small Business Management	3
MAN 4410 Labor Relations and Collective Bargaining	3
Major Core Total	21

BUSINESS ELECTIVES*

	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
Total Business Electives	12

* Must be 3000 or 4000 level and approved by advisor.

GENERAL EDUCATION COMPONENT

<u>Humanities</u>	<u>Hrs.</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
ENG 2210 English Comp. II	3
SPC 2600 Effective Speaking	3
<u>Social Science</u>	
ECO 2013 Economics I (Macro)	3
ECO 2023 Economics II (Micro)	3
PSY 2012 General Psychology	3
POS 2041 American National Government	3

Natural Science

MAT 1033 College Algebra	3
STA 3152 Statistics	3
COC 1020 Comp. Literacy	3
COP 2170 Comp. Programming BASIC	3

General Education Core Total 36

FREE ELECTIVES

	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
Free Elective Total	15

BACHELOR OF SCIENCE DEGREE IN MANAGEMENT INFORMATION SYSTEMS

BUSINESS ADMINISTRATION COMPONENT
(Required for all Majors)

<u>Course</u>	<u>Hrs.</u>
MAN 1021 Intro. to Bus. Enter.	3
MAN 2101 Leadership Development	3
MAN 1011 Introduction to Marketing	3
ACG 2001 Principles of Accounting I	3
ACG 2011 Principles of Accounting II	3
ACG 2050 Accounting for the Micro-computer	3
MAN 2100 Principles of Management	3
BUL 2100 Business Law I	3
INP 3301 Human Relations	3
FIN 3403 Introduction to Finance	3
MAN 4060 Business Policy & Admin.	3
BUS 3111 Social & Ethical Issues in Business	3
Business Administration Core Total	36

MAJOR COMPONENT

<u>Course</u>	<u>Hrs.</u>
CIS 2321 Business Systems Analysis	3
COP 2120 COBOL	3
COP 3121 COBOL Adv.	3
MAN 4810 Management Info. Systems	3
COP 3530 Data Base Management	3
CIS 4360 Data Communications	3
Computer Language (other than BASIC)	3
Major Core Total	21

BUSINESS ELECTIVES*

<u>Course</u>	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
_____	3
Total Business Electives	12

GENERAL EDUCATION COMPONENT

Humanities

<u>Course</u>	<u>Hrs.</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
ENG 2210 English Comp. II	3
SPC 2600 Effective Speaking	3

Social Science

ECO 2013 Economics I(Macro)	3
ECO 2023 Economics II(Micro)	3
PSY 2012 General Psychology	3
POS 2041 American National Government	3

Natural Science

MAT 1033 College Algebra	3
STA 3152 Statistics	3
COC 1020 Comp. Literacy	3
COP 2170 Comp. Programming BASIC	3

General Education Core Total 36

FREE ELECTIVES

<u>Course</u>	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
_____	3
Free Elective Total	15

* Must be 3000 or 4000 level and approved by advisor.

BACHELOR OF SCIENCE DEGREE IN MARKETING

BUSINESS ADMINISTRATION COMPONENT

(Required for all Majors)

<u>Course</u>	<u>Hrs.</u>
MAN 1021 Intro. to Bus. Enter.	3
MAN 2101 Leadership Development	3
MAR 1011 Introduction to Marketing	3
ACG 2001 Principles of Accounting I	3
ACG 2011 Principles of Accounting II	3
ACG 2050 Accounting for the Micro-computer	3
MAN 2100 Principles of Management	3
BUL 2100 Business Law I	3
INP 3301 Human Relations	3
FIN 3403 Introduction to Finance	3
MAN 4060 Business Policy & Admin.	3
BUS 3111 Social & Ethical Issues in Business	3

Business Administration Core Total 36

MAJOR COMPONENT

	<u>Hrs.</u>
MAR 4613 Marketing Research	3
ADV 2000 Advertising	3
MAR 2503 Consumer Behavior	3
MAR 4722 Marketing Management	3
MAR 2151 Retailing	3
FIN 4624 International Business and Finance	3
MAR 3321 Public Relations	3
Major Component Total	21

BUSINESS ELECTIVES*

	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
Total Business Electives	12

* Must be 3000 or 4000 level and approved by advisor.

GENERAL EDUCATION COMPONENT

Humanities

	<u>Hrs.</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
ENG 2210 English Comp. II	3
SPC 2600 Effective Speaking	3

Social Science

ECO 2013 Economics I(Macro)	3
ECO 2023 Economics II(Micro)	3
PSY 2012 General Psychology	3
POS 2041 American National Government	3

Natural Science

MAT 1033 College Algebra	3
STA 3152 Statistics	3
COC 1020 Comp. Literacy	3
COP 2170 Comp. Programming BASIC	3

General Education Core Total 36

FREE ELECTIVES

	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
_____	3
Free Elective Total	15

PROFESSIONAL ACCOUNTING MAJOR

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

Additional Required Major Component	Semester Hours
ACG 3301 Managerial Cost Accounting	3.0
ACG 3442 Cost Accounting II	3.0
ACG 3542 Federal Taxation II	3.0
ACG 4221 Advanced Accounting II	3.0
ACG 4625 Auditing II	3.0
IS 2321 Business System Analysis and Design	3.0
Major Component Total	18.0

Additional approved electives to be selected in consultation with the Dean from among the business courses listed in the catalog.

Elective Total	6.0
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Additional approved electives to be selected in consultation with the Faculty Advisor, Registrar, and Dean to achieve a balanced program in Professional Accounting

Total additional credits for the Professional Accounting Major	30.0
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THE ASSOCIATE IN SCIENCE DEGREE

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

1. Complete a minimum of 60 semester hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 18 semester hours must be completed at the College.
2. Meet the specified graduation requirements including the following Area Credit Hour requirements, 21 of which must be in the 2000 series or higher. Upper division courses may be used to satisfy the requirements if approved by the Dean.

		Semester Hours
Area I	Business Component	18 (minimum)
Area II	Major Component	15 (minimum)
Area III	General Education Component	18 (minimum)
Area IV	Approved Elective Component	9 (minimum)
TOTAL SEMESTER HOURS REQUIRED		60 (minimum)

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

The student is responsible for meeting the requirements of the College catalog in effect at the time of entrance or re-entrance.

