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Webber College

Babson Park, Florida

Founded 1927

ACCREDITATION AND RECOGNITION

CHARTERED BY:

State of Florida, 1927

ACCREDITED BY:

Southern Association of Colleges and Schools

APPROVED BY:

The State for the training of Veterans under the provisions of the various public laws relating to such training

MEMBER OF: Southern Association of Colleges and Schools and Florida

Association of Colleges and Universities

LICENSED BY:

State Board of Independent Colleges and Universities

DEGREES GRANTED:

Associate of Science in Business Administration

Bachelor of Science in Business Administration

AREAS OF CONCENTRATION:

Accounting; Management; Computer Information Systems; Fashion Retailing; Finance; Marketing; Hotel and Restaurant Management; and International Travel and Tourism

STATEMENT OF POLICY

Academic information in this edition of the Webber College Catalog supersedes all others. Because the educational process necessitates change, Webber College reserves the right to alter, without prior notice, the provisions listed in this catalog.

Webber College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, loan programs, or athletic programs.

1991-93 COLLEGE CATALOG

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INSTITUTIONAL PURPOSE

Today's business community, which is a part of a society that not only reacts from changes in technology but also from the changing roles of labor, management, and government, demands more from the modern executive than a high degree of professional competence in the major functional areas of business administration. The business executive must, in addition, have a broad understanding of the economic, social, and political forces which form the environment in which his career will be pursued. The purpose of Webber College, as an American institute of higher learning, is to develop the whole man or woman by striving for the attainment of essential intellectual tools that allow adaptability to a wide range of business, social, and political situations; stimulating interest in social, economic, and civic responsibilities; developing an understanding of the ethical and moral concerns of human relationships; providing an atmosphere of inquiry where creative and analytical thought processes can bring about competence in the identification and solution of problems; preparing for the effective use of oral and written communication; cultivating moral codes as well as discipline of the will; and encouraging the investigation of new approaches to learning as a way of developing personal competence.

To accomplish these goals, the college offers programs for study and training that not only develop an appreciation for the humanities and sciences, but examine the viewpoint of an administrator, keeping in mind how his field of expertise bears on external economic and social relationships as well as on the internal relationships within the organization. While the most frequent context of the instruction in the college is that of profit making business firm, it is recognized that the management principles involved are similarly applicable to the administration of any formal organization. The college seeks, therefore, to promote the highest personal development of the individual student and the most effective use of his talent in various fields of business.

The college recognizes specific ideals or principles which include the great worth and satisfaction of cooperating in the creative development of human talent through the proper use of liberty; the value of the transcendent dignity of the individual moral person; the perfectibility of society through acquisition and practice by its members of the theological, intellectual, and moral virtues, and such truths as are expressed in the opening paragraphs of the Declaration of Independence and in the foundation and principle of the American Constitution including the Bill of Rights.

MISSION

Webber College, a privately endowed non-profit organization, is a co-educational college of business that was founded in 1927 by Grace Knight and Roger W. Babson. Webber's 110-acre campus is located in Babson Park, a small Central Florida town near Lake Wales, about forty minutes south of Disney World.

Webber offers associate and baccalaureate degrees in business, and non-credit programs for continuing education, upgrading skills and enrichment. Classes operate on a semester basis with new semesters beginning in September and January. A summer semester (Term A and Term B) is also held. Both evening and day classes are offered.

The student body is comprised of individuals from all over the United States and from a number of foreign countries. The current male/female ratio is approximately 50/50. The current student/teacher ratio averages 15:1.

Webber recognizes that not all students are degree-seeking. It is the intent of Webber College to be responsive to societal, economic, demographic and technological changes especially in the area of business which have an impact on its curriculum and programs.

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HISTORY--A LEGACY FROM THE PAST, A PROMISE TO THE FUTURE

On April 6, 1927, Grace Knight and Roger W. Babson founded the college which was to carry the last name of their granddaughter, Camilla Grace Webber. Roger Babson was best known for his contributions in the areas of economics and finance, which included the establishment of *Babson's Reports* and authorship of a number of business publications and books. Among his numerous philanthropic contributions were the establishment of several institutions of higher learning and service on a number of corporate boards, as well as the endowment of several charitable foundations.

Webber was originally established as a women's college, with the exclusive purpose of teaching women about business. It was the first school chartered under the educational and charitable laws of the State of Florida as a non-profit organization.

The first term on the Babson Park campus began the following January in the building now known as Old Main, while fall classes were held in Boston at the Hotel Lennox. Students attended classes in this manner until 1940 when Babson Park became the college's permanent campus.

In the late 1950s, the present lakeside campus was completed with the dedication of the Grace Knight Babson Memorial Student Center and Dormitory, followed by the McConnell Classroom Building and the Michael Parkhurst Webber Auditorium/Gymnasium.

Webber became accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) in 1969. In September 1971, the first male students were admitted to the college. Further growth of the campus occurred during the 1970s with the addition of Camilla Dormitory and the George W. Jenkins Recreational Area. The dedication of a library complex marked the celebration of the college's 50th anniversary in 1978.

An Adult Evening Program was begun in 1979; and during this time, the Office of Continuing Education was established. During the 1980s The Grace and Roger Babson Learning Center was expanded to provide a computer lab and additional office space. All administrative offices were computerized as new technology became available. The new Sabbagh Athletic Center became the center of activity for the Webber Warriors basketball team, NAIA District 25 co-champions for 1985. Student services have also been enhanced by the completion of the "Doc" Dockery Student Union in the fall of 1990, which houses Mr. O's Snack Bar, a chapel, and meeting facilities, as well as The Cubbyhole, the college bookstore.

As Webber proceeds into the new decade, it will continue to propagate the ideals envisioned by its founders. Built upon a solid legacy of experience and knowledge, Webber will prepare tomorrow's business leaders to meet the challenges of the future by instilling a desire for innovative thought and creative accomplishment.

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FACILITIES

Campus Facilities

Webber's 110 acre campus is located along beautiful Crooked Lake, officially designated an "Outstanding Florida Water" by the State. The clear lake provides opportunities for water sports and settings for outdoor recreation. Nature trails in the adjacent Audubon Society preserve offer unique exposure to an undisturbed wilderness for Science classes. The campus also contains soccer and softball fields, tennis courts, a junior olympic swimming pool and facilities for board sailing. Two gymnasiums provide basketball and volleyball courts, spacious locker rooms, and exceptional weight-training equipment.

The modern classroom buildings feature up-to-date equipment and seating, state-of-the-art computers for student use, lecture facilities for large meetings and an exhibition gallery for Webber's historical clothing collection.

The Student Union was specifically designed for student meetings and socializing. Students gather at the snack bar or in the game rooms, meditate in the chapel, and shop for school supplies and gifts in the college bookstore, The Cubbyhole.

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Grace Hall for men and Camilla Hall for women offer modern accommodations overlooking Crooked Lake. Both dormitories provide laundry and storage facilities, as well as suites for resident advisors. The dormitories are connected to the Babson Center which houses the main reception area for the campus and the dining room. Other features of the Babson Center include a study hall, a television and music room, and individual mailboxes for full-time students.

The Admissions Department and the Center for Student Services are found in Old Main, originally the library and the only 1920s building remaining.

Directly across from the campus is the Babson Park post office. The village itself is a short walk away where students will find a full-service bank, grocery, laundromat, beauty salon and gasoline service station. The towns of Lake Wales and Frostproof are both six miles from campus and each provides other necessary services and shopping not found in Babson Park.

Grace and Roger Babson Learning Center

Completed in 1978, Grace and Roger Babson Learning Center contains a traditional collection of books, as well as microfilm, audiovisual material, and duplicating equipment. The browsing lounge is available in the current periodical section. Classrooms are available for seminars, viewing audiovisual material, or taping and viewing video presentations. The Rare Book Room is the repository of historical information concerning Webber College and several gift collections of books. Computers are available for student use.

The Learning Center is also used to display items contained in the historic clothing collection. Guest artists exhibit their works from time to time.

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ADMISSIONS

Applicants for admission into a degree program must be in the process of completing high school graduation requirements, have been graduated from an accredited secondary school, present a High School Equivalency Diploma, or meet the stipulations listed in the college catalog for "Early Admission" status.

Qualified students are encouraged to make application to the college early in their senior year of high school. Preliminary transcripts may be submitted during the student's senior year, and admission status may be determined on the basis of such transcripts. It is, however, the responsibility of the applicant to submit proof of graduation after the completion of high school.

Acceptance to Webber College is based upon approval by the Admissions Committee. All aspects of the student's academic ability and performance, character, and leadership will be evaluated. The committee reserves the right to accept or reject any application not meeting the college's standards.

If a student desires to change from a two-year program to a four-year baccalaureate program, he must meet all requirements, make formal application, and his academic records must be reviewed and approved by the Admissions Committee.

Campus visits are encouraged. Prospective students wishing to visit Webber College may make arrangements by contacting:

Director of Admissions
Webber College
Babson Park FL 33827
(813) 638-1431
FAX (813) 638-2823

Admission Requirements

The following items are required of applicants:

1. Application for Admission.
2. A non-refundable application fee of \$25.00.
3. Transcripts
 - a. An official high school transcript or GED.
 - b. An official college transcript of all work attempted at other college or universities.
4. SAT or ACT scores taken during the senior year of high school.
5. TOEFL scores of students whose primary language is not English.
6. A physician's report and proof of up-to-date immunization.
7. Letters of recommendation
8. Student Essay

Readmission for Former Students

Former Webber students need to submit the following information:

1. A completed admission application.
2. Transcripts from other colleges attended during the interim.

Early Admission Program

High School students who have demonstrated exceptional academic ability may be permitted to enroll as students at Webber College after completion of the junior year of high

school. Early admission students do not reside in the dormitories. To be considered for early admission, applicants must have:

1. A strong recommendation from the student's high school counselor.
2. ACT and/or SAT test scores
3. A letter of permission from parents or guardian.
4. A campus interview to ascertain the student's maturity and ability to adjust to collegiate responsibilities.

College Examination Program (CLEP/AP)

Webber College grants college credit for examinations taken under the College Level Examination Program (CLEP) provided the score obtained is at the 50th percentile or above on the combined men-women national CLEP norms. No letter grades or quality points will be assigned. No more than six semester hours' credit shall be awarded through these programs in each of the five areas of the General Examinations (English, Humanities, Science, Social Science, and History).

Students who have participated in the Advanced Placement (AP) program in high school and received a score of three, four, or five on the national examinations will receive college credit in the appropriate subject areas. Students should consult their high school guidance counselor or write to the Educational Testing Service, Princeton NJ 08540, for additional information.

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Transfer Students

A student who wishes to transfer from a college or university must present the following items for admission to Webber College:

1. A completed application form.
2. A \$25.00 non-refundable application fee.
3. Official college transcripts of all work attempted at other colleges or universities

For transfer students, thirty (30) of the last thirty-three (33) semester hours, must be taken/completed at Webber College.

A maximum of sixty (60) hours (from a junior college) and ninety (90) hours (from a senior college) may be transferred to Webber College toward the baccalaureate degree. A maximum of thirty (30) hours may be transferred to Webber College toward an associate degree. Transfer students are given credit for courses taken with grades of "C" or better that fit the desired program. A student's G.P.A. is based only on courses taken at Webber College.

International Students

International students seeking admission must submit a completed application, a certified English translation of their transcripts, and earn a minimum score of 500 on the TOEFL (Test of English as a Foreign Language) or Level 109 in the ELS Program. Each student must be able to provide all financial support for himself while in this country. A Certified Statement of Financial Support must be provided prior to acceptance. Webber College is authorized under Federal law to enroll non-immigrant alien students.

All students transferring credit to Webber from non-U.S. institutions must provide an English translation, certified by the U.S. Embassy, of all transcripts, documents, and other academic credentials.

Transient Students

The student who is currently enrolled at another college or university and who desires to take selected courses from Webber College as a transient student must submit an official transient letter from the institution at which the student is currently enrolled.

Non-Degree Programs

1. SPECIAL STUDENT PROGRAM - Students may take up to 9 hours of college credit before applying for a degree program at the school. Special permission may be granted by the Admissions Committee for an extension of additional credit hours. Credits will be kept on record but credits earned will not be counted toward a degree (or transferred to another institution) unless the student subsequently applies for regular admission.

2. AUDIT - A registration form must be submitted; however, the student is not required to meet the usual admission requirements. No credit is given.

A completed and notarized Student Health History must be filed prior to registration.

Selection

Selection of students admitted to Webber College is based upon the credentials submitted by the applicant. The college will give careful consideration to all applicants who submit their credentials before the deadline date. Admission will be on a selective basis if the number of qualified applicants exceeds the number the college is allowed to enroll.

Applicants will be notified of their admission status within three weeks of receipt of all required forms and information.

Registration

Registration dates for each term are listed in the calendar published in the official college catalog. Students meet with faculty advisors for academic counseling and for scheduling classes for the coming semester. All financial obligations must be met in the treasurer's office before the student may register.

Any student registering after the normal registration period must pay a \$25 late registration fee. Late registration extends for one week after classes begin. No student may register after the late registration period.

Orientation

Webber College provides an orientation program for new students. Prior to their arrival on campus, students receive orientation information on what to bring and when to arrive. Upon arrival, students meet with faculty and staff advisors, and take necessary testing for placement purposes. Special social programs are planned to help new students meet returning students, faculty, and staff.

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ACADEMIC POLICIES AND PROCEDURES

Academic Advising

Students are responsible for meeting academic requirements outlined in the catalog. Faculty advisors, however, will provide guidance and counseling regarding courses of study, selection of electives, and other pertinent academic matters. In addition to conferring with instructors, the student has the option of consulting both with the Department Chairman and the Dean of Academic Affairs on scholastic matters. Webber's professors have a genuine interest in providing academic counseling to every student.

Course Load

Webber College operates under the semester system. A semester consists of approximately fourteen weeks of classes. Credits earned are called "semester hours" which are synonymous with "credit hours." For each hour of credit, a class will usually meet the equivalent of one period of fifty-five minutes per week. Exceptions include certain laboratory courses and skill-practice courses.

A student must take a minimum of twelve hours to be considered a full-time student. The normal full-time load is twelve through sixteen credit hours. All conditionally-accepted students are restricted to taking courses from a specified list. No student on academic probation will be allowed to take more than fifteen hours. Course overloads must be approved by the Academic Dean. A student with less than 3.00 grade point average (G.P.A.) or fewer than 15 hours toward graduation at Webber College will not be permitted to take an overload.

A student entering Webber College as a Freshman pursuing an A. S. degree can expect four (4) semesters of full-time studies averaging 15-16 hours a semester. A student entering Webber College as a Freshman pursuing a B. S. degree can expect eight (8) semesters of full-time studies averaging 15-16 hours a semester.

Students will be tested for placement in English, reading, and mathematics. Remedial courses will count toward G.P.A. and full-time enrollment, but will not count toward graduation.

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Grading System

GRADE	EQUIVALENT	RANGE	QUALITY POINTS
A	Excellent	90-100	4 Grade Points
B	Good	80-89	3 Grade Points
C	Average	70-79	2 Grade Points
D	Poor	60-69	1 Grade Points
F	Failure	0-59	0 Grade Points

I Incomplete is indicated on the final gradesheet if all class work has been completed except for a major paper or the final exam has not yet been taken. An Incomplete must be removed by the end of the next semester or it will be computed as an "F".

NC A grade given for the non-credit courses which indicates that a credit attempt was not acceptable. An NC grade earns no grade points and is not computed in the grade point average.

- R** A grade given which indicates that a credit attempt was not acceptable. A "Retake" grade earns no grade points and is not computed in the grade point average.
- W** Withdrawal is indicated on the final grade sheet if the student withdrew himself from the class during the designated withdrawal period, completed the required paperwork, and paid the required fee. The grade is not computed in the grade point average.
- P** A grade given for transferred credit, or credit-by-examination. No grade points are assigned but hours toward the degree are earned.
- WP/WF** Withdraw Passing and Withdrawal Failing may be indicated on the final gradesheet if the designated Withdrawal period is over and ONLY at the discretion of the instructor. No more than two (2) Withdrawal Failing grades are allowed during a Bachelor's program and no more than one (1) is allowed during an Associate's program. A WP/WF grade is not computed in the grade point average.

