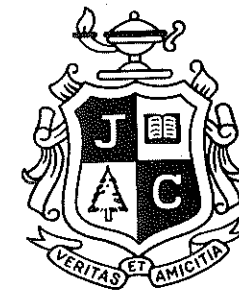


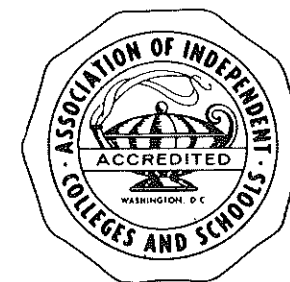
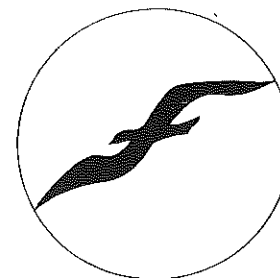
JONES COLLEGE

ORLANDO, FLORIDA



1979-80 COLLEGE CATALOG

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



**1979-1980 CATALOG OF
FORT LAUDERDALE COLLEGE**

Main Campus
1401 East Broward Blvd.
Fort Lauderdale, Fla. 33301
(305) 462-3761

Miami Campus
9221 Biscayne Blvd., North
Miami, Fla. 33138
(305) 751-1630

West Palm Beach Campus
328 First Street
West Palm Beach, Fla. 33401
(305) 655-4406

FORT LAUDERDALE COLLEGE AND FORT LAUDERDALE

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

CLIMATE

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

VENICE OF AMERICA

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

THE BEACH

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

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

CULTURAL ACTIVITIES

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

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

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

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 hundreds of tennis courts. Other sports readily accessible are horseback riding, hunting, water skiing and scuba diving. The National Swimming Hall of Fame is located in this city and hosts the annual Collegiate Swim Forum. The New York Yankees conduct their spring training in the city and own the Fort Lauderdale Yankees, a farm team. The Miami Dolphins and the University of Miami Hurricanes play their home games in the Orange Bowl, only a 45-minute drive from Fort Lauderdale.

STUDENT LIFE

What is learned in the classroom comprises only part of the student's education which also includes the development of an understanding of people. Many College activities provide opportunities for this development.

Extra-curricular activities vary from quarter to quarter and year to year as the student body changes. It is the policy of the College to encourage those activities which are of most interest to the students by fostering leadership and by channeling the energy and enthusiasm of the students into worthwhile outlets.

The orientation program presented each quarter is important to all new students. This program presents both academic and extra-curricular matters. Campus organizations and honors are carefully described. New students are also given practical advice on study habits, the budgeting of time and other matters of common concern. The student's academic program is outlined at this time. The faculty is prepared to counsel each student on personal or academic problems at any time. Faculty members have regular office hours and students should seek a conference when additional guidance is needed.

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

INTERCOLLEGIATE ATHLETICS

In 1978 Fort Lauderdale College inaugurated an intercollegiate athletic program, a program which is continuing to expand. In their first year of intercollegiate competition, the "Seagull" football and baseball teams demonstrated their desire and ability by compiling a winning record and a national ranking in their class.

STUDENT UNION

Recently renovated by the student body, the Student Union offers air conditioned comfort, snack bar, pool and recreational games, and a meeting room. Live entertainment and parties are scheduled on many weekends.

INTERNATIONAL CLUB

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

PHI THETA PI FRATERNITY

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

HOUSING

The College does provide limited on-campus housing and will assist students in locating suitable housing off campus. For a list of available housing, students should contact the Admissions Office.

PLACEMENT ASSISTANCE

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

Admissions

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) tests or equivalent. Applicants are informed of acceptance shortly after all required information is received and the student's qualifications surveyed. As a result of the evaluation of the qualifications, it may be necessary to schedule the student to take developmental courses which will prepare the student for a collegiate program. These courses will be in addition to the required courses for all programs but they will count toward the fulfillment of the overall credit hour requirements. Students may apply for entry at any time.

EARLY ADMISSION

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

ADMISSION FOR RECENT HIGH SCHOOL GRADUATES

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

APPLICATION PROCEDURE

Qualified applicants must submit a completed Application for Admission form to the College with the application fee of \$10, which is paid only once and is non-refundable. A high school transcript of work completed through date of application is also required. High school officials should be requested to mail transcripts directly to the College. If a transcript is not available at the time of application, the College will make every effort to assist the applicant in obtaining one. See application in the back of the catalog.

Upon notification, a \$25 registration fee will be requested. This fee, which is non-refundable, will be applied against the first quarterly tuition charges. Students qualifying for financial assistance programs or training under provision of the G.I. Bill are not required to pay this fee.

TRANSFER STUDENTS

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

FOREIGN STUDENTS

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

G.I. BILL OF RIGHTS

The College is approved for training of veterans under the Veterans Education and Employment Assistance Act of 1976 (G.I. Bill of Rights). Students are enrolled on a credit-hour basis in day or evening classes or during weekends. Students attending two evenings a week can qualify for three-quarter time training allowance under the Act. Academically qualified veteran evening students may add additional classes and receive full-time benefits from the V.A. Veterans attending under the G.I. Bill are usually approved to pay quarterly tuition charges in three monthly payments as they receive their checks from the Veterans Administration.

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

ORIENTATION

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

ADVANCED STANDING

ESTABLISHMENT OF CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing 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.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

CREDIT FOR NON-COLLEGIATE TRAINING

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

STUDENT FINANCIAL ASSISTANCE

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

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

SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS

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

FINANCIAL ASSISTANCE PROGRAMS

NATIONAL DIRECT STUDENT LOANS (NDSL)

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

BASIC EDUCATIONAL OPPORTUNITY GRANTS (BEOG)

The Basic Educational Opportunity Grant Program is designed to provide financial assistance to those who need it to attend post-high school educational institutions. The amount of Basic Grant is determined on the basis of the student's and family's financial resources. Eligible students can receive as much as \$1,800 per year toward the cost of their education. An application for BEOG is available in the College Admissions Office. An Admissions Representative will assist in its completion and submission. Eligibility is determined and notification is sent directly to the student who should immediately forward such notification to the College.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

This program is available to those students with exceptional financial need who would be unable to attend college without additional grant assistance. The Supplemental Educational Opportunity Grant may not exceed, for each of the student's undergraduate years, the lesser of \$1,500 or one-half of the total amount of financial aid provided to the student up to a maximum of \$4,000 for undergraduates.

GUARANTEED STUDENT LOANS (GSL)

All students are eligible for loans under this program. A student may borrow up to \$2,500 per academic year up to a maximum of \$7,500 for undergraduate study from a participating lending institution. Repayment of the loan begins nine to twelve months after the student ceases to carry at least a half-time course of study, but may be deferred during periods of service in the Armed Forces, Peace Corps, or VISTA.

COLLEGE WORK-STUDY PROGRAM (CWSP)

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

OTHER SOURCES OF FINANCIAL ASSISTANCE

EDUCATIONAL RESOURCE COMPANY (ERC)

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

VETERANS ASSISTANCE PROGRAMS

VETERANS EDUCATION AND EMPLOYMENT ASSISTANCE ACT OF 1976

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

WAR ORPHAN EDUCATIONAL ASSISTANCE

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

VOCATIONAL REHABILITATION FOR VETERANS

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

A listing of institutional scholarships can be found on page 67 of this catalog.

TUITION AND FEES

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

Tuition will be charged at a rate of \$30 per quarter hour.

For students attending under provisions of the G.I. Bill, tuition will be charged at a rate of \$27 per quarter hour.

Fees:

An **Application Fee** of \$10 (non-refundable) must accompany an Application for Admission. This fee is waived for students approved for student financial assistance programs or who plan to attend under provisions of the G.I. Bill.

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

A **Graduation Fee** of \$25 shall be paid by graduating students prior to commencement.

The College charges no fee for scheduled tests or final examinations. Students who are unable to take a test or examination when scheduled may take the test or examination at a later date. A fee of \$2 will be paid for each test taken at a later date. A fee of \$5 will be paid for each final examination taken at a later date. A fee of \$5 will be paid for each examination taken to establish credit by exemption.

REGULATIONS REGARDING REFUNDS OF TUITION

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

1. FAILURE TO ENTER—If an accepted student does not enter classes, the full amount of prepaid tuition and residence charges, if any, will be refunded.

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

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

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

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

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

3. REDUCTION IN CREDIT HOURS—There is no refund or adjustment in quarterly tuition charges for reduction in credit hours after the beginning of the quarter.

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

5. DISMISSAL—In case of dismissal for disciplinary reasons, no refund will be made for the quarter during which the dismissal is effective.

ACADEMIC INFORMATION

QUARTER HOUR OF CREDIT

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

GRADING SYSTEM AND PROGRESS REPORTS

Interim reports of students' progress are available at mid-quarter and final grades are reported at the completion of each quarter. Grade reports are mailed to the home address of the student.