The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at re-entrance after not attending a full academic semester (Summer Sessions excepted). A separate section outlining the degree requirements for each major is included in this catalog.

ASSOCIATE IN SCIENCE DEGREE IN HOTEL AND RESTAURANT ADMINISTRATION

BUSINESS ADMINISTRATION COMPONENT

<u>Course</u>	<u>Hrs.</u>
MAN 1021 Intro. to Bus. Enter.	3
MAN 2101 Leadership Development	3
ACG 2001 Principles of Accounting I	3
ACG 2011 Principles of Accounting II	3
UL 2100 Business Law I	3
MARK 1011 Introduction to Marketing	3
Business Administration Core Total	18

MAJOR COMPONENT

<u>Course</u>	<u>Hrs.</u>
MAN 2100 Principles of Management	3
SS 2251 Food and Beverage Management	3
FT 1000 Hotel and Restaurant Organization Management	3
CO 2013 Economics I (Macro)	3
FT 2999 Internship in Hotel and Restaurant Administration	3
Major Component Total	15

GENERAL EDUCATION COMPONENT

<u>Course</u>	<u>Hrs.</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
SPC 1600 Effective Speaking	3
PSY 2012 General Psychology	3
COC 1020 Computer Literacy	3
MAT 1033 College Algebra or STA 3152 Statistics	3
General Education Core Total	18

FREE ELECTIVES

<u>Course</u>	<u>Hrs.</u>
_____	3
_____	3
_____	3
Free Elective Total	9

ASSOCIATE IN SCIENCE DEGREE IN MANAGEMENT

BUSINESS ADMINISTRATION COMPONENT

<u>Course</u>	<u>Hrs.</u>
MAN 1021 Intro. to Bus. Enter.	3
MAN 2101 Leadership Development	3
ACG 2001 Principles of Accounting I	3
ACG 2011 Principles of Accounting II	3
BUL 2100 Business Law I	3
MAR 1011 Introduction to Marketing	3
 Business Administration Core Total	 18

MAJOR COMPONENT

	<u>Hrs.</u>
MAN 2100 Principles of Management	3
BUL 2122 Business Law II	3
MAN 2801 Small Business Management	3
ECO 2013 Economics I (Macro)	3
ECO 2023 Economics II (Micro)	3
 Major Component Total	 15

GENERAL EDUCATION COMPONENT

	<u>Hrs.</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
SPC 2600 Effective Speaking	3
PSY 2012 General Psychology	3
COC 1020 Computer Literacy	3
MAT 1033 College Algebra	
or	
STA 3152 Statistics	3
 General Education Core Total	 18

FREE ELECTIVES

	<u>Hrs.</u>
_____	3
_____	3
_____	3
 Free Elective Total	 9

ASSOCIATE IN SCIENCE DEGREE IN MANAGEMENT INFORMATION SYSTEMS

BUSINESS ADMINISTRATION COMPONENT

<u>Course</u>	<u>Hrs.</u>
MAN 1021 Intro. to Bus. Enter.	3
MAN 2101 Leadership Development	3
.CG 2001 Principles of Accounting I	3
.CG 2011 Principles of Accounting II	3
JUL 2100 Business Law I	3
MAR 1011 Introduction to Marketing	3
 Business Administration Core Total	 18

MAJOR COMPONENT

<u>Course</u>	<u>Hrs.</u>
OP 2170 Computer Programming-BASIC	3
MAN 2100 Principles of Management	3
IS 2321 Business Systems Analysis	3
OP 2120 Computer Programming-COBOL	3
.CG 2050 Accounting for the Micro-computer	3
 Major Component Total	 15

GENERAL EDUCATION COMPONENT

<u>Course</u>	<u>Hrs.</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
SPC 2600 Effective Speaking	3
PSY 2012 General Psychology	3
COC 1020 Computer Literacy	3
MAT 1033 College Algebra	3
or	
STA 3152 Statistics	3
 General Education Core Total	 18

FREE ELECTIVES

<u>Course</u>	<u>Hrs.</u>
_____	3
_____	3
_____	3
 Free Elective Total	 9

ASSOCIATE IN SCIENCE DEGREE IN MARKETING

BUSINESS ADMINISTRATION

Course

	<u>Hrs.</u>
MAN 1021 Intro. to Bus. Enter.	3
MAN 2101 Leadership Development	3
ACG 2001 Principles of Accounting I	3
ACG 2011 Principles of Accounting II	3
BUL 2100 Business Law I	3
MAR 1011 Introduction to Marketing	3
 Business Administration Core Total	 18

MAJOR COMPONENT

	<u>Hrs.</u>
MAR 2151 Retailing	3
ADV 2000 Advertising	3
MAN 2100 Principles of Management	3
ECO 2013 Economics I (Macro)	3
ECO 2023 Economics II (Micro)	3
 Major Component Total	 15

GENERAL EDUCATION COMPONENT

	<u>Hrs.</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
SPC 1600 Effective Speaking	3
PSY 2012 General Psychology	3
COC 1020 Computer Literacy	3
MAT 1033 College Algebra	3
or	
STA 3152 Statistics	3
 General Education Core Total	 18

FREE ELECTIVES

	<u>Hrs.</u>
_____	3
_____	3
_____	3
 Free Elective Total	 9

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

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

1. Complete a minimum of 120 semester hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College, with a minimum of 42 semester hours in the 3000 and 4000 series or higher. The final 30 semester hours must be completed at the College.
2. Meet the specified graduation requirements, including the following Area hour requirements:

	Semester Hours
Area I Business Administration Component	36 (minimum)
Area II Business Elective Component	33 (minimum)
Area III General Education Component	36 (minimum)
Area IV Approved Elective Component	15 (minimum)
TOTAL SEMESTER HOURS REQUIRED	120 (minimum)

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

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

BACHELOR OF BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION COMPONENT (Required for all Majors)

<u>Course</u>	<u>Hrs.</u>
MAN 1021 Intro. to Bus. Enterprise	3
MAN 2101 Leadership Development	3
MAR 1011 Introduction to Marketing	3
ACG 2001 Principles of Accounting I	3
ACG 2011 Principles of Accounting II	3
ACG 2050 Accounting for the Micro-computer	3
MAN 2100 Principles of Management	3
BUL 2100 Business Law I	3
INP 3301 Human Relations	3
FIN 3403 Introduction to Finance	3
MAN 4060 Business Policy & Admin.	3
BUS 3111 Social & Ethical Issues in Business	3
 Business Administration Core Total	 36
 <u>BUSINESS ELECTIVES*</u>	
(At least 21 hours must be from courses in the 3000 or 4000 series)	
	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
Total Business Electives	33