The grade point average is computed as in the following example:

	Credit Hrs. Att'd	Grade Rec'd	Grade Point Value		Credit Hrs. Earned	Total Quality Points
ENG 101	3	C	2	x	3	6
CIS 100	3	D	1	x	3	3
CIS 120	3	F	0	x	0	0
CIS 260	3	B	3	x	3	9
CIS 290	3	A	4	x	3	12
PHE 301	1	B	3	x	1	3
(totals)	16				13	33

33 divided by 16 = 2.06 Grade Point Average

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GRADE FORGIVENESS POLICY - Any student may retake a maximum of two courses (once each), in order to establish effective proficiency in that area. The previous course listing will remain on the transcript, but the grade will then change to "R"; thus it will not be computed in the final grade point average. The new grade obtained from repeating the course will be on the transcript and will be used for computing the final G.P.A. if it is higher or the same as the forgiven grade. If the new grade is lower than the first grade, both grades will remain on the transcript and both will be computed into the G.P.A. but only one of the two will be counted toward graduation.

Academic Standing

STUDENT CLASSIFICATIONS

Students are classified by level on the basis of semester hours earned toward graduation:

Freshman:	0-24
Sophomore:	25-56
Junior:	57-85
Senior:	86 and above

ACADEMIC PROGRESS/GOOD STANDING

Students must pass 24 credit hours in two semesters to meet the requirements for full-time student classification. Students in good standing are those whose cumulative grade point average is at the required level for the student's class standing.

ACADEMIC WARNING

Students whose semester grade point average falls below 2.00 receive an academic warning.

ACADEMIC PROBATION

The student will be placed on automatic academic probation at the end of any term when the student's cumulative grade point average (on hours attempted and accumulated through transfer or examination) falls below the following minimum standards:

1. 1.59 for those students having completed 12 credits hours.
2. 1.85 for those students having completed 24 credits hours.
3. 1.93 for those students having completed 36 credits hours.
4. 1.97 for those students having completed 48 credits hours.
5. 2.00 for those students having completed 60 credits hours.

ACADEMIC DISMISSAL

Students on probation who fail to meet the probation requirements are subject to academic dismissal by the Academic Standing Committee for unsatisfactory progress toward the attainment of their degree.

REINSTATEMENT

Students academically dismissed who can provide evidence of academic rehabilitation may apply for reinstatement at Webber College not earlier than two semesters after their dismissal.

ACADEMIC DISHONESTY

Students attending Webber College are awarded degrees based on the individual's having earned his degree on the basis of personal work. Therefore, any form of cheating on tests and assignments, or plagiarism on reports or papers is unacceptable and punishable in accordance with the seriousness of the offense.

Specific examples of cheating and plagiarism, with the associated punishments, are listed in the [Student Handbook](#).

Reporting Grades

Final Grades are distributed in written form following the end of each semester to the student who has fulfilled all financial obligations.

Dean's List

Students who achieve a grade point average of 3.50 or higher for 12 or more hours are recognized by being included on the Webber College Dean's List, and students who achieve a 3.60 or higher with 24 hours at Webber are included on the National Dean's List.

Drop/Add

See calendar at the back of the catalog for schedule. The first two days of classes are designated as a Period of Adjustment with no charge for schedule changes. Beginning on the 3rd day through the end of the drop/add period, the fee is \$5.00 per transaction.

Withdrawal From a Class

See calendar at the back of the catalog for schedule. A student may withdraw from a class with a grade of "W." A \$5.00 fee will be charged for each transaction.

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Attendance Policy

Students are expected to attend punctually all classes and laboratory sessions and may be absent only for unavoidable reasons. It is the student's responsibility to inform his instructor of an unavoidable absence. Students with four (4) or more hours of unexcused absences must obtain permission from the instructor to return to class. Excused absence is defined as an absence due to:

1. illness treated by a physician or the college nurse;
2. participation in authorized college activities and with the permission of the instructor; or
3. a serious, unavoidable personal emergency.

The Academic Dean may drop a student from either a course or the college for excessive absences. Students having a prolonged period of absence due to illness must obtain permission from the Academic Dean to return for the remainder of the current semester.

Withdrawal from College

Official withdrawal from the college for personal reasons is initiated by the student in the office of the Dean of Academic Affairs by securing a withdrawal form. An interview is conducted and instructions for subsequent steps to leave in good academic standing are given.

Privacy Act Information

Under the provisions of the Family Educational Rights and Privacy Act, Webber students have the right to inspect their educational records kept by the college. The student may contact the registrar if he wishes to request correction of any inaccurate information, or to file complaints concerning any misleading information contained therein. Parents of dependent students may inspect their son's or daughter's academic record after establishing proof of dependency.

In order to comply with the law, the college limits disclosure of records (without the student's consent) by restricting access to those with a legitimate need to know and by safeguarding against third-party redisclosure of personally identifiable information.

Procedures for exercising rights under the act are printed on the registration form and are sent to supporting parents through the mail. Copies of the appropriate forms for obtaining access

to college-held records can be made available.

College-Level Academic Skills Test (CLAST)

In order to proceed with their education to the upper division, all Webber students must take the CLAST upon the completion of 60 credit hours. Fee required. The State of Florida Department of Education requires all students who are Florida residents and who are receiving the Florida Tuition Voucher to take

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STUDENT SERVICES

At Webber College, not all learning experiences take place in the classroom. Active involvement in social programs, recreational activities and personal-growth experiences create special moments and long-lasting college memories.

The good times, friends and knowledge are all part of the excitement of living and learning at Webber College.

Counseling

The Dean of Student Development, the Dean of Men and the Dean of Women provide personal and academic assistance. Professional counseling is locally available, at the student's expense, for serious mental health or personal problems and drug abuse intervention and rehabilitation. Additionally, faculty members provide academic advising and counseling.

Dress Code

Webber College has established a student dress code in recognizing that appropriate dress is an essential ingredient of success in the business community . Student's dress must be neat, clean, decent and in good taste.

The following apply to Babson Center, classrooms, offices, the dining hall and the library: students are expected to wear shoes and shirts, shorts or skirts which cover the appropriate areas reasonably, and to wear a coverup to and from the pool area. Dress for Webber Night and other special events should include a coat and tie for men, and a dinner dress or pants outfit for women. Faculty and staff members may require a more stringent code in some cases. From time to time, the dress code may be changed or modified by the college.

Bookstore

"The Cubbyhole" is the Webber College bookstore and boutique. It is located in the Student Union. The inventory includes textbooks, school and office supplies and an assortment of college memorabilia. All book purchases must be paid for by cash, check, or Master Card or Visa.

Housing

The college offers on-campus housing for men and women . Camilla Hall is the women's residence and Grace Hall is the men's residence. The Dean of Student Development supervises the dormitories and each floor of the dorm has a student resident assistant to aid students and to oversee dorm activities. Rules governing residence halls are published in the Student Handbook and are enforced to benefit residents and the college.

Students are assigned rooms and roommates and changes may be made only with the approval of the Dean of Student Development. Changes which alter the cost of housing must be absorbed by the student. Freshmen must live in the dormitory unless they live with parent, guardian or spouse. The housing package includes room and food services.

The fees for housing do not include periods when the college is not in session (between semesters, Thanksgiving and Spring Break). Dormitories are closed during these periods; however, arrangements may be made with the Dean of Student Development for staying in the dormitory during breaks. There is a nominal fee for this privilege.

The college employs professional security personnel. However, Webber cannot assume responsibility for students' personal property.

Food Service

The college offers two meal plans for all resident students. Plan A consists of nineteen (19) meals per week, and Plan B consists of fourteen (14) meals per week (no breakfast). Commuting students may also purchase a meal plan. Non-resident students and visitors may purchase meals for each seating in the dining room (at reasonable prices).

Student representatives routinely survey the student body for input in planning menus, special dinners, outdoor barbecues and dining room activities.

"Mr. O's Snack Bar" is located in the Student Union and serves sandwiches, sodas and snacks at reasonable prices.

Student Vehicles

All students are permitted to bring a vehicle to campus. There is free parking available to resident and non-resident students. The parking lots adjacent to the dormitories are for resident students and the lots by the Student Union and Computer Lab are for the non-resident students. (13)

Student vehicles must be registered with Security and must properly display a current Webber parking decal. Florida law allows out-of-state students to use their current home state license plates and current driver's license.

Security

Webber College employs professional security personnel to patrol the campus during off hours. Security personnel are on campus each week night between closing of office hours and opening office hours and 24 hours a day on Saturday and Sunday. The guard's responsibilities include assisting students, patrolling the campus, checking locks, and registering visitors. They handle incidents involving the safety of the students and the protection of college and student property.

Airport Transportation

Students flying to Florida are asked to arrive at the Orlando International Airport. Webber College provides airport pickup on a limited basis. There is a transportation charge per trip which may be shared by the students traveling (up to twelve students per trip). Students will meet at a designated airport pickup location for transport to the campus. For specific information, contact Webber's Campus Services.

Student Health Services

The nurse maintains approximately two office hours per weekday in the Nurse's Office in Grace Hall. Confidential student health records are maintained by the nurse. All illnesses, accidents, medications or special treatments must be reported to the nurse and the Dean of Student Development.

The physical examination form must be completed by a physician prior to registration for all full-time students. This information is essential for treatment, particularly emergency treatment, of students.

Physicians, dentists, chiropractors and other health care professionals are locally available in Lake Wales, Winter Haven and Lakeland. Nearby hospitals are Lake Wales Hospital, Winter Haven Hospital and Women's Regency Medical Center and Lakeland Regional Medical

Center. The student and his parent or guardian are responsible for all medical bills and insurance coverage.

Accident Insurance

Full-time Webber students are covered by a supplemental accident insurance. The policy covers only hospitalization caused by accidental injury . It has an annual deductible and is secondary to any other policy covering the student. Descriptive flyers are available in the Student Development Office.

CAREER PLACEMENT

The Career Placement Office assists students and alumni in making appropriate contacts with prospective employers. Updated resources are available listing employment opportunities and contacts. Part-time jobs for current students are also posted by the Placement Office. Workshops are held throughout the academic year on resume writing, business letter styles and interviewing techniques. An annual Career Day is held each Fall Semester with potential employers conducting interviews. Other employment recruiters conduct seminars and interviews throughout the year.

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STUDENT ACTIVITIES

Athletics

Athletics make their own special contribution to education and intercollegiate sports provide competition against other college teams. Participants and fans have the opportunity to learn sportsmanship, school pride, and healthy competitive attitudes. The Webber Athletic program is a part of the National Association of Intercollegiate Athletics (NAIA) and competes in the Florida Intercollegiate Athletic Conference. Varsity sports available at Webber are: Men's basketball, tennis, soccer, and golf; and Women's basketball, volleyball, and tennis.

Webber Athletic Club

The Webber Athletic Club is an organization whose purpose is to generate and organize campus and community support for the Intercollegiate athletic programs. Student pride, spirit and support are vital to the success and development of our growing teams.

United International Student Body

Membership in the United International Student Body is open to all Webber students. Members are dedicated to the advancement of international understanding and environmental awareness. The group sponsors a variety of cultural, social and educational programs to promote its goals.

Fashion Club

The Fashion Club's purpose is to make fashion events available to all interested students and to provide opportunities for students to create their own events. Trips to fashion shows and major shopping areas are among the club's activities as is the production of fashion shows and several "fashionable" yearly social events.

Fraternity

The Phi Kappa Tau fraternity is a recognized chapter of the national organization. The fraternity's primary goal is the development of enduring brotherhood through participation in collegiate activities: educational, social, and athletic. The fraternity instills in young men the fundamentals of scholarship and service to others while encouraging personal development.

Green Key Ambassadors

Students are selected to Green Key as Ambassadors from second- and third-year students exhibiting a superior quality of service, attitude, courtesy and cooperation in their careers at Webber. The Green Key Ambassadors are official representatives of the college who contribute services and ideas on campus and in the community in several areas including academic and social. To be selected as a Green Key Ambassador is an honor and a responsibility which is bestowed on promising business students at Webber College.

Travel Hospitality Club

The Travel Hospitality Club is a union of students of two leading industries: travel and hospitality. The club's mission is to share experiences and knowledge of both professions and to achieve an understanding of the close relationship between the travel and hospitality industries. Students in the Travel Hospitality Club are eligible for membership in several professional

associations and often establish professional contacts which are important for career placement.

Inter-Organizational Council

The I. O. C. is composed of one representative from each recognized club on campus. The Council plans and organizes social activities and develops a calendar of events each semester which provides a mixture of educational, recreational, volunteer and social programs. The I. O. C. works closely with Student Government and the Administration to coordinate the yearly activities.

Student Government Association

The goal of the Student Government Association is to promote democratic action to encourage participation in collegiate activities and to formulate proposals for the student body. Student Government representatives are elected by students from each class of the student body. Elections are held in the fall semester and as needed.

The Student Government functions with a constitution and has provisions for a number of subcommittees.

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Intramurals

The Webber intramural program offers a variety of co-ed activities. Intramurals provide leisure time physical recreation for students regardless of age, sex, skill level, or past experience. The program helps to cultivate interests in lifetime recreational activities. Students organize their own teams for each event and awards are given to the winners at the end of competition. Part-time students participating in intramural activities must supply proof of accident insurance.

Student Publications

The Warrior

The Webber College yearbook, The Warrior, is an annual publication composed primarily of photographs. The process of planning, producing and compiling the copy, graphics and photographs is handled by students under the supervision of a faculty advisor. Each year a yearbook editor is selected from the upperclassmen on the basis of experience, ability and leadership.

Webber Business Review

The course provides the opportunity for secondary and/or primary research of practical business interest. After submission of their research reports, students may be asked to revise them into article form suitable for the Webber Business Review. A selected number of articles are published in the Review.

Webber Notes

Webber Notes is a weekly newsletter published by students. Faculty, staff and students contribute short pieces of news, announcements and editorials. Webber Notes is distributed to all students, faculty and staff.

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STUDENT FINANCES

I. Financial Policies

Webber College is a privately endowed non-profit institution. All educational and operational income is derived from endowment funds, tuition fees, gifts, foundations, business and philanthropic contributions. The student actually pays only a portion of his educational expenses.

A. Payment of College Bills

Fees charged by the college may be adjusted at any time by the Board of Trustees. When practicable, advance notice of any change will be given.

At the time of application for admission, the student (resident or non-resident student) submits an application fee of \$25. This fee is a non-refundable service charge to cover a portion of the cost of processing the application.

An advance deposit of \$100 which is applicable to tuition is required for all full-time students. An advance deposit of \$150 which is applicable to the dormitory fee is required of every resident student to reserve a room.

Seventy-five percent (75%) of the deposit is refundable if written notification of cancellation is received by Webber College at least thirty days before registration. Fifty percent (50%) of the deposit is refundable if the request is received less than thirty days prior to registration. The full deposit is forfeited if the student does not notify the college prior to registration day.

All resident (dormitory) students are required to maintain a \$100 security deposit in the Treasurer's office, prior to their first day of classes, to cover costs of property damage to their assigned rooms. The security deposit will be refunded or credited when the student leaves the dormitory in accordance with the Student Services Housing Agreement.

Periodically, campus property will be inspected and damage charges may be assessed. Any student involved will proportionate share of the damages.

Lab fees are required where applicable and are non-refundable.