The following grading system is used:

GRADE	EVALUATION	GRADE POINTS PER QUARTER HOUR
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
W	Withdrawal	0
F	Failure	0
I	Incomplete (Automatically changes to "F" if course requirements are not completed satisfactorily within two weeks after the beginning of the next quarter.)	not calculated
NG	No Grade (Awarded if a student withdraws from a class under mitigating circumstances.)	not calculated
EX	Exemption	not calculated
AU	Audit	not calculated

CALCULATION OF GRADE POINT AVERAGE

The Grade Point Average of a student may be determined by dividing the total number of grade points earned per quarter by the number of quarter hours attempted. If, for example, a student earned an "A" in one 4.5 quarter hour class, a "C" in a second 4.5 quarter hour class and a "W" in a third 4.5 quarter hour class, the total number of grade points earned for the 13.5 quarter hours attempted would be 27, and the Grade Point Average would be 2.0

STUDENT RECORDS

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

GRADUATION

Commencement Exercises are held once a year at the end of the Spring Quarter. All students completing their work at the end of the preceding Summer, Fall or Winter Quarters are included in the graduating class of that year. All students upon whom degrees are to be conferred or to whom diplomas are to be awarded are required to participate in the Commencement Exercises. All graduates must fulfill all financial obligations, including tuition charges, fees and other expenses, before the degree or diploma is granted.

DEAN'S LIST

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

GRADUATION WITH HONORS

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

ATTENDANCE REQUIREMENTS

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

Day classes are scheduled between 8 a.m. and 4 p.m. Monday through Friday, as needed. Evening classes are scheduled between 5:25 and 10:00 p.m., as needed, Monday through Friday. Students may also attend Saturday morning classes. Students attending under the "Work-Study Program" may, if necessary, be scheduled for a minimum class load in order to permit employment. The College is in session throughout the year on a quarterly basis except for holidays and vacations as shown in the College Calendar. The Summer Quarter is optional, but full class offerings are available for the many students who choose to attend.

ACADEMIC DEFICIENCIES

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

ACADEMIC PROBATION

A student who is admitted to the College on a conditional basis, or whose cumulative Grade Point Average has fallen below the "C" (2.0) level, will be placed on a status of Academic Probation. This status will be entered on the student's permanent record. If the student is able during the next quarter to earn a quarterly grade average of "C" (2.0) or better, but is unable to raise the cumulative grade average to that level, the status of Academic Probation will be continued.

FINAL ACADEMIC PROBATION

A student who has been placed on a status of Academic Probation and who is unable to earn a quarterly grade average of "C" (2.0) or better during the next quarter, will be placed on a status of Final Academic Probation. This status will be entered on the student's permanent record. If the student is able during the next quarter to earn a quarterly grade average of "C" (2.0) or better, but is unable to raise the cumulative grade average to that level, the status of Final Academic Probation will be continued.

ACADEMIC SUSPENSION AND DISMISSAL

A student who has been placed on a status of Final Academic Probation and who is unable to earn a grade average of "C" (2.0) or better during the next quarter may be, at the discretion of the Dean and the Faculty, suspended from enrollment at the College for a period of time or be dismissed. Students who have been dismissed from the College will not be permitted to re-enter at a later date. Either action will be entered on the student's permanent record. The actions of Academic Suspension or Dismissal may also be taken if, in the judgment of the Dean and the Faculty, the student's continuance in a program of study is resulting in no advantage to the student.

REGULATIONS GOVERNING STUDENT CONDUCT

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

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

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

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

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

FAMILIARITY WITH COLLEGE REGULATIONS

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

RESERVATIONS AS TO PROGRAMS AND CHARGES

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

Cooperative Education Program

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

COOPERATIVE EDUCATION PLANS

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

1. The Parallel Plan
2. The Alternating Plan

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

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

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

Students are also advised that they must make formal application to the Cooperative Education Department and be accepted into the program prior to registering for their first Cooperative Education course. Admission to and retention in the program is restricted to students who have attended the College two quarters and have satisfactory grade point averages.

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 within two weeks after the beginning of each academic quarter; (b) schedule at least one interview with the Director of Cooperative Education during each quarter; and (c) return the completed Cooperative Education Workbook not later than final exam week at the end of each quarter.

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

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

COOPERATIVE EDUCATION COURSES

COE 211 COOPERATIVE EDUCATION SEMINAR

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

PARALLEL PLAN COURSES

	Quarter Hours
COE 241 PARALLEL WORK I	4.5
COE 242 PARALLEL WORK II	4.5
COE 341 PARALLEL WORK III	4.5
COE 342 PARALLEL WORK IV	4.5
COE 441 PARALLEL WORK V	4.5
COE 442 PARALLEL WORK VI	4.5

The above courses are normally taken during the sophomore, junior and senior years. COE 241 and 242 are available to students pursuing an Associate Degree. Since each student's Co-op program is designed specifically for him, these courses are taken, one per quarter, simultaneously with other on-campus courses.

ALTERNATING PLAN COURSES

COE 361 ALTERNATING WORK I	6
COE 362 ALTERNATING WORK II	6
COE 461 ALTERNATING WORK III	6
COE 462 ALTERNATING WORK IV	6

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

THE ASSOCIATE IN BUSINESS DEGREE

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

1. Complete a minimum of 90 Quarter Hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 27 Quarter Hours must be completed at the College.
2. Meet the specified graduation requirements, including the following Area Credit Hour requirements:

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

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

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

THE ASSOCIATE IN BUSINESS DEGREE

	Quarter Hours
AREA I — Business Component	
A. Required Core	
GEB 1012 Introduction to Business Enterprise	4½
BUL 2100 Business Law I	4½
COC 1000 Data Processing Fundamentals	4½
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
SES 1115 Managerial Typing	4½
CORE TOTAL	27
B. Business Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the Catalog.	
ELECTIVE TOTAL	18
AREA I — COMPONENT TOTAL	45
AREA II — General Education Component	Quarter Hours
A. Required Core	
ENG 1540, 1541 English Usage I, II, or ENC 2102, 2135 English Composition I, II	9
MAC 1132, 1133 Fundamentals of College Mathematics I, II, or MAT 2013, College Algebra and MAC 2132 Trigonometry	9
CORE TOTAL	18
B. General Education Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the General Education courses listed in the Catalog.	
ELECTIVE TOTAL	9
AREA II — COMPONENT TOTAL	27

AREA III — Approved Elective Component

To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.

AREA III — COMPONENT TOTAL	18
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	90

THE ASSOCIATE IN SCIENCE DEGREE

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

1. Complete a minimum of 90 Quarter Hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 27 Quarter Hours must be completed at the College.
2. Meet the specified graduation requirements, including the following Area Credit Hour requirements:

	<u>Quarter Hours</u>
Area I — Business Component	27 (minimum)
Area II — Major Component	36 (minimum)
Area III — General Education Component	27 (variable)
TOTAL QUARTER HOURS REQUIRED	90 (minimum)

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

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

**THE ASSOCIATE IN SCIENCE DEGREE
ACCOUNTING MAJOR**

	Quarter Hours
AREA I — Business Component	
A. Required Core	
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
GEB 1012 Introduction to Business Enterprise	4½
BUL 2100 Business Law I	4½
COC 1000 Data Processing Fundamentals	4½
SES 1115 Managerial Typing	4½
AREA I — COMPONENT TOTAL	27
AREA II — Major Component	Quarter Hours
A. Required Core	
ACC 1041 Principles of Accounting III	4½
ACC 2401 Cost Accounting I	4½
ACC 2501 Federal Taxation I	4½
BUL 2122 Business Law II	4½
MAN 1000 Principles of Management	4½
CORE TOTAL	22½
B. Major Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the Catalog.	
ELECTIVE TOTAL	13½
AREA II — COMPONENT TOTAL	36

AREA III — General Education Component	Quarter Hours
A. Required Core	
ENG 1540, 1541 English Usage I, II, or ENC 2102, 2135 English Composition I, II MAC 1132, 1133 Fundamentals of College Mathematics I, II, or	9
MAT 2013, College Algebra and MAC 2132 Trigonometry	9
CORE TOTAL	18
B. General Education Electives To be selected in consultation with the Faculty Advisor or Dean from among the General Education courses listed in the Catalog.	
ELECTIVE TOTAL	9
AREA III — COMPONENT TOTAL	27
TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	90

**THE ASSOCIATE IN SCIENCE DEGREE
DATA PROCESSING MAJOR**

AREA I — Business Component	Quarter Hours
A. Required Core	
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
GEB 1012 Introduction to Business Enterprise	4½
BUL 2100 Business Law I	4½
COC 1000 Data Processing Fundamentals	4½
SES 1115 Managerial Typing	4½
AREA I — COMPONENT TOTAL	27
AREA II — Major Component	Quarter Hours
A. Required Core	
ACC 1041 Principles of Accounting III	4½
COC 1211 Computer Concepts	4½
COP 2120 Computer Programming—COBOL	4½
COP 2160 Computer Programming—RPG	4½
MAN 1000 Principles of Management	4½
CORE TOTAL	22½

B. Major Electives
 To be selected in consultation with the
 Faculty Advisor or Dean from among the
 Business courses listed in the Catalog.

ELECTIVE TOTAL	13½
AREA II — COMPONENT TOTAL	36

AREA III — General Education Component	Quarter Hours
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A. Required Core

ENG 1540, 1541 English Usage I, II, or ENC 2102, 2135 English Composition I, II MAC 1132, 1133 Fundamentals of College Mathematics I, II, or	9
MAT 2013, College Algebra and MAC 2132 Trigonometry	9
CORE TOTAL	18

B. General Education Electives
 To be selected in consultation with the
 Faculty Advisor or Dean from among the
 General Education courses listed in the
 Catalog.