GENERAL EDUCATION COMPONENT

Humanities

	<u>Hrs.</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
ENG 2210 English Comp. II	3
SPC 2600 Effective Speaking	3

Social Science

ECO 2013 Econ. I(Macro)	3
ECO 2023 Econ. II(Micro)	3
PSY 2012 General Psychology	3
POS 2041 American National Government	3

Natural Science

MAT 1033 College Algebra	3
STA 3152 Statistics	3
COC 1020 Comp. Literacy	3
COP 2170 Comp. Programming BASIC	3

General Education Core Total	36
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FREE ELECTIVES

	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
_____	3
Free Elective Total	15

* Must be 3000 or 4000 level and approved by advisor.

THE ASSOCIATE IN BUSINESS DEGREE

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

1. Complete a minimum of 60 semester hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 18 semester hours must be completed at the College.
2. Meet the specified graduation requirements including the following Area Credit Hours requirements, 21 of which must be in the 2000 series or higher. Upper Division courses may be used to satisfy the requirements if approved by the Dean.

		Semester Hours
Area I	Business Administration Component	18 (minimum)
Area II	Business Elective Component	15 (minimum)
Area III	General Education Component	18 (minimum)
Area IV	Approved Elective Component	9 (minimum)
TOTAL SEMESTER HOURS REQUIRED		60 (minimum)

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

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

ASSOCIATE IN BUSINESS DEGREE

BUSINESS ADMINISTRATION COMPONENT

Course

	<u>Hrs.</u>
MAN 1021 Intro. to Bus. Enter.	3
MAN 2101 Leadership Development	3
ACG 2001 Principles of Accounting I	3
ACG 2011 Principles of Accounting II	3
BUL 2100 Business Law I	3
MAR 1011 Introduction to Marketing	3
 Business Administration Core Total	 18

BUSINESS ELECTIVES

	<u>Hrs.</u>
_____	3
_____	3
_____	3
_____	3
_____	3
 Total Business Electives	 15

GENERAL EDUCATION COMPONENT

	<u>Hrs.</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
SPC 2600 Effective Speaking	3
PSY 2012 General Psychology	3
COC 1020 Computer Literacy	3
MAT 1033 College Algebra	3
or	
STA 3152 Statistics	3
 General Education Core Total	 18

FREE ELECTIVES

	<u>Hrs.</u>
_____	3
_____	3
_____	3
 Free Elective Total	 9

PARALEGAL INSTITUTE

ASSOCIATE IN SCIENCE DEGREE

PARALEGAL

PARALEGAL COMPONENT

<u>Course</u>	<u>Hrs.</u>
MAN 2101 Leadership Development	3
ACG 2001 Principles of Accounting I	3
REE 1001 Real Estate	3
LEA 2100 Wills/Trusts/Probate	3
LEA 2202 Contracts	3
LEA 2303 Corporations/Other Business Entities	3
LEA 2404 Civil Litigation	3
LEA 2505 Legal Research/Writing	3
LEA 2606 Criminal Law and Procedure	3
LEA 2707 Torts	3
LEA 2808 Title Examination or	
LEA 2909 Bankruptcy and Collections	3
 Paralegal Component Total	 33

GENERAL EDUCATION COMPONENT

<u>Course</u>	<u>Hrs</u>
ENG 1540 English Usage	3
ENG 2101 English Comp. I	3
SPC 2600 Effective Speaking	3
PSY 2012 General Psychology	3
COC 1020 Computer Literacy	3
MAT 1033 College Algebra or	
STA 3152 Statistics	3
 General Education Core Total	 18
 <u>FREE ELECTIVES</u>	 <u>Hrs</u>
_____	3
_____	3
_____	3
 Free Elective Total	 9

DIPLOMA PROGRAM

PARALEGAL

<u>Course</u>	
REE 1001	Real Estate 3
LEA 2100	Wills/Trusts/Probate 3
LEA 2202	Contracts 3
LEA 2303	Corporations/Other Business Entities 3
LEA 2404	Civil Litigation 3
LEA 2505	Legal Research/Writing 3
LEA 2606	Criminal Law and Procedure 3
LEA 2707	Torts 3
LEA 2808	Title Examination
	or
LEA 2909	Bankruptcy and Collections 3
	<hr/>
Total Credits	27

COURSE DESCRIPTIONS

ACCOUNTING

ACG 2001 Principles of Accounting I

This course covers the nature and function of accounting and importance in the social order. The logic of double entry analysis is discussed well as the accounting cycle, journal, ledger, trial balance, balance sheet adjustment, deferrals and accruals, bank reconciliation statement, control cash, accounts receivable and temporary investment, inventories, and pay accounting.

3.0 Semester Hours

ACG 2011 Principles of Accounting II

Continuation of Principles of Accounting I. Partnerships, corporate financial statements, the elements of costs, cost systems, budgeting, managerial reports and special analyses, statement of changes in financial position, financial statement analysis.

