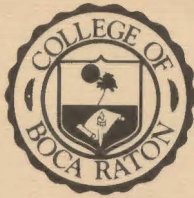




College of Boca Raton

1980-81

**Boca Raton
Florida**



College of Boca Raton

BOCA RATON, FLORIDA 33431

The College of Boca Raton (formerly Marymount College) is a private, co-educational college offering two year programs leading to the A.A. degree in liberal arts and business and the A.S. degree in electronics engineering technology. The College is fully accredited by the Southern Association of Colleges and Schools.

The College of Boca Raton is committed to providing equal access to education and employment opportunity to all, regardless of sex, race, religion, age, national origin or physical handicap. The College is committed to implementing federal and state laws, regulations and policies governing equal access and equal opportunity.

This commitment to equal access and equal opportunity includes admissions, recruitment, financial assistance, access to course offerings, participation in extra-curricular programs and activities, access to and use of facilities, counseling, advising and health services, athletics and employment.

Accreditation and Membership

The College of Boca Raton is accredited by the Southern Association of Colleges and Schools and holds membership in:

American Association of Collegiate Registrars and Admissions Officers

American Council on Education

American Conference of Academic Deans

American Library Association

Association of College Admissions Counselors

Association for Higher Education

College Entrance Examination Board

Florida Association of Colleges and Universities

Florida Personnel and Guidance Association

Southeastern College Art Conference

Southern Association of Community and Junior Colleges

1980-81

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A Message From The Trustees

The College of Boca Raton is a private institution which stands proudly on its philosophy of providing the highest educational standards while maintaining the responsibility of the individual for developing his own talents and his own destiny.

Since college is as much an atmosphere as it is a place, our goal is to offer students an academic environment of excellence, physical facilities equal to the task, and student services and activities that will help assure well-rounded intellectual and social development. In return, we ask our students to understand our goal and to work with us to achieve it in all phases of campus life.

We care deeply about your welfare and welcome the opportunity to work with you in developing the skills and competencies for a career, as well as the personal values and commitments to guide you honorably in your daily living.

Education is not a commodity which can be purchased. It is a process which demands your wholehearted cooperation and determination.

Because the College of Boca Raton is a private institution, we can and do impose the highest standards on our faculty, our administrative staff and our students. Excellence of educational opportunities and maturity of lifestyle cannot be compromised.

Responsibilities we expect our students to exercise in upholding the rights and duties of themselves, their fellows, the college and parents are compiled in our Student Handbook. In some areas of daily living, where laws of our state and nation are concerned, the college is the chief agent to see that they are respected. We expect that all will comply.

Ultimately, you are responsible for your own education at the College of Boca Raton. We are happy to provide the means. We pledge our best efforts, as you pledge yours.





College of Boca Raton: Our Philosophy

A guide cannot climb a mountain for an explorer; a college cannot "give" an education. We see the college role as one to offer guidance, to show a path along which students can do their own climbing; that is: to see, feel and think for themselves. The College of Boca Raton seeks to promote the development of each student's intellectual, spiritual, emotional and social capabilities. As a close-knit private institution, we regard each student as a unique individual with individual goals. We recognize that aptitudes differ among students and their achievements may differ, too. We have our own creed:

We believe in offering students programs and studies that are career-oriented to give them competence and confidence to assume a useful and rewarding role in their society.

We believe in offering these programs in an environment, both physical and psychological, which is conducive to reflection and personal growth.

We believe the college experience must do more than prepare students to earn a living; it must involve them in the crucial questions of human existence: identity, meaning, personal values. Thus, the liberal arts remain basic to our curriculum.

We believe it is our obligation as an institution of higher learning to provide academic programs that are meaningful, stimulating and humanizing in preparation for real life in a complex world.

We believe in creating a student residential environment in which the values of group living and sharing are identified and learned.

We believe the College of Boca Raton has a commitment to its community, and as part of that commitment it frequently associates itself in programs and courses with other community organizations.

This is our philosophy. These things we believe. And we feel the College of Boca Raton will have realized its purpose if all students come to recognize and appreciate their potential and have the knowledge, skills and motivation to strive to live up to it.

I. The College

LOCATION

The College of Boca Raton is located in Boca Raton, on Florida's famous "Gold Coast" approximately forty miles north of Miami. Ft. Lauderdale is twenty miles to the south and Palm Beach is twenty miles north. Boca Raton is a city of 55,000, the second largest in Palm Beach County. The College is five miles from the town and the beach. Florida Atlantic University, an upper-division state university is just minutes away. Boca Raton is easily accessible by car from the Sunshine State Parkway, I-95, U.S. 1 and A1A. It is serviced by the major airports of Miami, Ft. Lauderdale and West Palm Beach.

HISTORY

The College of Boca Raton was founded in 1963 as Marymount College. The College is now under the control of a Board of Catholic laymen who subscribe to the philosophy of the Founders. It is now fully co-educational.

CAMPUS

The 123-acre campus (donated by the Arvida Corporation) is landscaped with a variety of tropical and semi-tropical plants and trees, including the swaying palms and stately pines. Four lakes reflect the natural beauty of the setting and the harmonious design of the architecture. The campus is bordered by the Boca Raton Bath and Tennis Club to the south and wooded tracts on the north, east and west.

All buildings have been constructed since 1963 and are completely air-conditioned.

CARROLL HALL is the academic building providing classrooms, science labs and art studios. It is a two-story structure with all rooms opening onto a scenic courtyard.

LYNN STUDENT CENTER houses the dining room, chapel, auditorium, business offices, Student Union, and Student Rathskeller.

LANDGREN CHAPEL, dedicated to the memory of Harold Landgren. Mass is celebrated here regularly and the Chaplain's office is adjacent.

LEWIS LIBRARY, built in 1969, serves as a total learning resources center. The collection is planned to reach 50,000 volumes and is supplemented by slides, records, tapes, filmstrips and a dial-access system to produce an outstanding collection of audio-visual materials. The building also houses a theatre, academic and admissions offices.

TRINITY HALL, a three-story residence hall accommodating 120 students, contains lounges, laundries, recreation areas and the resident proctor's apartment and offices.

PATTON HALL houses 200 students in attractive two-student rooms. Four wings, each housing 50 students, help provide the experience of group living with personal responsibility. As in Trinity Hall, all residence halls are equipped with their own lounges, laundries, recreation areas and resident proctor rooms.

WIXTED HALL, constructed in 1967, duplicates Patton Hall in floor plan and facilities.

ATHLETIC FACILITIES include an outdoor pool for year-round use; tennis courts; basketball court; soccer and baseball fields; space for volleyball and similar sports. Golf, riding and bowling are available nearby. Various sports activities are available in the intramural program.

II. Student Life

Every phase of college life provides a learning situation wherein the student is guided toward wise decision making. While the College of Boca Raton gives primary emphasis to formal learning through instruction and study, it clearly recognizes that the student has many other needs – personal and social – for which it must provide. To serve these needs, the College offers a program of student services.

The student has ready access to educational and career guidance. Student organizations covering a wide range of interests offer the opportunity to develop many talents and skills. By participating in these activities, the student is exposed to situations that challenge initiative and leadership.

Within the orbit of student services are the offices of the Dean of Students, Director of Housing, Guidance Counselor, Director of Campus Ministries and College Nurse.

COUNSELING

Counseling at the College aims to further the total development of each individual student. This accent on the individual implies a very definite interest in all phases of the life of the student whose academic and social welfare are of primary concern. Upon arrival, each student is assigned a faculty advisor who helps choose the program of studies and meets with the student regularly during the year to evaluate progress and discuss any problem related to college life. In addition, students are encouraged to consult individual instructors, residence hall advisors and the professionally trained guidance and counseling staff.

ORIENTATION

An orientation period helps the student adjust to college life with as much ease as possible. This orientation familiarizes the new student with the College of Boca Raton's spirit as seen in its policies, and its operation as seen in its organizational procedures. It also gives the College an opportunity to know its students' needs and difficulties and to determine how it can assist them. Orientation for new students takes place before classes begin.

RESIDENCE HALLS

The three residence halls, Trinity, Patton, and Wixted Halls, provide full living accommodations for 500 students. The men's and women's halls each provide adequate facilities for entertaining guests, relaxing with friends, and doing routine chores (laundry, ironing, etc.). Each double room contains two Hollywood beds, two desks, chairs, bureaus, closets, bookcases, and a washbasin and medicine chest. All room accessories (drapes, rugs, bedspreads, lamps, etc.) are provided by the student. Space for discussion groups or study groups is also available, as are telephones, television lounges and just-chatting corners. New students are assigned to rooms and roommates by the Student Services Office who will make any adjustments. Returning students choose their own rooms and roommates. Through the co-operative efforts of all, a living environment rich with the joys of friendship and sharing add a new dimension to the learning experience.

College of Boca Raton is a residential college and all students are required to live on campus except those who are living at home with their parents within commuting distance, and those who are married.

Resident students are subject to the disciplinary regulations published in this catalog and in the Student Handbook distributed at the beginning of each college year.

HEALTH PROGRAM

The objective of the student health program is to make students aware of the importance and advantage of good mental and physical health. The college nurse works in conjunction with the community medical services to provide adequate health care. The aim of this service is to care for the immediate health of the individual student, and to develop in all students proper habits of living. It includes medical examinations, treatment for minor ailments in the college infirmary, advice and guidance in matters affecting health and, with the cooperation of the physical education staff, the supervision of organized physical activities. A complete medical report is required from each student before admission. This includes a health history and a physical examination form. A registered nurse is on duty in the infirmary every weekday. She will make appointments with a local physician as necessary. Two full service hospitals are within a short distance of the college. Students with special problems (allergies, etc.) will be cared for by the nurse at the request of the parents or the family physician.

STUDENT ACTIVITIES

An expanding program of activities complements the academic program. The student chooses those activities which will contribute most to enjoyment and growth – student government, drama club, choral club, athletics, newspaper, yearbook, etc.

The College sponsors a number of cultural activities available to the local community as well as to students. Art exhibits by professionals or by students are often held on campus.

There is a variety of student social activities: beach parties, dances, folk festivals, films, pool parties, sports days, intramural sports, award dinners, dramatic productions, and informal entertainment in the Rathskeller.

Our location in Boca Raton permits students to take advantage of the extensive cultural offerings of nearby Palm Beach, Fort Lauderdale, and Miami. They may visit art galleries, attend symphony concerts, hear distinguished lecturers, enjoy fine performances of opera and ballet. Whatever the individual's interest, from fine arts to professional football to gourmet dining, all can be found in South Florida.

ATHLETICS

Students are encouraged to engage in sports on an intramural basis. They may take part in swimming, basketball, softball, volleyball, bowling, tennis, and on a "club" basis, soccer.

GENERAL REGULATIONS

The College regards its students as responsible young adults and allows them considerable personal freedom. The rules and regulations are few – but they are firm, and violation of these rules may result in expulsion.

The possession or use of marijuana or any form of narcotic or hallucinogenic drug is expressly forbidden.

The men's and women's dorms are open for visitation between noon and 11 p.m. Sunday through Thursday, and from noon until 1 a.m. on Friday and Saturday. Students may not be in the dorms of the opposite sex outside of visitation hours.

Beer and wine is served in the Rathskeller during the evening hours. The use of alcohol is permitted in one's own room but is not permitted in lounges, lobbies and other public places on campus.

There is no formal curfew for students. However, the campus maintains a full security system and has established safe hours for their protection. Students who desire to be off campus beyond safe hour must obtain a late pass or an overnight extension from the appropriate housing officials. An atmosphere of quiet and consideration for others is expected particularly in the evening hours. No pets are allowed. Rooms must be vacated during the Christmas, Easter and summer vacations. In general the student's privacy is respected, but rooms may be entered and inspected to ensure proper maintenance and compliance with college regulations.

Automobiles are allowed on campus but must be registered with the Office of Student Services. Speeding, driving and/or parking on grass and similar violations will result in fines and in loss of the right to have a car on campus.

Damage to the dorm rooms will be billed to the students occupying them. Damage to other areas of the campus, when the responsibility can not be determined, will be charged to all students on a pro-rated basis. Damage to or theft of property belonging to the college or to students will be reported to the Boca Raton Police Department for investigation.