ELECTIVE TOTAL	9
AREA III — COMPONENT TOTAL	27
TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	90

**THE ASSOCIATE IN SCIENCE DEGREE
HOTEL AND RESTAURANT ADMINISTRATION MAJOR**

AREA I — Business Component	Quarter Hours
A. Required Core	
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
GEB 1012 Introduction to Business Enterprise	4½
BUL 2100 Business Law I	4½
COC 1000 Data Processing Fundamentals	4½
SES 1115 Managerial Typing	4½
AREA I — COMPONENT TOTAL	27
AREA II — Major Component	Quarter Hours
A. Required Core	
HFT 1000 Hotel and Restaurant Organization and Management	4½
HFT 1300 Housekeeping, Plant Engineering and Maintenance	4½
HFT 1510 Marketing, Sales and Public Relations	4½
HFT 2420 Hotel and Restaurant Accounting and Control	4½
BUL 2122 Business Law II	4½
CORE TOTAL	22½
B. Major Electives To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the Catalog.	
ELECTIVE TOTAL	13½
AREA II — COMPONENT TOTAL	36
AREA III — General Education Component	Quarter Hours
A. Required Core	
ENG 1540, 1541 English Usage I, II, or ENC 2102, 2135 English Composition I, II	9
MAC 1132, 1133 Fundamentals of College Mathematics I, II, or MAT 2013, College Algebra and MAC 2132 Trigonometry	9
CORE TOTAL	18

B. General Education Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the General Education courses listed in the Catalog.	
ELECTIVE TOTAL	9
AREA III — COMPONENT TOTAL	27
TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	90

**THE ASSOCIATE IN SCIENCE DEGREE
MANAGEMENT MAJOR**

AREA I — Business Component	Quarter Hours
A. Required Core	
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
GEB 1012 Introduction to Business Enterprise	4½
BUL 2100 Business Law I	4½
COC 1000 Data Processing Fundamentals	4½
SES 1115 Managerial Typing	4½
AREA I — COMPONENT TOTAL	27
AREA II — Major Component	Quarter Hours
A. Required Core	
MAN 1000 Principles of Management	4½
MAN 1344 Principles of Supervision	4½
BUL 2122 Business Law II	4½
MAN 2800 Small Business Management	4½
MAR 1023 Introduction to Marketing	4½
CORE TOTAL	22½
B. Major Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the Catalog.	
ELECTIVE TOTAL	13½
AREA II — COMPONENT TOTAL	36

AREA III — General Education Component	Quarter Hours
A. Required Core	
ENG 1540, 1541 English Usage I, II, or ENC 2102, 2135 English Composition I, II MAC 1132, 1133 Fundamentals of College Mathematics I, II, or	9
MAT 2013, College Algebra and MAC 2132 Trigonometry	9
CORE TOTAL	18
B. General Education Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the General Education courses listed in the Catalog.	
ELECTIVE TOTAL	9
AREA III — COMPONENT TOTAL	27
TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	90

**THE ASSOCIATE IN SCIENCE DEGREE
MARKETING MAJOR**

AREA I — Business Component	Quarter Hours
A. Required Core	
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
GEB 1012 Introduction to Business Enterprise	4½
BUL 2100 Business Law I	4½
COC 1000 Data Processing Fundamentals	4½
SES 1115 Managerial Typing	4½
AREA I — COMPONENT TOTAL	27
AREA II — Major Component	Quarter Hours
A. Required Core	
MAR 1023 Introduction to Marketing	4½
MAR 1101 Salesmanship	4½
ADV 2000 Advertising	4½
MAR 2151 Retailing	4½
BUL 2122 Business Law II	4½
CORE TOTAL	22½

B. Major Electives
 To be selected in consultation with the
 Faculty Advisor or Dean from among the
 Business courses listed in the Catalog.

ELECTIVE TOTAL 13½
 AREA II — COMPONENT TOTAL 36

AREA III — General Education Component Quarter
 Hours

A. Required Core
 ENG 1540, 1541 English Usage I, II, or 9
 ENC 2102, 2135 English Composition I, II
 MAC 1132, 1133 Fundamentals of College
 Mathematics I, II, or
 MAT 2013, College Algebra and 9
 MAC 2132 Trigonometry
 CORE TOTAL 18

B. General Education Electives
 To be selected in consultation with the
 Faculty Advisor or Dean from among the
 General Education courses listed in the
 Catalog.

ELECTIVE TOTAL 9
 AREA III — COMPONENT TOTAL 27

TOTAL QUARTER HOURS 90
 REQUIRED FOR GRADUATION

THE ASSOCIATE IN SCIENCE DEGREE REAL ESTATE MAJOR

AREA I — Business Component Quarter
 Hours

A. Required Core
 ACC 1001 Principles of Accounting I 4½
 ACC 1021 Principles of Accounting II 4½
 GEB 1012 Introduction to Business
 Enterprise 4½
 BUL 2100 Business Law I 4½
 COC 1000 Data Processing Fundamentals 4½
 SES 1115 Managerial Typing 4½
 AREA I — COMPONENT TOTAL 27

AREA II — Major Component	Quarter Hours
A. Required Core	
REE 1001 Introduction to Real Estate	4½
REE 1030 Real Estate Selling	4½
REE 1500 Real Estate Management	4½
REE 2205 Real Estate Finance	4½
BUL 2122 Business Law II	4½
CORE TOTAL	22½
B. Major Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the Catalog.	
ELECTIVE TOTAL	13½
AREA II — COMPONENT TOTAL	36

AREA III — General Education Component	Quarter Hours
A. Required Core	
ENG 1540, 1541 English Usage I, II, or	
ENC 2102, 2135 English Composition I, II	9
MAC 1132, 1133 Fundamentals of College	
Mathematics I, II, or	
MAT 2013, College Algebra and	
MAC 2132 Trigonometry	9
CORE TOTAL	18
B. General Education Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the General Education courses listed in the Catalog.	
ELECTIVE TOTAL	9
AREA III — COMPONENT TOTAL	27
TOTAL QUARTER HOURS	
REQUIRED FOR GRADUATION	90

THE BACHELOR OF SCIENCE DEGREE

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

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

	<u>Quarter Hours</u>
Area I — Business Administration Component	36 (minimum)
Area II — Major Component	45 (minimum)
Area III — General Education Component	72 (minimum)
Area IV — Approved Elective Component	27 (minimum)
TOTAL QUARTER HOURS REQUIRED	180 (minimum)

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

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

**THE BACHELOR OF SCIENCE DEGREE
ACCOUNTING MAJOR**

AREA I — Business Administration Components	Quarter Hours
A. Required Core	
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
ACC 1041 Principles of Accounting III	4½
COC 1000 Data Processing Fundamentals	4½
GEB 1012 Introduction to Business Enterprise	4½
MAN 1000 Principles of Management	4½
BUL 2100 Business Law I	4½
MAR 1023 Introduction to Marketing	4½
AREA I — COMPONENT TOTAL	36

AREA II — Major Component	Quarter Hours
A. Required Core	
ACC 2401 Cost Accounting I	4½
ACC 2501 Federal Taxation I	4½
ACC 2101 Intermediate Accounting I	4½
ACC 2121 Intermediate Accounting II	4½
ACC 4201 Advanced Accounting I	4½
ACC 4601 Auditing I	4½
BUL 2122 Business Law II	4½
CORE TOTAL	31½

B. Major Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the Catalog.	
ELECTIVE TOTAL	13½
AREA II — COMPONENT TOTAL	45

AREA III — General Education Component	Quarter Hours
A. Required Core	
ENG 1540, 1541 English Usage I, II, or	
ENC 2102, 2135 English Composition I, II	9
ECO 1013 Principles of Economics I	4½
ECO 1023 Principles of Economics II	4½
MAC 1132, 1133 Fundamentals of College Mathematics I, II, or	
MAT 2013, College Algebra and	
MAC 2132 Trigonometry	9
POS 2041 American National Government	4½
PSY 2012 General Psychology	4½
CORE TOTAL	36
B. General Education Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the General Education courses listed in the catalog.	
ELECTIVE TOTAL	36
AREA III — COMPONENT TOTAL	72
AREA IV — Approved Elective Component	Quarter Hours
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.	
AREA IV — COMPONENT TOTAL	27
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	180

**THE BACHELOR OF SCIENCE DEGREE
DATA PROCESSING**

AREA I — Business Administration Components	Quarter Hours
A. Required Core	
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
ACC 1041 Principles of Accounting III	4½
COC 1000 Data Processing Fundamentals	4½
GEB 1012 Introduction to Business Enterprise	4½
MAN 1000 Principles of Management	4½
BUL 2100 Business Law I	4½
MAR 1023 Introduction to Marketing	4½
AREA I — COMPONENT TOTAL	36
AREA II — Major Component	Quarter Hours
A. Required Core	
COC 1211 Computer Concepts	4½
COP 2120 Computer Programming— COBOL	4½
COP 2160 Computer Programming— RPG	4½
COP 3530 Data Base Management	4½
COP 3110 Computer Programming— FORTRAN	4½
CIS 4360 Data Communications	4½
CORE TOTAL	27
B. Major Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the Catalog.	
ELECTIVE TOTAL	18
AREA II — COMPONENT TOTAL	45

**THE BACHELOR OF SCIENCE DEGREE
MANAGEMENT MAJOR**

AREA I — Business Administration Components	Quarter Hours
A. Required Core	
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
ACC 1041 Principles of Accounting III	4½
COC 1000 Data Processing Fundamentals	4½
GEB 1012 Introduction to Business Enterprise	4½
MAN 1000 Principles of Management	4½
BUL 2100 Business Law I	4½
MAR 1023 Introduction to Marketing	4½
AREA I — COMPONENT TOTAL	36
AREA II — Major Component	Quarter Hours
A. Required Core	
BUL 2122 Business Law II	4½
MAN 2800 Small Business Management	4½
MAN 3300 Personnel Management	4½
RMI 3015 Risk and Insurance	4½
MAN 4410 Labor Relations and Collective Bargaining	4½
MAN 4060 Business Policy and Administration	4½
CORE TOTAL	27
B. Major Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the Catalog.	
ELECTIVE TOTAL	18
AREA II — COMPONENT TOTAL	45