Prerequisite: ACG 2001

3.0 Semester Hours

ACG 2050 Accounting for the Microcomputer

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

Prerequisite: ACG 2001

3.0 Semester Hours

ACG 3104 Intermediate Accounting I

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

Prerequisite: ACG 2011

3.0 Semester Hours

ACG 3124 Intermediate Accounting II

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

3.0 Semester Hours

ACG 3301 Managerial Cost Accounting

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

Prerequisite: ACG 2011

3.0 Semester Hours

- CG 3442 Advanced Cost Accounting
A further study of cost accounting for planning, control, and decision making purposes.
Prerequisite: ACG 3301
3.0 Semester Hours
- CG 3501 Federal Taxation I
A thorough study of federal income tax laws and their application to individual, partnership, and corporate income. Incomes and deductible expenditures are given special emphasis. Specimen returns and problems are used in the development of skills in preparation of tax returns, particularly individual returns.
3.0 Semester Hours
- CG 3542 Federal Taxation II
An advanced study of the principles of taxation applied to corporations, states, and trusts.
Prerequisite: ACG 2011
3.0 Semester Hours
- CG 3862 Government Accounting
Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions.
Prerequisite: ACG 2011
3.0 Semester Hours
- CG 4201 Advanced Accounting I
Property acquisition, revaluation and retirement, and depreciation principles and practices are studied in greater depth. Intangible assets, current and long-term debt, position plans, corporation formation, and capital stock transactions are covered. Financial statements analysis, funds flow, and related statements are given a thorough treatment. Frequent reference is made to pronouncements by the Securities Exchange Commission and the American Institute of Certified Public Accountants.
Prerequisite: ACG 2011
3.0 Semester Hours
- CG 4221 Advanced Accounting II
Accounting theories and current practices are studied in depth with emphasis on the concepts and standards prevailing in the accounting profession. Coverage is afforded such topics as partnership formation, dissolution and liquidation, installment and consignment sales, home office and branch accounting, and consolidations.
Prerequisite: ACG 4201
3.0 Semester Hours
- CG 4605 Auditing I
An introductory course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied.
Prerequisite: ACG 2011
3.0 Semester Hours

ACG 4625 Auditing II

A continuation of ACG 4605. Stress is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, the responsibility for them and the duty in testifying in connection with them in court.

Prerequisite: ACG 4605

3.0 Semester Hours

ACG 4934 Selected Topics in Accounting

A special study of selected topics which are of current interest and relevance to the student preparing for a career in accounting.

Prerequisite: If any, are determined by the course material and instructor.

Variable Credit

ACG 4999 Internship in Accounting

As part of the preparation for a career in accounting, the student is permitted to serve an internship in public accounting firms, accounting department of financial, business, and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. (160 Clock Hours).

Prerequisite: 3.0 GPA and department approval.

3.0 Semester Hours

FINANCE AND BANKING

FIN 3403 Introduction to Finance

A study of the principles and fundamental practices of business finance. Emphasis is placed on capital structure analysis, sources of funds, and cost of capital.

Prerequisite: ACG 2001

3.0 Semester Hours

FIN 3110 Investment Management

A study of the current problems in investments. Analysis of financial reports and movements of security prices. Emphasis is given to quantitative methods of portfolio selection. Introduction to investment model building.

3.0 Semester Hours

FIN 4000 Quantitative Methods for Business Finance

The student will deal with problems in optimization, the computation of present value, the development of inventory and queuing models, and the notion of the expected value criterion for business decisions made under conditions of uncertainty.

Prerequisite: FIN 3403

3.0 Semester Hours

FIN 4624 International Business and Finance

A study of financing international trade. The transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America.

3.0 Semester Hours

FIN 4320 Financial Management

A study of sources of funds, capital budgeting, analysis of financial statements, and financial institutions. The course will also involve financial forecasting and short- and long-term financing of the corporate structure.

Prerequisite: ACG 2011, STA 3152, MAN 2100

3.0 Semester Hours

MANAGEMENT INFORMATION SYSTEMS

CG 1930 Introduction to Computer Based Systems

An overview of computer information systems. This survey course introduces computer hardware, software, procedures, system and human resources, and explores their integration and application in business and other segments of society, as well as an introduction to computer programming using an elementary subset of BASIC programming language.

3.0 Semester Hours

OC 1020 Computer Literacy

An overview of the computer's impact on our personal lives as well as the job market. This course introduces the student to many of the application programs presently being used in the job market focusing on microcomputer applications. The design of this course is to provide hands-on use of the microcomputer.

3.0 Semester Hours

OC 1211 Computer Concepts

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

3.0 Semester Hours

OP 2170 Computer Programming BASIC

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

Prerequisite: COC 1211

3.0 Semester Hours

COP 2120 Computer Programming--COBOL

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

Prerequisite: COC 1211 (COP 2170 recommended)

3.0 Semester Hours

COP 2266 Computer Programming--RPG

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

Prerequisite: COC 1211 (COP 2170 recommended)

3.0 Semester Hours

CIS 2321 Business Systems Analysis

An overview of the system development life cycle. Emphasis is on current system documentation through the use of both classical and structure tools/techniques for describing process flows, data flows, data structures, file designs, and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design.

Prerequisite: COC 1211

3.0 Semester Hours

CIS 2322 Business Systems Design

This course provides the student with the concepts of designing business information system. Focusing on the work-flow to provide ideas for the design of an information system that will meet the management objectives within specified constraints.

Prerequisite: CIS 2321

3.0 Semester Hours

CIS 2410 Micro-computer Software and Applications

An introduction to small, general-purpose digital computers; their characteristics and applications.

3.0 Semester Hours

COP 3110 Computer Programming--Fortran

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

Prerequisite: COC 1211 and MAT 1033

3.0 Semester Hours

OP 3180 Computer Programming-PASCAL
This course introduces the students to the use of PASCAL as a high level structured and procedure oriented computer language. The student is expected to learn the concept of algorithm, flow chart, programming style and various I/O techniques.
rerequisite: MAT 1033, COP 2170

3.0 Semester Hours

OP 3122 Computer Programming-Advanced COBOL
This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming utilizing sequential, relative and indexed sequential file organization, access methods, the linkage facility of the COBOL language, as well as the language's sort features and debugging aids.
rerequisite: COP 2120

3.0 Semester Hours

OP 3286 Computer Programming-Advanced RPG II
This course provides advanced concepts of RPG as a computing language. The student is expected to learn and apply the advanced facilities of this language utilizing access methods.
rerequisite: COP 2266

3.0 Semester Hours

OP 3180 Computer Programming-Advanced BASIC
This course provides the student with advanced concepts of the BASIC programming language. Topics covered include file processing using both sequential and random access, sorting, screen processing, and an elementary treatment of computer graphics.
rerequisites: COP 2170, Mat 1033

3.0 Semester Hours

IS 3321 Structural Systems Analysis and Design
Advanced study of structured systems development. Emphasis is on strategies and techniques of structured analysis and structured design for producing logical methodologies for dealing with complexity in the development of information systems.
rerequisite: CIS 2321

3.0 Semester Hours

OP 3530 Data Base Management
Introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network and relational. Discussion of storage devices, data administration, and data analysis design and implementation.
rerequisite: COP 2120 or COP 2266

3.0 Semester Hours

CIS 4360 Data Communications

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

Prerequisite: COP 2170 or COP 2120

3.0 Semester Hours

COP 4400 Computer Programming-Assembler Language

This course provides the student with an introduction to machine language concepts. Students will code programs using assembly, machine, and system macroinstructions. Conditional assembly and translator theory will also be covered.