Firearms, fire-crackers and dangerous weapons are not permitted on the campus.

III. Admissions

The College of Boca Raton welcomes applications from young men and women of every race, color, and creed who desire the type of education which will enrich their lives personally and equip them with skills to embark on successful careers or professions.

The College retains the basic Catholic orientation of its founders, but requires no courses in religious doctrine or attendance at religious services. Students of all faiths are welcome to enroll.

All candidates must be graduates of a recognized high school or must present some formal evidence of completing high school requirements such as a General Equivalency Diploma. Greater emphasis is placed on the recommendation of the guidance counselor than on test scores. The College recognizes the effect of determination and motivation on a student's performance in college and is anxious to give each individual a chance to prove himself. Applicants are encouraged to take the SAT of the College Entrance Examination Board (or the ACT) and these scores are used for placement purposes.

PROCEDURE

1. Complete the application form and send it to the Admissions Office with the \$20 fee. There is no deadline for applications. Most students apply early in their senior year.

2. Ask your school counselor to send a transcript of your grades and a letter of recommendation directly to the admissions office. Your SAT or ACT scores may be included on your transcript or they may be sent separately.

3. If it is possible for you to visit the campus, please call or write to arrange for an interview and tour of the campus.

4. As soon as your school records and counselor's recommendation are on file the college will notify you of its decision. Upon acceptance, a deposit is required to reserve your place in the class. This deposit is non-refundable but is credited to your account.

5. Final acceptance is confirmed when the College receives the final transcript confirming graduation from high school and a medical report signed by the family physician. These reports are filed during the summer before entrance to college.

TRANSFER STUDENTS

Transfer students are welcome at the college, and every effort is made to make the transfer of credits as easy as possible. Transfer students should follow the general admissions procedures outlined above. They do not need to submit a high school transcript if they have already completed fifteen college credits. They must send in the college transcript from each college attended along with a recommendation from the Dean of Students. A form for the Dean's recommendation will be sent to the student as soon as his application is received. In general, full credit will be given for all work completed with a grade of C or better at other accredited colleges.

EARLY ADMISSION

Students who wish to enter college directly after the eleventh grade may apply for early admission if their guidance counselors recommend such action. They must arrange with the high school to receive a high school diploma when they complete one semester (or one year) of college. They should apply early in the eleventh grade.

FOREIGN STUDENTS

The College of Boca Raton is proud of the international character of its student body and welcomes students from other nations. **All foreign students must be fluent in English before they enroll** since we do not have classes to teach English to foreign students. Applicants will be asked to furnish proof that they can read, write and speak English fluently. Such proficiency may be shown through the TOEFL exam which is administered by the College Board, or by taking the English fluency test at the nearest American consulate in their native country. They may also submit letters of recommendation from those teachers who have instructed them in English. All transcripts of their previous academic work must be translated into English before they are sent to the College. Students admitted to the United States on a student visa must be full-time students and may not engage in off-campus employment without the written permission of the U.S. Immigration authorities. Because no federal financial aid funds are available to foreign students, they must be prepared to pay full fees as listed in this catalog. They must also be aware that the campus is closed during vacation periods and they must provide for their own off-campus housing at such times.

ADVANCED PLACEMENT AND CLEP

The College of Boca Raton participates in the Advanced Placement Program and grants credit for knowledge and skills acquired outside of formal classroom experience. High school students who have taken the Advanced Placement tests and scored 3 or higher may earn both credit and placement in a higher level course. Veterans, mature students, those who have learned "on their own" may earn college credit by taking the CLEP tests. Such students may earn up to 30 credits from the General Examinations and meet all the requirements of freshman year. Information may be obtained by writing CLEP, Box 1821, Princeton, N.J. 08540.

IV. Finances

FINANCIAL REGULATIONS

All financial obligations or financial arrangements must be completed before the student registers. As the College incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from fees be assured in order to plan and maintain these services over the entire year. For this reason it is understood that students are enrolled for the entire academic year or such portion as remains after the date of entrance. The fact that fees are paid in two or more installments does not constitute a fractional contract.

All financial obligations must be satisfied before semester grade reports or transcripts of credit will be released. **ALL STATEMENTS AS RECEIVED ARE DUE AND PAYABLE IN FULL ON OR BEFORE THE DATE SHOWN ON THE STATEMENT.**

REFUND POLICY

The College reserves the right to dismiss any student who fails to meet the required standard of scholarship and to dismiss or suspend any student for violation of the rules of the College or for any other reasonable cause. In view of the foregoing and since the College must make its financial commitments for the entire academic year, no reduction or refund of fees will be made because of the absence, withdrawal, transfer, dismissal or suspension of a student.

TUITION AND FEES

Tuition	\$2,900 a year
Room and board	<u>1,700 a year</u>
	\$4,600 Total

PAYMENT OF FEES

A parent may elect to make a single payment for the entire academic year, as follows:

Dormitory Student

Reservation Deposit	\$ 200
Balance due	<u>4,400</u>
	\$4,600 Total

Day Student

Reservation Deposit	\$ 100
Balance Due	<u>2,800</u>
	\$2,900 Total

For those electing a two payment plan the schedule is as follows:
(The extra \$100 is a service charge)

Dormitory Student

Reservation Deposit	
First Semester	\$ 200
Payment Before	
First Semester	2,150
Reservation Deposit	
Second Semester	200
Payment Before	
Second Semester	<u>2,150</u>
	\$4,700 Total

Day Student

Reservation Deposit	
First Semester	\$ 100
Payment Before	
First Semester	1,400
Reservation Deposit	
Second Semester	100
Payment Before	
Second Semester	<u>1,400</u>
	\$3,000 Total

NOTE: All reservation deposits are non-refundable. The two-payment service charge is waived for those students receiving financial aid through the following federally funded programs: BEOG, SEOG, CWS, and NDSL.

PART TIME STUDENTS

Tuition \$80 per credit hour

(Part time students may not register for more than 6 hours in any semester.)

Credit by

Examination \$50 per credit hour

(Credit earned through CLEP scores, work experience, studies in military service, etc. are in this category.)

LABORATORY FEE

charged for certain lab courses \$25

GRADUATION FEE

\$50

DAMAGE RESPONSIBILITY

Students are responsible for their rooms and their campus. Damage to rooms and public areas of the dormitories and campus are assessed based on individual, joint or group responsibility. The College always attempts to identify those individuals responsible for damage or vandalism. When this is not possible, all students must bear an equal portion of the cost and responsibility. Deductions are also made to cover delinquent infirmary/medical charges.

NOTICE: The College reserves the right to change, upon reasonable notice, any of the fees printed in this catalog.

PRIVATE ROOMS

A limited number of suites and private rooms are available on a first-come, first-served basis.

Students interested in living in a suite or private room must indicate their desire to the Office of Student Services. Students will be placed on a waiting list and assigned to the available private rooms during the first week of school. Private room charges are \$450 per semester.

Suites, which consist of two private rooms with an adjoining bathroom, are \$550 per semester. Two students are assigned per suite. Private room and suite charges are payable when assignments are made.

BOOKS

Textbooks may be purchased in the Campus Bookstore on a cash basis only. Other school and personal supplies are available there.

STUDENT INSURANCE

The College has incorporated a group plan for accident insurance. The College of Boca Raton assumes no responsibility for loss or damage to the personal property and effects of students. If students desire insurance protection for their personal effects, they should obtain coverage in conjunction with their parents' insurance or from an independent source.

LATE REGISTRATION

Approval must be obtained from the Academic Dean in all cases of late registration. A fee of \$10 will be charged for late registration.

LAUNDRY

Coin operated laundry machines are available in each dormitory. Students are to provide their own towels and linen.

MEALS

Nineteen meals are served each week except during Thanksgiving, Christmas and Easter vacations. All residence halls and dining facilities are closed during vacation periods.

AUTOMOBILES

Students may have their own automobiles on campus provided they are registered in the office of Student Services.

WITHDRAWAL

Notification of withdrawal for any reason must be made to the Recorder's office by filing the Formal Request for Withdrawal form.

CHECK CASHING SERVICE

The College will cash students' personal checks at the College bank. Checks returned by the bank for any reason will be assessed at \$5.00 per check service charge to be paid by the student cashing the check. Several banks in Boca Raton welcome student accounts.

V. Financial Aid

The College of Boca Raton participates in all financial aid programs sponsored by the federal government. The purpose of these programs is to supplement the resources of the applicant and his family. All financial aid awards are made on the basis of need and all applicants must file a financial statement showing the family's resources. The financial aid available is limited and applicants are encouraged to apply as early as possible (preferably by February 15 for entrance the following September). Tentative awards are made when the student has filed all the required forms and the analysis of need has been received from the College Scholarship Service. Aid is generally awarded in a combination of loan, employment and grant. Students are also encouraged to apply for any state grants or loans which are open to them and to investigate educational loans from local banks.

PROCEDURE

1. Any applicant for admission who indicates on his application that he is seeking financial aid will be sent a financial aid application and a Financial Aid Form.

2. The college aid application must be filled in and returned to the College. The Financial Aid Form must be completed and returned to the College Scholarship Service. The CSS will process this form and send the college a report on what the family can be expected to contribute to the educational costs.

3. The student should make sure that his transcripts and recommendations are on file at the college since no financial aid decisions are made until a student has been accepted.

4. When the student has been accepted and the financial analysis has been received from the College Scholarship Service, the College will determine the financial aid award and notify the student. If the student wishes to accept the award, he must notify the College within 15 days and submit the non-refundable \$200 deposit. This deposit is credited to his account.

5. No financial aid is available to foreign students.

TYPES OF AWARDS

The applicant does not apply for the various types of awards individually. The College will determine the types and amounts of awards from the amount of aid available in the various programs and the family's expected contribution.

BEOG and SEOG

The Basic Educational Opportunity Grant is a federal aid program for those with substantial need. The grant may be worth up to \$1,600 a year depending on the family's resources and the federal funds actually available. The Financial Aid Form (FAF) which the college requires for its aid programs is also used to determine eligibility for the Basic Grant, so the student does not have to file a separate application for this award. The Supplementary Grant provides additional assistance to those with severe need who can not meet college costs with the other available forms of aid.

NATIONAL DIRECT STUDENT LOAN

NDSL programs provide low interest loans to students who demonstrate need. Repayment of the loan begins nine months after the student ceases to be at least a half-time student. The College will allocate these loans to those who are eligible.

COLLEGE WORK STUDY PROGRAM

Under this program, students are assigned jobs on campus depending on their financial need and the availability of funds. The average award is \$600 a year.

GUARANTEED STUDENT LOAN

This loan is available through most local banks. The student should contact the bank for the necessary forms. The College will fill out that portion of the form which asks for verification of enrollment and of financial need. This type of loan may still be available to the student when all funds administered by the College (BEOG, SEOG, CWS, NDSL) have been used up. Apply for this directly to the bank.

STATE GRANTS AND LOANS

Most states have good grant and loan programs for state residents which may be used to attend out-of-state colleges. Investigate these through your high school guidance office or by contacting the Department of Education in your State capital.

TUITION LOAN PLANS

Parents who prefer to meet educational costs out of monthly income may do so through the programs of several educational loan companies such as these:

College Aid Plan, Inc.
1030 E. Jefferson Blvd.
South Bend, Ind. 46624
The Tuition Plan, Inc.
575 Madison Avenue
New York, N.Y. 10022

VETERANS' BENEFITS

The College of Boca Raton is approved for Veterans Training.

RENEWAL OF FINANCIAL AID

To have financial aid renewed, students must submit a new Financial Aid Form each year. They must be in good standing at the college both academically and socially.

VI. Academic Policies

STUDENT RESPONSIBILITY

Each student is responsible for a knowledge of and adherence to regulations covering registration, withdrawal, degree plans, graduation requirements and the payment of tuition and fees.

ACADEMIC ADVISEMENT

Academic counseling for students at the College of Boca Raton begins with the first contact made with the prospective student. On the basis of high school grades, rank in class, scores on entrance examination board tests, and the information included in the application for admission, the student is advised as to the most suitable career oriented program. The ratio of faculty and staff members is such that individual attention is available to each student throughout his or her academic career at the College.