B. General Regulations

Regardless of the method of payment selected by the students and parents or guardians, other conditions and requirements which apply to all college bills are as follows:

1. All bills are due and payable at the beginning of each semester. After financial aid contributions are credited, interest will be charged on the remaining unpaid balance.
2. If any payments are due Webber College, the student will receive no grades; be given no transcripts, degrees, or letters of recommendation; nor will the student be permitted to register for the following semester until all financial obligations have been settled in the Treasurer's office.
3. Webber College assumes no responsibility for personal property of the student.
4. A traditional student taking a course in the Adult Education Program is billed on the Full-Time Student Fee. Permission of the instructor and the Academic Dean is required.

C. Semester Payment Plan

Students using the Semester Payment Plan make payment of one installment each semester (payable thirty days before registration). Payment dates are: April 15 for Summer

Semester, August 1 for Fall Semester, December 1 for Winter Semester.

D. Payment Plan

Webber College makes available a payment plan to assist with payment of college costs. The payment plan is arranged by the Treasurer's office and includes an interest charge at current bank rates.

IF A PAYMENT DUE DATE IS MISSED, A LATE PAYMENT CHARGE OF \$25 IS INCURRED.

II. Full-Time Student Fees Per Semester

All fees apply to full-time students (12-16 hours per semester). Additional hours will be charged at a rate of \$110 per hour.

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A. Tuition and Fees \$2,795

B. Housing Costs

Camilla House (Women's Residence)	
One per Suite (if available)	\$850
Two per Suite	\$465
Three per Suite	\$300
Four per Suite	\$225
Grace Hall (Men's Residence)	
One per Room (if available)	\$750
Two per Room	\$450
Three per Room	\$290

The college will make every effort to meet the request of a student regarding room assignment and number of roommates. However, in the event that a specific request cannot be met, the student will be charged for the actual assignment and number of roommates.

C. Meal Plan

Resident students are required to purchase a meal plan and may choose from one of the following:

Plan A -19 Meals per Week	\$900
Plan B -14 Meals per Week (No Breakfast)	\$860

The meal plan is also available to non-resident students.

D. Budgets

Budgets vary according to lifestyles and personal preferences. Below is a typical cost statement, excluding travel expenses, books, and personal expenses for one semester.

Matriculation, Tuition, Health Services,	
Student Activities, Insurance	\$2,795
Housing (Camilla Double)	\$ 465
Meal Plan (19 Meals per Week)	\$ 900
Total per Semester	\$4,160

III. Part-Time Student Fees

Part-time students are those who take fewer than twelve hours, live off campus, and do not participate in student activities.

Costs for part-time students are as follows:

	Per Credit Hour
1 - 7 hours	\$110
8 - 11 hours	\$175
Senior Students (55 or older)	\$ 75

Courses may be audited on space available basis and permission of instructor at a fee of \$55 per course.

IV. Graduation Fee

A fee of \$50 will be assessed at the beginning of the student's final semester.

V. Incomplete Fee

A fee of \$25 is required when a student applies for a grade of "Incomplete."

VI. Refund Policy

The size of the faculty and staff and other commitments of the college are based upon the enrollment at the beginning of each academic term. The fees collected are used to meet these commitments most of which continue throughout the year.

Registration in the college is considered a contract binding the student and parents for charges incurred. If a student should withdraw or be dismissed from the college within seven calendar days after the beginning of classes for fall and winter semesters, a refund of fifty percent of all fees (including room and board) paid to the college will be made. Should a student withdraw or be dismissed from the college within the second week after the beginning of classes for fall and winter semesters, a refund of twenty-five percent of all fees paid to the college will be made. Should a student withdraw or be dismissed from the college within the third week after the beginning of classes for fall and winter semesters, a refund of twelve and one-half percent of all fees paid to the college will be made. Should a student withdraw or be dismissed from the college beyond the end of the third week of classes, no refund of fees paid to the college will be made.

Part-time students in the fall and winter semesters and all students in the summer terms will receive a refund of fifty percent if they drop a class by the end of the "add" period.

FINANCIAL AID

Webber College makes every effort to keep costs at a minimum while maintaining a high level of instruction and adequate facilities. In spite of this effort, it may be necessary for financial assistance to be made available to qualified students. The Webber College Financial Assistance Committee administers financial assistance funds that have been entrusted to the college by generous individuals and organizations as well as funds made available by the state and federal governments for the purpose of assisting students. After reviewing an application, the Director of Financial Aid will notify the student of the aid which he may receive.

The financial aid application should be filed as early in the school year as possible but not before January 1 of the senior year in high school. Awards will be made as long as funds are available.

Financial Aid Application Procedures

1. Make an appointment with the college financial aid officer to review your needs. Information, applications, and need analysis forms are available from the Financial Aid office.
2. Make application for admission to Webber College. Financial Aid awards are made only after a student has been admitted.
3. File a financial need analysis form. Provide a signed copy of the parents' and student's (if applicable) previous year's Federal Income Tax forms.
 - a. Webber College prefers the American College Testing program (ACT), Family Financial Statement (FFS), and the Institutional Data Sheet (IDS). The Webber College code for ACT is 0773.
 - b. Webber College also accepts the College Scholarship Service (CSS) need analysis form. The Webber college code for CSS is 5893.
4. FLORIDA STUDENTS APPLYING FOR A FLORIDA GRANT MUST SUBMIT THE APPROPRIATE SECTION OF THE APPLICATION BEFORE APRIL 1.
The application fee is assumed by the State; however, fees must be paid by the student for changes or incomplete applications.
5. Indicate on the financial need analysis form that the information is to be used to determine eligibility for the Florida Student Assistance Grant and the PELL Grant.

Types of Financial Aid

I. WEBBER COLLEGE SCHOLARSHIP PROGRAM

A. Academic Scholarships

Academic Scholarships are awarded each semester except Summer.

1. Academic Scholarships are based on cumulative G.P.A. and are awarded to full-time students only. Scholarships are based on a minimum of 30 credits earned toward graduation at Webber.
2. Transfer students will be awarded scholarships based on their cumulative G.P.A. Students must have 30 hours or more college credit to be eligible.
3. High school applicants will be awarded scholarships based on cumulative G.P.A.

B. Florida Residents Scholarships

High school students graduating from a Florida high school are eligible for a \$1,000 scholarship for the FRESHMAN year at Webber College.

C. Alumni Family Scholarships

Children and grandchildren of Webber College alumni are entitled to a 10% reduction in tuition as long as they maintain a 2.00 G.P.A.

D. Athletic Scholarships

Athletic scholarships of \$1,000 to \$1,500 are awarded at the discretion of the Athletic Department and the Rewarding of Athletic Scholarships Committee. Students must remain in good academic standing.

E. Ellison Work Scholarships

Established by a gift from Eben H. Ellison and his family of Newton, Massachusetts, work scholarships are for on-campus work during the academic year. The scholarship is a tuition reduction in exchange for student work. Amounts are determined by an appointed committee.
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F. Presidential Work Scholarships

Reduced tuition for specialized services rendered to Webber College.

G. Sabbagh Scholarship

The Souhail Sabbagh Scholarship is available to incoming first-year, out-of-state freshmen who are full-time Webber students. Five such scholarships, each up to \$2,000 for the academic year, are available. A conventional needs analysis form must be filed with ACT, the College Scholarship Service, or the Federal Aid application must be completed; a copy of the parents' annual income tax return must be furnished, along with letter of application. The application must be received by the Director of Admissions no later than May 15 of the school year preceding attendance at Webber College.

H. Entrepreneur Scholarship

The Entrepreneur Scholarship for students from the Cayman Islands is in the amount of \$1,500 a semester, Fall and Winter, for a total of \$3,000 a year for two or four years. Applicants must maintain a G.P.A. of 2.50 or higher and must agree in writing to return to the Cayman Islands after graduation.

II. FEDERAL AND STATE PROGRAMS

Webber College students may be eligible for financial aid programs sponsored by governmental agencies. Additional information concerning these programs is included in The Student Guide, a brochure available in the Financial Aid office.

A. Pell Grant

This federal program offers a grant that requires no repayment; however, it is based on financial need.

B. Stafford Loan (formerly GSL)

State Guaranteed Loan Plans are available in most states. Application forms and information are available at most local banks and in the Financial Aid Office. In order to be eligible, students must submit a needs analysis form. See application procedures. Repayment begins six months

after student is no longer enrolled for at least six hours.

C. PERKINS (formerly National Direct Student Loan)

The PERKINS is a loan program administered by the Director of Financial Aid utilizing federal loan funds for students with demonstrated needs. Repayment begins after the termination of studies.

D. Supplemental Educational Opportunity Grant (SEOG)

The SEOG is a federal grant program designed to aid students with significant need. It is administered by the Director of Financial Aid and is not repaid.

E. College Work Study (CWS)

The College Work Study program provides aid to needy students through federal funds allocated for on-campus jobs. The student must request CWS through the Financial Aid office.

F. Florida Student Assistance Grant (FSAG)

This state program is available exclusively to Florida residents of at least 12 months attending Florida colleges or universities. The FSAG is based on financial need and is a non-repayable grant. APPLICATION MUST BE MAILED BEFORE APRIL 1. An ACT or CSS application must be used.

G.State of Florida Tuition Voucher (FTV)

This state award is available to students who have resided in Florida at least 12 months for purposes other than education. The FTV is renewable each year based on good academic standing and is awarded to students attending private colleges and universities in Florida.

H. Florida Scholarship Program

Florida students should check with high school guidance counselors for scholarship applications.

I. ROTC Scholarship

Army ROTC offers two- and three-year scholarships annually to qualified students. These scholarships pay for tuition, fees, books, and provide \$100.00 per month for spending money. Students with a 2.5 G.P.A. and a minimum SAT score of 850 qualify to apply.

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J. Veterans Administration Benefits

Webber College is approved by the State of Florida Department of Education for the training of Veterans, Servicemen/women on active duty, and dependents of Veterans eligible for training under the G.I. Bill. Students who may be eligible for V.A. benefits are urged to contact the Financial Aid Office at Webber or the Veterans Administration in St. Petersburg at 800-282-8821. No certification of training will be made until registration is completed each semester. Financial arrangements for tuition and other expenses can be made through the Treasurer's office. It is the veteran's responsibility to report any change in status that may affect his benefits (e.g., course load, course failure).

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GENERAL

Adult Education

The Adult Education Office is an integral part of the academic programs of Webber College. Recognizing its role of providing service to the community, the Adult Education Office provides opportunities for adults to increase professional competencies through continuing education. Non-credit experiences include workshops, short courses, seminars, and conferences.

A fully accredited program for working adults offers night and Saturday classes leading to a Bachelor of Science Degree in Business Administration. The Adult Education Office will provide further information on the specific requirements and reasonable costs for this special program.

All inquiries and registration details are handled through this Office.

Webber Transient Students

A Webber student who desires to take selected courses at another college or university, as a transient student, must have prior approval of the Dean of Academic Affairs and secure a transient student form. Unless this procedure has been followed, there is no guarantee that credit earned at another institution will transfer to Webber and apply toward graduation requirements.

Military Science Program (Army ROTC)

Webber College students may participate in the Military Science program through a cross-enrollment agreement with Florida Southern College, Lakeland, Florida. Credit is given at Webber College for all Military Science courses completed. Students taking freshman and sophomore Military Sciences classes (Basic Course) incur no service obligation and may discontinue the Military Science program at any time. Students taking junior and senior Military Science classes (Advanced Course) incur an Active Army or Army Reserve obligation. Advanced Course students are paid \$100 each month while participating in the program. They also have the opportunity to earn an additional amount of approximately \$110 each month through simultaneous participation in the Army Reserve or National Guard as officer trainees. Qualified students may apply for ROTC scholarships which pay tuition costs, books, materials, fees, plus \$100 a month for up to four years.

Upon completion of all requirements of the Military Science program, students may be commissioned as second lieutenants in the U.S. Army. After receiving their commissions, students may serve in the Active Guard, Army Reserve, or National Guard.

DEGREE PROGRAMS AND OFFERINGS

The purpose of the Webber programs is to create a contemporary and dynamic learning environment well suited to Business Administration needs.

The College offers Bachelor and Associate degrees in Business Administration with eight different areas of concentration:

- Accounting
- Computer Information Systems
- Fashion Retailing
- Finance
- Hotel & Restaurant
- International Travel & Tourism
- Management
- Marketing

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DEGREE REQUIREMENTS

To complete a degree, the student must meet both common core and area of concentration requirements.

The courses labeled "tailored electives" together with the electives within the general education core constitute over a full year of elective courses. These courses, with a student advisor's consultation, are tailored to meet individual career needs. Such latitude enhances the students' opportunities to meet their goals.

UNDERGRADUATE DEGREE REQUIREMENTS: A.S. AND B.S.

Associate of Science

Curriculum Requirements - Satisfactory completion of 61 academic semester hours of credit or equivalent in an approved program as outlined in this catalog and as determined by the faculty of the department.

Residence Requirements - a) The minimum residence requirements for the associate degree is two semesters. b) Students are required to complete 30 of the last 33 credits applied toward the Associate Degree during regular residence in the college.

G.P.A. Requirement - Students must maintain a 2.00 or higher grade point average for all study completed at Webber College.

Physical Education Requirement - Students will be allowed no more than 3 credits of Physical Education courses toward grade point average and no more than 1 credit toward graduation.

Application for Graduation - Application for graduation must be filed in the Dean of Academic Affairs' office one semester before the semester of graduation.

Financial Obligations - All financial obligations to the college must be fulfilled.

Bachelor of Science

Curriculum Requirements - Satisfactory completion of 122 academic semester hours of credit or equivalent in an approved program as outlined in this catalog and as determined by the faculty.

Residence Requirements - a) The minimum residence requirements for the Bachelor's Degree is two semesters. b) Students are required to complete 30 of the last 33 semester hours of credits applied toward the Bachelor's Degree in regular residence in the college. After the student enrolls at Webber College only general education courses may be taken at other institutions. All remaining business core and subject area specialization courses must be taken at Webber College. An exemption from this requires a special petition to the Academic Dean.

G .P.A. Requirement - Students must maintain a 2.00 or higher grade point average for work completed at Webber College.

Physical Education Requirement - Students will be allowed no more than 5 credits of Physical Education courses toward grade point average and no more that 2 credits toward graduation.

Exit Exam Requirement - Students must take the GMAT.

Application for Graduation - Application for graduation must be filed in the Dean of Academic Affairs' office one semester before the semester of graduation.

Financial Obligations - All financial obligations to the college must be fulfilled.

Degree Combinations

Any student pursuing a four-year degree may elect to pursue an Associate of Science degree in one area of concentration and a Bachelor of Science in another area of concentration. Such diversity of effort not only broadens one's horizon, but offers flexibility among alternate employment opportunities in today's fluctuating business environment.

Graduation

Webber degrees are conferred during graduation ceremonies held each Spring at the

completion of the second semester of the academic year.

Any student who has a 2.00 cumulative G.P.A, is pre-registered to complete his degree by the end of August and has completed an application for graduation will be allowed to march in the Spring graduation ceremony.

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Graduation Honors

Honors recognition is given to degree candidates whose cumulative grade point average for all study completed is 3.50 or higher.