AREA III — General Education Component	Quarter Hours
A. Required Core	
ENG 1540, 1541 English Usage I, II, or	
ENC 2102, 2135 English Composition I, II	9
ECO 1013 Principles of Economics I	4½
ECO 1023 Principles of Economics II	4½
MAC 1132, 1133 Fundamentals of College Mathematics I, II, or	
MAT 2013, College Algebra and	
MAC 2132 Trigonometry	9
POS 2041 American National Government	4½
PSY 2012 General Psychology	4½
CORE TOTAL	36
B. General Education Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the General Education courses listed in the catalog.	
ELECTIVE TOTAL	36
AREA III — COMPONENT TOTAL	72
AREA IV — Approved Elective Component	Quarter Hours
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.	
AREA IV — COMPONENT TOTAL	27
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	180

**THE BACHELOR OF SCIENCE DEGREE
MARKETING MAJOR**

AREA I — Business Administration Components	Quarter Hours
A. Required Core	
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
ACC 1041 Principles of Accounting III	4½
COC 1000 Data Processing Fundamentals	4½
GEB 1012 Introduction to Business Enterprise	4½
MAN 1000 Principles of Management	4½
BUL 2100 Business Law I	4½
MAR 1023 Introduction to Marketing	4½
AREA I — COMPONENT TOTAL	36

AREA II — Major Component	Quarter Hours
A. Required Core	
MAR 1101 Salesmanship	4½
ADV 2000 Advertising	4½
MAR 3203 Marketing Channels and Distribution	4½
MAR 3344 Promotion Policies and Strategy	4½
MAR 4613 Marketing Research	4½
MAR 4722 Marketing Management	4½
CORE TOTAL	27
B. Major Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the Catalog.	
ELECTIVE TOTAL	18
AREA II — COMPONENT TOTAL	45

AREA III — General Education Component	Quarter Hours
A. Required Core	
ENG 1540, 1541 English Usage I, II, or	
ENC 2102, 2135 English Composition I, II	9
ECO 1013 Principles of Economics I	4½
ECO 1023 Principles of Economics II	4½
MAC 1132, 1133 Fundamentals of College Mathematics I, II, or	
MAT 2013, College Algebra and	
MAC 2132 Trigonometry	9
POS 2041 American National Government	4½
PSY 2012 General Psychology	4½
CORE TOTAL	36
B. General Education Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the General Education courses listed in the catalog.	
ELECTIVE TOTAL	36
AREA III — COMPONENT TOTAL	72
AREA IV — Approved Elective Component	Quarter Hours
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.	
AREA IV — COMPONENT TOTAL	27
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	180

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

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

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

Quarter Hours

Area I — Business Administration Component	72 (minimum)
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Area II — General Education Component	72 (minimum)
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Area III — Approved Elective Component	36 (variable)
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TOTAL QUARTER HOURS REQUIRED	180 (minimum)
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3. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the College prior to graduation.
4. Participate in the first College commencement exercises following completion of all program requirements.

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

**THE BACHELOR OF
BUSINESS ADMINISTRATION DEGREE**

	Quarter Hours
AREA I — Business Administration Component	
A. Required Core	
ACC 1001 Principles of Accounting I	4½
ACC 1021 Principles of Accounting II	4½
ACC 1041 Principles of Accounting III	4½
COC 1000 Data Processing Fundamentals	4½
GEB 1012 Introduction to Business Enterprise	4½
MAN 1000 Principles of Management	4½
BUL 2100 Business Law I	4½
MAR 1023 Introduction to Marketing	4½
SES 1115 Managerial Typing	4½
CORE TOTAL—Selected from the courses listed above.	36
B. Business Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the Catalog. At least 27 Quarter Hours must be from courses in the 3000 and 4000 series or higher.	
ELECTIVE TOTAL	36
AREA I — COMPONENT TOTAL	72

AREA II — General Education Component	Quarter Hours
A. Required Core	
ENG 1540, 1541 English Usage I, II, or ENC 2102, 2135 English Composition I, II	9
ECO 1013 Principles of Economics I	4½
ECO 1023 Principles of Economics II	4½
MAC 1132, 1133 Fundamentals of College Mathematics I, II, or College Algebra and Trigonometry	9
MAT 2013, MAC 2132	
POS 2041 American National Government	4½
PSY 2012 General Psychology	4½
CORE TOTAL	36
B. General Education Electives	
To be selected in consultation with the Faculty Advisor or Dean from among the General Education courses listed in the Catalog.	
ELECTIVE TOTAL	36
AREA II — COMPONENT TOTAL	72
AREA III — Approved Elective Component	
To be selected in consultation with the Faculty Advisor or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.	
AREA III — COMPONENT TOTAL	36
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION	180

COURSE DESCRIPTIONS

BUSINESS ACCOUNTING

ACC 1001 Principles of Accounting I

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

4½ Quarter Hours

ACC 1021 Principles of Accounting II

This course is a continuation of ACC 1001 with application to more advanced transactions. Emphasis is placed on the opening of books, classification and control of accounts, safe-guarding of cash; notes, acceptances, discounts, capital investments and withdrawals, and the adjusting and closing of books.

Prerequisite: ACC 1001

4½ Quarter Hours

ACC 1041 Principles of Accounting III

A continuation of ACC 1001 and 1021 with application to accounting for corporations and manufacturing operations. It covers the opening, adjusting and closing of corporation accounts and books, describes manufacturing and cost accounting systems, classifications of accounts, budgeting, internal reporting, and the analysis of financial statements. Prerequisite: ACC 1021

4½ Quarter Hours

ACC 2101 Intermediate Accounting I

A comprehensive study of accounting theory above the level of basic accounting principles. Primary emphasis is on accounting for assets, income, and expenses. Prerequisite: ACC 1041

4½ Quarter Hours

ACC 2121 Intermediate Accounting II

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

4½ Quarter Hours

ACC 2401 Cost Accounting I

An introductory course which includes job order and process cost accounting systems, elements of cost, direct and indirect costs, stores ledger and control, work in process and finished goods inventories, valuation of materials, accounting for labor, monthly closing entries, analytical statements and comparative statements. Prerequisite: ACC 1021

4½ Quarter Hours

ACC 2501 Federal Taxation I

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

4½ Quarter Hours

ACC 3300 Managerial Accounting

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

Prerequisite: ACC 1021

4½ Quarter Hours

ACC 3421 Cost Accounting II

A further study of cost data for planning, control and decision-making purposes. Prerequisite: ACC 2401 *4½ Quarter Hours*

ACC 3521 Federal Taxation II

An advanced study of the principles of taxation applied to corporations, estates, and trusts. Prerequisite: ACC 2501 *4½ Quarter Hours*

ACC 3860 Government Accounting

Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 1041 *4½ Quarter Hours*

ACC 4201 Advanced Accounting I

Property acquisition, revaluation and retirement, and depreciation principles and practices are studied in greater depth. Intangible assets, current and long-term debt, pension plans, corporation formation and capital stock transactions are covered. Financial statement analysis, funds flow and related statements are given thorough treatment. Frequent reference is made to pronouncements by the Securities Exchange Commission and the American Institute of Certified Public Accountants. Prerequisite: ACC 2121 *4½ Quarter Hours*

ACC 4221 Advanced Accounting II

Accounting theory and current practices are studied in depth with emphasis on the concepts and standards prevailing in the accounting profession. Coverage is afforded such topics as partnership formation, dissolution and liquidation, installment and consignment sales, home office and branch accounting and consolidations. Prerequisite: ACC 4201 *4½ Quarter Hours*

ACC 4601 Auditing I

An introductory course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACC 2121 *4½ Quarter Hours*

ACC 4621 Auditing II

A continuation of ACC 4601, which is prerequisite. Stress is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, the responsibility for them, and the duty in testifying in connection with them in court. *4½ Quarter Hours*

ACC 4998 Selected Topics in Accounting

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

ACC 4999 Internship in Accounting

As part of the preparation of a career in accounting, the student is permitted to serve an internship in public accounting firms, accounting departments of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. *4½ Quarter Hours*

BROADCASTING

RTV 1000 Introduction to Broadcasting

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

RTV 1230 Announcing I

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

RTV 1231 Announcing II

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

RTV 1232 Announcing III

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

RTV 2100 Television Production IV

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

RTV 2200 Program Production I

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

RTV 2201 Program Production II

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

RTV 2205 Television Production III

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

RTV 2210 Program Production III

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

RTV 2220 Television Production I

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

RTV 2221 Television Production II

A combination of RTV 2220. Students will be involved in the production of formatted television programs such as talk shows, plays, documentaries and musicals. *4½ Quarter Hours*

RTV 2800 Program Production IV

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

MMC 3200 Communications Law

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

RTV 4998 Selected Topics in Broadcasting

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

RTV 4999 Internship in Broadcasting

As part of the preparation for a career in broadcasting, the student is permitted to serve an internship in radio and television stations acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. *4½ Quarter Hours*

COURT REPORTING

SES 3999 Court Reporting Testimony

Students are required to complete an internship of 40 hours. From this internship, taken in a free-lance situation or officialship, will be produced actual transcripts which will be graded, as will be skills, dress and demeanor. *3 Quarter Hours*