Each new student is assigned a faculty advisor who will assist in class scheduling, improving study habits, and career planning. All students should meet with their academic advisors at least twice during each semester. Sound academic advisement plays a significant role in the students' choices of electives. Advisors will guide their advisees into the most appropriate courses for each student's educational and career goals.

The counseling and guidance center works closely with students who have career, educational, and personal concerns. All other faculty, staff, and administrative officers are also available to assist students in any appropriate way possible.

CLASSIFICATION OF STUDENTS

Students are classified as matriculated or non-matriculated students:

1. **MATRICULATED STUDENT:** A full or part-time student who has demonstrated competence for collegiate study, has met all admission requirements and has declared his intentions to obtain a degree. In some cases, students may be undecided concerning their degree area. In order for both the student and faculty advisor to plan appropriate course distribution for each degree area, students are required to declare their degree area upon completion of no more than 15 credits for the Associate of Arts degree.

2. **NON-MATRICULATED STUDENT:** A full or part-time student who has not declared his intention or is not eligible to obtain a degree. Students seeking to matriculate into a degree program must declare their intentions with the Office of the Recorder upon completion of fifteen credits. Failure to do so may result in the loss of all credits taken beyond the fifteen-credit limit. Non-matriculated also refers to students who are enrolled in courses for self-enrichment and who are not following any specific degree program requirements.

ACADEMIC CLASSIFICATION

Matriculated students are classified as Freshmen or Sophomores. Academic classification is determined by the number of credit hours completed as given below:

Classification	Credit Hours
Freshmen	0-30
Sophomores	31-60

PART-TIME STUDENTS

A student registered for no more than six credit hours.

TRANSFER STUDENTS

A transfer student is also classified according to the above scale. Classification is determined by the number of transfer credits accepted by the College of Boca Raton.

ADMISSION TO CLASSES

Registered students are permitted to enter classes only after obtaining financial clearance from the Business Office and completing the registration process with the Recorder.

AUDIT

A student who wishes to audit a course must receive permission from his/her faculty advisor and the instructor of the course, and, if in excess of a fifteen credit-hour load, permission of the Academic Dean. A student who officially audits a course, although not required to take examinations, is expected to attend class regularly and to participate in a manner which is agreeable to the instructor. An "AU" will be recorded on the permanent record for courses officially audited. A full-time student will only be charged a registration fee for auditing a course. Students not otherwise enrolled will be charged the regular tuition fee.

CANCELLATION OF COURSES

The College reserves the right to cancel any course for which an insufficient number of students have enrolled or for other reasons deemed necessary for course cancellation. No charge is made to a student for a registration change necessitated by such course cancellation.

CHANGE OF REGISTRATION

Changes in registration are permitted only with the consent of the instructor involved and the student's faculty advisor. Course additions or section changes must be made by the end of the first week of the semester. To drop or add or change a course section, the student must obtain the appropriate change form from the Office of the Recorder. The form must be signed by both the instructor and the faculty advisor. The completed form, accompanied by the necessary payments, must be presented to the Business Office. No classes may be dropped after the end of the eighth week of the semester. To change to a load of less than nine semester hours requires the approval of the Academic Dean.

ATTENDANCE REGULATIONS

Regular and punctual attendance is essential to successful academic achievements. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor regarding any absences. Faculty members will maintain a complete and accurate record on the attendance of each student and report to the student, Academic Dean, faculty advisor, and the guidance counselor whenever irregular attendance is endangering the student's scholastic status in the class. If the irregularity persists, the student is subject to receiving a grade of "XF" (failure due to excessive absences) which is included in computing the grade point average.

PERMISSION TO STUDY AT OTHER INSTITUTIONS

Students who desire to attend another collegiate institution while enrolled at the College of Boca Raton and have credits applied to their degree program must receive prior permission from the Academic Dean.

COURSE LOAD

The normal course load for full-time students is 9-15 semester hours. Students wishing to take additional courses must obtain permission from the Academic Dean. If permission is granted, the student will be billed for the additional courses at the prevailing tuition rate per credit hour. Students may not reduce their semester's course load to less than four courses without the written permission of the Academic Dean.

INDEPENDENT STUDY AND DIRECTED STUDY

Independent Study involves scholastic or research endeavors apart from regular courses offered at the College of Boca Raton. The student should pursue study with direction from his supervising professor.

Directed Study (regular catalog courses taken by special arrangement) involves the student and instructor in virtually a one-to-one relationship; i.e., frequent conferences regarding the study needed in order to complete a regularly offered course.

It is necessary for students desiring Independent or Directed Study to discuss this with their academic advisor and obtain the advisor's authorization. The student then must make arrangements with the appropriate faculty member and obtain the instructor's approval. Final authorization must be obtained from the Academic Dean. Appropriate request forms for Independent and Directed Study are available in

the Recorder's Office. Signatures denoting approval by the three persons involved must be obtained before a student can register for such a course of study.

The time limit for the completion of an Independent Study is one term. If more time is necessary, the student must make a formal application to his supervisor and the Recorder for an extension that is not to exceed one term.

Independent Studies may be proposed for one or more credit hours, although they generally will be valued at three credit hours.

GRADING SYSTEM

Faculty members have the responsibility of providing the College with an individual evaluation of the work of each student in their classes. Final course grades are entered on the student's permanent college record at the close of each semester or session. The grading system of the College of Boca Raton is as follows:

- A - Excellent
- B - Good
- C - Average
- D - Passing (lowest passing grade)
- F - Failure
- XF - Failure Due to Excessive Absences

OTHER SYMBOLS IN USE (not included in computation of average):

- WP - officially withdrawn from the course with a passing grade (withdrawal notice received by the Recorder).
- WF - Officially withdrawn from the course with a failing grade.
- AU - Audit
- R - Repeated
- I - Incomplete

A student who withdraws from a course during the first two weeks of the semester will not receive a grade, and the course will not appear on the permanent college record.

A student who withdraws from a course between the third and eighth week of the semester will receive either a WP or WF.

A student who is passing a course, but who has not completed the course requirements by the end of the semester will receive an "I." The grade of "I" reflects neither passing nor failing work, and will not be included in the calculation of the grade point average. The student is responsible for completing the course requirements during the first two weeks of the following semester. Failure to complete the course requirements within this time will result in the student receiving an "F" for the course.

COMPUTATION OF GRADE POINT AVERAGE

For numerical computation of grade point averages, the following values are designated:

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0
- XF = 0

The grade point average (GPA) is computed by dividing the sum of all grade points earned by the total number of semester credits in all courses for which grades of A, B, C, D, F, and XF have been received.

SCHOLASTIC INDEX

A cumulative record of the quality point standing of each student will be maintained. Students who fail to achieve acceptable minimums will be placed on academic probation for one semester, and their enrollment may be terminated at the end of the following semester if satisfactory progress is not made.

To remain in good standing, a student must maintain the following cumulative scholastic averages:

Student Classification	Cumulative Scholastic Averages
Freshmen, 0-30 Semester Hours	1.80
Sophomores, 31-60 Semester Hours	2.00

A freshman failing to attain 1.80 at the end of the first term will be warned by the Academic Dean and notification of this action will be sent to the faculty advisor and parent or guardian. Students failing to earn the standing designated above will be placed on academic probation and removed from the list of degree candidates until the appropriate cumulative standing is attained. No student may be considered as a candidate for a degree who does not have a 2.00 cumulative standing.

A student on academic probation may elect to enroll in the normal full-time load of five courses, but failing work at the mid-term point in any course will cause the Academic Dean to withdraw the student from that course. Although students on academic probation are prohibited from participating in any inter-collegiate competition and from seeking or holding student government and/or class offices they may participate regularly in extra-curricular activities insofar as this participation does not impair their studies.

A student is subject to academic dismissal immediately following a second consecutive semester of below minimum standard work which has caused the student to be listed on academic probation.

A student dismissed for academic reasons may seek readmittance by submitting a written petition for reconsideration to the Academic Dean.

TRANSFER CREDITS

The College of Boca Raton accepts credits from other institutions provided they are for courses considered the equivalent of College of Boca Raton courses and/or are acceptable as electives. Grades of "D" are accepted in transfer only to the extent that the student's incoming grade point average remains at least 2.00 after D's are considered.

No transferred course grades are considered in the determination of a student's cumulative grade point average for courses taken at the College of Boca Raton.

REPEAT COURSES

Where a course has been repeated due to failure, both the original and subsequent grades are recorded on the official College transcript, but only the passing grade is included in the calculation of the grade point average.

Required courses must be repeated if failed by the student. Courses may be repeated no more than twice following initial failure.

If a student repeats a course with a "D" grade, and fails the course, the "D" grade will be included in the cumulative grade point average. The "F" grade will appear on the transcript but will not be included in the cumulative grade point average.

DEAN'S LIST

Recognition for superior academic achievements at the College of Boca Raton is given both by the Administration and the Faculty.

The name of each eligible student who has completed at least twelve credits with no incompletes, withdrawals, or grades below C, and who has achieved a grade point average of 3.25 or higher for a semester, is placed on a list prepared for the Academic Dean. This list is publicized within the College and is distributed to news agencies in the local and regional area. Dean's List students receive a certificate of recognition at Honors Convocation.

Students who receive Dean's List for two consecutive semesters and who have demonstrated leadership, loyalty, and dedication are eligible for Phi Theta Kappa, The National Junior College Honor Society.

Graduating students who have achieved a cumulative average of at least 3.50, with no incompletes, withdrawals, or grades below C, are named to the President's Honor Society.

GRADUATION WITH HONORS

Students who have a scholastic index of 3.25 or higher may be recommended for graduation with honors. The scholastic index for graduation with honors is computed on the basis of courses taken at the College of Boca Raton.

The honors categories are as follows:

Honors Category	Scholastic Index
Summa Cum Laude	3.75-4.00
Magna Cum Laude	3.50-3.74
Cum Laude	3.25-3.49

HONORS AND AWARDS

Honors and awards are presented to students in the College as listed below:

The Trustees' Medal: awarded at graduation to the student who has exhibited outstanding scholarship, leadership, loyalty, and service to the College.

The Humanitarian Award: given at graduation to the student who has exhibited outstanding loyalty to the College community.

The President's Award: given in special cases to students exhibiting extraordinary service and commitment to the College.

The Scholastic Award: given at graduation to the two students who have attained the highest cumulative grade point average in their respective divisions.

RESIDENCE AND DEGREE REQUIREMENTS

In addition to specific courses and scholastic average requirements, each degree candidate must spend the last year (two semesters or the equivalent) earning not less than twenty-four semester hours in residence at the College of Boca Raton, uninterrupted by any work in another institution.

TRANSCRIPTS

Each student who has paid all his/her college fees is entitled, upon request, to receive without charge one transcript. For each additional transcript, the fee is \$2.00. Cash or checks made payable to the College of Boca Raton must accompany each transcript request.

WITHDRAWAL FROM THE COLLEGE

Students who withdraw from the College are required to obtain proper clearance. Clearance forms are available in the office of the Recorder. These forms must be signed by the following offices:

1. Academic Dean
2. Dean of Students
3. Faculty Advisor
4. Guidance Counselor
5. Business Office Bookkeeper
6. Librarian

VII. Degree Programs

ASSOCIATE OF ARTS DEGREE PROGRAMS

The Associate of Arts Degree Programs of the College of Boca Raton are designed to provide every student with a sound foundation in the major areas of knowledge through a core of mandatory and elective courses in English, the Humanities, and the Social and Behavioral Sciences. It is upon this base that students build special competence in their chosen areas of concentration.

Areas of concentration available in Liberal Arts are General Studies, Art, Commercial Art, Theatre Arts and Pre-school Education. Areas of concentration available in Business are Business Administration, Hospitality Management, Fashion Merchandising and Secretarial Administration.