Baccalaureate students who have earned 60 hours at Webber College may receive the following designated honors:

Cum Laude	3.50-3.69
Magna Cum Laude	3.70-3.89
Summa Cum Laude	3.90-4.00

SUMMARY OF REQUIREMENTS

Common Core Requirements:

Bachelor of Science Degree:

General Education Core		<u>41 Cr.</u>
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 300	Verbal Communication	3
ENG 302	Business Communication	3
MAT 121	College Algebra	3
MAT 122	Business Math	3
MAT 310	Statistics	3
SBS 250	Psychology	3
	Humanities	6
	Social Science Elective	3
	Science Elective	6
	Physical Education	2
<u>Business Core</u>		<u>30 Cr.</u>
ACC 161	Financial Accounting	3
ACC 162	Managerial Accounting	3
BUS 350	Business Law	3
CIS 100	Intro. to Bus. Computers	3
ECO 241	Microeconomics	3
ECO 242	Macroeconomics	3
FIN 360	Principles of Finance	3
FRE 370	Advertising Strategies	3
MGT 250	Principles of Management	3
MKT 250	Principles of Marketing	3

Area of Concentration	30 Credits
Tailored Electives	21 Credits
Total Credits	122 Credits

Associate of Science Degree:

General Education Core		19 Cr.
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 121	College Algebra	3
MAT 122	Business Math	3
SBS 250	Psychology	3
	Humanities	3
	Physical Education	1

<u>Business Core</u>		<u>21 Cr.</u>
ACC 161	Financial Accounting	3
ACC 162	Managerial Accounting	3
CIS 100	Intro. to Bus. Computers	3
ECO 241	Microeconomics	3
ECO 242	Macroeconomics	3
MGT 250	Principles of Management	3
MKT 250	Principles of Marketing	3

Area of Concentration and	
Tailored Electives	21 Credits
Total Credits	61 Credits

Concentration Requirements:

Accounting:

Bachelor of Science Degree

- ACC 261- Intermediate Accounting I
- ACC 262 - Intermediate Accounting II
- ACC 312 - Accounting Information Systems
- ACC 340 - Fed. Income Tax of Individuals
- ACC 351- Cost Accounting
- ACC 440 - Advanced Accounting
- ACC 460 - Auditing
- FIN 400 - Corporate Finance
- MGT 440 - Operations Analysis & Management
- MGT 499 - Policy & Strategy

Associate of Science Degree

- ACC 261- Intermediate Accounting I
- ACC 262 - Intermediate Accounting II
- ACC 351- Cost Accounting

ACC 312 - Accounting Information Systems

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Computer Information Systems:

Bachelor of Science Degree

CIS 240 - Computer Applications in Business

CIS 250 - Database Applications in Business

CIS 260 - Operating Systems

CIS 290 - COBOL Programming I

CIS 291- COBOL Programming II

CIS 400 - Decision Support and Expert Systems

CIS 410 - Simulation and Modeling

CIS 450 - Information Systems Design & Management

CIS 460 - Data Communications in Information Systems

CIS 470 - Advanced Programming using C

Associate of Science Degree

CIS 240 - Computer Applications in Business

CIS 250 - Database Application in Business

CIS 260 - Operating Systems

CIS 290 - COBOL Programming I

CIS 291 - COBOL Programming II

Fashion Retailing:

Bachelor of Science Degree

FRE 161- Fashion Fundamentals

FRE 202 - Retailing Principles

FRE 260 - Textile Survey

FRE 270 - Visual Merchandising

FRE 360 - Non-Textile Materials and Merchandise

FRE 460 - Contemporary Merchandise Trends

FRE 470 -Buying and Management Concepts

FRE 480 - Advanced Sales Promotion

FRE 490 - Internship

Associate of Science Degree

FRE 161- Fashion Fundamentals

FRE 202 - Retailing Principles

FRE 242 - Fashion Show Production

FRE 260 - Textile Survey

FRE 270 - Visual Merchandising

Finance:

Bachelor of Science Degree

CIS 240 - Computer Applications in Business

ECO 300 - Money & Banking

ECO 451- International Trade & Finance

FIN 250 - Internship
FIN 400 - Corporate Finance
FIN 480 - Seminar
FIN 490 - Investments
MGT 321- Business Ethics
MGT 440 - Operational Analysis
MGT 499 - Policy & Strategy

Associate of Science Degree

CIS 240 - Computer Applications in Business
ECO 300 - Money & Banking
FIN 250 - Internship
FIN 360 - Principles of Finance

Hotel & Restaurant Management:

Bachelor of Science Degree

HRM 190 - Intro. to Hotel, Food & Beverage Industry
HRM 212 - Front Office Management
HRM 215 - Food & Beverage Management
HRM 235 - Housekeeping Management
HRM 295 - Internship for Associate
HRM 324 - Convention Management
HRM 352 - Hospitality Property Management
HRM 381- Hospitality Industry Managerial Accounting
HRM 475 - Hotel Operations Management
HRM 495 - Internship for Bachelors

Associate of Science Degree

HRM 190 - Intro. to Hotel, Food & Beverage Industry
HRM 212 - Front Office Management
HRM 215 - Food & Beverage Management
HRM 235 - Housekeeping Management
HRM 295 - Internship for Associate

International Travel & Tourism:

Bachelor of Science Degree

ITT 160 - Intro. to Travel
ITT 220 - Travel Geography
ITT 260 - International & Domestic Ticketing
ITT 270 - Dimensions in Tourism
ITT 300 - Travel Operations
ITT 310 - Passenger Air Transport
ITT 402 - Travel Destinations & Attractions
ITT 410 - Research in Travel

And Two of the Field Electives below

HRM 324 - Convention Management

ITT 450 - Advanced Airline Reservations
ITT 495 - Field Placement
MKT 430 - Sales Management

Associate of Science Degree

ITT 160 - Intro to Travel
ITT 220 - Travel Geography
ITT 260 - International & Domestic Ticketing
ITT 270 - Dimensions in Travel

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Management:

Bachelor of Science Degree

CIS 240 - Computer Applications in Business
CIS 400 - Decision Support Systems
FIN 400 - Corporate Finance
MGT 260 - Entrepreneurship
MGT 312 - Human Resources Mgt.
MGT 321 - Business Ethics
MGT 412 - Organization Theory & Behavior
MGT 440 - Operations Analysis & Mgt.
MGT 499 - Policy & Strategy

And One of the Field Electives below

ECO 451 - International Trade & Finance
MKT 420 - International Marketing

Associate of Science Degree

CIS 240 - Computer Applications in Business
MGT 260 - Entrepreneurship
MGT 312 - Human Resources Mgt.

Marketing:

Bachelor of Science Degree

FRE 480 - Advanced Sales Promotion
MGT 260 - Entrepreneurship
MGT 321 - Business Ethics
MKT 320 - Marketing & Retailing Concepts
MKT 340 - Buyer Behavior
MKT 420 - International Marketing
MKT 430 - Sales Management
MKT 440 - Marketing Strategy
MKT 460 - Marketing Research
MKT 499 - Marketing Seminar

Associate of Science Degree

FRE 370 - Advertising Strategies
MGT 260 - Entrepreneurship

GENERAL EDUCATION PROGRAM

The general education core at Webber College requires the student to develop skill and understanding in a variety of academic fields. A special level of emphasis is placed on the achievement of communication skills. The Webber student develops competency in writing, reading, speaking and listening skills through the college's required writing program and the completion of the required courses within the general education core.

The broad background of courses in general education enables the student to evolve into a well-rounded and informed person in today's business world. A study of mathematics enables the student to develop quantitative skills. Humanities course work enables the student to explore and attain values based on his acquired knowledge of man's heritage. An introduction to the social sciences provides the student with a perspective of society and his role within it. The natural sciences and health courses promote the student's understanding of the functioning of both his environment and his own body. He is thus able to develop concepts and techniques essential for his fitness and well-being.

All of the elements of the general education program encourage and assist the student in acquiring the knowledge and understanding necessary for his future as a successful member of society.

BUSINESS ADMINISTRATION

The Associate of Science and Bachelor of Science programs allow a student to pursue a variety of business oriented areas of concentration. These programs provide students with the necessary skills to successfully enter the business community.

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ACCOUNTING PROGRAM

This program is designed to provide the graduate with the conceptual accounting and business knowledge necessary as a foundation to pursue an accounting career. For those students pursuing the Associate of Science degree, the program is designed to provide the graduate with the necessary knowledge to obtain immediate employment in the area of financial or cost accounting. For those students pursuing the Bachelor of Science degree, the program is designed to provide the graduate with the necessary concepts relating to the various disciplines that comprise the body of knowledge of accounting, specifically the areas of financial accounting, cost accounting, auditing, and taxation.

Those students who are planning to take the Certified Management Accountant (CMA) examination may do so with the Bachelor of Science degree. Those students who are planning to take the Certified Public Accountant (CPA) examination in Florida must take an additional 30 semester credits of course work beyond the requirements for the Bachelor of Science degree to qualify to sit for the CPA examination under the State of Florida CPA Law. Webber College currently offers an additional year of studies in accounting to meet these requirements. Specifically, the student must complete the following credits (at a minimum) in order to sit for the CPA examination:

1. 36 semester credits in accounting beyond elementary accounting courses, including at least: 12 credits in financial and cost accounting; 6 credits in auditing; and 6 credits in

taxation.

2. 39 semester credits in general business courses, including at least 6 credits of business law; and 18 credits in courses at the junior (300) level or higher.

Because of these increased educational requirements, no experience or additional work is required for certification.

The suggested course sequence for the Accounting program is as follows:

YEAR I

Fall Semester

ACC 161 - Financial Acct.
CIS 100 - Intro. to Computers
ENG 101 - English Comp. I
MAT 121 - College Algebra
Humanities Elective
P.E. Elective

Winter Semester

ACC 162 - Managerial Acct.
ECO 241 - Microeconomics
ENG 102 - English Comp. II
MAT 122 - Business Math
Tailored Elective
P. E. Elective

YEAR II

Fall Semester

ACC 261 - Inter. Acct. I
ECO 242 - Macroeconomics
MGT 250 - Prin. of Mgt.
Tailored Elective
Tailored Elective

Winter Semester

ACC 262 - Inter. Acct. II
ACC 312 - Acct. Info. Systems
MKT 250 - Prin. of Mkt.
SBS 250 - Psychology
Tailored Elective

YEAR III

Fall Semester

ACC 340 - Fed Income Tax of Individuals
ACC 351 - Cost Accounting
ENG 300 - Verbal Comm.
MAT 310 - Statistics
Social Science Elective

Winter Semester

FIN 360 - Prin. of Finance
FRE 370 - Adver. Strategies
Science Elective
Humanities Elective
Tailored Elective

YEAR IV

Fall Semester

ACC 440 - Advanced Acct.
BUS 350 - Business Law
FIN 400 - Corp. Finance
MGT 440 - Oper. Analysis & Mgt.
Science Elective

Winter Semester

ACC 460 - Auditing
ENG 302 - Bus. Communications
MGT 499 - Policy Strategy
Tailored Elective
Tailored Elective

COMPUTER INFORMATION SYSTEMS PROGRAM

In this four-year program, the student will learn to write structured programs in two high level programming languages and use commercial software packages to solve business related problems. The specialty areas of information systems design and management, decision support and expert systems, computer simulation and modeling, and data communications cover topics that are important in today's computer and information based society. The student will apply methods of systems analysis and design in preparing solutions to major database, information systems and decision support systems projects that usually involve interaction among project team members. The student will develop a working knowledge of UNIX and MS-DOS, two widely used operating systems in the business world. The two-year program will prepare the student as an end-user or application developer for microcomputer systems.

The suggested course sequence for the Computer Information Systems program is as follows:

YEAR I

Fall Semester

CIS 100 - Intro. to Computers
MAT 121 - College Algebra
ENG 101 - English Comp I
Humanities Elective
Tailored Elective
P.E. Elective

Winter Semester

CIS 260 - Operating Systems
ECO 241 - Microeconomics
MAT 122 - Business Math
ENG 102 - English Comp. II
Tailored Elective
P. E. Elective

YEAR II

Fall Semester

CIS 290 - COBOL I
CIS 240 - Computer App. in Bus.
ECO 242 - Macroeconomics
ACC 161 - Financial Acct.
SBS 250 - Psychology

Winter Semester

CIS 291 - COBOL II
CIS 250 - Database
ACC 162 - Managerial Acct.
MKT 250 - Prin. of Marketing
MGT 250 - Prin. of Management

YEAR III

Fall Semester

CIS 450 - Info. Syst. Design. & Mgmt.
ENG 300 - Verbal Communications
MAT 310 - Statistics
Social Science Elective
Tailored Elective

Winter Semester

CIS 460 - Data Communications
FRE 370 - Adver. Strategies
FIN 360 - Prin. of Finance
Science Elective
Tailored Elective

YEAR IV

Fall Semester

CIS 410 - Simulation & Modeling.

Winter Semester

CIS 470 - Adv. Prog. Using C

CIS 400 - Decision Support Systems
Humanities Elective
Science Elective
Tailored Elective
(28)

BUS 350 - Business Law
ENG 302 - Bus. Communications
Tailored Elective
Tailored Elective

FASHION RETAILING PROGRAM

The Fashion Retailing Program emphasizes an understanding of apparel and home fashion which includes evaluation of merchandise quality, sales promotion, and managerial techniques. The program combines classroom and field studies culminating in a seven-week internship for Bachelor Degree students, preparing them for responsible careers in wholesaling and retailing. Associate Degree graduates are prepared for entry-level management and buying positions.

The suggested course sequence for the Fashion Retailing program is as follows:

YEAR I

Fall Semester

CIS 100 - Intro. to Computers
ENG 101 - English Comp. I
FRE 161 - Fashion Fundamentals
MAT 121 - College Algebra
Humanities Elective
P.E. Elective

Winter Semester

ECO 241 - Microeconomics
ENG 102 - English Comp. II
FRE 202 - Retailing Principles
MAT 122 - Business Math
Tailored Elective
P. E. Elective

YEAR II

Fall Semester

ACC 161 - Financial Acct.
ECO 242 - Macroeconomics
MKT 250 - Prin. of Mkt.
SBS 250 - Psychology
Tailored Elective

Winter Semester

ACC 161 - Managerial Acct.
FRE 260 - Textile Survey
FRE 270 - Visual Merchandising
MGT 250 - Prin. of Mgt.
Tailored Elective

YEAR III

Fall Semester

ENG 300 - Verbal Comm.
MAT 310 - Statistics
Social Science Elective
Tailored Elective
Tailored Elective

Winter Semester

FIN 360 - Prin. of Finance
FRE 360 - Non-Textile Merchan.
FRE 370 - Adver. Strategies
Science Elective
Tailored Elective

YEAR IV

Fall Semester

Winter Semester

FRE 460 - Cont. Merchandising
FRE 470 - Buying Concepts
FRE 480 - Advanced Sales
FRE 490 - Internship

BUS 350 - Business Law
ENG 302 - Bus. Communications
Humanities Elective
Science Elective
Tailored Elective

(29)

FINANCE PROGRAM

This program is designed to prepare the graduate as a financial analyst. The student will develop an understanding of the theory of finance and the interaction of private and public sector finance as they relate to the overall economy. The student will develop a theoretical as well as a practical understanding of the various areas in the field of finance: banking, investments, financial institutions, insurance, real estate, portfolio management, and general financial management.

The suggested course sequence for the Finance program is as follows:

YEAR I

Fall Semester

ACC 161 - Financial Acct.
CIS 100 - Intro. to Computers
ENG 101 - Eng. Comp. I
MAT 121 - College Algebra
Humanities Elective
P.E. Elective

Winter Semester

ACC 162 - Managerial Acct.
ECO 241 - Microeconomics
ENG 102 - Eng. Comp. II
MAT 122 - Business Math
Tailored Elective
P. E. Elective

YEAR II

Fall Semester

ECO 242 - Macroeconomics
ECO 300 - Money & Banking
MKT 250 - Prin. of Mkt.
Tailored Elective
Tailored Elective

Winter Semester

CIS 240 - Computer Appl. in Bus.
MGT 250 - Prin. of Mgt.
FIN 250 - Finance Internship
FIN 360 - Prin. of Finance
SBS 250 - Psychology

YEAR III

Fall Semester

BUS 350 - Business Law
ENG 300 - Verbal Communications
FIN 400 - Corporate Finance
MAT 310 - Statistics
MGT 321 - Business Ethics

Winter Semester

FRE 370 - Adver. Strategies
Social Science Elective
Science Elective
Tailored Elective
Tailored Elective

YEAR IV

Fall Semester

ECO Int'l Trade & Fin.
MGT 440 - Operations Analysis
Science Elective
Tailored Elective
FIN 490 - Investments
(30)

Winter Semester

ENG 302 - Bus. Communications
FIN 480 - Seminar
MGT 499 - Policy & Strategy
Humanities Elective
Tailored Elective

HOTEL AND RESTAURANT MANAGEMENT PROGRAM

The graduate of Webber College's Hotel and Restaurant Management program will have the knowledge and skills needed to be an effective manager in the hospitality industry. The program is designed to give the student the theory and the practice in the most relevant aspects of Hotel and Restaurant Management. The graduate will have learned how to deal with human and material resources, how to face challenges in a positive and productive manner, and how to direct a team effort in the delivery of superior service.