SES 5220 Court Reporting Procedures

The role of the reporter in trials, and administrative hearings. Instruction in the labeling of exhibits and indexing and storage of notes. Role-playing the reporter at trial cases, depositions, commission hearings. *3 Quarter Hours*

SES 5224 Court and Conference Dictation I

This course emphasizes theory relating to court reporting dictation. Dictation of jury charge and questions and answers at increasing rates of speed occurs in Court and Conference Dictation I-V. Speeds of 100-125 words a minute are attained in this course. Prerequisite: 80 W.A.M. *3 Quarter Hours*

SES 5225 Court and Conference Dictation II

A continuation of Court and Conference Dictation I. Specialized vocabulary is emphasized as well as literary and congressional material. Prerequisite: 100 W.A.M. *3 Quarter Hours*

SES 5226 Court and Conference Dictation III

A continuation of Court and Conference Dictation II. Speeds of 140-175 words a minute will be developed, multi-voice testimony is emphasized. Prerequisite: 120 W.A.M. *3 Quarter Hours*

SES 5227 Court and Conference Dictation IV

A continuation of Court and Conference Dictation III. Speeds of 160-200 words a minute will be developed. Prerequisite: 140 W.A.M. *3 Quarter Hours*

SES 5228 Court and Conference Dictation V

A continuation of Court and Conference Dictation IV. A speed of 225 words a minute will be developed. Prerequisite: 180 W.A.M. *3 Quarter Hours*

SES 5229 CCR 531 Court Reporting Transcription

The transcription of machine shorthand notes. Emphasis is on form, accuracy, and proofreading. Preparation of a complete trial transcript, in deliverable form, is required. *3 Quarter Hours*

ENC 6391 Court Reporting I

The National Shorthand Reporters Association series of textbooks is used to study court reporting punctuation and English. Varied multi-voice material, including courtroom testimony, depositions, statements, commission hearings, dissolutions of marriage, etc. are dictated in class and transcribed, concentrating on form, punctuation and accuracy. *4 1/2 Quarter Hours*

ENC 6392 Court Reporting II

Practice in writing notes for a notereader and dictating for transcription. Dictation includes motions, evidentiary hearings, dissolutions of marriage, and depositions. Salable transcripts are produced, specialized dictation is emphasized. *4 1/2 Quarter Hours*

ENC 6393 Court Reporting III

A study of Court Reporting as a profession. The role of the court reporter as a professional. Dictation and transcription of certification tests. *4 1/2 Quarter Hours*

SES 6990 Speed Development I

A course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced. *3 Quarter Hours*

SES 6991 Speed Development II

A second level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced. *3 Quarter Hours*

SES 6992 Speed Development III

A third level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced. *3 Quarter Hours*

DATA PROCESSING**COC 1000 Data Processing Fundamentals**

A course which familiarizes students with basic concepts and terminology utilized in the application of computers to business. *4 1/2 Quarter Hours*

COC 1211 Computer Concepts

A study of advanced data communication theory, secondary storage facilities and job control language. An introduction to BASIC programming language provides the student with experience that is suited to many applications.

Prerequisite: COC 1000 *4½ Quarter Hours*

COP 2120 Computer Programming—Cobol

This course provides a foundation for the use of COBOL (Common Business Oriented Language) as a computer language. The student is expected to learn and apply the basic facilities of this language utilizing sequential access methods. Prerequisite: COC 1211, SES 1100

4½ Quarter Hours

COP 2160 Computer Programming—RPG

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

Prerequisite: COC 1211, SES 1100 *4½ Quarter Hours*

CIS 2321 Business Systems Analysis and Design

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

Prerequisite: COC 1211 *4½ Quarter Hours*

COC 2400 The Computer Society and the Individual

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

4½ Quarter Hours

COP 3110 Computer Programming—Fortran

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

4½ Quarter Hours

COP 3121 Computer Programming—Advanced Cobol

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

4½ Quarter Hours

COP 3160 Computer Programming—Advanced RPG

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

4½ Quarter Hours

COP 3530 Data Base Management

This course introduces the student to the various methods of organizing and structuring data and files for access and use in advanced programming applications.

Prerequisite: COP 2120 or COP 2160 *4½ Quarter Hours*

CIS 4360 Data Communications

Data communications (tele-processing), batch, remote job entry, on-line real-time and interactive operations; communications resources (types and grades of transmission facilities) and terminal hardware concepts
Prerequisite: COP 2120. *4½ Quarter Hours*

COP 4400 Computer Programming—Assembler Language

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

MAN 4810 Management Information Systems

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

COC 4998 Selected Topics in Data Processing

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

COC 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. *4½ Quarter Hours*

FASHION MERCHANDISING**FAD 1121 Personal Development**

A study of personal appearance: business etiquette; personal and business wardrobe; voice and diction; diet and visual poise. *4½ Quarter Hours*

MKA 1126 Fashion Sketching and Design

A study of color, line, form and texture as bases for designing apparel as well as an introduction to basic sketching design to develop the ability to sketch the fashion figure rapidly. *4½ Quarter Hours*

MKA 1455 Development of Fashion

An examination of the historical influences which have shaped contemporary fashion. *4½ Quarter Hours*

HHD 1621 History of Furniture

A study of the history of furniture use and fashion. Additional lab sessions are required. *4½ Quarter Hours*

CTE 1827 Fashion Buying and Retailing

A study of principles and techniques of successful buying of merchandise for resale. Students are given an opportunity to analyze various retail operations. *4½ Quarter Hours*

CTE 1840 Clothing and Accessories

This course surveys clothing and accessories focusing on types of apparel for women, men and children. The use of fashion accessories is included. *4½ Quarter Hours*

FAM 2101 Basic Modeling

Retail modeling, wholesale modeling, photographic modeling, and professional make-up are included. *4½ Quarter Hours*

FAM 2201 Professional Modeling

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

4½ Quarter Hours

HHA 2320 Interior Design

A study of decorating, room planning, floor covering, textiles, and accessories. *4½ Quarter Hours*

MKA 2409 Fashion Coordination

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

4½ Quarter Hours

CTE 4998 Selected Topics in Fashion Merchandising

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

Variable Credit

CTF 4999 Internship in Fashion Merchandising

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

4½ Quarter Hours

HOTEL AND RESTAURANT ADMINISTRATION**HFT 1000 Hotel and Restaurant Organization and Management**

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

4½ Quarter Hours

HFT 1300 Housekeeping, Plant Engineering and Maintenance

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

4½ Quarter Hours

HFT 1510 Marketing, Sales, and Public Relations

A study of sales, promotion and marketing practices of the hotel and restaurant industry. *4½ Quarter Hours*

FSS 2251 Food and Beverage Management

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

4½ Quarter Hours

HFT 2420 Hotel and Restaurant Accounting and Control

A survey of accounting methods, controls and practices commonly found in hotels, motels, restaurants, clubs, and institutions. Emphasis is placed on practical application. *4½ Quarter Hours*

HFT 3603 Laws of Innkeeping

An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. *4 1/2 Quarter Hours*

HFT 3713 World Tourism

The historical growth of the domestic and worldwide tourist industry and its importance to related areas. Study of the development of travel for pleasure and business. The economic, psychological and social impact of the travel and tourist trade. *4 1/2 Quarter Hours*

HFT 4998 Selected Topics in Hotel and Restaurant Administration

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

HFT 4999 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 hotels, motels, 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. *4 1/2 Quarter Hours*

MANAGEMENT**MAN 1000 Principles of Management**

An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources and organizational structure are introduced. *4 1/2 Quarter Hours*

GEB 1012 Introduction to Business Enterprise

A study of the characteristics and functions of business in the free enterprise environment, including opportunities, ownership, management, organization, marketing, physical plant, personnel, finance, ethics, and law. *4 1/2 Quarter Hours*

MAN 1344 Principles of Supervision

A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication. *4 1/2 Quarter Hours*

BUL 2100 Business Law I

Law is studied in relation to the proper conduct of business including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations. *4 1/2 Quarter Hours*

BUL 2122 Business Law II

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, and insurance. *4 1/2 Quarter Hours*

MAR 2763 Credits and Collections

A study of the management of the credit and collection activities of business organizations, including economic and social implications, specific types of available credit, and management and analysis of consumer and commercial credit. *4 1/2 Quarter Hours*

MAN 2800 Small Business Management

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

4½ Quarter Hours

PAD 3000 Public Administration

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

4½ Quarter Hours

RMI 3015 Risk and Insurance

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

4½ Quarter Hours

GEB 3111 Business Statistics

This course exposes the student to statistical techniques utilized in business. Methods of describing, summarizing and analyzing data are presented.

Prerequisite: MAC 1133

4½ Quarter Hours

ECP 3220 Occupational Safety and Health

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

4½ Quarter Hours

MAN 3300 Personnel Management

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

4½ Quarter Hours

TRA 4010 Transportation

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

4½ Quarter Hours

MAN 4060 Business Policy and Administration

A review of management techniques and processes, with emphasis on problem solving. A case study approach is utilized.