ASSOCIATE OF ARTS IN LIBERAL ARTS

GENERAL STUDIES PROGRAM

FIRST YEAR

FALL

English Composition I	3	
Intro. to Sociology	3	
History/Govt. Elective	3	
Free Elective	3	
Free Elective	3	
		15

SPRING

English Composition II	3	
Intro. to Psychology	3	
Mathematics I	3	
Oral Communication	3	
Free Elective	3	
		15

SECOND YEAR

FALL

Science Elective	3	
History/Govt. Elective	3	
Philosophy & Contemp. Values	3	
Free Elective	3	
Free Elective	3	
		15

SPRING

Science Elective	3	
Literature Elective	3	
Free Elective	3	
Free Elective	3	
Free Elective	3	
		15

TOTAL CREDITS: 60

ART PROGRAM

FIRST YEAR

FALL

English Composition I	3	
History/Behav. Sci. Elective	3	
Art Appreciation	3	
Basic Communication Design	3	
Free Elective	3	
		15

SPRING

English Composition II	3	
Commercial Drawing	3	
Studio Elective	3	
Free Elective	3	
Free Elective	3	
		15

SECOND YEAR

FALL

Philosophy & Contemp. Values	3	
Studio Elective	3	
Studio Elective	3	
Free Elective	3	
Free Elective	3	
		15

SPRING	CR.
Oral Communication	3
Studio Elective	3
Student Exhibit/Seminar	3
Free Elective	3
Free Elective	3
	<hr/> 15

TOTAL CREDITS: 60

NOTE: For students planning to continue their studies at an upper-division school it is recommended that the elective group include Mathematics I, a Natural Science course, and a Behavioral Science course.

COMMERCIAL ART PROGRAM

FIRST YEAR

FALL	CR.
English Composition I	3
Intro. to Sociology	3
Art Appreciation	3
Basic Commercial Drawing	3
Basic Communication Design	3
	<hr/> 15

SPRING	CR.
English Composition II	3
Intro. to Psychology	3
Drafting	3
Commercial Printing	3
Three-Dimensional Design	3
	<hr/> 15

SECOND YEAR

FALL	CR.
Oral Communication	3
Mathematics I	3
Environmental Design	3
Product Design	3
Corporate Images	3
	<hr/> 15

SPRING	CR.
Free Elective	3
Free Elective	3
Printshop Internship	3
Portfolio Workshop	3
Student Exhibit & Seminar	3
	<hr/> 15

TOTAL CREDITS: 60

THEATRE ARTS PROGRAM

FIRST YEAR

FALL	CR.
English Composition I	3
Oral Communication	3
Acting I	3
Stagecraft I	3
Dance Composition I	3
Intro. to Theatre Arts	2
	<hr/> 17*

SPRING

CR.	
English Composition II	3
History of the Theatre	3
Acting II	3
Stagecraft II	3
Free Elective	3
	<hr/> 15

SECOND YEAR

FALL	CR.
Acting III	3
Drama Literature	3
Production Apprenticeship I	2
History/Behav. Sci. Elective	3
Free Elective	3
	<hr/> 14

SPRING

CR.	
Acting IV	3
Drama Workshop	3
Production Apprenticeship II	2
Philosophy & Contemp. Values	3
Free Elective	3
	<hr/> 14

TOTAL CREDITS: 60

*Not considered an overload for tuition purposes.

PRE-SCHOOL EDUCATION PROGRAM

FIRST YEAR

FALL	CR.
English Composition I	3
Intro. to Psychology	3
Philosophy & Contemp. Values	3
Prin. & Practices of Pre-School Teaching	3
Free Elective	3
	<hr/> 15

SPRING	CR.
English Composition II	3
Intro. to Sociology	3
Health & Nutrition	3
Curriculum Materials & Activities	3
Readiness Activities in Language Arts	3
	<hr/> 15

SECOND YEAR

FALL	CR.
Mathematics I	3
Music for Pre-School	3
Child Growth & Development	3
Readiness Activities in Math/Science	3
Free Elective	3
	<hr/> 15

SPRING	CR.
Oral Communication	3
Art for Pre-School	3
Practicum	3
Free Elective	3
Free Elective	3
	<hr/> 15

TOTAL CREDITS: 60

**ASSOCIATE OF ARTS
IN BUSINESS**

**BUSINESS
ADMINISTRATION
PROGRAM**

FIRST YEAR

FALL	CR.
English Composition I	3
Mathematics I	3
Economics I	3
Intro. to Business	3
Philosophy & Contemp. Values	3
	<hr/> 15

SPRING	CR.
English Composition II	3
Mathematics II	3
Economics II	3
Oral Communication	3
History/Behav. Sci. Elective	3
	<hr/> 15

SECOND YEAR

FALL	CR.
Principles of Management	3
Business Law	3
Accounting I	3
Statistics	3
Free Elective	3
	<hr/> 15

SPRING	CR.
Business Elective	3
Business Elective	3
Accounting II	3
Free Elective	3
Free Elective	3
	<hr/> 15

TOTAL CREDITS: 60

NOTE: For students planning to continue studies at an upper-division school it is recommended that the elective group contain at least one course in each of the following areas:

- Natural Sciences
- Behavioral Science
- History/Government

**HOSPITALITY
MANAGEMENT PROGRAM**

FIRST YEAR

FALL	CR.
English Composition I	3
Mathematics I	3
Economics I	3
Intro. to Hospitality Industry	3
Food/Beverage Mgmt.	3
	<hr/> 15

SPRING	CR.
English Composition II	3
Oral Communication	3
Accounting I	3
Hospitality Industry Admin.	3
Hospitality Mktg. & Sales	3
	<hr/> 15

SECOND YEAR

FALL	CR.
Philosophy & Contemp. Values	3
Front Office Mgmt.	3
Hospitality Elective	3
Hospitality Practicum I	3
Free Elective	3
	<hr/> 15

SPRING	CR.
History/Behav. Sci. Elective	3
Business Law	3
Hospitality Elective	3
Hospitality Practicum II	3
Free Elective	3
	<hr/> 15

TOTAL CREDITS: 60

FASHION MERCHANDISING PROGRAM

FIRST YEAR

FALL	CR.
English Composition I	3
History/Behav. Sci. Elective	3
Intro. to Fashion Business	3
Textiles	3
Free Elective	3
	<hr/> 15

SPRING

CR.	
English Composition II	3
Mathematics I	3
Fashion Merchandising	3
Fashion Coord. & Production	3
Free Elective	3
	<hr/> 15

SECOND YEAR

FALL	CR.
Oral Communication	3
Marketing Principles	3
Fashion Promotion	3
Fashion Illus. in Merchandising	3
Free Elective	3
	<hr/> 15

SPRING

CR.	
Philosophy & Contemp. Values	3
Advertising	3
Visual Merchandising	3
Fashion Practicum	3
Free Elective	3
	<hr/> 15

TOTAL CREDITS: 60

NOTE: For students planning to continue studies at an upper-division school it is recommended that the elective group contain at least one course in each of the following areas:

- Natural Sciences
- Behavioral Science
- History/Government

SECRETARIAL ADMINISTRATION PROGRAM

FIRST YEAR

FALL	CR.
English Composition I	3
Intro. to Business	3
Typing I	3
Shorthand I	3
Philosophy & Contemp. Values	3
	<hr/> 15

SPRING

CR.	
English Composition II	3
History/Behav. Sci. Elective	3
Typing II	3
Shorthand II	3
Free Elective	3
	<hr/> 15

SECOND YEAR

FALL	CR.
Oral Communication	3
Typing III	3
Office Practices I	3
Dictation/Transcription I	3
Free Elective	3
	<hr/> 15

SPRING

CR.	
Business Law	3
Free Elective	3
Office Practices II	3
Dictation/Transcription II	3
Practicum (or Bus. Admin. Elective)	3
	<hr/> 15

TOTAL CREDITS: 60

NOTE: It is recommended that one of the electives be either Mathematics I or Accounting I.

ASSOCIATE OF SCIENCE DEGREE PROGRAM

The Associate of Science degree program in Electronics Engineering Technology has been designed specifically to meet the critical shortage of electronics technicians in South Florida. The program's structure developed by area industry representatives, provides the education and training in electronics which industry considers essential. The curriculum makes the

program suitable for immediate employment as well as for continuing into upper division studies.

ELECTRONICS ENGINEERING TECHNOLOGY PROGRAM

FIRST YEAR

	CR.
Basic Electronics I/Lab	8
Physics I	4
Technical Math I	3
English Comp. I	3
	<hr style="width: 100%; border: 0.5px solid black;"/>
	18*

NOTE: Basic Electronics I includes AC-DC circuits, polyphase circuits, active devices. Basic Electronics II includes electronics circuits, communication circuits.

SECOND YEAR

	CR.
FALL	
Pulse & Digital Circuits	4
Logic Circuits	4
Computers & Programming	4
Technical Writing	3
Oral Communications	3
	<hr style="width: 100%; border: 0.5px solid black;"/>
	18*
SPRING	
Microprocessors	4
Test Equipment & Troubleshooting	4
Practicum (or Co-op)	4
History/Behav. Sci. Elective	3
Philosophy & Contemp. Values	3
	<hr style="width: 100%; border: 0.5px solid black;"/>
	18*