The suggested course sequence for the Hotel and Restaurant Management program is as follows:

YEAR I

Fall Semester

ENG 101 - Eng. Comp. I
HRM 190 - Intro. to Industry
MAT 121 - College Algebra
CIS 100 - Intro. to Computers
Tailored Elective
P.E. Elective

Winter Semester

ECO 241 - Microeconomics
ENG 102 - Eng. Comp. II
HRM 212 - Front Office Mgt.
MAT 122 - Business Math
Humanities Elective
P. E. Elective

YEAR II

Fall Semester

ACC 161 - Financial Acct.
ECO 242 - Macroeconomics
HRM 215 - Food & Beverage Mgt
MGT 250 - Prin. of Mgt
Tailored Elective

Winter Semester

ACC 162 - Managerial Acct.
HRM 235 - Housekeeping Mgt.
HRM 295 - Internship I
MKT 250 - Prin. of Mkt.
SBS 250 - Psychology

YEAR III

Fall Semester

ENG 300 - Verbal Communications
HRM 324 - Convention Mgt.
MAT 310 - Statistics
Social Science Elective
Tailored Elective

Winter Semester

FIN 360 - Prin. of Finance
FRE 370 - Adver. Strategies
HRM 352 - Hosp. Property Mgt.
Science Elective
Tailored Elective

YEAR IV

Fall Semester

BUS 350 - Business Law
HRM 381 - Hosp. Managerial Acct
Science Elective
Tailored Elective
Tailored Elective
(31)

Winter Semester

ENG 302 - Bus. Communications
HRM 475 - Hotel Operations Mgt.
HRM 495 - Internship II
Humanities Elective
Tailored Elective

INTERNATIONAL TRAVEL AND TOURISM PROGRAM

This program is designed to prepare the graduate for management and management trainee positions in travel agencies, airlines, cruise industry, hotel industry, rental car industry, or the local or regional government tourism promotion offices. The student will be able to identify and be conversant with domestic and international travel destinations while learning how to use various manuals which are used in travel agencies, how to write airline tickets, and how to identify the various product suppliers of retail travel agencies. He will be familiar with the airlines of the world, their management techniques and their goals, and will be conversant with the marketing styles of the various cruise lines. The student will learn to cost tours, utilize good marketing techniques to sell his product, and use the proper research techniques as applied by the travel industry.

The suggested course sequence for the International Travel and Tourism program is as follows:

YEAR I

Fall Semester

ENG 101 - Eng. Comp. I
MAT 121 - College Algebra
CIS 100 - Intro. to Computers
Humanities Elective
Tailored Elective
P.E. Elective

Winter Semester

ECO 241 - Microeconomics
ENG 102 - Eng. Comp. II
ITT 160 - Intro. to Travel
MAT 122 - Business Math
Tailored Elective
P. E. Elective

YEAR II

Fall Semester

ACC 161 - Financial Acct.
ECO 242 - Macroeconomics
ITT 220 - Travel Geography
SBS 250 - Psychology
Tailored Elective

Winter Semester

ACC 162 - Managerial Acct.
ITT 260 - Int'l. Ticketing
ITT 270 - Dimensions in Tourism
MGT 250 - Prin. of Mgt.
MKT 250 - Prin. of Mkt.

YEAR III

Fall Semester

Winter Semester

ENG 300 - Verbal Communications
ITT 300 - Travel Operations
ITT 310 - Passenger Air Transp.
MAT 310 - Statistics
Social Science Elective

FIN 360 - Prin. of Finance
FRE 370 - Adver. Strategies
ITT 402 - Travel Destinations
Science Elective
Tailored Elective

YEAR IV

Fall Semester

BUS 350 - Business Law
ITT 410 - Research in Travel
Science Elective
Field Elective
Field Elective
(32)

Winter Semester

ENG 302 - Bus. Communications
Humanities Elective
Tailored Elective
Tailored Elective
Tailored Elective

MANAGEMENT PROGRAM

Webber adds broadly designed courses in the major functional fields of management along with specialized courses to enable the student to examine one or more areas of depth. The courses will provide awareness of the methods and fundamental assumptions necessary to make intelligent judgments, rather than rely wholly on the testimony of specialists and experts. The focus is on developing the student's effectiveness as a business manager.

The suggested course sequence for the Management program is as follows:

YEAR I

Fall Semester

CIS 100 - Intro. to Computers
ENG 101 - Eng. Comp. I
MAT 121 - College Algebra
Humanities Elective
Tailored Elective
P.E. Elective

Winter Semester

ECO 241 - Microeconomics
ENG 102 - Eng. Comp. II
MAT 122 - Business Math
Tailored Elective
Tailored Elective
P. E. Elective

YEAR II

Fall Semester

ACC 161 - Financial Acct.
ECO 242 - Macroeconomics
MKT 250 - Prin. of Mkt.
MGT 250 - Prin. of Mgt.
SBS 250 - Psychology

Winter Semester

ACC 162 - Managerial Acct.
CIS 240 - Computer Appl. in Bus.
MGT 260 - Entrepreneurship
MGT 312 - Human Resources Mgt.
Tailored Elective

YEAR III

Fall Semester

Winter Semester

CIS 400 - Decision Support Systems
ENG 300 - Verbal Communications
MAT 310 - Statistics
MGT 321 - Business Ethics
Social Science Elective

FIN 360 - Prin. of Finance
FRE 370 - Adver. Strategies
MGT 412 - Theory & Behavior
Science Elective
Tailored Elective

YEAR IV

Fall Semester

FIN 400 - Corp. Finance
MGT 440 - Operations Analysis
Field Elective
Science Elective
Tailored Elective
(33)

Winter Semester

BUS 350 - Business Law
ENG 302 - Bus. Communications
MGT 499 - Policy & Strategy
Humanities Elective
Tailored Elective

MARKETING PROGRAM

Marketing is a dynamic field and includes product development and planning, pricing, distribution, and promotion. Marketing operations are carried out by all business organizations offering a product or service. The program is designed to give students an overview of the variety of marketing activities and functions, and to assist them in acquiring the necessary skills that will enable them to meet the many challenges Marketing poses.

The suggested course sequence for the Marketing program is as follows:

YEAR I

Fall Semester

CIS 100 - Intro. to Computers
ENG 101 - Eng. Comp. I
MAT 121 - College Algebra
Humanities Elective
Tailored Elective
P.E. Elective

Winter Semester

ECO 241 - Microeconomics
ENG 102 - Eng. Comp. II
MAT 122 - Business Math
Tailored Elective
Tailored Elective
P. E. Elective

YEAR II

Fall Semester

ACC 161 - Financial Acct.
ECO 242 - Macroeconomics
MKT 250 - Prin. of Mkt.
MGT 250 - Prin. of Mgt.
Tailored Elective

Winter Semester

ACC 162 - Managerial Acct.
MKT 320 - Mkt. Concepts
MGT 260 - Entrepreneurship
SBS 250 - Psychology
FRE 370 - Advert. Strategies

YEAR III

Fall Semester

Winter Semester

ENG 300 - Verbal Communications
MAT 310 - Statistics
MKT 340 - Buyer Behavior
MGT 321 - Business Ethics
Social Science Elective

FIN 360 - Prin. of Finance
MKT 460 - Mkt. Research
Humanities Elective
Science Elective
Tailored Elective

YEAR IV

Fall Semester

MKT 420 - Int'l. Marketing
MKT 430 - Sales Management
MKT 440 - Mkt. Strategy
FRE 480 - Advances Sales Prom.
Tailored Elective
(34)

Winter Semester

BUS 350 - Business Law
ENG 302 - Bus. Communications
MKT 499 - Mkt. Seminar
Science Elective
Tailored Elective

COURSE DESCRIPTIONS

NOTE:

1. All courses are not offered every semester. They are offered regularly according to the course rotation schedule available in the Academic Dean's office.
2. Lab fees may be required for laboratory courses and for other specialized courses.
3. Language and other liberal arts courses are offered based on demand.

ACCOUNTING

ACC 161

FINANCIAL ACCOUNTING

3 Credits

A study of the basic structure of accounting, the accounting cycle, accounting for assets, liabilities, and owners' equity of business organizations, and preparation of financial statements.

ACC 162

MANAGERIAL ACCOUNTING

3 Credits

A study of the concepts and methods for using accounting information in the management process. The emphasis is placed upon the use of such information in the planning, controlling, and decision-making process. Topics covered include cost accumulation methods, cost-volume-profit analysis, present value techniques, financial statement analysis, profit planning and budgeting, and various decision-making techniques,

Prerequisite: ACC 161

ACC 261

INTERMEDIATE ACCOUNTING I

3 Credits

The first half of a two-semester sequence of a comprehensive and in-depth study of current financial accounting principles and procedures, with attention given to the underlying theory. Topics covered include the construction of all major financial statements, basic principles underlying these statements, and a detailed study of all major asset and current liability accounts.

Prerequisite: ACC 162

ACC 262

INTERMEDIATE ACCOUNTING II

3 Credits

A continuation of ACC 261. Topics covered include long-term liabilities, stockholders' equity, long term investments, earnings per share, leases, pensions, income tax accounting, accounting errors and changes, and the statement of cash flows.

Prerequisite: ACC 261

ACC 312

ACCOUNTING INFORMATION SYSTEMS

3 Credits

A study of the overall composition of accounting information systems, including basic accounting system concepts, system design and implementation, accounting applications and controls, and current developments in the field impacting the design of accounting information systems.

Prerequisites: ACC 162 and CIS 100

ACC 340
FEDERAL INCOME TAXATION OF INDIVIDUALS **3 Credits**

A comprehensive study of federal tax laws as they apply to the individual taxpayer.
Prerequisite: ACC 162

ACC 351
COST ACCOUNTING **3 Credits**

An in-depth study of basic cost accounting concepts and procedures. Topics covered include the function of cost accounting in the management process, cost accumulation systems, cost allocation methods, job order costing, process costing, standard costing and standard cost systems, budgeting, and the use of variance analysis for performance measurement and control.
Prerequisite: ACC 162

ACC 430
FEDERAL INCOME TAXATION OF BUSINESS ORGANIZATIONS **3 Credits**

A comprehensive study of federal income tax laws as they apply to various types of business organizations, with an emphasis on partnerships and corporations.
Prerequisite: ACC 340

ACC 435
ACCOUNTING FOR GOVERNMENTAL AND NON-PROFIT ORGANIZATIONS **3 Credits**

A study of the concepts, principles, and procedures followed in accounting for governmental and other non-profit organizations.
Prerequisite: ACC 262 or instructor approval

ACC 440
ADVANCED ACCOUNTING **3 Credits**

A study of the concepts, principles, and procedures in accounting for business mergers, acquisitions, combinations, and foreign operations. Also included is a discussion of accounting for partnerships.

Prerequisite: ACC 262

(35)

ACC 460
AUDITING **3 Credits**

An introduction to the principles and theory of auditing, the process of examining the accounting system of an enterprise and its financial statements. A study of the legal and ethical considerations in the rendering of financial statement opinions and the overall audit process will be the primary focus of the course.

Prerequisites: ACC 262 and ACC 312 or instructor approval

ACC 499
ACCOUNTING INTERNSHIP **3 Credits**

The student will intern a minimum of ten hours each week of the semester with a public accounting firm or in the accounting department of a local business. The internship will provide the student with a concentrated look at how accounting operates in a real-world environment as it relates to the firm with which the student is interning.

Prerequisites: Junior standing and approval of internship coordinator

ACC 510

CONTEMPORARY ACCOUNTING THEORY I 3 Credits

A detailed analysis and evaluation of current accounting thought relating to the nature, measurement, and reporting of business income and financial condition. Concepts of income and theories of the business entity are also examined. Special attention is given to controversial areas relating to asset definition, recognition, and measurement.

Prerequisite: ACC 262

ACC 511

CONTEMPORARY ACCOUNTING THEORY II 3 Credits

A continuation of ACC 510 with special attention centered on the definition, measurement, and reporting of liabilities and owners' equity.

Prerequisite: ACC 510

ACC 520

MANAGERIAL ACCOUNTING PRINCIPLES 3 Credits

This course explores the basic concepts relating to the accounting internal control system, managerial control and budgeting process, the manager's uses of financial data, project planning, marketing, production, personnel, and planning capital acquisitions.

Prerequisite: ACC 162

ACC 521

FEDERAL TAXATION I 3 Credits

Federal income tax laws and regulations as they affect individuals, proprietorships, and tax alternatives are included in the course content.

ACC 522

FEDERAL TAXATION II 3 Credits

Federal income tax laws and regulations as they affect partnerships, corporations, and estates and trusts are included in the course content.

ACC 530

ADVANCED COST ACCOUNTING 3 Credits

Graduate seminar on current topics in the cost accounting area including a review of recent pronouncements of the Cost Accounting Standards Board.

Prerequisite: ACC 351

ACC 531

ADVANCED AUDITING 3 Credits

Graduate seminar covering recent SAS's and special audit situations not covered in ACC 460,

i.e., bank audits.
Prerequisite: ACC 460

BIOLOGY

BIO 101

FUNDAMENTALS OF BIOLOGY I WITH LAB 3 Credits

This course provides an introduction to the biological structure and function of living cells. The course includes an introduction to the study of the basic chemistry of life, the flow of energy in living organisms and the structure and function of organisms of the plant and animal kingdoms. The higher organisms are examined from the body system's viewpoint.

BIO 102

FUNDAMENTALS OF BIOLOGY II WITH LAB 3 Credits

This course provides an introduction to the structure and function of organisms of the lower kingdom: bacteria, fungi, and protista. The course includes units on genetics, ecology, and evolution. Each is studied from the perspective of adaptation and interaction of organisms with the environment.

BIO 150

HUMAN ANATOMY AND PHYSIOLOGY I WITH LAB 3 Credits

An introduction to the human body. Cells, tissues, and organs are studied with an emphasis placed on the relationship between the components of the organ systems and their functions.

BIO 151

HUMAN ANATOMY AND PHYSIOLOGY II WITH LAB 3 Credits

A continuation of the study of the human body. Emphasis is placed on the study of organ systems, their functions, and their interrelationships.
(36)

BIO 200

LIFE SCIENCES CHEMISTRY WITH LAB 3 Credits

This course provides an introduction to the chemistry of life. Some basic chemistry concepts and techniques are included in the course content. The chemical composition and processes of living organisms are studied and many of the chemicals that affect man and his environment are discussed. Special emphasis is placed on the relationship between chemistry, man, and his environment.

BUSINESS

BUS 350

BUSINESS LAW I 3 Credits

A study of the basic legal framework within which a business operates. This includes general background on the importance of law, the court system and many basic legal issues related to business as incorporated in the law of torts, contracts, sales, and commercial paper. There is also a section on criminal law as it affects business.

BUS 351**BUSINESS LAW II****3 Credits**

A study of the fundamental principles governing the law of debtors and creditors, property, agency, and business organizations.

Prerequisite: BUS 350

BUS 400**PRACTICUM IN BUSINESS ANALYSIS****3 Credits**

The course provides the opportunity for secondary and/or primary research of practical business interest. After submission of their research reports, students may be asked to revise them into article form suitable for the Webber Business Review. A selected number of articles are published in the Review.

Prerequisite: Instructor approval

BUS 480**DEPARTMENT FIELD TRIP****1-6 Credits**

A cross-cultural study of business techniques through an extensive visitation of an international area of commerce.