Prerequisite: COP 2120

3.0 Semester Hours

MAN 4810 Management Information Systems Planning

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

3.0 Semester Hours

COC 4997 Applied Software Development Project

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

3.0 Semester Hours

CIS 4935 Selected Topics in Data Processing

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

3.0 Semester Hours

COC 4999 Internship in Data Processing

As part of the preparation for a career in data processing, the student is permitted to serve an internship in the data processing departments of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer. (160 Clock Hours).

Prerequisite: 3.0 GPA and departmental approval.

3.0 Semester Hours

IS 4601 EDP Audit and Controls

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

3.0 Semester Hours

IS 4166 Distributed Data Processing

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

Prerequisite: COP 3530 Database Program Development

3.0 Semester Hours

IS 4322 Office Automation

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

Prerequisite: CIS 2321 Systems Analysis Methods

3.0 Semester Hours

HOTEL AND RESTAURANT ADMINISTRATION

FT 2000 Hotel and Restaurant Organization and Management

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

3.0 Semester Hours

FT 2323 Housekeeping, Plant Engineering, and Maintenance

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

3.0 Semester Hours

FT 1510 Marketing, Sales, and Public Relations

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

3.0 Semester Hours

FSS 2251 Food and Beverage Management

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

3.0 Semester Hours

HFT 2420 Hotel and Restaurant Accounting and Control

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

3.0 Semester Hours

HFT 3263 Restaurant Management

An analysis of the principal operating problems in the restaurant field. Procedures, approaches and techniques of management are explored and developed as they relate to the various categories of restaurants ranging from fast food to gourmet. Industry leaders will present successful concepts of restaurant operation.

3.0 Semester Hours

HFT 3603 Laws Related to the Hospitality Industry

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

3.0 Semester Hours

HFT 3700 Fundamentals of Tourism

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

3.0 Semester Hours

HFT 2998 Selected Topics in Hotel and Restaurant Administration

A special study of selected topics which are of current interest and relevance to the student preparing for a career in hotel and restaurant administration.

Prerequisite: If any, are determined by the course material and the instructor

Variable Credit

HFT 2999 Internship in Hotel and Restaurant Administration

As part of the preparation for a career in hotel and restaurant administration, the student is permitted to serve an internship in motels, hotels, restaurants, or other organizations acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. (160 Clock Hours).

3.0 Semester Hours

MANAGEMENT

- MAN 1021 Introduction to Business Enterprise
A study of characteristics and functions of business in the free enterprise environment, including opportunities, ownership, management, organization, marketing, physical plant, finance, ethics, and law.
3.0 Semester Hours
- MAN 1342 Principles of Supervision
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.
3.0 Semester Hours
- MAN 2100 Principles of Management
An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.
3.0 Semester Hours
- MAN 2101 Leadership Development
This course is designed to develop the confidence needed to function in a business career. Aims, objectives, and techniques of leadership are stressed as well as the basic psychological principles of leadership, creativity, social communication, and appearance.
3.0 Semester Hours
- BUL 3101 Legal Environment of Business
Analysis of the laws as a dynamic social and political institution in the business environment.
3.0 Semester Hours
- BUL 2100 Business Law I
Law is studied in relation to the proper conduct of business including consideration of the nature and source of law, courts, and courtroom procedures. The course includes a survey of the basic laws concerning contracts, agency, partnerships and corporations.
3.0 Semester Hours
- BUL 2122 Business Law II
A study of the basic laws concerning bailment, sales, credit instruments, negotiable instruments, and insurance.
3.0 Semester Hours
- MAR 2763 Credit and Collections
A study of the management of the credit and collection activities of business organizations, including economic and social implications, specific types of available credit, and management and analysis of consumer and commercial credit.
3.0 Semester Hours

MAN 2801 Small Business Management

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

3.0 Semester Hours

PAD 3133 Public Administration

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

Prerequisite: MAN 2100

3.0 Semester Hours

RMI 3015 Risk and Insurance

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

Prerequisite: MAN 2100

3.0 Semester Hours

BUS 3111 Social and Ethical Issues in Business

Interdisciplinary approach to the fundamental ethical concepts and theories pertinent to American business trends. Focus is on the social and ethical implications in problems concerning motivation, morale, conflict, emotions and decision-making policies, personal responsibility, corporate decisions, employer-employee relationships, productivity, behavior in advertising, marketing management.

3.0 Semester Hours

MAN 3300 Personnel Management

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

Prerequisite: MAN 2100

3.0 Semester Hours

TRA 4010 Transportation

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

Prerequisite: MAN 2100

3.0 Semester Hours

MAN 4060 Business Policy and Administration

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

Prerequisite: MAN 2100

3.0 Semester Hours

FIN 4320 Financial Management

A study of sources of funds, capital budgeting, analysis of financial statements, and financial institutions. The course also involves financial forecasting and short- and long-term financing of the corporate structure.

Prerequisite: ACG 2011, STA 3152, MAN 2100

3.0 Semester Hours

MAN 4410 Labor Relations and Collective Bargaining

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

Prerequisite: MAN 2100

3.0 Semester Hours

MAN 4600 Management of International Business

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

Prerequisite: MAN 2100

3.0 Semester Hours

MAN 4998 Selected Topics in Management

A special study of selected topics which are of current interest and relevance to the student preparing for a career in management.

Prerequisite: If any, are determined by the course material and the instructor.

Variable credit

MAN 4999 Internship in Management

As part of the preparation for a career in management, the student is permitted to serve an internship in management functions of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. (160 Clock Hours).

Prerequisite: 3.0 GPA and departmental approval

3.0 Semester Hours

MARKETING

MAR 1011 Introduction to Marketing

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

3.0 Semester Hours

MAR 1101 Salesmanship

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

3.0 Semester Hours

MAR 2302 Advertising

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

3.0 Semester Hours

MAR 2102 Retailing

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

3.0 Semester Hours

MAR 2503 Consumer Behavior

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

3.0 Semester Hours

MAR 3213 Marketing Channels and Distribution

An in-depth study of the physical distribution process, factors which determine the selection of particular distribution modes, and marketing activities and relationships within channels.