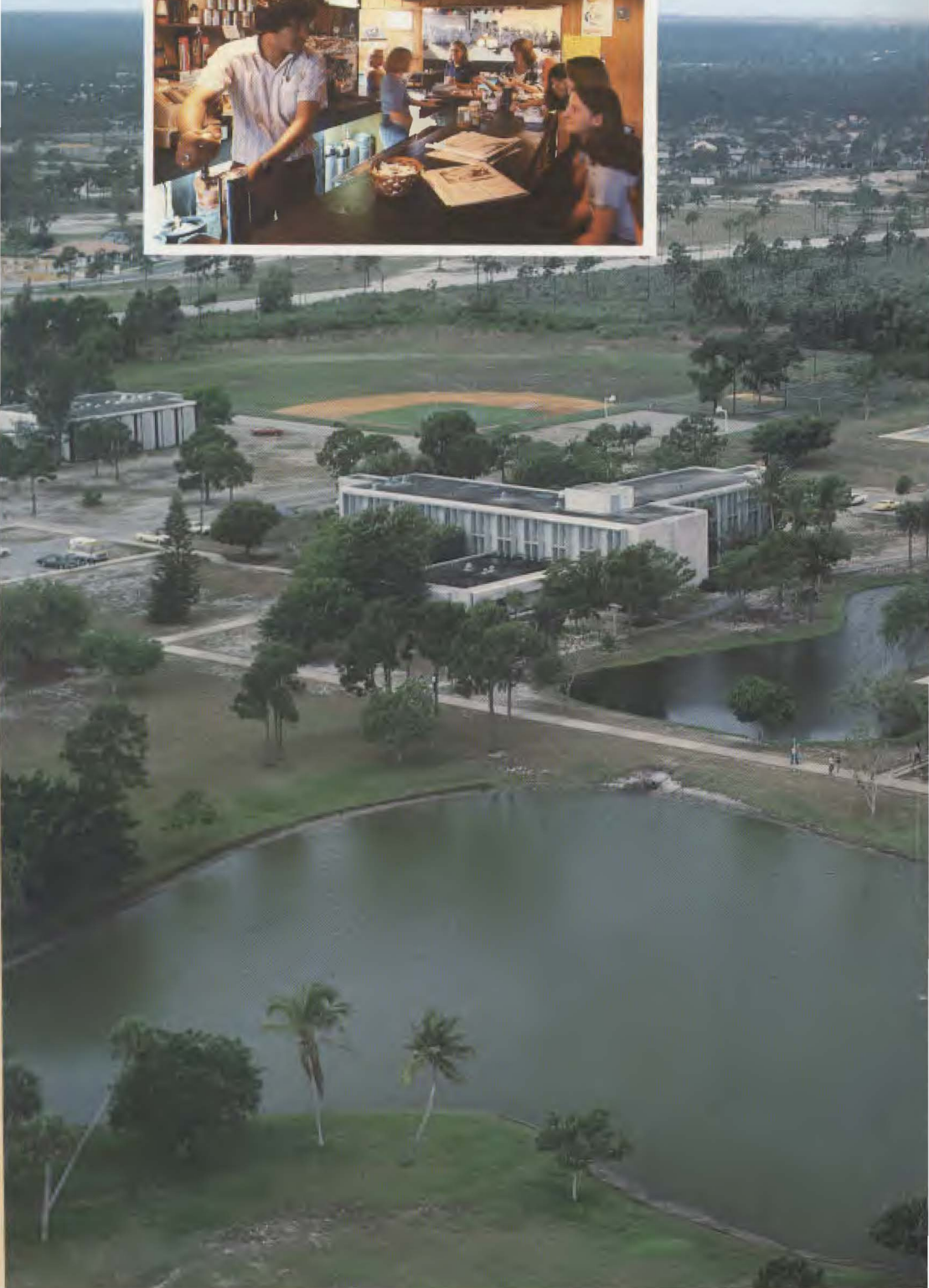
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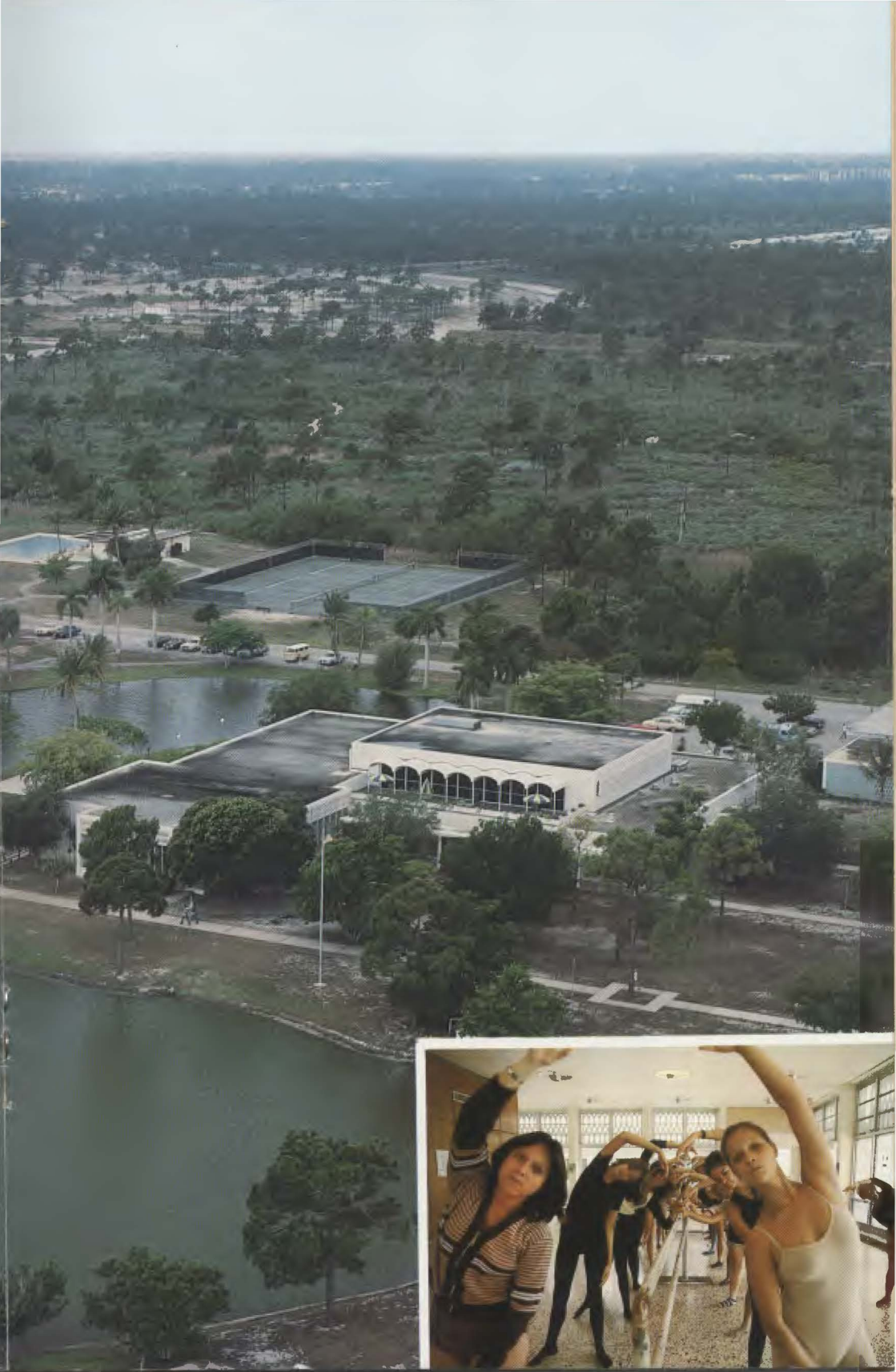
*Not considered an overload for tuition purposes.

ELECTIVE CHOICES

The various areas of concentration are designed such that each will meet the needs of students who will be continuing into upper division studies and of students who consider their two-year degree as terminal. Consequently, choices of free electives must be made with the academic advisor's assistance and concurrence. In choosing electives the primary factors which should be considered are the student's educational and career objectives and personal interests.









VIII. Course Descriptions

COURSE DESIGNATION GUIDE

ART – Art	BIO – Biology
PAR – Performing Arts	CHE – Chemistry
ENG – English	SCI – Physical Sciences
COA – Communication Arts	MAT – Mathematics
PHI – Philosophy	PSE – Pre-School Education
HUM – Humanities	ACC – Accounting
LAN – Languages	BAD – Business Administration
HIS – History	BFM – Fashion Merchandising
GOV – Government	HOM – Hospitality Management
PSY – Psychology	SEC – Secretarial Administration
SOC – Sociology	EET – Electronics Technology

COURSE NUMBER GUIDE

All courses which are included in the regular curriculum of the college are listed on the following pages.

The first (left-hand) digit of the course number has the following significance:

- 1 – Freshman Courses
- 2 – Sophomore Courses

The second (center) digit of the course number has the following significance:

- 0 = 8 – Identifies sub-discipline within a given subject area,
- 9 – Identifies special studies, seminars, and practicums.

The third (right-hand) digit of the course number has the following significance:

- Identifies a sequence of courses within a sub-discipline.

COURSE DESCRIPTIONS

LIBERAL ARTS

ART AND COMMERCIAL ART

ART 102 ART APPRECIATION

An introductory course approached through ideas rather than through chronology. Using modern and contemporary art as a focal point and moving back and forth in time, the course brings out subjects, themes, and stylistic tendencies that relate the present to the past. The characteristics intrinsic to each art form are explored.

3 credits.

ART 110 COMMERCIAL DRAWING

Basic training in commercial drawing, including perspective, layout and design, and creative problems in composition. Both visual observation and basic skills are stressed. **3 credits.**

ART 120 BASIC COMMUNICATION DESIGN

An introduction to the study of line, form, color, and texture, with emphasis on the organization of these elements into composition. The course is aimed toward guiding students to an ideal maximum freedom of expression for communicating through graphic design. **3 credits.**

ART 130 DRAFTING

Basic theory and techniques of drafting; mechanical drawing for the purpose of aiding the student in developing an ability to present his/her own ideas in a comprehensible form. **3 credits.**

ART 140 PRINTMAKING

Printmaking techniques including etching, aquatint, drypoint, engraving, embossing, collagraph and combined media. Work is done using both traditional and experimental techniques, both in black and white and in color. Developing and maintaining the constant relationship between feeling and craft, concept and medium is stressed. **3 credits.**

ART 150 COMMERCIAL PRINTING

Lay-out, stripping, plate-making, all of the steps preparatory to printing on the commercial off-set press. Advertising, promotional, and editorial projects are included. **3 credits.**

ART 160 THREE-DIMENSIONAL DESIGN

Models for Product Design, Package Design, and Landscape Architecture are developed. Included are all aspects of designing a successful package, and exploring the relationship of graphic design to 3-D form. Additional related topics covered are typography, materials, and marketing. **3 credits.**

ART 223 FASHION ILLUSTRATION

Developing awareness of design needs in the fashion-world through color and fabrics, figure proportions. Developing designer's sketch with emphasis on drawing and design rendering. **3 credits.**

ART 230 PHOTOGRAPHY

Fundamentals of photography, including picture-taking, developing, and print-making. **3 credits.**

ART 231 ADVANCED PHOTOGRAPHY

Further study of photography as an art form; includes use of color in photography, experimentation in composition and techniques of processing. **3 credits.**

ART 232 COLOR PHOTOGRAPHY

Advanced study in the use of color in photography; includes processing of color negatives and slides. Coordinated work with certain other art and fashion classes is required. (Prerequisite: Art 231.) **3 credits.**

ART 240 PRODUCT DESIGN

Each student designs a product. Every aspect of the design process, from the original concept and sketch through the drafting, presentation drawing, and model development are covered. Each step of the total process is evaluated individually and comparatively. Marketing, materials, and patent procedures are discussed. **3 credits.**

ART 242 ENVIRONMENTAL DESIGN

The basic aspects of contemporary environmental design, i.e., interiors, architecture, landscape architecture and urban planning, are explained and related to one another through diverse projects. Students develop a project from those offered in one of the above areas based on their own interests. **3 credits.**

ART 244 CORPORATE IMAGES

An investigation of corporate images, logos, and trademark systems, together with problems relating to each. Of primary concern will be the designer's role in developing relevant design material. Client presentations and problems will be discussed. **3 credits.**

ART 250 SCULPTURE

An exploration of three-dimensional design in the use of clay and in stone carving, with emphasis on acquiring basic technical skills. **3 credits.**

ART 261 PAINTING AND COLOR

Through the use of acrylic and various tools and techniques, basic technical skills and color relationships are learned. Ample opportunity exists for individual expression.

ART 270 LIFE DRAWING

Through the use of the live model and lectures in basic anatomy, the course examines drawing both as an act of creating independent works of art, and as a preparatory process in the creation of a finished work. Figure drawing stressing the use of light, weight and proportion. **3 credits.**

ART 281 PRINTSHOP INTERNSHIP

On-the-job training in all of the aspects of commercial printing as they apply to the off-set press. Experience will be gained in the campus printshop, and as opportunity permits, in local printshops. Work will be closely monitored and evaluated by the instructor. (Prerequisite: Permission of the instructor.) **3 credits.**

ART 290 STUDENT EXHIBITION AND SEMINAR

In this course the graduating student will design an exhibition of his/her work either individually or as part of a group. All phases of the exhibition will be the responsibility of the student, including selection of exhibition site, building of exhibition, publicity, design and printing of posters, programs, invitations, and hosting the exhibition. **3 credits.**

ART 291 PORTFOLIO WORKSHOP

Students learn to develop their own design portfolios. Each student's portfolio, which can be used in job searches or in seeking admission to advanced study schools, will be evaluated by the class. The highest professional standards will be stressed, along with "portfolio personality," i.e. an evaluation of the artwork as it reflects the artist. **3 credits.**

ART 295 DIRECTED STUDIES IN DESIGN

Concentration on individual development after the student has made his/her own beginning. All approaches are respected and attended. Students are required to make their own starts; individual directions will be explored and developed. Occasional assignments are given relative to personal direction. (Permission of instructor required.) **3 credits.**

PERFORMING ARTS

PAR 100 INTRODUCTION TO THEATRE ARTS

A course designed to introduce the dramatic arts student to all aspects of the theatre. **2 credits.**

PAR 105 ACTING I

Fundamental acting exercises designed to lead the student toward credibility on the stage. **3 credits.**

PAR 106 ACTING II

Continuation of Acting I, with individual attention given to acting problems. (Prerequisite: Acting I.) **3 credits.**

PAR 110 DANCE COMPOSITION I

A study of the basic principles of dance composition. French terminology and jazz will be incorporated in the course. **3 credits.**

PAR 111 DANCE COMPOSITION II

The use of formal structure, improvisation, encounter and chance as a means of choreographic invention and organization. (Prerequisite: Dance Composition I or permission of the instructor.) **3 credits.**

PAR 120 MUSIC APPRECIATION

A consideration of the principal musical forms against the background of other arts: Symphony, musical drama, jazz, folk music, and experimental forms. **3 credits.**

PAR 140 HISTORY OF THE THEATRE

The evolution of the theatre, from its beginnings in Greece and its further development in Shakespearean England to its contemporary settings. Included are studies of the classic dramas, musicals, and comedies. **3 credits.**

PAR 203 STAGECRAFT I

Set construction, painting, and techniques of mounting and shifting stage scenery. Knowledge of stage and theater terminology is stressed. Set work on various student productions. **3 credits.**