COMPUTER INFORMATION SYSTEMS**CIS 100****INTRODUCTION TO COMPUTER INFORMATION SYSTEMS****3 Credits**

This course is designed to give each student an overall description of a computer system and how computers are used in our society. Major topics include computer hardware, introduction to MS-DOS, application software (with hands-on work with WordPerfect 4.2 and LOTUS 1-2-3), introduction to systems design, computer ethics, and privacy.

CIS 120**WORD PROCESSING****3 Credits**

This course in word processing covers the major features of Word Perfect 5.1 with emphasis on business applications. Basic features of desktop publishing are also discussed.

Prerequisite: CIS 100

CIS 240**COMPUTER APPLICATIONS IN BUSINESS****3 Credits**

This course in electronic spreadsheets covers the major features of LOTUS 1-2-3 with emphasis on solving business related problems. Major topics include creating templates, basic mathematical operators, statistical functions, financial functions, lookup tables, graphing, and macros.

Prerequisite: CIS 100 or instructor approval

CIS 250**DATABASE APPLICATIONS IN BUSINESS****3 Credits**

This course in database management covers the major features of dBASE III+ with emphasis on

solving business related problems. Methods of systems analysis and design will be discussed and applied in all database projects.

Prerequisite: CIS 100 or instructor approval

CIS 260

OPERATING SYSTEMS

3 Credits

This is an introductory course in the UNIX and MS-DOS operating systems. The UNIX/MS-DOS file structures, editors (ed & vi), writing tools, filters, directory commands, unix shell script and MS-DOS batch file programming, privacy and security, menu systems, and online communications will be discussed.

Prerequisite: CIS 100

CIS 290

COBOL PROGRAMMING I

3 Credits

This course is an introduction to computer programming in a business environment with emphasis on structured, top-down design. COBOL (COmmon Business Oriented Language) is a programming language specifically designed to solve business problems. Topics will include structured programming, report design, sequential file structure, arithmetic operations, decision making, and data validation.

Prerequisite: CIS 260

CIS 291

COBOL PROGRAMMING II

3 Credits

This is an advanced course in COBOL covering control breaks, sequential & relative file processing, table handling, screens, and updating of master files using structured top-down design with emphasis on the solution of business programming applications.

Prerequisite: CIS 290

(37)

CIS 400

DECISION SUPPORT AND EXPERT SYSTEMS

3 Credits

Discussion of the manager's responsibilities for problem solving and decision making, and about those areas in which computers can be used as tools to gain the insight needed to support selection of decision alternatives. Hands-on work with a spreadsheet and an expert system shell will be included with emphasis on solving decision support problems.

Prerequisites: CIS 100, MAT 310, and MGT 250

CIS 410

SIMULATION AND MODELING

3 Credits

Techniques of creating computer simulations and models will be covered. Hands-on work with GPSS or similar simulation software will be included with emphasis on business applications.

Advantages and disadvantages of computer simulations and models will be discussed.

Prerequisites: CIS 100, MAT 310, and MGT 250

CIS 450

INFORMATION SYSTEMS DESIGN AND

3 Credits

Historical forms and concepts of money: the origin and development of banking institutions, especially in the United States; the nature of bank credit; the money markets and the Federal Reserve System; and introductory monetary theory and policy.

Prerequisite: ECO 242

ECO 451

INTERNATIONAL TRADE AND FINANCE 3 Credits

Study of principles of international trade and investments and balance of payments adjustments. Applications to current problems in international economic relations.

Prerequisites: ECO 241, ECO 242

ENGLISH

ENG 090

DEVELOPMENTAL ENGLISH 3 Credits

The purpose of the course is to prepare the student for successful completion of the first English requirement in the college. The material provides rigorous training on the basic grammatical and writing principles through the development of reading skills. Weekly written themes based on the comprehension of short reading assignments are evaluated for accurate sentence structure and basic writing procedures. A grade of "C" or better is required. Institutional credit will be given but it will not count for any program. Placement through examination.

(38)

ENG 101

ENGLISH COMPOSITION I 3 Credits

Presents writing principles with emphasis on paragraph development. Covers the concepts of purpose, organization and style for personal and expository writing. Includes an extensive review of grammatical concepts. Assignments will be written and edited using the word processor. Each student will write a minimum of 5,000 words in this class. A grade of "C" or better is required.

Prerequisite: ENG 090 or by placement

ENG 102

ENGLISH COMPOSITION II 3 Credits

Presents writing principles with emphasis on patterns and techniques used in the development of expository essays. Includes an introduction of basic library research techniques. The student will develop intermediate level skills with the word processing system. Provides practical experience in writing essays and research papers. Each student will write a minimum of 5,000 words in this class. All assignments will be completed on a designated word processor. A grade of "C" or better is required.

Prerequisite: ENG 101

ENG 200

CREATIVE WRITING 3 Credits

Designed to emphasize a sense of the importance of individual expression through the use of language. The student is encouraged to develop skill and confidence in an effective personal style of writing ranging from realistic communication to imaginative fiction. All assignments will be completed on a designated word processor. May be repeated.

Prerequisite: ENG 102

ENG 201

INTRODUCTION TO LITERATURE

3 Credits

Study of the short story, poetry, and drama to develop critical skills. The course introduces students to literature and to critical terminology and techniques, and appreciation of literary values.

Prerequisite: ENG 101 or instructor approval

ENG 208

SPECIAL TOPICS IN LITERATURE

3 Credits

A course devised for edification and pleasure that will vary from year to year and from instructor to instructor. It may include anything from the Bible, the mystery, or science-fiction to an in-depth study of a major figure such as Shakespeare, Chaucer, or Walt Whitman. The student should consult with the assigned instructor to discover the exact material to be covered. May be repeated.

Prerequisite: ENG 101 or instructor approval

ENG 210

SURVEY OF AMERICAN LITERATURE I

3 Credits

The course is designed to provide the student with a comprehensive knowledge of American Literature from its beginnings to the mid-nineteenth century. Emphasis in the course is placed on an understanding of the influences peculiar to the development of American Literature from the viewpoint of social changes.

Prerequisite: ENG 101 or instructor approval

ENG 211

SURVEY OF AMERICAN LITERATURE II

3 Credits

A survey of American writers from the second half of the nineteenth century to the present day.

Prerequisite: ENG 101 or instructor approval

ENG 212

SURVEY OF ENGLISH LITERATURE I

3 Credits

A survey of English writers from "Beowulf" through the 17th Century.

Prerequisite: ENG 101 or instructor approval

ENG 213

SURVEY OF ENGLISH LITERATURE II

3 Credits

A survey of English writers from the 18th Century to the present day.

Prerequisite: ENG 101 or instructor approval

ENG 290

COMMUNICATIONS PRACTICUM

1 Credit

Practicum will consist of planning, organizing, and publishing the Webber College yearbook. May be used for ELECTIVE credit only. May be repeated up to 3 credit hours.

ENG 300**VERBAL COMMUNICATIONS****3 Credits**

Fundamentals of interpersonal communication, group communication, and communication before an audience.

Prerequisite: ENG 101

ENG 302**BUSINESS COMMUNICATIONS****3 Credits**

This course embraces all the fundamentals of the various types of effective business correspondence. Using a problem-solving approach, the students have a direct involvement in case problems. They face challenging communication situations that demand writing skill, exercise of judgment, and selection of alternatives. Students will develop advanced skills with the word processing system and apply these skills in all writing assignments.

Prerequisite: ENG 102

(39)

FASHION RETAILING**FRE 161****FASHION FUNDAMENTALS****3 Credits**

An introduction to the fashion industry. Fashion publications, terminology and manufacturing procedures, as they relate to men's, women's, and children's categories, are included, as are influential designers of the 20th century.

FRE 202**RETAILING PRINCIPLES****3 Credits**

Introduction to the core of the retailing curriculum . Examination of the history and development of traditional retail operations with the influences of advertising and modern business practices.

FRE 242**FASHION SHOW PRODUCTION****3 Credits**

The place of fashion shows in fashion promotion as well as planning and production techniques are studied. Course material is applied to actual production of a full scale fashion show.

Prerequisite: FRE 161

FRE 260**TEXTILE SURVEY****3 Credits**

Survey of textile materials with emphasis on factors that affect hand, appearance, and performance. Basic concepts of textiles including fiber, yarns, fabric construction, and finishing techniques; consumer care and protection through industry and federal legislation are included.

FRE 270**VISUAL MERCHANDISING****3 Credits**

The study of concepts and techniques of visual presentations of contemporary merchandise, emphasizing correlations with advertising and seasonal events.

Prerequisite: FRE 202

FRE 360**NON-TEXTILE MERCHANDISING****3 Credits**

In-depth study of the fashion non-textile field with special attention to the materials, production, uses, trade terms, and fashion importance of accessories, furs, jewelry and cosmetics as well as non-textile consumer products in the home furnishings industry.

FRE 370**ADVERTISING STRATEGIES****3 Credits**

Overview of the relationship between good advertising communications and marketing goals. Emphasis on how to execute and evaluate successful advertising for today's responsive consumer.

FRE 460**CONTEMPORARY MERCHANDISE TRENDS****3 Credits**

Study of trends in contemporary apparel, accessories and home fashion with emphasis on style, quality, direction and trend forecasting.

Prerequisites: Senior standing and instructor approval

FRE 470**BUYING AND MANAGEMENT CONCEPTS****3 Credits**

Management techniques applicable to retail buying and merchandising are developed.

Assortment planning, inventory controls, and computerized statistical analysis are among the practical applications of buying explored.

Prerequisites: Senior standing and instructor approval

FRE 480**ADVANCED SALES PROMOTION****3 Credits**

An intensive survey of selling techniques through advertising, special events, and sales promotion, emphasizing the need for long-range planning, periodic repeats and the concept of total coverage. Prerequisites: FRE 370, senior standing and instructor approval

FRE 482**DEPARTMENT FIELD TRIP****1-6 Credits**

An experience in international fashion and retailing practices through an extensive visitation of businesses in a region of a foreign country.

FRE 490**INTERNSHIP****6 Credits**

Seven weeks' employment in a cooperating retail store or appropriate organization provides practical exposure to complement academic skills. Assigned reports provide continued communication between intern and instructor. Evaluations by work supervisor and instructor provide basis for final grade. Prerequisites: FRE 460, FRE 470, FRE 480 and instructor approval

FINANCE**FIN 111****PRINCIPLES OF BANK OPERATION****3 Credits**

Historical forms and concepts of money, the origin and development of banking institutions, especially in the U.S.; the nature of bank credit; the money markets; and the introduction to monetary theory and policy.

FIN 223

BANK INVESTMENTS

3 Credits

Students study sources and uses of bank funds and the place of investment in the overall scheme of bank operations.

(40)

FIN 224

INSTALLMENT CREDIT

3 Credits

This course concerns pragmatic "how-to" details of installment credit. Topics include principles of credit evaluation, direct and indirect installment lending, installment credit department management, and rate structure and yields.

FIN 225

TRUST FUNCTIONS AND SERVICES

3 Credits

This course is designed to acquaint the student with the entire scope of trust services offered by Trust Departments, including personal trust, corporate trust and employee benefits. Individual trust services will be discussed in detail along with asset management responsibilities in each capacity. Wills and settlement of estates will be emphasized.

FIN 250

FINANCE INTERNSHIP

3 Credits

Student is individually assigned to operating financial business firm to gain insight into the area of career interest. Periodic reports and conferences required.

FIN 360

PRINCIPLES OF FINANCE

3 Credits

A basic introduction to the decision making tools of the financial manager; includes a study of ratio analysis, asset and liability management, dividend and financial policies, obtaining short and long term funds from the money and capital markets and comparisons of various types of capital structures. The course will also introduce the subject of capital budgeting and alternative uses of present value theory.

Prerequisites: ACC 162 and ECO 241

FIN 400

CORPORATE FINANCE

3 Credits

An analytical examination of the current issues in corporate finance. Primary emphasis on valuation of corporate liabilities, financing and refinancing decisions, taxes and corporate decision making, and other current issues.

Prerequisite: FIN 360

FIN 480

SEMINAR

3 Credits

Special topics in economic analysis.
Prerequisite: Senior standing

FIN 490

INVESTMENTS

3 Credits

Principles and methods of investing in securities and business and government. The course stresses determination of investor needs; formulation of investment goals and policies; types of investment media; securities analysis and investment decision-making. Financial market behavior, procedures of the securities industry, investment banking, business-condition analysis and industry outlooks are some of the subjects related to a profitable investment program.

HISTORY

HIS 101

WESTERN CIVILIZATION I

3 Credits

Survey of the development of the Western World from the earliest times to the Seventeenth Century. Emphasis is upon the evolution of values and attitudes which are important today.

HIS 102

WESTERN CIVILIZATION II

3 Credits

Survey of the development of the Western World and the role of the immediate past in the evolution of today's society.

HIS 103

HISTORY OF THE UNITED STATES, 1607-1877 **3 Credits**

A survey course in United States history from our European backgrounds through the Civil War period, stressing the revolutionary origins of the nation, our landed expansion, and our early economic growth

HIS 104

HISTORY OF THE UNITED STATES, 1877 - PRESENT **3 Credits**

A survey course in United States history, stressing the development of our industrial economy in the last hundred years, and America's rise to world power status in the twentieth century.

HOTEL AND RESTAURANT MANAGEMENT

HRM 190

INTRODUCTION TO THE HOTEL AND FOOD AND BEVERAGE INDUSTRY **3 Credits**

An introductory course designed to give the student a basic understanding of the hotel and food service industry by reviewing the organization of lodging and food and beverage operations, providing an overview of the industry, and by focusing on opportunities and future trends.

HRM 200

CUISINE TECHNIQUES & MANAGEMENT **3 Credits**

Techniques of food preparation including hot food, cold food, dessert and selected classical dishes. Lectures focus on planning, menu preparation, and standardization, cost control, and production systems.

(41)

HRM 212

FRONT OFFICE MANAGEMENT

3 Credits

A systematic approach to front office management. Analysis of the methods and procedures used in the hotel front office, detailing the flow of business through a hotel, beginning with reservation process and ending with check-out and settlement. Study of effective management functions.

HRM 215

FOOD AND BEVERAGE MANAGEMENT

3 Credits

The managerial and operational principles and techniques of food and beverage operations. Reviews food production and service management, menu planning, sanitation, purchasing, controlling, and beverage management.

HRM 235

HOUSEKEEPING MANAGEMENT

3 Credits

An overview of the fundamentals of housekeeping management. Provides information and management practices on personnel, care of guest rooms and public areas, laundry, uniforms, guest and cleaning supplies required in today's professional housekeeping services.

HRM 250

PURCHASING MANAGEMENT

3 Credits

Basic information on how to develop and implement an effective purchasing program. Managerial aspects, development of specifications, supplier selection, negotiation, and evaluation. Purchasing of items in major categories of supplies and equipment as well as perishable and processed food.

HRM 295

INTERNSHIP I

3 Credits

An in-depth practical training with hands-on experience in the major operational departments of a hotel. Program includes food and beverage management, and rooms division management. Reports are required.

Prerequisites: HRM 212, HRM 215, HRM 235

HRM 310

FOOD AND BEVERAGE CONTROLS

3 Credits

Fundamentals of food and beverage cost controls for hotel and restaurant operations. Covers principles and procedures, standards, the operating budget, menu pricing, and income and cost controls. Prerequisites: ACC 162, HRM 215

HRM 324

CONVENTION MANAGEMENT

3 Credits

A course concentrating on organizing, arranging and operating conventions. Marketing and sales strategies to attract markets with specific needs. Administrative responsibilities and convention services

Prerequisite: MKT 250

HRM 352

HOSPITALITY PROPERTY MANAGEMENT 3 Credits

A comprehensive course on the engineering/maintenance operation of a hotel. Explains energy and water management and their impact on the hospitality industry.

HRM 381

HOSPITALITY INDUSTRY MANAGERIAL ACCOUNTING 3 Credits

An advanced course on financial management as it relates to hotel and restaurant management.