4½ Quarter Hours

MAN 4410 Labor Relations and Collective Bargaining

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

4½ Quarter Hours

MAN 4600 Management of International Business

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

4½ Quarter Hours

MAN 4998 Selected Topics in Management

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

Variable Credit

MAN 4999 Internship in Management

As part of the preparation for a career in management, the student is permitted to serve an internship in management functions of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. *4 1/2 Quarter Hours*

MARKETING**MAR 1023 Introduction to Marketing**

This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. *4 1/2 Quarter Hours*

MAR 1101 Salesmanship

A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets. *4 1/2 Quarter Hours*

ADV 2000 Advertising

A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally. *4 1/2 Quarter Hours*

MAR 2151 Retailing

A survey of the basic principles and techniques of retailing. Emphasis is placed on the fundamentals of merchandising, sales, stock turnover, inventory and profitability. Pricing for competitive retailing and markup strategy are included. *4 1/2 Quarter Hours*

MAR 2503 Consumer Behavior

An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. *4 1/2 Quarter Hours*

MAR 3203 Marketing Channels and Distribution

An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers and brokers. Prerequisite: MAR 1023 *4 1/2 Quarter Hours*

MAR 3321 Public Relations

A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed. *4 1/2 Quarter Hours*

MAR 3343 Marketing Communications

A study of the principles and applications of communications as a force for effective marketing strategy. Included is an in-depth study of the various communication channels that are vital to the marketing systems. Prerequisite: MAR 1023 *4 1/2 Quarter Hours*

MAR 3344 Promotional Policies and Strategy

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

4½ Quarter Hours

MAR 4613 Marketing Research

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

4½ Quarter Hours

MAR 4722 Marketing Management

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

4½ Quarter Hours

MAR 4998 Selected Topics in Marketing

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

Variable Credit

MAR 4999 Internship in Marketing

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

4½ Quarter Hours

OFFICE PRACTICE**SES 1300 Records Management**

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

3 Quarter Hours

SES 1340 Business Office Procedures

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

3 Quarter Hours

SES 1360 Machine Transcription

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

3 Quarter Hours

SES 1363 Professional Machine Transcription

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

- A. Legal Emphasis
- B. Medical Emphasis

2 Quarter Hours

SES 2341 Professional Secretarial Practices

A course to develop the skills and knowledge essential to success in a secretarial position; development of a work system; receiving visitors, scheduling appointments, making travel arrangements; planning meetings; and other duties and correct office procedures required by an efficient business enterprise including the basic principles, procedures, and systems of filing and records management. *3 Quarter Hours*

- A. Legal Emphasis
- B. Medical Emphasis

SES 4999 Office Internship and Work Experience

As part of the preparation for a career in the secretarial field, students are permitted to serve internships in secretarial positions in their area of specialization in professional, financial, business, and industrial offices acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. *4 1/2 Quarter Hours*

REAL ESTATE**REE 1001 Introduction to Real Estate**

This course is intended to provide the student with a broad understanding of real estate activities and acquaint him with the breadth and depth of the field. Included are such topics as property descriptions and deeds, mortgages and other financing, contracts and closing statements, homesteads, business enterprises and other relationships. *4 1/2 Quarter Hours*

REE 1030 Real Estate Selling

Among the topics the student will study in this course are motives, steps in a sale, listing techniques, selling various kinds of property, creative selling, meeting objections, financial aids, ethical behavior, and closing techniques. *4 1/2 Quarter Hours*

REE 1500 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. *4 1/2 Quarter Hours*

REE 2205 Real Estate Finance

A study of the fundamentals of mortgage lending; sources of funds; organization and control of lending operations; FHA and Veterans Administration loan programs; servicing and collecting loans. *4 1/2 Quarter Hours*

REE 2801 Real Estate Brokerage

A study of the real estate brokerage office; planning for and organizing operations; selecting and training sales personnel; managing sales activities; marketing practices and policies. *4 1/2 Quarter Hours*

REE 3008 Real Estate Law

A study of the legal aspects of real property ownership, development, transfer and brokerage. *4 1/2 Quarter Hours*

REE 3040 Real Estate Principles and Practices I

This course presents a comprehensive study of real estate principles and practices, and licensing law to meet the educational requirements of the Florida Real Estate Commission for real estate salesmen. The course deals with such topics as real estate ownership and interests; contracts; surveying and property descriptions; transfers; mortgages; deeds; leases; title closing; real estate financing and investments; and other subjects. *6 Quarter Hours*

REE 3041 Real Estate Principles and Practices II

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

6 Quarter Hours

REE 3101 Real Estate Appraising

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

4½ Quarter Hours

REE 4998 Selected Topics in Real Estate

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

Variable Credit

REE 4999 Internship in Real Estate

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

4½ Quarter Hours

SHORTHAND

SES 1210 Shorthand Theory

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

4½ Quarter Hours

SES 1211 Theory and Introductory Dictation

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

3 Quarter Hours

SES 1212 Advanced Dictation and Transcription

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

3 Quarter Hours

SES 1221 Machine Shorthand Theory I

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

6 Quarter Hours

SES 1222 Machine Shorthand Theory II

A review of the basic principles of Machine Shorthand. New brief forms and phrases are introduced. Students will be expected to attain speeds of 60-80 words a minute for mailable transcription. Prerequisite: SES 1221

6 Quarter Hours

SES 1223 Machine Shorthand Dictation

A course which develops the basic skills learned in Machine Shorthand Theory I and II and emphasizes the attainment of speed. Testing is done at controlled speeds of 80-110 words a minute. Students are expected to attain speeds of 80-120 words a minute. Prerequisite: 60 W.A.M. *3 Quarter Hours*

SES 1248 Professional Dictation and Transcription

The course is designed to train the professional secretary to attain expert speeds in dictation and transcription. Numerous business letter shortcuts and speed pointers are employed. Transcription of office style dictation and extended dictation sessions are included. Credit is given when the student passes a comprehensive test and demonstrates the ability to take technical and other unfamiliar dictation at 100-120 wpm and transcribe that dictation at 25-30 wpm. Prerequisite: SES 1212 *3 Quarter Hours*

- A. Legal Emphasis
- B. Medical Emphasis

SES 1271 Alphabetic Shorthand Theory

This is a course in an alphabetic rather than a symbol system of shorthand and is especially popular with those persons interested in obtaining maximum dictation speed in a minimum period of time. Transcription is required. Qualified students may progress into appropriate dictation classes. *4 1/2 Quarter Hours*

SES 5250 Legal Dictation

A course designed to acquaint the student with the vocabulary of law and the dictation and transcription of material of a legal nature. *3 Quarter Hours*

SES 5256 Medical Dictation

A course designed to familiarize the student with the dictation and transcription of material containing medical terminology such as case histories, operation and x-ray reports, and medical articles. *3 Quarter Hours*

TYPEWRITING**SES 1100 Introductory Typing**

Techniques and basic skills of typing, with emphasis upon formation of correct typewriting techniques, mastery of the keyboard, operation and care of the typewriter, and performance of basic typing operations. Credit is given when the student passes a comprehensive test and demonstrates ability to type at 35-45 wpm. *4 1/2 Quarter Hours*

SES 1110 Intermediate Typing

A continuation of TYP 111 with emphasis on speed, accuracy, and rhythm. Emphasis is on the development of skills in typing a variety of office documents, and on the production of mailable copy. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 45-55 wpm. Prerequisite: SES 1100 *4 1/2 Quarter Hours*

SES 1115 Managerial Typing

A course designed to teach the business student the skills necessary to operate a typewriter efficiently for business or personal use. (Equivalent: SES 1100) *4 1/2 Quarter Hours*

SES 1120 Advanced Typing

Development of advanced techniques with preparation of correspondence, tabulated reports, manuscripts, legal and business papers, and a variety of business forms and documents. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 55-60 wpm. Prerequisite: SES 1110 *4 1/2 Quarter Hours*

SES 1145 Expert Typing

A course which focuses on the building of speed and accuracy on a variety of straight copy material. Credit is given when a student demonstrates the ability to type accurately at 60 words a minute. *3 Quarter Hours*

SES 2130 Professional Typing Applications

Emphasizes the development of decision-making skills and completing documents, preparing typed letters, reports, tabulations, handwritten drafts, and in transcribing machine dictation. Maintenance of professional habits and production levels is stressed. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 60 wpm (net). Prerequisite: SES 1120 *4½ Quarter Hours*

- A. Legal Emphasis
- B. Medical Emphasis

SES 2140 Production Typing

Emphasizes the production of mailable office documents originating in office style. By work on office routines and use of the best methods to increase typing production, the student is taught how to produce mailable letters, bills, statements, invoices, and a wide variety of other documents in volume. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 60 wpm (net). Prerequisite: SES 1120 *4½ Quarter Hours*

GENERAL EDUCATION

ECONOMICS

ECO 1013 Principles of Economics I

A basic study of economics and cultural changes with research into the economic system; its development by free competition under the capitalistic system; the nature and evolution of money; the banking system; price determination and wages; a consideration of monopoly; the laws of supply and demand; public production control. *4½ Quarter Hours*

ECO 1023 Principles of Economics II

A continuation of ECO 1013. *4½ Quarter Hours*

FIN 1100 Personal Finance

An examination of the complexities of money management: personal and family budgeting, consumer credit operations: borrowing money; banking services, nature of investments; the various types of insurance; home ownership; taxation; and retirement plans. *4½ Quarter Hours*

FIN 2010 Investments

A study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes which affect investment policy, timing, selection and investment values. *4½ Quarter Hours*

ECO 2040 Economics for the Consumer

A survey of economic theory as it relates to problems affecting the American Consumer. *4½ Quarter Hours*

ECO 2611 Economic History

A study of economic history from the pre-market economy with its agricultural foundation through the industrial revolution to the development of our present day market system, including a study of the economists of the time. *4½ Quarter Hours*

ECP 3001 Current Issues in Economics

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

4½ Quarter Hours

ECS 3003 Comparative Economic Systems

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

4½ Quarter Hours

ECO 3223 Money and Banking

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

4½ Quarter Hours

ECS 3405 Industry and Trade of Latin America

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

4½ Quarter Hours

ECO 4504 Public Finance

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

4½ Quarter Hours

ECO 4702 Principles of International Economics

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

4½ Quarter Hours

ENGLISH**ENG 0000 Basic English Studies**

A comprehensive review of grammar, spelling and vocabulary, intended to strengthen the student's English background and prepare for more advanced studies.