PAR 204 STAGECRAFT II

Continuation of Stagecraft I. (Prerequisite: Stagecraft I.) **3 credits.**

PAR 205 ACTING III

Continuation of Acting II, with further refinement of techniques, including characterizations. (Prerequisite: Acting II.) **3 credits.**

PAR 206 ACTING IV

Culmination of the series of acting courses, in which the student further develops and refines the skills and techniques essential for pursuing either advanced study or a professional career. (Prerequisite: Acting III.) **3 credits.**

PAR 210 PRODUCTION APPRENTICESHIP I

Actual on-the-job work, both front office and backstage, for student productions. (Prerequisites: Stagecraft I, II.) **2 credits.**

PAR 211 PRODUCTION APPRENTICESHIP II

Further work with increased responsibilities in various areas of student productions. (Prerequisite: Production Apprenticeship I.) **2 credits.**

PAR 220 DRAMA WORKSHOP

A study of the various aspects of theatrical experiences: acting, directing, set designing, costuming, and playwriting. **3 credits.**

ENGLISH

ENG 100 ENGLISH SKILLS

A course in basic grammar, sentence structure, and reading comprehension specifically designed for students needing remedial work prior to enrolling in English Composition I. **3 credits.**

ENG 101 ENGLISH COMPOSITION I

A course in clear, effective expression which is designed to develop abilities in composition. Students study prose masterpieces (with emphasis on the essay) and are trained in the use of library materials for preparing research papers. **3 credits.**

ENG 102 ENGLISH COMPOSITION II

A course in effective writing, emphasizing analysis of works of literature. Students study the various literary genres and do critical reading and writing. **3 credits.**

ENG 210 DRAMA LITERATURE

A study of classic dramatic literature including the works of Aeschylus, Sophocles, Euripides, Shakespeare, Racine, Moliere, Sheridan, Chekhov, and Ibsen. (Prerequisite: English Composition I.) **3 credits.**

ENG 211 THE SHORT STORY

A survey of major short story writers and themes. (Prerequisite: English Composition I, II.) **3 credits.**

ENG 212 THE MODERN NOVEL

A study of significant American, British, and Continental novels from 1900 to 1960. (Prerequisite: English Composition I, II.) **3 credits.**

ENG 220 MODERN POETRY

A study of the major forms of poetry in the works of British and American poets. (Prerequisite: English Composition I, II.) **3 credits.**

ENG 230 AMERICAN LITERATURE I

A survey of American literature from the Puritans to the Civil War. (Prerequisite: English Composition I, II.) **3 credits.**

ENG 231 AMERICAN LITERATURE II

American literature from the Civil War to the present. (Prerequisite: English Composition I, II.) **3 credits.**

ENG 235 WOMEN IN LITERATURE

A study of the female influence on literary works, looking at women as both writer and character. (Prerequisite: English Composition I, II.) **3 credits.**

ENG 280 WRITING WORKSHOP

A course in which qualified advanced students undertake the writing of a major research paper under faculty guidance. (Prerequisite: Permission of the instructor.) **3 credits.**

COMMUNICATION ARTS

COA 101 INTRODUCTION TO COMMUNICATION ARTS

A definition and description of what is meant by "communication" in a technologically oriented society. Emphasis on communicating through informative prose, slanted language, humor, music, literature, graphics and advertising. **3 credits.**

COA 105 ORAL COMMUNICATION

Practical study in the effective communication of words, thoughts, and emotions primarily by means of voice. Emphasis is on use of language and sound to create meaning, and on interpersonal communications. **3 credits.**

COA 205 ORAL INTERPRETATION

A fundamental course devoted to the theory, methods, and practice of oral communication of different types of literature. **3 credits.**

COA 210 PRINT JOURNALISM

The gathering, selection, writing, and editing of news, its sources, its processing and display. News writing will stress interest, readability, verification, and style. **3 credits.**

COA 220 CREATIVE WRITING

A practical course in writing poetry, short stories, plays and film scripts. **3 credits.**

PHILOSOPHY AND HUMANITIES

PHI 201 LOGIC

An elementary course in the principles and problems of critical thinking. The relation between language and reasoning; different uses of language; problems of meaning. Formal principles of deductive and inductive reasoning are studied and applied. **3 credits.**

PHI 202 ETHICS

A systematic study of the different ethical systems as found in the writings of Aristotle, Aquinas, Kant, Dewey, etc. The principles derived will be applied to the problems of the present in individual as well as social situations. **3 credits.**

PHI 204 PHILOSOPHY OF THOUGHT

Integration of the meaning and function of philosophy with other fields, e.g., art, history, politics, ethics. **3 credits.**

PHI 205 PHILOSOPHY AND CONTEMPORARY VALUES

A study of the basic schools of philosophy and their close relationship with contemporary times and the problems which confront mankind, both collectively and individually. **3 credits.**

HUM 210 INTRODUCTION TO THE GREAT IDEAS

A discussion and evaluation of several of the major intellectual ideas of Western civilization: human freedom and the problem of God; determinism and the problem of free will; justice and nature of man; happiness in human society. **3 credits.**

PHI 221 COMPARATIVE RELIGIONS

A comparative study of the world's great religions and their impact separately and collectively on the world today. **3 credits.**

NATURAL SCIENCE – BIOLOGY

BIO 104 BOTANY

A study of the basic concepts of life as exemplified by the plant kingdom, in order to develop in the student an awareness and appreciation of the tremendous contribution of plants to our lives, personally, environmentally, and economically. **3 credits.**

BIO 110 GENERAL BIOLOGY I

In-depth study involving scientific method, relation of biological principles to every day life; factors controlling growth and development; appreciation of the critical significance of the life sciences in the modern world. **3 credits.**

BIO 111 GENERAL BIOLOGY II

Continuation of Biology I dealing with heredity, embryology, population biology, ecology with the unifying theme of evolution; discussion of current related topics. Three hours lecture; two hours laboratory. (Prerequisite: General Biology I.) **4 credits.**

BIO 210 MARINE BIOLOGY

An intense introductory course in which the marine environment and its inhabitants are studied. Included are the physical as well as the biological aspects of the sea. Course normally will include at least one field trip. **3 credits.**

BIO 240 ECOLOGY

A study of living organisms in relation to their abiotic and biotic environment. Also reviewed are pollution and its effects on biota, especially man, and an examination of local environmental problems. (Prerequisite: 3 credits in Biology.) **3 credits.**

PHYSICAL SCIENCE & CHEMISTRY

SCI 100 INTRODUCTION TO PHYSICAL SCIENCE

Introduces the student to the basic concepts, methods, and achievements of physical science. The student acquires a better understanding of the natural and man-made environment and the physical forces that influence it. Selected topics from chemistry, physics, astronomy, and geology are integrated. **3 credits.**

SCI 130 PHYSICS I & LAB

A basic study of physics which includes methods of measurement, mechanics, analysis of forces, work, power, energy, and the laws of motion. **4 credits.**

SCI 135 PHYSICS II & LAB

A continuation of basic physics which includes heat, light, sound principles. **4 credits.**

CHE 110 CHEMISTRY IN TODAY'S WORLD

A lecture course which introduces the non-science student to the basic principles of chemistry, both organic and inorganic. Emphasis is on ways in which chemistry creates and solves problems in health, food, environment, etc., and how it leads to understanding of its role in contemporary living. **3 credits.**

CHE 130 GENERAL CHEMISTRY & LAB

An introductory course in the basic principles of chemistry, including elements, compounds, molecular and atomic structure. Includes two hours of laboratory work per week. **4 credits.**

CHE 135 INTRODUCTORY ORGANIC CHEMISTRY

A study of fundamental principles, theories, and laws of inorganic chemistry, including a survey of common groups of organic compounds and the chemistry of compounds with biological interest. Emphasis will be on learning nomenclature, structure, preparation, reactions, and uses of each group. Includes two hours of laboratory work per week. **4 credits.**

MATHEMATICS

MAT 102 MATHEMATICS I

A fundamental course designed for students in both the liberal arts and business programs. Topics range from a brief arithmetic review on through number systems, sets, basic algebra, probability and statistics. Also included are certain areas in mathematics for business. **3 credits.**

MAT 130 TECHNICAL MATH I

Fundamental concepts of algebra and trigonometry; includes functions and graphs, equations and formulas, functions of angles, curves, trigonometric ratios. **3 credits.**

MAT 135 TECHNICAL MATH II

Introduces the technology student to basic concepts of statistics and applications of mathematics to the electronics field. **3 credits.**

MAT 202 MATHEMATICS II

A college algebra course which includes factoring, linear and quadratic equations, functions and graphs, permutations and combinations, and probability. This course is required for all business administration students. (Prerequisite: Mathematics I.) **3 credits.**

MAT 220 ELEMENTARY STATISTICS

A basic course in statistical methods. Analysis of statistical data in the form of tables, frequency distributions, graphs, central tendency, and variability. An introduction to probability theory is included. (Prerequisite: Mathematics II or permission of the instructor.) **3 credits.**

FOREIGN LANGUAGES

LAN 100 FRENCH I

Fundamental course in the four skills of listening, speaking, reading and simple writing. Basic grammar and vocabulary supplemented by audio-visual materials and exercises in the audio-visual laboratory. **3 credits.**

LAN 101 FRENCH II

Continuation of Elementary French I. Stress on building vocabulary and grammatical structure with practice for fluency. **3 credits.**

LAN 110 SPANISH I

Fundamental course in the four skills of listening, speaking, reading and simple writing. Basic grammar and vocabulary supplemented by audio-visual materials and exercises in the audio-visual laboratory. **3 credits.**

LAN 111 SPANISH II

Continuation of Elementary Spanish I. Stress on building vocabulary and grammatical structure with practice for fluency. **3 credits.**

LAN 202 FRENCH III

Review course in grammar, conversation, and reading. Emphasis on spoken idiomatic French and composition. (Prerequisite: French I, II or permission of instructor.) **3 credits.**

LAN 203 FRENCH IV

Introduction to French literature. Selections from poetry, drama, essays and fiction of 19th and 20th century literature. (Prerequisite: French III or permission of instructor.) **3 credits.**

LAN 212 SPANISH III

Review course in grammar, conversation and reading in contemporary subjects. Emphasis on spoken idiomatic Spanish and composition. (Prerequisite: Spanish I, II or permission of instructor.) **3 credits.**

LAN 213 SPANISH IV

Introduction to Spanish literature. Selections from poetry, drama, essays and fiction of 19th and 20th century literature. (Prerequisite: Spanish III or permission of instructor.) **3 credits.**

HISTORY AND GOVERNMENT

HIS 100 COLONIAL-MIDDLE PERIOD UNITED STATES HISTORY

A general examination of the foundations of U.S. History. The course will devote special emphasis to interaction of institutions and thought during several formative-critical periods. **3 credits.**

HIS 101 20th CENTURY UNITED STATES HISTORY

A thematic treatment of U.S. History in a socio-politico-intellectual framework designed to study particular trends in the development of U.S. institutions and thought in the 20th century with emphasis on the evolution of major contemporary forces. **3 credits.**

HIS 102 SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES

A study of U.S. History with emphasis upon political and social issues as they have affected the country's evolution. Also analyzed are the relationships between these political and social issues and the impact each has had on the other. **3 credits.**

HIS 202 HISTORY OF WESTERN CIVILIZATION

An examination of the significant trends and influences of the Greek, Roman, Early Christian, Byzantine, Islamic, and Medieval Western civilizations. **3 credits.**

HIS 203 EUROPEAN HISTORY

A study of selected historical phenomena from the Reformation to the present. **3 credits.**

HIS 220 MEN AND IDEAS OF THE 19th AND 20th CENTURIES

An intense examination of men and ideas in the 19th and 20th century Western civilization and their impact on history. (Prerequisite: American History or European History.) **3 credits.**

HIS 270 THE AMERICAN EXPERIENCE: AN INTERDISCIPLINARY APPROACH

A view of historical and contemporary America as seen through the "eyes" of various disciplines, e.g., social and behavioral sciences, management and labor, science and technology, the arts and humanities. **3 credits.**