3.0 Semester Hours

MAR 3321 Public Relations

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

3.0 Semester Hours

MAR 3343 Marketing Communications

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

Prerequisite: MAR 1011

3.0 Semester Hours

MAR 3303 Promotional Policies and Strategy

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

Prerequisites: MAR 1011, ADV 2302

3.0 Semester Hours

MAR 4613 Marketing Research

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

Prerequisite: MAR 1011

3.0 Semester Hours

AR 4722 Marketing Management

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

rerequisite: MAR 1023

3.0 Semester Hours

AR 4933 Selected Topics in Marketing

A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing.

rerequisite: If any, determined by the course material and the instructor.

Variable Credit

AR 4999 Internship in Marketing

As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, service firms, and industrial organizations acceptable to the College. Arrangements for the internship training provided for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer. (160 Clock Hours)

rerequisite: 3.0 GPA and department approval

3.0 Semester Hours

REAL ESTATE

EE 1001 Real Estate

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

3.0 Semester Hours

EE 1030 Real Estate Selling

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

3.0 Semester Hours

EE 2200 Real Estate Management

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

3.0 Semester Hours

EE 2210 Real Estate Finance

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

3.0 Semester Hours

REE 2270 Real Estate Brokerage

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

3.0 Semester Hours

REE 3100 Real Estate Appraising

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

3.0 Semester Hours

REE 3999 Internship in Real Estate

As part of the preparation for a career in real estate, the student is permitted to serve an internship in real estate or the real estate departments of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. (160 Clock Hours).

3.0 Semester Hours

TYPEWRITING

SES 1100 Introductory Typing

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

3.0 Semester Hours

SES 1110 Intermediate Typing

A continuation of SES 1100 with emphasis on speed, accuracy, and rhythm. Emphasis is on the development of skills in typing a variety of office documents and on the production of mailable copy. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately 45-55 wpm.

3.0 Semester Hours

SES 1120 Advanced Typing

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

3.0 Semester Hours

SES 1145 Expert Typing

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

3.0 Semester Hours

SES 2130 Professional Typing Applications

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

3.0 Semester Hours

SES 2140 Production Typing

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

3.0 Semester Hours

WORD PROCESSING

SES 2150 Word Processing Fundamentals

A study of the concept and applied use of word processing procedures and equipment in a simulated word processing office environment. The total flow of office communications will be covered from input (author origination and revision) through output (hard copy printout or storage). Using automated typewriting equipment, emphasis is placed on the satisfactory production of office documents including letters, forms of reports from machine transcription, handwritten and typewritten copy.

3.0 Semester Hours

SES 2151 Word Processing Intermediate Course

Continuation of Word Processing Fundamentals.
Prerequisite: SES 2150

3.0 Semester Hours

SES 2152 Word Processing Center Management and Control

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

Prerequisite: SES 2151

3.0 Semester Hours

GENERAL EDUCATION

ECONOMICS

ECP 2013 Principles of Economics (Macroeconomics)

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

3.0 Semester Hours

ECO 2023 Principles of Economics (Microeconomics)

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

3.0 Semester Hours

FIN 3100 Personal Finance

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

3.0 Semester Hours

ECO 3040 Economics for the Consumer

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

3.0 Semester Hours

ECO 3001 Current Issues in Economics

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

3.0 Semester Hours

ECS 3003 Comparative Economic Systems

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

3.0 Semester Hours

FIN 3514 Investments

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

3.0 Semester Hours

ECO 3223 Money and Banking

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

3.0 Semester Hours

ESC 3405 Industry and Trade of Latin America

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

3.0 Semester Hours

AMH 4370 American Economic History

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

3.0 Semester Hours

FIN 4600 Public Finance

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

3.0 Semester Hours

ECO 4702 Principles of International Economics

A study of the fundamentals of international trade, international monetary policies, theories of foreign exchange, the balance of payments, and the international monetary system.

Prerequisite: ECO 2023

3.0 Semester Hours

ENGLISH

ENG 0003 Developmental English

An introductory course in composition designed to help students gain greater proficiency in basic writing skills. The course assesses the level at which students are writing to discover individual areas of deficiency in writing skills and provides the necessary instruction to help them overcome these deficiencies. As a result of carefully planned learning experiences, the student should be able to write clear, adequately-developed, logically-organized, effective paragraphs which conform to the conventions of standard American English. This course does not apply toward the degree and is part of college preparatory work.

(No Credit)

REA 0002 Developmental Reading I

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

3.0 Semester Hours

REA 0005 Developmental Reading II

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

Prerequisite: REA 0002

3.0 Semester Hours

ESL 1400 English Conversation I

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

3.0 Semester Hours

ESL 1401 English Conversation II

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

3.0 Semester Hours

ESL 1402 English Conversation III

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

3.0 Semester Hours

ESL 1403 English Conversation IV

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

3.0 Semester Hours

ESL 1420 English Comprehension I

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

3.0 Semester Hours

ESL 1421 English Comprehension II

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

3.0 Semester Hours

ENI 1422 English Comprehension III

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

3.0 Semester Hours

ESL 1423 English Comprehension IV

Introduction to American history and literature of the most popular authors and poets in easy reading selections. Tests and quizzes will be given with the new vocabulary introduced.

3.0 Semester Hours

ESL 1440 English Structures and Writing I

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

3.0 Semester Hours

ESL 1441 English Structures and Writing II

A continuation of ESL 1440 which includes prepositions and prepositional phrases, statements with verbs and infinitives, mass and count nouns, modal auxiliaries, possessive pronouns, ordinal and cardinal numbers, indefinite pronouns, and verbs. The student has already completed a workbook in Level I and will go into spelling, dictation, crossword puzzles, descriptions of situations, etc. Lab sessions will allow time to practice listening and writing.

3.0 Semester Hours

ESL 1442 English Structures and Writing III

This section continues with infinitives, prefixes and suffixes, idiomatic expressions, the "ing" form of the verb tenses, adverbs, and adjectives. The use of the verbs, dictation, filling in the blanks, and the production of sentences and paragraphs according to different situations are presented to the student. Some of this material will be lab work.

3.0 Semester Hours

ESL 1443 English Structures and Writing IV

This section deals with conditional clauses, reflexive pronouns, idiomatic expressions, the passive voice, direct and indirect speech, and subordinate clauses. All are presented to the student in both oral and written form.