Prerequisite: ACC 162

HRM 440

RESORT MANAGEMENT 3 Credits

A course focusing on the unique challenges of resort hotel management. The process of planning, development, financing, marketing and management of resorts is studied.

Prerequisites: HRM 212, HRM 215, HRM 381, MKT 250

HRM 475

HOTEL OPERATIONS MANAGEMENT 3 Credits

An advanced course in general management to familiarize the student with theories and principles of organization, administration, communications, accounting, marketing, human relations, the tools of managerial decision-making and the management process.

Prerequisites: MGT 250, HRM 212, HRM 215, HRM 381, MKT 250

HRM 480

DEPARTMENT FIELD TRIP 1-6 Credits

A cross-cultural study of hospitality practices through an extensive visitation of businesses in an international region.

HRM 495

INTERNSHIP II 3 Credits

Structured management experience in a specialized career in the hospitality industry. Program includes human resources, property operations, marketing, financing and hotel general management. Reports are required.

Prerequisites: HRM 352, MKT 250, HRM 381, HRM 475

(42)

HUMANITIES

HUM 110

MUSIC APPRECIATION 3 Credits

An introduction to various styles and periods of music. The course creates student awareness of great musical works through historical insight, analysis of musical styles and techniques and development of listening skills.

HUM 150
ART APPRECIATION **3 Credits**
A survey of the arts, their relationship to the societies producing them, and their purpose in those societies, from prehistoric to the present. The emphasis in the course is on the period from the Sixteenth Century to the Twentieth Century, with focus on the role of artists as interpreters of their time.

HUM 200
MODERN ART (The History and Methods of Modern Art) **3 Credits**
A study of the history of European and American art beginning with Post-Impressionism through all the major styles and periods of modern art, to present-day directions. Includes the study of architecture, sculpture and painting; students will research and experiment with concepts and materials of a modern artist.

HUM 210
INTRODUCTION TO PHILOSOPHY **3 Credits**
An introduction to major philosophical themes of outstanding philosophers of the past and present. Alternative views concerning the nature of reality, knowledge, and God will be considered.

HUM 220
LOGIC **3 Credits**
Designed to offer ideas useful in the construction and criticism of reasoning. Deductive and inductive arguments, categorical syllogisms, truth functions, fallacies, and elementary devices of symbolic logic are reviewed.

HUM 230
SURVEY OF COSTUME HISTORY **3 Credits**
Survey of dress from its origins to the present with emphasis on the social and cultural influences which make the clothing of each period a "mirror of the times."
Prerequisite: ENG 101 or instructor approval

HUM 480
DEPARTMENT FIELD TRIP **1-6 Credits**
Affords the opportunity to explore the culture of an international area as it is affected by the arts, architecture and art history.

INTERNATIONAL TRAVEL AND TOURISM

ITT 160
INTRODUCTION TO TRAVEL **3 Credits**
An overview of the travel industry including career opportunities within the industry. Emphasis will be on the travel trends, tourist development, selling travel, modes of transportation, hospitality industry, and the government's role in the travel industry.

ITT 220
TRAVEL GEOGRAPHY **3 Credits**

The geographic, economic, cultural, political, social, and environmental conditions of the nations of the East and West are discussed as they relate to the travel industry.

ITT 260

INTERNATIONAL AND DOMESTIC TICKETING 3 Credits

This course provides training in the use of domestic and international Official Airline Guide, ticketing procedures, city and airline codes, and passenger reservations.

ITT 270

DIMENSIONS IN TOURISM 3 Credits

The student will learn how to use the hotel index, how to package tours and cruises for individuals and groups for international and domestic travel, as well as how to block group space, brochure construction, car rentals, pricing, and ground handling. This course will also include the study of forces that influence international and domestic travel including socioeconomic models and measurement of regional impact, demand, and supply.

ITT 300

TRAVEL OPERATIONS 3 Credits

Techniques required to manage an efficient travel service (agency): all necessary procedures, documentation, service to the travel client, and marketing techniques; computer reservation techniques necessary to operate an airline computer system.

Prerequisite: ITT 260

ITT 310

PASSENGER AIR TRANSPORTATION 3 Credits

An examination and analysis of the airline industry including the history of the roles of various government regulatory agencies . Examination also of various airline management styles.

(43)

ITT 402

TRAVEL DESTINATIONS AND ATTRACTIONS 3 Credits

The course represents a study of various destinations and attractions from the viewpoint of both business and tourism. It also involves an examination of their personal, economic, social, historical and environmental impact. The emphasis is on the number one tourist area: Orlando.

Field trips and guest lectures are included.

ITT 410

RESEARCH IN TRAVEL 3 Credits

Specific research procedures/techniques are required of every type of new travel development, whether it be, for example, new air-routes, hotels and resorts, marketing programs, area development, or convention sites. An in-depth study of research methods and procedures used by the industry will be offered to students majoring in travel enabling them to develop professional research data.

ITT 450

ADVANCED AIRLINE RESERVATIONS 3 Credits

An in-depth study of the airline (Delta, American) reservation networks and their use of advanced computer systems.

Prerequisite: ITT 260 and ITT 300

ITT 480

DEPARTMENT FIELD TRIP

1-6 Credits

An opportunity to assist in the organization of and participate in a field trip abroad focused on cultural and business interests.

ITT 495

FIELD PLACEMENT

3 Credits

The student will intern within the travel industry at a travel agency, airline, or cruiseline to gain on-the-job experience. Eight to twelve hours of work each week is required. Evaluations will be required of the student by the supervisor assigned and a term paper that discusses the student's learning experience and evaluates the program.

Prerequisite: Senior standing, limited enrollment

MANAGEMENT

MGT 250

PRINCIPLES OF MANAGEMENT

3 Credits

An introduction to traditional and contemporary concerns of management. The course studies the fundamentals of management theory with emphasis on mid-management problems of enterprises. It includes history of management, planning, organizing, and controlling; decision-making fundamentals; information systems; motivation, communications, and leadership; international management and social responsibilities.

Prerequisite: ENG 102

Corequisite: MAT 121

MGT 260

ENTREPRENEURSHIP

3 Credits

Venture initiation, preparation of a sound business plan, characteristics of successful entrepreneurs, raising venture capital, market potential analysis, identification of opportunities.

Prerequisites: MGT 250, MKT 250 or instructor approval

MGT 300

PUBLIC RELATIONS

3 Credits

An exposure to all of the basic elements of public relations including publicity, promotion, lobbying, opinion research, public affairs, special events, and press-agentry. The course should bring about a complete overall image of the extent and power of the public relations profession.

Prerequisites: MGT 250, MKT 250

MGT 312

HUMAN RESOURCES MANAGEMENT

3 Credits

This course is a study of the theory and practice of human resources management in organizations of all types. It involves a critical examination of the significant issues raised in personnel, labor relations, motivation, recruitment, placement, training, and compensation.

Prerequisite: MGT 250

MGT 321

BUSINESS ETHICS

3 Credits

The course studies the ethical environment of business by isolating major current issues confronting decision makers. Students contend with decisions complicated by issues of legality, fairness and social responsibility, as well as, personal conscience and consequential or duty based ethical issues. The course relies on discussion, reading research and case analysis to achieve the goal of relating ethics to decision making.

Prerequisite: MGT 250 or instructor approval

MGT 412

ORGANIZATIONAL THEORY AND BEHAVIOR

3 Credits

The organization is studied from both the macro and micro perspective by targeting on organizational structure and organizational interactions. The dynamics and links of individuals, groups and environment are analyzed through examination of alternative organization theories. The purpose is to highlight the determinants of organizational effectiveness relating to strategies, inter-organizational systems, boundary spanning, networks change, conflict, job satisfaction, and governance.

Prerequisites: MGT 312, SBS 250

(44)

MGT 440

OPERATIONS ANALYSIS AND MANAGEMENT

3 Credits

A study of decision theory. The emphasis is on formulation, solution and application of decision problems. Management sciences tools examined include: linear and dynamic programming, inventory, distribution and network models, Markov chains, game theory and forecasting.

Suggested corequisite: CIS 400

Prerequisite: MAT 310

MGT 490

MANAGEMENT PROJECT

3 Credits

An opportunity for hands-on experience focusing on close observation or research of management practices in business firms or in business projects. It represents at least 150 hours of work. Periodic reports and evaluations required, as well as a final paper and presentation discussing the application of managerial concepts in the work environment.

Prerequisite: Senior standing

MGT 499

POLICY AND STRATEGY

3 Credits

The primary purpose of this course is to integrate the student's academic experience and direct it towards a comprehensive analysis of policy and strategy of organizations. The approach is one of student research and presentation in the areas of competitive strategy and strategic process from the viewpoint of the general manager with a focus on policy formulation and implementation.

Prerequisite: Final semester or permission of department chair

MARKETING

MKT 250

PRINCIPLES OF MARKETING

3 Credits

The nature and significance of marketing, its functions, and institutions. A study of promotional activities including target marketing, role of advertising, and advertising media; distribution, pricing, and product policies; and the role of marketing as a productive system within our economy.

MKT 320

MARKETING AND RETAILING CONCEPTS

3 Credits

An introduction to marketing theories and implications in the social, cultural, economic, and competitive environments. Applications and cases involve the marketing of goods and services, changes in retail institutions, and consumer trends. Topics include interpreting market demand, retail activities, establishing distribution channels and pricing policies, consumer communication, and information processing.

Prerequisite: MKT 250, FRE 202 or instructor approval

MKT 340

BUYER BEHAVIOR

3 Credits

This course examines individual and group decision processes and purchase behavior in public, private, and non-private sectors. Modern comprehensive models provide framework for the student of: intrapersonal and interpersonal variables; the market environment; consumer research, choice and attitude, market segmentation and consumerism.

Prerequisites: MKT 250, SBS 250

MKT 420

INTERNATIONAL MARKETING

3 Credits

Study of the procedures and problems associated with establishing marketing operations in foreign countries. The institutions, principles, and methods involved in the solution of multinational business problems and the effects of national differences of business practices.

Suggested prerequisites: POL 210, ITT 220

Prerequisite: MKT 250

MKT 430

SALES MANAGEMENT

3 Credits

Practices involved in developing a firm's sales plan. Analysis of field sales management with emphasis on the role of personal selling in the marketing mix. Building an effective organization, and controlling and evaluating the sales force.

Prerequisites: MKT 250, MGT 250

MKT 440

MARKETING STRATEGY

3 Credits

The course introduces the student to high level marketing decisions. Case studies and frequently applied marketing strategies. Planning frameworks as used in problem analysis. Focus on management problems including several strategic business units involved in the decision. Competitive behavior. Long-term advantages and financial considerations.

Prerequisite: Senior standing or instructor approval

MKT 460

MARKETING RESEARCH

3 Credits

The role of research in the solution of marketing problems. The process by which researchers gather information is examined as it applies to decision making. Emphasis is on research planning, re-search methods, survey techniques, data analysis, and presentation of results.

Prerequisite: MAT 310

MKT 480

DEPARTMENT FIELD TRIP

1-6 Credits

A cross-cultural comparative study of marketing theories and practices through an extensive visitation of businesses in an international area.

(45)

MKT 499

MARKETING SEMINAR

3 Credits

Examines the dynamic interaction between marketing management and the corporate environment. Contemporary issues are analyzed to cultivate skills in developing target and position strategies in both product and service organizations as well as in the non-profit sector.

Prerequisite: Senior standing.

MATHEMATICS

MAT 090

DEVELOPMENTAL MATH

3 Credits

An emphasis on the fundamentals of operations to prepare the student for college algebra. Working with whole numbers, fractions, decimals, algebraic numbers, reduction of expressions, and polynomials. Operations with rational numbers, complex fractions, and factoring and its use in simplification. A grade of "C" or better is required. Institutional credit is awarded, but does not apply to any degree program. Placement through examination.

MAT 121

COLLEGE ALGEBRA

3 Credits

The course emphasizes fundamental topics in algebra that include: number system, operations with rational numbers; polynomials and factoring with special emphasis on simplification; operations with exponents; rational exponents; linear, fractional and quadratic equations; problem solving; linear functions, linear systems and their graphs; basic non-linear functions. A grade of "C" or better is required.

Prerequisite: MAT 090 or placement through examination or instructor approval

MAT 122

BUSINESS MATH

3 Credits

An applied mathematics course. The focus is on business applications. Topics include applications in insurance and banking such as percentage, simple interest and discounting; applications in accounting and finance such as depreciation, taxes, investments, present value and business performance measurements, marketing and merchandising applications such as

discounts, commission sales and mark-up.
Prerequisite: MAT 121 or instructor approval

MAT 130

BUSINESS CALCULUS

3 Credits

Basic analytic geometry. Differentiation and integration of algebraic and selected transcendental functions. Partial differentiation. Optimization and applications in business problems. May be taken in place of MAT 122.

Prerequisite: MAT 121

MAT 310

STATISTICS

3 Credits

This course includes analysis of frequency distributions, statistical measures, probability, hypothesis testing, confidence intervals, correlation and regression analysis.

Prerequisite: MAT 121 or instructor approval

MILITARY SCIENCE

MIS *107-108; *207-208; 307-308;407-408

PRACTICUM IN LEADERSHIP

1 Credit

This course provides a wide variety of situations and conditions for students who want to learn to lead. Leadership modules and experiences are structured to produce success in military operations, business, industry, sports, or the classroom. Students are presented with challenges which require logic, rapid decision making, concern for others, and moral and physical courage. The course includes self-defense training, first aid, marksmanship, map reading, air and water assaults, mountaineering, escape and survival training. One credit hour may be earned each semester and the course can be substituted for college physical education and/or health requirements.

*These courses incur no service obligation.

MIS 115

INTRODUCTION TO ARMY OFFICER TRAINING 2 Credits

This course gives students an inside view of the United States Army. It presents army organization, the missions and functions of the twenty-three branches of the Army, and the way people are matched to service needs. The course will discuss forty-four different officer career fields, additional education, pay, promotions, and assignments within the Army. This course incurs no service obligation.

MIS 206

AMERICAN MILITARY HISTORY

3 Credits

This course provides students with an understanding of the development and operations of the American Military system from the Colonial period to the present. This course incurs no service obligation.

MIS 305

LEADERSHIP DEVELOPMENT

3 Credits

This course covers leadership theory and practice for results oriented people. The methods of

leadership employed by current and historical leaders are analyzed with regard to both the times and fundamental conclusions. Real-life case studies are examined in order to discover and define problems, detect meaningful clues, propose alternative courses of action, and select the best solutions.

(46)

MIS 406

RESOURCE MANAGEMENT

3 Credits

This course provides instruction on the management of men, money, material, time and space. It covers manpower utilization, job descriptions, work schedules, and efficiency evaluations used by the government.

MIS 460-461

FIELD EXPERIENCE

3 Credits

This course is for advanced military science students who desire adventure training, special forces orientation, unique learning experiences, directed study, and special preparation necessary to complete for assignment in the active service. This course includes six weeks training at Fort Riley, home of the 1st Infantry Division. Food and accommodations are provided to all students, plus approximately \$600. Opportunity for Airborne, Air Assault, Northern Warfare, and 3-week tours with Active Duty Units also available.

PHYSICAL EDUCATION

PHE 110

TENNIS

1 Credit

This course stresses fundamental skills, including grip, footwork, and timing as well as basic strokes, rules, and scoring.

PHE 112

INTERMEDIATE TENNIS

1 Credit

Stresses perfection of all tennis strokes as well as strategy for singles and doubles play and tournament play.

Prerequisite: PHE 110

PHE 120

BOWLING I

1 Credit

Presents the proper selection of equipment, correct grip, stance, approach, and delivery of ball. It also includes basic scoring, rules and terminology.

PHE 121

BOWLING II

1 Credit

Presents more advanced techniques of grip, stance, approach and delivery. Includes more competition, more intricate pin pick-up and more detailed terminology.