GOV 100 AMERICAN GOVERNMENT

An analysis of the theory and practice of the basic principles underlying our political system; relationships between the executive, legislative, and judicial branches of the federal, state and local governments will be examined. **3 credits.**

GOV 150 POLITICAL SCIENCE AND CONTEMPORARY CULTURE

An in-depth examination of the basic concepts of modern political science with emphasis upon the behavioristic aspects of community interaction with government. (Prerequisite: American Government.) **3 credits.**

GOV 250 COMPARATIVE POLITICAL SYSTEMS

An examination of the structure of parliamentary systems of Western Europe with comparative studies of world governmental systems. (Prerequisite: American Government.) **3 credits.**

BEHAVIORAL SCIENCE – PSYCHOLOGY

PSY 100 INTRODUCTION TO PSYCHOLOGY

A study of the scope and methods of psychology with a view to understanding the human organism, the basic phases of human behavior, and the relevance of psychology in contemporary society. **3 credits.**

PSY 201 CHILD GROWTH AND DEVELOPMENT

A survey of the major concepts and theories of child development. Emphasis on contemporary thought and research. (Prerequisite: Introduction to Psychology.) **3 credits.**

PSY 202 ADOLESCENT PSYCHOLOGY

A study of adolescent interests and values influenced by views of self, family, education, group expectation and social change. (Prerequisite: Introduction to Psychology; Child Development.) **3 credits.**

PSY 210 EDUCATIONAL PSYCHOLOGY

An overview of the contribution of psychology to education. Brief review of child psychology, tests and measurements, learning theory, and classroom management. (Prerequisite: Introduction to Psychology.) **3 credits.**

PSY 220 GROUP DYNAMICS

Psychological principles as they apply to the individual in social groups; experimental analysis of group formation, maintenance, morale, and productivity. (Prerequisite: Introduction to Psychology.) **3 credits.**

PSY 250 ABNORMAL PSYCHOLOGY

Behavior deviations and mental disorders occurring in infancy, childhood, maturity, and senility; basic concepts employed in psychopathology, mental hygiene, and psychiatry. (Prerequisite: Permission of instructor.) **3 credits.**

BEHAVIORAL SCIENCE – SOCIOLOGY

SOC 100 INTRODUCTION TO SOCIOLOGY

A survey course designed to introduce the student to the science of sociology. Fundamental concepts and terminology used in the field; description and analysis of social relationships and group life; culture change; the process of social interaction. **3 credits.**

SOC 201 CONTEMPORARY SOCIAL PROBLEMS

A presentation of methods of identifying social problems. Analysis of such problems as crime, youth, drug abuse, discrimination and disadvantage, family disorganization, ecology, and armed conflict. (Prerequisite: Introduction to Sociology.) **3 credits.**

SOC 202 MARRIAGE AND THE FAMILY

An examination of the family as it differs cross-culturally and within industrial society; a consideration of alternative marital arrangements. (Prerequisite: Introduction to Sociology.) **3 credits.**

SOC 230 INTRODUCTION TO SOCIAL WORK

An examination of the modern welfare services, followed by the study of some of the methods by which social workers help to solve a host of problems which range from adoption and care for the aged to marital counseling, parole supervision, and community organization. **3 credits.**

SOC 240 CULTURAL ANTHROPOLOGY

Origin and development of human culture; functions of elements and configurations of material and non-material culture in meeting human needs. Examples of the dynamics of cultural processes from the social, economic, governmental, religious, and artistic life of various peoples. **3 credits.**

PRE-SCHOOL EDUCATION

PSE 100 PRINCIPLES & PRACTICES OF PRE-SCHOOL TEACHING

A study of programs for young children, including principles and procedures for the development of scientific, creative, social and cultural concepts. The course is supplemented by directed observations in pre-school settings. **3 credits.**

PSE 101 HEALTH AND NUTRITION

A study of the principles and concepts that help maintain individual and family health. The relationship between food and health; the quantitative needs of individuals and balanced dietary plans for varying home income levels. The feeding of infants, pre-school, and in-school children. The course will investigate social service agencies which deal with problems created by improper health and nutritional practices. **3 credits.**

PSE 103 CURRICULUM MATERIALS AND ACTIVITIES FOR THE PRE-SCHOOL CHILD

The course is designed to include a study of the methods and materials for various curriculum designs. Special focus will be placed on classroom management. (Prerequisite: Principles and Practices of Pre-School Teaching or permission of instructor.) **3 credits.**

PSE 205 READINESS ACTIVITIES IN MATH/SCIENCE

Emphasis upon developing and using meaningful strategies for involving children in experiences in the fields of mathematics and science. (Prerequisite: Curriculum Materials and Activities for the Pre-School Child.) **3 credits.**

PSE 207 READINESS ACTIVITIES IN LANGUAGE ARTS

Emphasis upon developing and using meaningful strategies for involving children in language arts experiences. (Prerequisite: Curriculum Materials and Activities for the Pre-School Child.) **3 credits.**

PSE 211 MUSIC FOR PRE-SCHOOL

Introduction to the use of music as a learning tool in the pre-school, with emphasis upon familiarity with types of music and acquiring basic skills with certain instruments used in the pre-school environment. **3 credits.**

PSE 212 ART FOR PRE-SCHOOL

Introduction to the use of various art forms and techniques as a learning tool in the pre-school. Emphasis will be on the acquisition of skills associated with the use of art supplies and techniques used in the pre-school environment. **3 credits.**

PSE 290 PRACTICUM IN PRE-SCHOOL EDUCATION

The development of teacher competency at the pre-school level through systematic observation, participation, and teaching under supervision within a pre-school center. Students are responsible for one day a week in a pre-school classroom; students provide their own transportation to the pre-school center. (Prerequisite: Permission of instructor.) **3 credits.**

BUSINESS

ACCOUNTING

ACC 100 PRINCIPLES OF ACCOUNTING I

A study of the fundamental principles and procedures of accounting as applied to the sole proprietorship business enterprise. Emphasis is on the accounting cycle, asset valuation, income determination, and preparation of financial statements. **3 credits.**

ACC 101 PRINCIPLES OF ACCOUNTING II

Continuation of Principles of Accounting I. A study of accounting principles and procedures as applied to the corporate and partnership forms of business enterprises. (Prerequisite: Accounting I.) **3 credits.**

BUSINESS ADMINISTRATION

BAD 100 INTRODUCTION TO BUSINESS

Introduces the student to the broad area of business. Topics include business, business management, business operations, financial management, quantitative methods, marketing management and international business. **3 credits.**

BAD 210 PRINCIPLES OF ECONOMICS I

Introduces the student to the basic principles of microeconomics which is concerned with the interrelationship of individual business firms, industries, consumers, workers, and other factors of production that comprise a modern economy. **3 credits.**

BAD 211 PRINCIPLES OF ECONOMICS II

Introduces the student to important macroeconomic concepts and their importance in our economy. Concepts include national income, total consumption, total investment, and the influence of the nation's economy upon contemporary social problems. (Prerequisite: Economics I.) **3 credits.**

BAD 212 BUSINESS LAW

An introduction to the rights, duties, and obligations of parties to business transactions through a study of contracts, sales, bailments, negotiable instruments. Also covered are the laws of agency, employment, and property. **3 credits.**

BAD 250 PRINCIPLES OF MANAGEMENT

Introduces the student to the major concepts of business management and organization. Management is studied as a process, which enables it to be analyzed and described in terms of several major functions, including planning, organizing, directing, and controlling. (Prerequisite: Sophomore standing or permission of instructor.) **3 credits.**

BAD 252 BUSINESS COMMUNICATIONS

The study of principles and practices underlying administrative communication, including the thinking and creative processes involved in problem solving. **3 credits.**

BAD 255 ORGANIZATIONAL BEHAVIOR

Provides exposure to the application of behavioral science concepts to the analysis of individual and group behavior within a formal organizational setting. (Prerequisite: Principles of Management.) **3 credits.**

BAD 256 SMALL BUSINESS MANAGEMENT

An analysis of the role and functions of the manager of a small business. Stressed are the essential aspects of managing this type of facility, including financing, planning, personnel and customer relations, and sales. **3 credits.**

BAD 260 PRINCIPLES OF MARKETING

Introduces the student to the functional area of marketing. Topics include buyer behavior, product planning, channels of distribution, price policies, and promotional activities. **3 credits.**

BAD 261 RETAILING

An examination of the evolution of retail establishments. Current trends in retailing and management problems are investigated, together with the functions and role of the retailer. **3 credits.**

BAD 262 SALES MANAGEMENT

A concentrated look at the sales function of marketing management. This course discusses recruitment and selection of sales personnel; training, compensation, and motivation programs; establishment of territories and quotas; and budgeting and forecasting problems. Cases and role-playing will be used extensively. Current issues affecting the sales manager's role will be discussed. **3 credits.**

BAD 264 ADVERTISING

An overview of the promotional aspect of the marketing mix, including sales promotion and public relations. Emphasized are the interactions of these areas in advertising strategy planning. **3 credits.**

BAD 270 INTRODUCTION TO REAL ESTATE

The economics of real estate, legal instruments, the real estate market, the real estate business, public and real estate activities. This course is a prerequisite of the Real Estate Commission for those seeking a salesman's license. **3 credits.**

FASHION MERCHANDISING

BFM 100 INTRODUCTION TO THE FASHION BUSINESS

An overview of the fashion merchandising segment of the industry with emphasis on fashion resources, career opportunities, and aspects of the various segments of the industry. **3 credits.**

BFM 120 TEXTILES

The basic fabrics commonly used in fashion merchandising are studied for sources of materials, construction, comparative qualities, and use. Methods of fiber identification, construction, and finishes are stressed. **3 credits.**

BFM 130 FASHION MERCHANDISING

An analysis of specific basic principles of merchandising fashions, including garment history, designers, fashion retailing organizations, the role of the buyer, and fashion planning and controlling in a department store environment. **3 credits.**

BFM 140 FASHION COORDINATION AND PRODUCTION

A course which stresses personal improvement in grooming and dress for the career woman and man. A major project is the planning, coordination, and presentation of a fashion show. **3 credits.**

BFM 225 FASHION PROMOTION

A study of the various methods of promoting and selling fashions. Stressed are topics in advertising, promotion and fashion displays. **3 credits.**

BFM 232 FASHION ILLUSTRATION IN MERCHANDISING

An analysis of the uses of fashion illustration in the overall merchandising process. Students will learn basic sketching but primary emphasis will be on the planning of layouts and developing individual projects. **3 credits.**

BFM 235 VISUAL MERCHANDISING

A course which stresses the basic principles and techniques of visual display and its role in the merchandising process. Students will plan and produce their own displays in the college's window display unit. Included in the course will be field trips to area malls and critiques of various displays. **3 credits.**

BFM 290 PRACTICUM

This course summarizes the fashion merchandising program with work experience in local retail stores. Under the supervision of the instructor and employer the student gains practical experience in merchandising. (Prerequisite: Permission of instructor.) **3 credits.**

HOSPITALITY MANAGEMENT

HOM 100 INTRODUCTION TO HOSPITALITY MANAGEMENT

The growth and progress of the hospitality industry; how hotels, motels and restaurants are organized, financed, and operated. The industry's opportunities and future trends. **3 credits.**

HOM 140 HOSPITALITY INDUSTRY ADMINISTRATION

An overview of the administration, analysis and control of hospitality management operations. Costs, supervisory effectiveness, payroll, control charting, reporting and long-range planning will be stressed. **3 credits.**

HOM 150 FOOD AND BEVERAGE MANAGEMENT

Surveys the entire food and beverage operation from purchasing, receiving, inventory and storage to preparation, handling, and servicing the guest or institutional consumer. **3 credits.**

HOM 160 HOSPITALITY MARKETING AND SALES

Sales planning, advertising and the types of sales programs needed in the hospitality industry. **3 credits.**

HOM 210 TOURISM AND THE HOSPITALITY INDUSTRY

A complete overview of one of the largest industries in our country. Explains the science of tourism and its importance to the hospitality industry. **3 credits.**

HOM 240 FRONT OFFICE MANAGEMENT

A study of front office procedures and operations, including identification and duties of the front office staff, guest relations, front office salesmanship, room procedures, and handling of cash/credit transactions. (Prerequisite: Hospitality Industry Administration.) **3 credits.**