3.0 Semester Hours

ENC 1321 Written Communications

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

3.0 Semester Hours

ENG 1540 English Usage

A systematic study of English fundamentals including grammar, punctuation, mechanics, sentence structure, vocabulary, and rules and conventions that govern acceptable English usage. Explanations, examples, and drill in language operations are provided.

3.0 Semester Hours

SPC 2600 Effective Speaking

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

3.0 Semester Hours

ENC 2101 English Composition I

A course designed to expand the student's abilities in written communications. Principles of composition are developed through writing and revising communications of various types. Emphasis is placed upon sentence and paragraph construction, correct English fundamentals, exact and concrete statements, and dictionary and library practices.

3.0 Semester Hours

ENC 2210 English Composition II

A continuation and expansion of ENC 2012. This course includes study and practice in theme, report, and research writing.

3.0 Semester Hours

MMC 3000 Mass Media

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

3.0 Semester Hours

JOU 3003 Journalism

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

3.0 Semester Hours

ENG 3230 The Short Story

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

3.0 Semester Hours

ENG 3301 The Novel

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

3.0 Semester Hours

ENG 4220 Professional Report Writing

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

3.0 Semester Hours

SPC 3420 Conference and Discussion Techniques

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

3.0 Semester Hours

AML 4101 Early American Literature

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

3.0 Semester Hours

AML 4109 Modern American Literature

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

3.0 Semester Hours

ENG 4998 Selected Topics in English

A special study of selected topics which are of current interest and relevance to the student preparing for a career in business.

Prerequisite: If any, are determined by the course materials and the instructor.

3.0 Semester Hours

GOVERNMENT

POS 2041 American National Government

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

3.0 Semester Hours

POS 3112 State and Local Government

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

3.0 Semester Hours

POT 4064 Contemporary Political Thought

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

3.0 Semester Hours

HISTORY

UH 1000 History of Early Western Civilization

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

3.0 Semester Hours

UH 1001 History of Modern Western Civilization

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

3.0 Semester Hours

AMH 2010 History of the United States

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

3.0 Semester Hours

AMH 2020 History of the United States from 1877 to Present

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

3.0 Semester Hours

AMH 2091 Black American History

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

3.0 Semester Hours

AMH 2420 History of Florida

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

3.0 Semester Hours

LAH 4100 History of Latin America

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

3.0 Semester Hours

HUMANITIES

SPN 1100 Conversational Spanish I

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

3.0 Semester Hours

SPN 1101 Conversational Spanish II

An advanced course for students who wish to develop a broad competence in Spanish. This course emphasizes the oral-aural aspects of the language and the more sophisticated use of subjective clauses and sentence structure.

3.0 Semester Hours

HUM 1210 Survey of Early Western Culture

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

3.0 Semester Hours

HUM 1230 Survey of Contemporary Western Culture
A study of native culture areas and advanced civilizations. Metropolitan cultures are examined along with cultural differences in selected geographically varied nation-states, urban, and agrarian subcultures.

3.0 Semester Hours

PHI 2110 Philosophy

This course acquaints the student with the most significant directions of philosophical thought so that he or she may be able to formulate questions, arrive at reasonable answers, and evaluate those of others.

3.0 Semester Hours

HUM 2420 Afro-American Culture

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

3.0 Semester Hours

PHI 4661 Ethics

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

3.0 Semester Hours

PHI 3100 Logic

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

3.0 Semester Hours

MATHEMATICS

MAT 0005 Developmental Math

This is a course in mathematical computational skills. Topics covered include whole numbers, fractions, decimals, percent, introductory algebra and basic measurements with practical applications stressed in each of these areas. This course does not apply toward the degree and is part of college preparatory work.

(No Credit)

MAT 1132 Fundamentals of College Math I

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

3.0 Semester Hours

MAT 1133 Fundamentals of College Math II

This course deals with the following topics: percentage in business, bank and sales records, financial charges, payroll and taxes, inventory, depreciation, business finance, and compound interest.

3.0 Semester Hours

MAT 1033 College Algebra

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

3.0 Semester Hours

STA 3152 Statistics

This course exposes the student to statistical techniques used in business. Methods of describing, summarizing and analyzing data are presented. Prerequisite: MAC 1132 or MAT 1033

3.0 Semester Hours

QMB 3700 Mathematics of Finance

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

Prerequisite: MAC 1132, MAT 1033 or STA 3152

3.0 Semester Hours

PSYCHOLOGY

PSY 2012 General Psychology

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

3.0 Semester Hours

MAN 2101 Applied Psychology

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

3.0 Semester hours

DEP 3102 Child Psychology

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

3.0 Semester Hours

INP 3301 Human Relations

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

3.0 Semester Hours

CLP 3144 Abnormal Psychology

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

Prerequisite: PSY 2012

3.0 Semester Hours

DEP 3401 Adult Psychology

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

Prerequisite: PSY 2012

3.0 Semester Hours

SOP 4000 Social Psychology

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

Prerequisite: PSY 2012

3.0 Semester Hours

SCIENCE

HES 1000 Community Health and Recreation

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

3.0 Semester Hours

APB 1190 Anatomy and Physiology

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

3.0 Semester Hours

EVR 2121 Man and Environment

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

3.0 Semester Hours

SES 2248 Anatomy and Medical Terminology

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

3.0 Semester Hours

ANT 2402 Cultural Anthropology

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

3.0 Semester Hours

SOCIOLOGY

SOC 2000 Principles of Sociology

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

3.0 Semester Hours

MAF 3001 Marriage and Family

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

3.0 Semester Hours

SOC 3131 Crime and Delinquency

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

Prerequisite: SOC 2000

3.0 Semester Hours

SOC 4440 Minorities and American Society

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

Prerequisite: SOC 2000

3.0 Semester Hours

PARALEGAL

REE 1001 Real Estate

A study of the laws and practices dealing with real estate transactions, from initial contract through actual closing. Real estate transactions from single homes to major developments are covered.

3.0 Semester Hours

LEA 2100 Wills, Trusts and Probate

A study of the complexities of estate work. Topics include the requirements and preparation of wills and trusts and procedures used in probate.

3.0 Semester Hours

LEA 2202 Contracts

This course is a survey of all forms of contracts from the basic elements to the remedies in the event of breach of contract.