PHE 130

GOLF

1 Credit

Designed to acquaint the beginner with the correct swing, selection, and use of the various clubs.

PHE 140
SWIMMING **1 Credit**
Stresses physical and mental adjustment to the water, buoyancy and body position, propulsion and coordinated stroking on front and back, entries in the water, and personal safety.

PHE 145
SCUBA **1 Credit**
A course to educate and train persons to become recreational divers above the entry level.

PHE 150
BEG. WEIGHT TRAINING AND CONDITIONING **1 Credit**
Weight training and conditioning will consist of the development and toning of the upper and lower muscles of the body through lifting weights and jogging.

PHE 160
PHYSICAL EXERCISE TO MUSIC **1 Credit**
Physical Exercise to Music is another form of aerobic conditioning. Emphasis will be placed on the exercising of the major body parts plus cardiovascular conditioning. The proper way to warm up plus the cool-down period will be incorporated in the class.

PHE 170
SOFTBALL **1 Credit**
This course stresses the fundamental skills and basic rules of softball.

PHE 180
ADVANCED WEIGHT TRAINING AND **1 Credit**
CONDITIONING
The course is designed for the students who are interested in developing their bodies through the use of the overload system. The idea of super-setting, tri-setting will be used.
Prerequisite: PHE 150

PHE 190
BASIC SKILLS OF SELF-DEFENSE **1 Credit**
Karate-do is an empty handed art of self-defense in which the arms and legs are systematically trained and an enemy attacking can be controlled. This course stresses fundamental skills, including punching, striking, blocking, and Kata.

PHE 195
BOARD SAILING **1 Credit**
This is a participation course that emphasizes the basic principles of water safety and sailing skills.
Prerequisite: Swimming competency

PHE 301-325
VARSITY SPORTS **1 Credit**

A student in the bachelor's program who finishes the season in an approved varsity sport as a qualified squad member will be allowed a maximum of 5 credits of Physical Education courses toward grade point average and a maximum of 2 credits toward graduation. A student in the associate's program will be allowed a maximum of 3 credits of Physical Education courses toward grade point average and a maximum of 1 credit toward graduation.
(47)

PHE 301
VARSITY BASKETBALL

PHE 309
VARSITY TENNIS

PHE 313
VARSITY SOCCER

PHE 315
VARSITY GOLF

PHE 320
VARSITY CHEERLEADING

PHE 325
VARSITY VOLLEYBALL

PHYSICAL SCIENCE

PHY 280
GENERAL PHYSICS WITH LAB **3 Credits**

This general course in physics will use a demonstration and laboratory approach with a minimum of mathematics to discuss selected topics in physics.
Prerequisite: MAT 121

PHY 290
GENERAL ASTRONOMY WITH LAB **3 Credits**

This general physical science course in astronomy will introduce the student to historical developments in astronomy, planetary motion, constellations, the universe, optics, telescope design and proper handling, the coordinate system, sidereal time, and the use of star charts. Lab hours include in-lab study of optics and night-time observation work.
Prerequisite: MAT 121

POLITICAL SCIENCE

POL 200
INTRODUCTION TO UNITED STATES **3 Credits**
GOVERNMENT

A survey of the theory, principles, and institutions of United States Government from the

National to the local level. Emphasis is placed on the government's relationship to the private sector, especially in business.

POL 210

**INTRODUCTION TO INTERNATIONAL
RELATIONS**

3 Credits

A brief introductory survey of the history of international relations and an examination of current diplomatic arrangements, techniques and concepts. Focus on helping the future American business person understand the international environment

SOCIAL/BEHAVIORAL SCIENCES

SBS 250

PSYCHOLOGY

3 Credits

Classical theory of learning, perception, social interaction and models of psychology. Emphasis is placed on the evaluation of theories of behavior from the perspective of the kind of assumptions made about motivation and control of behavior. An effort will be made to relate current concepts in psychology to earlier contributions.

SBS 255

SOCIOLOGY

3 Credits

An examination of theory and research relevant to social and group behavior. Topics include social influence, person perception, cognitive consistency, performing with "rules," the achieving society, etc.

SPANISH

SPA 101

ELEMENTARY SPANISH I

3 Credits

Introduces the essential elements of Spanish structure and vocabulary - aural comprehension, speaking, reading, and writing are stressed in that order.

SPA 102

ELEMENTARY SPANISH II

3 Credits

Continuation of SPA 101.
(48)

FACULTY

Dunlap, John H., Instructor B.A. --Maryville College	Physical Education
Galiouridis, George, Associate Professor Ph.D. --University of Alabama M.B.A --University of Massachusetts B.S. --Deree College B.A. --University of Athens	Marketing
Huey, Raymond E., Associate Professor, Ed.D. --Ball State University M.A. --Ball State University B.A. --Marion College A.B. --Marion College TH.B. --Malone College	English
Johnston, Roy J., Associate Professor M.A. --University of Tennessee A.B. --University of Rhode Island	English
Logsdon, John J., Associate Professor M.S. --University of Central Florida B.S. --University of Florida A.A. --Polk Community College C.P.A. --State of Florida	Accounting
McClendon, Grady, Instructor B.A. --Emory University	Fashion Retailing
Morrow, William H., Associate Professor M.A. --Ohio University B.S. --Clarion State College	Social Science
Nichols, Nancy, Instructor B.S. --University of Toledo	Physical Education
Orphanoudakis, Nikos, Associate Professor D.B.A. --Nova University M.B.A.--Nova University B.S. --Florida Institute of Technology	Management
Pelaez, Pamela, Assistant Professor M.S.I.S.--Hawaii Pacific University B.S. --Eckerd College	Computer Information Systems

A.S.	--St. Petersburg Community College	
Pollard, Chip C., Instructor		Physical Education
B.S.	--Warner Pacific College	
Quinn, Andrew B., Assistant Professor		Mathematics
M.S.	--University of Central Florida	
B.S.	--Louisiana State University	
(49)		
Raymond, Harlan D., Associate Professor		Economics/Finance
M.A.	--Western Michigan University	
B.S.	--Central Michigan University	
Rogers, Linda A., Associate Professor		Fashion Retailing
M.A.	--Northwestern University	
B.A.	--Stetson University	
Sampedro, Oscar A., Associate Professor		Hotel/Restaurant Management
M.S.	--Florida International University	
B.S.	--Florida International University	
A.S.	--Miami Dade Community College	
Wunker, Charles T., Professor		Computer Information Systems/ Physics
D.Sc	--Nova University	
M.A.	--Ball State University	
B.S.	--Ball State University	

ADJUNCT FACULTY

Carey, Edwin L., Associate Professor D.B.A. --Indiana University M.B.A.--Indiana University B.S.E. --Illinois State University	Finance/Economics
Charlebois, Thomas E., Assistant Professor M.S. --Loyola University B.S. --University of Utah	Management
Day, David, Lecturer Cert.--The Academy of Culinary Arts	Restaurant Management
Fugate, Charles H., Associate Professor M.M.E.--Louisiana State University B.M.E.--University of Denver	Music
Furgeson, Doris, Lecturer Cert. --Ladies Professional Bowling Assoc.	Physical Education
Fuschetti, Deborah M., Professor Ph.D. --University of South Florida M.Ed. --University of Central Florida B.S. --Mercer University	Mathematics
Futral Cathy C. Associate Professor M.F.A. --University of North Carolina M.S. --Florida State University B.A. --Appalachian State University	Art
Gordon, R. Andrew, Jr., Assistant Professor J.D. --Duke University Law School LL.B. --Duke University Law School A.B. --Davidson College	Trust/Finance
(50)	
Heath, William, Instructor B.S. --Appalachian State College	Physical Education
Kirkner, L. Karen, Instructor B.A. --University of South Florida	Physical Education
Long, Susan W., Assistant Professor Ph.D. --University of South Carolina M.B.A.--University of South Carolina B.S. --Syracuse University	Finance/Economics

McKeeman, Patty K., Lecturer

Cert. --Boardsailing

Physical Education

Milliken, Deborah P., Professor

D.M.D.--University of Louisville

B.B.S. --Western Kentucky University

Biological Sciences

Maloney, Nancy, Assistant Professor

M.B.A.--Florida Southern College

B.S. --University of Delaware

C.P.A. --State of Florida

C.M.A.--State of Florida

Accounting

Thullbery, C. Alfred, Associate Professor

J.D. --Washington & Lee University

B.A. --Washington & Lee University

Business Law

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Davis, Linda

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B.S. --Webber College

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B.A. --Maryville College

Freling, Ann

Secretary, President's Office

Fuller, Hebe

Assistant Director of Admissions
B.S. --Webber College

Fuschetti, Deborah M.

Dean of Academic Affairs
Ph.D. --University of South Florida
M. Ed. --University of Central Florida
B.S. --Mercer University

Hayward, Carolyn

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B.A. --University of South Florida

Hummel, Vada

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Lamons, Carol

Secretary, Admissions Office

Langford, Sandi

Secretary, Academic Dean's Office
A.S. --Webber College

Logsdon, John J.

Dean of Men
M.S. --University of Central Florida
B.S. --University of Florida
A.A. --Polk Community College
C.P.A. --State of Florida

Massey, Cheryl

Associate Director of Admissions/International
Director of Alumni Relations

McClendon, Grady

Director of Adult Education
Director of Career Placement
B.A. --Emory University

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McKenna, Joann

Registrar & Director of Financial Aid
M.A. --University of South Florida
B.S. --Marquette University

McKenzie, Judy

Nurse

Milliken, Deborah P.

Dean of Student Development/Chairman of General Education
D.M.D.--University of Louisville
B.S. --Western Kentucky University

Morrison, Debbie

Secretary, Admissions Office

Nichols, Nancy

Dean of Women
B.S. --University of Toledo

Orphanoudakis, Nikos

Chairman of Business Administration
D.B.A. --Nova University
M.B.A.--Nova University
B.S. --Florida Institute of Technology

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Pogue, Virgil

Cafeteria Manager

Smith, Bob

Superintendent of Campus Services

Sullivan, Ellen D.

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B.S. --Webber College

Tillman, Jeanne

Librarian
B.S.L.S.--University of North Carolina
A.B. --Florida State College for Women

Vaughn, Lois

Receptionist

W. Roy Wilkes, Esquire

Legal Counsel

Wilson, Kathy

Purchasing Agent/Book Store Manager
B.S. --Webber College

(53)

Wunker, Charles T.

Director of Computer Information Services
D.Sc. --Nova University
M.A. --Ball State University
B.S. --Ball State University

Yentes, Rex

President
M.A. --St. Francis College
B.A. --St. Francis College

Business Advisors

Ms. Bettye Adams

Forum II

Lake Wales, Florida

Mr. Charles S. Baxter, Jr.

Vice President, Operations

Citrus World

Lake Wales, Florida

Mr. Don Bowman

Regional Sales Manager

American Trans Air, Inc.

Orlando, Florida

Mr. Alberto S. Cobian

Vice President/General Manager

The Grenelefe Resort

Grenelefe, Florida

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Consultant, Clubs & Resorts

St. Petersburg, Florida

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Consultant

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Director of Administration

Carter, Belcourt, & Atkinson, CPA

Lakeland, Florida

Mr. Daniel K. Johnston

President

Advanced Computer Services

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Mr. Mark Kalman

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Kent Lilly, Esquire

Gibson & Lilly, Law Offices

Lake Wales, Florida

Mr. Jay Marion
General Manager
Lake Region Yacht & Country Club
Winter Haven, Florida

Mr. Wayne Massey
Branch Manager
Sun Bank
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Winter Haven, Florida

Mr. Larry Montanus
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Winter Haven, Florida

Mr. Orr Rivero
Vice President/General Manager
Parksuite Hotel
Altamonte Springs, Florida

Mrs. Violeta B. Salud
Salud and Associates
Lake Wales, Florida

Mr. Samir Shafei
General Manager
Hilton at Walt Disney Village
Lake Buena Vista, Florida

Mr. Larry Walker
President
Cypress Hotel Management Co.
Orlando, Florida

Mr. Jack Watkins, Jr.
Bay Tree Golf Club
Winter Haven, Florida

W. Roy Wilkes, Esquire
Attorney at Law
Lake Placid, Florida

Ms. Jeanie Wise

Manager of Corporate Services

Citrus World, Inc.

Lake Wales, Florida

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CALENDAR

FALL SEMESTER 1991

Sep 2	Labor Day - Residence Halls Open - 1:00 p.m.
Sep 3	Orientation/Advising
Sep 4	Registration
Sep 4	Classes Begin-6:30 p.m.
Sep 4,5,6	Schedule Adjustment
Sep. 9-13	Drop/Add-Fee
Oct 5	CLAST TEST
Oct 24	Mid-term
Oct 31	Last Day to Withdraw - Fee
Nov 28-29	Thanksgiving Holiday
Dec 13	Classes End
Dec 14-19	Final Exams

WINTER SEMESTER 1992

Jan 7	Residence Halls Open
Jan 7-8	Orientation/Advising
Jan 8	Registration
Jan 9	Classes Begin-8:00 a. m.
Jan 9-10	Schedule Adjustment
Jan 13-17	Drop/Add-Fee
Jan 20	Martin Luther King-Holiday
Feb 22	CLAST TEST
Feb 28	Mid-term
Mar 6	Last Day to Withdraw - Fee
Mar 21-29	Spring Break
Apr 23	Classes End
Apr 24 ,25 27, 28	Final Exams
May 1	Graduation Rehearsal
May 2	Graduation

SUMMER SEMESTER 1992

TERMA

Apr 30 May 1	Registration
May 4	Classes Begin - 8:30 a.m.
May 4-6	Drop/Add - Fee
May 25	Memorial Day Holiday
May 26	Midterm
May 29	Last Day to Withdraw Fee
Jun 6	CLAST TEST
Jun 11	Classes End
Jun 12	Final Exams

TERM B

Jun 11-12	Registration
Jun 15	Classes Begin - 8:30 a.m.
Jun 15-17	Drop/Add - Fee
Jul 6	Mid-term
Jul 10	Last Day to Withdraw - Fee
Jul 23	Classes End
Jul 24	Final Exams

FALL SEMESTER 1992

Aug 31	Residence Halls Open 1:00
Sep 1	Orientation/Advising
Sep 2	Registration
Sep 2	Classes Begin-6:30 p.m.
Sep 2,3,4	Schedule Adjustment
Sep 7	Labor Day Holiday
Sep 8-14	Drop/Add - Fee
Oct 3	CLAST TEST
Oct 23	Mid-term
Oct 30	Last Day to Withdraw - Fee
Nov 26-27	Thanksgiving Holiday
Dec 11	Classes End
Dec 12-17	Final Exams

WINTER SEMESTER 1993

Jan 5	Residence Halls Open
Jan 5-6	Orientation/Advising
Jan 6	Registration
Jan 7	Classes Begin-8:00 a.m.
Jan 7-8	Schedule Adjustment
Jan 11-15	Drop/Add-Fee
Jan 18	Martin Luther King Holiday
Feb 20	CLAST TEST
Feb 26	Mid-term
Mar 5	Last Day to Withdraw - Fee
Mar 20-28	Spring Break
Apr 22	Classes End
Apr 23, 24, 26, 27	Final Exams
Apr 30	Graduation Rehearsal
May 1	Graduation

SUMMER SEMESTER 1993

TERMA

Apr 29-30	Registration
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May 3	Classes Begin 8:30 a.m.
May 3-5	Drop/Add - Fee
May 25	Mid-term
May 28	Last Day to Withdraw - Fee
May 31	Memorial Day - Holiday
Jun 5	CLAST TEST
Jun 10	Classes End
Jun 11	Final Exams

TERM B

Jun 10-14	Registration
Jun 14	Classes Begin - 8:30 a.m.
Jun 14-16	Drop/Add - Fee
Jul 5	Mid-term
Jul 9	Last Day to Withdraw - Fee
Jul 22	Classes End
Jul 23	Final Exams

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