4½ Quarter Hours

REA 0000 Basic Reading Skills

Intended for students who must develop better reading skills in order to undertake more advanced studies. Concentration is upon the mechanics of reading, vocabulary development and comprehension.

4½ Quarter Hours

ENC 1312 Written Communication

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

4½ Quarter Hours

ENG 1540 English Usage I

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

4½ Quarter Hours

ENG 1541 English Usage II

A continuation of ENG 1540.

4½ Quarter Hours

SPC 2010 Oral Communication

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

4½ Quarter Hours

ENC 2102 English Composition I

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

4½ Quarter Hours

ENC 2135 English Composition II

A continuation and expansion of ENC 2102.

4½ Quarter Hours

MMC 3000 Mass Media

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

4½ Quarter Hours

JOU 3004 Journalism

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

4½ Quarter Hours

ENG 3230 The Short Story

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

4½ Quarter Hours

ENG 3301 The Novel

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

4½ Quarter Hours

ENG 3400 Drama

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

4½ Quarter Hours

ENG 3711 Poetry

A study of poetic diction, imagery, versification, traditional forms and structure.

4½ Quarter Hours

AML 4103 Early American Literature

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

4½ Quarter Hours

AML 4109 Modern American Literature

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

4½ Quarter Hours

GOVERNMENT

POS 2041 American National Government

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

4 1/2 Quarter Hours

POS 3112 State and Local Government

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

4 1/2 Quarter Hours

POT 4064 Contemporary Political Thought

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

4 1/2 Quarter Hours

HISTORY

EUH 1000 History of Early Western Civilization

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

4 1/2 Quarter Hours

EUH 1001 History of Modern Western Civilization

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

4 1/2 Quarter Hours

AMH 2010 History of the United States to 1877

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

4 1/2 Quarter Hours

AMH 2020 History of the United States from 1877 to Present

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

4 1/2 Quarter Hours

AMH 2570 Black American History

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

4 1/2 Quarter Hours

AMH 3420 History of Florida

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

4 1/2 Quarter Hours

LAH 4000 History of Latin America

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

4 1/2 Quarter Hours

HUMANITIES

SPN 1100 Conversational Spanish I

A basic course for students who wish to develop the ability to speak and understand the Spanish language; emphasis is placed on phrasing, idioms, and everyday vocabulary. *4½ Quarter Hours*

SPN 1101 Conversational Spanish II

An advanced course for students who wish to develop a broad competence in Spanish; emphasis is placed on the oral-aural aspects of the language, and more sophisticated use of subjunctive clauses and sentence structure. *4½ Quarter Hours*

HUM 1210 Survey of Early Western Culture

A study of the structure, processes, models and cultural laws of early Western Civilizations. Material is included from the anthropological study of socio-economic systems and cultural heritage. *4½ Quarter Hours*

HUM 1230 Survey of Contemporary Western Culture

A study of native culture areas and advanced civilizations. Metropolitan cultures and the meshing of cultural differences in selected and geographically varied nation-states, and selected urban and agrarian subcultures. *4½ Quarter Hours*

PHI 2010 Philosophy

This course acquaints the student with the most significant directions of philosophical thought to the end that the student may be enabled to formulate his own questions, arrive at reasonable answers, and evaluate those of others. *4½ Quarter Hours*

HUM 2420 Afro-American Culture

This is a survey course designed to acquaint the student with and stimulate interest in the cultural contributions of Afro-Americans. Included are such topics as art, music, dance, and literature. *4½ Quarter Hours*

PHI 3600 Ethics

Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality. Investigation is made of the bearing of ethical theory upon problems connected with industry, civil society, and the typical American community. *4½ Quarter Hours*

PHI 4100 Logic

A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity. *4½ Quarter Hours*

MATHEMATICS

MAT 0002 Basic Mathematics Studies

A comprehensive review of the skills and concepts of arithmetic intended to strengthen the student's mathematical background and prepare him for more advanced studies. *4½ Quarter Hours*

MAC 1132 Fundamentals of College Mathematics I

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

MAC 1133 Fundamentals of College Mathematics II

A continuation of MAC 1132 which is a prerequisite. *4½ Quarter Hours*

MAT 2013 College Algebra

The algebra of sets, linear and quadratic equations, factoring, proofs, determinants, and relations and functions. Emphasis is placed on understanding the structure of mathematical systems. *4½ Quarter Hours*

MAC 2132 Trigonometry

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

QMB 3700 Mathematics of Finance

A study of financial analysis and problems of financial management, including cash, profitability and capital budgeting. Various sources of corporate funds, including short, intermediate, and long-term arrangements are surveyed. *4½ Quarter Hours*

PSYCHOLOGY**PSY 2012 General Psychology**

A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day to day behavior. *4½ Quarter Hours*

MAN 2111 Applied Psychology

A study of the applications of the science of psychology to understanding and shaping human behavior within the context of daily life and work. Prerequisite: PSY 2012 *4½ Quarter Hours*

DEP 3100 Child Psychology

This course explores the processes by which children develop into adults. Changes and growth are examined from conception to the end of adolescence. Prerequisite: PSY 2012 *4½ Quarter Hours*

MAN 3100 Human Relations

A study of the fundamentals of the processes of motivating, communicating and cooperating with management, co-workers, and the public. *4½ Quarter Hours*

CLP 3144 Abnormal Psychology

An examination of abnormality in terms of current knowledge concerning mental health. Topics include mental illness and treatment, social disorders, organic and psychotic disorders, child psychosis, and disorder of mood and emotion. *4½ Quarter Hours*

DEP 3401 Adult Psychology

This course deals with the human life span as a whole and attempts to acquaint the student with the processes of maturation, aging, and death. Prerequisite: PSY 2012 *4½ Quarter Hours*

SOP 4003 Social Psychology

Many aspects of human interaction are investigated in this course including topics such as aggression, attraction and love, conformity, sexual behavior and group dynamics. Prerequisite: PSY 2012 *4½ Quarter Hours*

SCIENCES

HES 1000 Community Health and Recreation

A survey of community health issues including mental health, physical fitness, marriage and family living and recreation. *4½ Quarter Hours*

APB 1200 Anatomy and Physiology

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

4½ Quarter Hours

EVR 2011 Man and Environment

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

4½ Quarter Hours

SES 2248 Anatomy and Medical Terminology

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

4½ Quarter Hours

ANT 2402 Cultural Anthropology

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

4½ Quarter Hours

SOCIOLOGY

SOC 2000 Principles of Sociology

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

4½ Quarter Hours

MAF 3501 Marriage and Family

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

4½ Quarter Hours

SOC 3131 Crime and Delinquency

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

4½ Quarter Hours

SOC 4740 Minorities and American Society

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

Prerequisite: SOC 2000

4½ Quarter Hours

ANNUAL SCHOLARSHIPS FOR FORT LAUDERDALE COLLEGE STUDENTS

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

SOPHOMORE ACHIEVEMENT SCHOLARSHIP

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

JUNIOR ACHIEVEMENT SCHOLARSHIP

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

SENIOR ACHIEVEMENT SCHOLARSHIP

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

BOARD OF TRUSTEES

Chairman
William Markham, Property Appraiser
Broward County
Fort Lauderdale, Florida

Robert E. Cobb
Attorney at Law
Fort Lauderdale, Florida

Jack H. Jones
Chief Executive Officer
Jones College
Jacksonville, Florida

Dr. Stanley Drake
Jones College
Orlando, Florida

Dr. Charles E. Palmer, CPA
Charleston, South Carolina

Donald C. Jones
President
Jones College
Jacksonville, Florida

Dr. Richard H. Laube, Dean
College of Business Administration
Valparaiso University
Valparaiso, Indiana

STAFF

Douglas Devaux	President
Barry Friedman	Dean of Instruction
Joseph Pace	Assistant Dean, Main Campus
Thomas E. Novak	Dean, Miami Campus
Carole Wilkinson	Assistant Dean, West Palm Beach Campus
Barry Russal	Evening Dean, West Palm Beach Campus
Joyce B. Lawson	Director of Administrative Services
Judi McBride	Director of Admissions
Jodi Horton	Financial Assistance Officer
Edd Aldrich	Data Processing
Joni Amendola	Admissions Representative, West Palm Beach Campus
Mildred Bajuelo	Secretary-Receptionist, West Palm Beach Campus
Patricia M. Chervin	Records, V.A. Control
William E. Cutler	Job Development, Co-Op Education
Carnell Gadson	Coordinator of Veteran Affairs
Ross E. Groat	Admissions Representative, Main Campus
Carol A. Hess	Accounts Receivable
Charles E. Hewitt	Coordinator of Student Affairs
Donna Holmes	Evening Receptionist, Main Campus
Tracy M. Hughes	Receptionist, Main Campus
Robert A. Jenkins	Manager, Student Union
Becki L. Jessee	Records Supervisor
Louis Jones	Maintenance
Barry H. Katz	Admissions Representative, Main Campus
Line H. Langlois	Records Clerk
Willis Montgomery	Maintenance
James O. Price	Maintenance, West Palm Beach
Harry I. Rutledge	Bookstore Supervisor and Cashier
Kenneth Sargeant	Athletic Director
Dan Singletary	Maintenance Supervisor