3.0 Semester Hours

LEA 2303 Corporations and Other Business Entities

A study of the distinctions between the various forms of business entities. Actual formation and maintenance of a corporation is covered in detail.

3.0 Semester Hours

LEA 2404 Civil Litigation

A study of the procedures of civil litigation from pre-trial discovery to preparation of pleadings to trial, to appeal to execution.

3.0 Semester Hours

LEA 2505 Legal Research and Writing

A study in the basic use of a law library, up to and including preparation of briefs and memorandums.

3.0 Semester Hours

LEA 2606 Criminal Law and Procedure

A study of the elements of crime and the procedures of criminal trial work. Materials covered range from arrest to appeal in the criminal courts.

3.0 Semester Hours

LEA 2707 Torts

An indepth study of torts including personal injury, liable and slander, negligence, product liability, and professional malpractice.

3.0 Semester Hours

LEA 2808 Title Examination

An indepth study of the review of evidence of ownership and title to real property. Abstract examination is a major component of this course.

3.0 Semester Hours

LEA 2909 Bankruptcy and Collections

A study of the procedures used in bankruptcy proceedings and collection proceedings outside of bankruptcy.

3.0 Semester Hours

BOARD OF DIRECTORS

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Associate Dean, General Education

Director of Management
Information Systems

Director of Admissions

Registrar

Business Manager

Director of Student Activities

Admissions Representative

Deputy Registrar

College Secretary

Director of Career Counseling

FACULTY

John M. Cosgrove	Mathematics, Business MBA New Mexico Highland University BA University of Arkansas
John DiBenedetto	Management, Business MBA Nova University BBA Florida Atlantic University AA Broward Community College
Marc Eletz	Management Information Systems EdS Barry University MS Southern Connecticut State University BA Manhattan College
Charles P. Eysmann, CPA	Finance MBA University of Miami BBA University of Massachusetts
Andrew Fuhrman	Marketing, Business BS Boston University
Stan Hammack	Management, Business MS Troy State University BS Troy State University
Bruce Humbert	Economics, Management Information Systems, Marketing MBA University of Pittsburg BS University of Pittsburg
Louis Jassin	Management JD John Marshall Law School BBA Fort Lauderdale College
James A. Kelly, CPA	Accounting, Business BBA Clark University AA Becker Junior College
Grace Klinefelter	Human Relations, English MLS Pratt Institute BA Goddard College
Linda S. Kotkin	Management MBA Long Island University MEd Boston State University BS Cortland State University
Gary Markowitz	Business BBA University of Miami

James F. McCoy, Jr.	Management Information Systems BS Lander College
May Muscarella	Word Processing, English BS State University of New York
Iris Parsons	Management BBA University of Puerto Rico MA University of Puerto Rico
Clarence L. Rudolph	Psychology EdD Columbia University MEd Saint Louis University MS Tennessee State University BS Tennessee State University
Harold Sacks	International Business, Speech LLB Brooklyn Law School BS Fort Lauderdale College
Alan Sazant	Business, Marketing MBA University of Miami BCA Concordia University BS Sir George Williams University
Gregory Stiber	Marketing, International Business MBA Saint Thomas University BS University of Florida
Spencer D. Stolpen	Law, Management JD Syracuse University BS Babson College
Luther Taylor	English MA Michigan State University BA Dartmouth College
David Turner, CPA	Accounting, Business MS West Virginia University MBA West Virginia University BS West Virginia University
Shafi Ullah	Finance, Business MBA Central State University MCOM Dacca University BCOM Dacca University
Byron White	Psychology, Labor Relations MA University of the District of Colu BS Tennessee State University

CALENDAR

1986 - 1987

FALL 1986

Sep	1
Sep	2
Sep	3
Sep	9
Nov	11
Nov	17-20
Nov	27-28
Dec	1
Dec	15-18
Dec	18

New students report
 Orientation and Registration
 Classes begin
 End Drop/Add period
 No classes - Veterans Day
 International Week
 No classes - Thanksgiving
 Classes resume
 Final Exams
 Term ends

WINTER / SPRING SEMESTER 1987

Jan	9
Jan	12
Jan	13
Jan	17
Feb	16
Mar	20-29
Mar	30
Mar	4-7
May	7
May	16

New students report
 Orientation and Registration
 Classes begin
 End Drop/Add period
 No classes - Presidents Day
 No classes - Spring Break
 Classes resume
 Final Exams
 Term ends
 Graduation

SUMMER 1 - 1987

May	8
May	11
May	14
May	25
May	29-Jul 2
Jun	2
Jul	2

Registration and Orientation
 Classes begin
 End Drop/Add period
 No classes - Memorial Day
 Final Exams
 Term ends

SUMMER 2 - 1987

Jul	7
Jul	10
Aug	24-27
Aug	27

Classes begin
 End Drop/Add period
 Final Exams
 Term ends

CALENDAR

1986 - 1987

FALL 1987

Sep 7
 Sep 8
 Sep 9
 Sep 16
 Nov 11
 Nov 16-19
 Nov 26-27
 Nov 30
 Dec 16-22
 Dec 22

New students report
 Orientation and Registration
 Classes begin
 End Drop/Add period
 No classes - Veterans Day
 International Week
 No classes - Thanksgiving
 Classes resume
 Final Exams
 Term ends

WINTER/SPRING 1988

Jan 8
 Jan 11
 Jan 12
 Jan 18
 Feb 15
 Mar 25-Apr 3
 Apr 4
 May 2-5
 May 5
 May 14

New students report
 Orientation and Registration
 Classes begin
 End Drop/Add period
 No classes - Presidents Day
 No classes - Spring Break
 Classes resume
 Final Exams
 Term ends
 Graduation

SUMMER 1 - 1988

May 13
 May 16
 May 19
 May 30
 Jul 4
 Jul 5-7
 Jul 7

Registration and Orientation
 Classes begin
 End Drop/Add period
 No classes - Memorial Day
 No classes - Independence Day
 Final Exams
 Term ends

SUMMER 2 - 1988

Jul 8
 Jul 11
 Jul 14
 Aug 29-Sep 1
 Sep 1

Registration and Orientation
 Classes begin
 End Drop/Add period
 Final Exams
 Term ends



Your Future is Our Business

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