Regina Smith	Co-Op Education Secretary
Larry R. Snyder	Admissions Representative, Miami Campus
Karen Sobon	Administrative Secretary
Judie Somerstein	Admissions Secretary
Forrest Wilcox	Admissions Representative, West Palm Beach Campus
Bernadette Weiss	Librarian
Karen L. Zoghi	Secretary, Miami Campus

FACULTY

Stephanie E. Beverly	Secretarial	B.S., Texas College
Ira. J. Blumenthal	English, Marketing	B.S., Towson State College
James W. Burchard	Management, Economics	M.B.A., University of Michigan
Joe Busselle	English, Management	B.S., East Tennessee University M.S., Florida State University
Robert S. Butler	Management	B.B.A., Florida Atlantic University
Robert W. Cameron	Economics, Management	B.S., St. Joseph's B.L.L., Temple University M.B.A., University of Wisconsin
Richard S. Davis	Liberal Arts	B.A., Brooklyn College
Sister Mary Irene Diesing	English	B.A., Siena Heights (Michigan) M.B.A., Loyola University
James J. Dimel	Management	B.A., University of Pittsburgh M.S., Columbia University
William F. Dockter	Marketing, Hotel- Restaurant Management	B.S., Florida State University
Barry G. Friedman	Communication Arts, Business Education	B.F.A., New York Institute of Technology M.A., Adelphi University
Louise Harms	English, Sociology	B.A., Western Maryland M.A., Nova University

Arthur C. Hardie	Marketing	M.Ed., Florida Atlantic University
Dennis Healey	Accounting	B.B.A., University of Florida C.P.A.
Pauline B. Hilliard	Management, English	A.B., J.D., University of Miami
John C. Langstaff	Management, Hotel-Restaurant	B.S., Penn State University
S. R. Lawrence	Business Education	B.S., Bethune Cookman College M.S., Nova University
Stanley Lerner	Government, Real Estate	B.A., Adelphi University L.L.B., Brooklyn Law School M.B.A., Nova University
Edward I. Martin	English, Mathematics, Secretarial	B.S., M.Ed., Boston University
Nelwyn H. Martin	Data Processing, Management	B.S., Southeastern Louisiana University
Richard Martorelli	Data Processing, Management	B.B.A., Ft. Lauderdale College
Patrick D. McMahon	Accounting	B.S., Kent State University C.P.A.
Earl L. Mixon	Management	B.S., University of Palm Beach M.A., Nova University
Alexander T. Mosley	Marketing, Management	B.S., University of Pittsburgh M.B.A., Harvard Graduate School of Business Administration
James B. Mussell	Accounting	B.A., Michigan State University M.B.A., New York Institute of Technology
Valentino Nardo	History, Government	B.A., University of Delaware M.Ed., Coppin State College
Virginia Norton	Typewriting, English	B.S., Indiana State University
Thomas E. Novak	Economics	B.A., Marquette University M.A., University of Detroit

Albert Peacock	Management	B.A., M.B.A., George Washington University J.D., Temple University
Louise S. Powell	Psychology, Sociology	B.S., Adelphi College M.S.W., Barry College
Anthony Privitera	Marketing	A.S., Suffolk Community College B.B.A., Dowling College
Karen M. Rahe	Business Education	B.S., Boston University
Salvatore J. Rapisarda	Mathematics, Management	B.S., M.A., Suffolk University D.Sc., Calvin Coolidge College
Barry K. Russal	English	B.A., City College of New York M.A., University of Wisconsin Ph.D., Kent State University
Morris P. Sarner	Accounting	B.S., New York University C.P.A.
James Smithson	Mathematics, Accounting, Management	B.S., University of Baltimore
Diana L. Soll	Psychology	B.A., Ball State University M.A., Indiana University
Karen E. Tokio	Management, Accounting	B.A., Nipissing University
Jack Vanderpol	Accounting	B.A., George Washington University
Steven Weinsder	Management	B.S., C.W. Post College Div. of Long Island University
Carole E. Wilkinson	Secretarial	B.S., American International College M.Ed., Westfield State
James K. Williams	Sociology, Government	B.A., M.A., University of Tennessee
Sherry L. Wood	Marketing, Psychology	B.S.J., West Virginia University M.S., Nova University

CALENDAR 1979-80

SUMMER QUARTER, 1979

Registration and Orientation*	Monday-Tuesday	June 11-12
Classes Begin	Wednesday	June 13
Last Date to Enter Classes	Thursday	June 21
Independence Day Holiday	Wednesday	July 4
Labor Day Holiday	Monday	September 3
End of Summer Quarter	Saturday	September 8
Summer Vacation	Sunday-Sunday	September 9-16

FIRST SUMMER MINI-SESSION, 1979

Registration and Orientation*	Monday-Tuesday	June 11-12
Classes Begin	Wednesday	June 13
Last Date to Enter Classes	Saturday	June 16
Independence Day Holiday	Wednesday	July 4
End of First Summer Mini-Session	Saturday	July 21

SECOND SUMMER MINI-SESSION, 1979

Registration and Orientation*	Monday-Tuesday	July 23-24
Classes Begin	Wednesday	July 25
Last Date to Enter Classes	Saturday	July 28
Labor Day Holiday	Monday	September 3
End of Second Summer Mini-Session	Saturday	September 8

FALL QUARTER, 1979

Registration and Orientation*	Monday-Tuesday	September 17-18
Classes Begin	Wednesday	September 19
Last Date to Enter Classes	Thursday	September 27
Thanksgiving Holiday	Thursday-Friday	November 22-23
End of Fall Quarter	Thursday	December 13
Christmas Holiday	Friday-Thursday	December 14-27

WINTER QUARTER, 1980

Registration and Orientation*	Friday-Monday	December 28-31, 1979
New Year Holiday	Tuesday	January 1, 1980
Classes Begin	Wednesday	January 2
Last Date to Enter Classes	Thursday	January 10
End of Winter Quarter	Thursday	March 27

*New students will be assigned a day to report for orientation and notice will be sent to each.

SPRING QUARTER, 1980

Registration and Orientation*	Friday-Tuesday	March 28- April 1
Classes Begin	Wednesday	April 2
Easter Holiday	Friday-Sunday	April 4-6
Last Date to Enter Classes	Thursday	April 10
Memorial Day Holiday	Monday	May 26
End of Spring Quarter	Thursday	June 19

SUMMER QUARTER, 1980

Registration and Orientation*	Friday-Tuesday	June 20-24
Classes Begin	Wednesday	June 25
Last Date to Enter Classes	Thursday	July 3
Independence Day Holiday	Friday	July 4
Labor Day Holiday	Monday	September 1
End of Summer Quarter	Thursday	September 11

FIRST SUMMER MINI-SESSION, 1980

Registration and Orientation*	Friday-Tuesday	June 20-24
Classes Begin	Wednesday	June 25
Last Date to Enter Classes	Saturday	June 28
Independence Day Holiday	Friday	July 4
End of First Summer Mini-Session	Saturday	August 2

SECOND SUMMER MINI-SESSION, 1980

Registration and Orientation*	Monday-Tuesday	August 4-5
Classes Begin	Wednesday	August 6
Last Date to Enter Classes	Saturday	August 9
Labor Day Holiday	Monday	September 1
End of Second Summer Mini-Session	Thursday	September 11

FALL QUARTER, 1980

Registration and Orientation*	Friday-Tuesday	September 12-23
Classes Begin	Wednesday	September 24
Last Date to Enter Classes	Thursday	October 2
Thanksgiving Holiday	Thursday-Friday	November 27-28
End of Fall Quarter	Thursday	December 11

*New students will be assigned a day to report for orientation and notice will be sent to each.



APPLICATION FOR ADMISSION

FORT LAUDERDALE COLLEGE

1401 East Broward Boulevard, Fort Lauderdale, Florida 33301



CAMPUS _____

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

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

PERSONAL INFORMATION (Please Print)

Last or Married Name		First Name		Middle Name		Maiden Name		Residence Phone () --			
Mailing Address: Street			City		State		County		Zip Code Business Phone () --		
Social Security Number		Birth Place			Birth Date (Mo. Day Year)			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
RACE: <input type="checkbox"/> Black Non-Hispanic		<input type="checkbox"/> American Indian or (Civil Rights Ethnic Origin)		<input type="checkbox"/> Alaskan Native		<input type="checkbox"/> Asian or Pacific Islander		<input type="checkbox"/> Hispanic		CODE: _____	
Applicant's Employer							If married, wife or husband's name				
Full Name of Parent, Legal Guardian, or Next of Kin other than spouse (For Emergency Contact)						Relationship		Telephone Number			
Legal Address of Above Person: Street				City		State		County		Zip Code	

PREVIOUS EDUCATION

Name of Last High School Attended		City		State		County		Zip Code		Year of Graduation	
Equivalency Diploma or G. E. D. <input type="checkbox"/>		Date of Issue _____			Where Issued _____						
List Colleges attended (You must request official transcripts from each) _____ or <input type="checkbox"/> No Prior College											
Name		City & State			From (Mo. & Yr.)		To (Mo. & Yr.)				

ENROLLMENT DATA

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

REMARKS:

FOR OFFICE USE ONLY

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

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