HOM 242 CLUB OPERATIONS MANAGEMENT

An analysis of the procedures and areas of importance unique to the management and operation of a "club," including cost and inventory control, personnel matters, guest handling, and promotion. (Prerequisite: Food and Beverage Management.) **3 credits.**

HOM 244 SUPERVISORY HOUSEKEEPING

An introduction to housekeeping management stressing employee training, recordkeeping, and supervisory responsibilities. Studied are the various functions of the housekeeping department, health and safety, and cost control measures. (Prerequisite: Front Office Management.) **3 credits.**

HOM 250 QUANTITY FOOD MANAGEMENT

A course designed to provide the food service student with the necessary management tools to manage a quantity food operation. Included are menu preparation, planning, purchasing, inventory and cost control, equipment, and personnel handling. **3 credits.**

HOM 252 QUANTITY FOOD PRODUCTION

Students are exposed to the material, methods, equipment, and personnel needed to prepare quality foods in large quantity. Practical laboratory experience is available. **3 credits.**

HOM 254 BUFFET AND CATERING

A practically-oriented course which provides a thorough knowledge of planning and preparing various buffet meals and catering operations. Practical laboratory experience is available. **3 credits.**

HOM 270 LAYOUT AND DESIGN

A comprehensive analysis of the selection of equipment, space allocation, and layout of services necessary in the planning for new or modernized hospitality facilities. (Prerequisite: Sophomore status.) **3 credits.**

HOM 290-291 PRACTICUMS IN FOOD SERVICE

Students are assigned to food service establishments for practical field experience. (Prerequisite: Sophomore status.) **3 credits.**

HOM 292-293 PRACTICUMS IN HOTEL/MOTEL MANAGEMENT

Students are assigned to hotel or motel establishments for practical field experience. (Prerequisite: Sophomore status.) **3 credits.**

SECRETARIAL ADMINISTRATION

SEC 100 TYPEWRITING I

Introduction to the keyboard and correct typing techniques leading to development of speed and accuracy. Basic letter, manuscript, and tabulation forms are introduced. A minimum of 30 words per minute is required for entrance to Typewriting II. **3 credits.**

SEC 101 TYPEWRITING II

Further development of production ability in preparation of correspondence, reports, and business forms. Continued emphasis on speed and accuracy. A minimum of 40 words per minute is required for entrance to Typewriting III. (Prerequisite: Typewriting I or permission of the instructor.) **3 credits.**

SEC 110 SHORTHAND I

Introduction of basic Gregg shorthand theory. Dictation speed goal is 60 words per minute for 3 minutes. Basic transcription will be introduced. **3 credits.**

SEC 111 SHORTHAND II

Reinforcement of basic principles of Gregg shorthand. Special emphasis on increasing dictation speed, with a goal of 90 words per minute for 3 minutes.

Further development of transcription skills and correct English usage is stressed. (Prerequisite: Shorthand I or permission of the instructor.) **3 credits.**

SEC 202 TYPEWRITING III

Production ability is stressed through preparation of office forms, legal documents, tabulated reports, and correspondence. Speed and accuracy are further developed. (Prerequisite: Successful completion of Typewriting I or II or permission of instructor.) **3 credits.**

SEC 212 DICTATION AND TRANSCRIPTION I

Review of shorthand theory, intensive practice in speed building, emphasis on developing transcription ability. Speed goals are 110-120 words per minute. **3 credits.**

SEC 213 DICTATION AND TRANSCRIPTION II

Further training in shorthand and transcription ability with continued emphasis on increasing speed and accuracy. **3 credits.**

SEC 221 OFFICE PRACTICE I

A capstone course which develops administrative skills beyond typing and shorthand. Areas of study include application and resume preparation, telephone techniques, mail handling (internal) and preparation (external), personal grooming, hostess responsibilities, organization techniques, interaction with office personnel. **3 credits.**

SEC 222 OFFICE PRACTICE II

A continuation of Office Practice I. This course includes study of filing methods and an introduction to interview techniques. In addition to these aspects of a secretarial position, the student is encouraged to develop her professional personality and attitude. **3 credits.**

SEC 290 PRACTICUM

On-the-job experience in the stenographic or secretarial area. Students should discuss their capabilities with the instructor during the student's third semester so that arrangements can be made with area employers for participation during the student's final semester. (Prerequisite: permission of the instructor.) **3 credits.**

ELECTRONICS ENGINEERING TECHNOLOGY

EET 110 BASIC ELECTRONICS I/LAB

Provides the foundations in electricity and electronics upon which later specialization is built; includes basic AC/DC theory (Ohm's and Kirchoff's laws, reactance, impedance, resonance), active devices (diodes, bipolar transistors, integrated circuits, vacuum tubes), and single and polyphase circuits. **8 credits.**

EET 120 BASIC ELECTRONICS II/LAB

Continuation of foundation course; includes electronic circuits (discrete and integrated devices, multistage amplifiers, frequency response, oscillators) and communication circuits (applications of vacuum tubes and semi-conductors in oscillators, fundamentals of circuits in transmitters, receivers, and antenna systems). **8 credits.**

EET 201 TECHNICAL WRITING

Instruction in the theory and practice of planning and writing effective business and technical communications. Assignments are specifically designed for the electronics student and include written projects from basic technical notes to a specialized research paper. **3 credits.**

EET 210 PULSE & DIGITAL CIRCUITS

Basic design principles, and practical applications of both pulse and digital circuits; includes transient analysis, effect of bias, loading, gating. **4 credits.**

EET 215 LOGIC CIRCUITS

Basic design principles of, and familiarization with integrated circuits; includes the fundamentals of number systems, diodes and transistors, logic circuit gates, and electronic counters. **4 credits.**

EET 220 COMPUTERS & PROGRAMMING

Introduces the student to electronic data processing; includes numbering systems, basic characteristics of computers, flowcharting, and programming in various computer languages. **4 credits.**

EET 230 MICROPROCESSORS

Introduces the student to specific microprocessor systems; includes basic program routines, arithmetic logic, interrupts, and advanced programming for practical applications. **4 credits.**

EET 240 TEST EQUIPMENT & TROUBLESHOOTING

A course designed specifically to give the student a basic familiarity with contemporary, commonly used electronic test equipment and to provide an opportunity for the student to gain experience in accepted techniques of electrical and electronics troubleshooting. **4 credits.**

EET 290 PRACTICUM

Students are assigned to various area companies for practical on-the-job experience during the final semester. **4 credits.**

IX. The College Community

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Time, Inc.
- Leonard C. Barr, President (Ret.),
Eutectic Welding Alloys, Inc.

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Donald E. Ross, M.S., L.L.D., President
Constance M. Betchley, Assistant to the President
Diane F. Miller, Receptionist

Office of the Executive Vice President

Gerald D. Carville, B.S., Executive Vice President
Gregory J. Malfitano, B.A., Director of Campus Management
Sana Ul Qadir, A.A., Administrative Assistant
Jimmy Kaikobad, B.B.A., Financial Aid Clerk
Patrick Carville, Director of Buildings and Grounds
Mildred S. Jackson, Secretary
Sharon J. Norris, Business Office Supervisor
Rene G. Talcott, Bookkeeper

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Barbara Eberle, Secretary
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Colleen Calkin, M.Ed., Counselor
Winifred Alexander, R.N., College Nurse
Virginia Gay Moore, M.P.A., Resident Director
Michael Wilson, B.A., Resident Director
Josephine Stevens, Secretary

Faculty

The Faculty is comprised of the entire professional college community. It includes those members of the administration and staff whose full time efforts are dedicated to the welfare of the student body. The Adjunct Faculty are those who instruct on a part time basis at the College.

- Robert BartholomewHospitality Management
Assistant Professor
B.S., Cornell University
- Marie Richard Beck, R.S.H.M.Dean of Admissions
Associate Professor
B.A., Marymount College;
M.A., Marquette University
- Joel J. BlausteinBehavioral Science
Assistant Professor
B.A., University of Buffalo;
Ph.D., City University of New York
- Colleen CalkinGuidance Counselor
B.A., Albion College;
M.Ed., Northeastern University
- Gerald D. CarvilleExecutive Vice-President
B.S., Syracuse University
- Dorothy ClarkeAssociate Librarian
B.A., Brown University
- Martin DevereauxDirector of Campus Ministry
B.S., University of Notre Dame;
B.A., St. Mary's Seminary; M.A. (Cand.), Barry College
- Kenneth Howie, IIIDean of Students
B.S., Juniata College;
M.A., Washington College
- Gregory J. MalfitanoDirector of Campus Management
B.A., Wilmington College
- James D. MatthewsAcademic Dean
B.S., St. Louis University;
M.B.A., North Texas State University
- David O'NeillDirector of Housing
B.A., Castleton State College
- John R. PickeringHistory/Government
Assistant Professor
B.A., Stetson University; M.A., Florida State University;
Ph.D., University of Denver
- Eilene PiersonSpeech and Drama
Assistant Professor
B.A., Stetson University; M.A., University of North Carolina
- Ernest RanspachArt
Assistant Professor
B.S., University of Michigan; M.F.A., Wayne State University

- Marie Fidelis Remski, I.H.M.Biology; Associate Academic Dean
Professor
A.B., M.A., Ph.D., University of Michigan
- Neil F. RoncoBusiness Administration
Assistant Professor
B.A., University of Virginia; M.B.A., University of Miami
- Donald E. RossPresident
B.F.A., New York Institute of Technology;
M.S., Hofstra University; L.L.D., New York Institute of Technology
- Michael A. Galligan-StierleLay Minister/Counselor
B.S., St. Mary's University; M.A., Loyola College
Ph.D. (Cand.), St. Mary's University
- Donna SullivanFashion Merchandising
Instructor
B.S., University of Vermont; M.S. (Cand.), Florida Atlantic University
- Carol WershovenEnglish
Assistant Professor
A.A., Marymount College, Florida; B.A., M.Ed., M.A.,
Florida Atlantic University; Ph.D. (Cand.), University of Florida
- Mary Virginia YosgandesEnglish & Foreign Languages
Assistant Professor
B.A., Emmanuel College;
M.A., Boston University

Adjunct Faculty

- Robert J. CurranPhilosophy
Adjunct Instructor
B.A., M.A., Fordham University
- Steven DavisAccounting
Adjunct Instructor
B.S., Eastern Illinois University; CPA
- Matie EllerySecretarial Administration
Adjunct Instructor
B.S., Plattsburgh State University; M.S., Russell Sage College
- Doris ElmerSociology
Adjunct Instructor
B.S., University of Wisconsin; M.A., University of Chicago
- A. Alfred FinkBusiness Law
Adjunct Professor
L.L.B., Rutgers University
- Charles F. FletcherBusiness and Economics
Adjunct Instructor
B.S., Bethune Cookman College

Karl Joslow Adjunct Instructor B.A., Yale University; M.Ed., Boston College	Reading Specialist
Harry Koehler Adjunct Instructor B.S., Northwestern University	Food Service Management
Ellen Kirbert Adjunct Instructor B.S., Cornell University; M.S., Florida State University	Pre-School Education
Sidney S. Korn Adjunct Professor B.S., New York University; L.L.B., New York University	Business Law
John Livingood Adjunct Professor B.A., Gettysburg College; M.A., Ph.D., University of Pennsylvania	Mathematics
Antoin N. Nahas Instructor B.S., M.S., New Jersey Institute of Technology	Electronics Technology
Sean Quilter Adjunct Instructor B.A., M.A., National University of Ireland	Sociology
Marilyn Remus Adjunct Instructor Certificate, Victoria School of Theatrical Arts	Dance
Digna Rodriguez Adjunct Instructor Independent Consultant in Fashion Merchandising	Fashion Merchandising
Elsie Sears Adjunct Instructor B.A., Adelphi College; M.S., Rutgers University	Chemistry/Physics
Hubert Shenkin Adjunct Instructor B.A., M.B.A., City College of New York	Business
Barbara B. Tyler Adjunct Instructor B.F.A., Swam School of Design; M.F.A., University of Massachusetts	Commercial Design/Fashion Illustration
Kathryn E. Vass Adjunct Instructor B.A., M.Ed., Florida Atlantic University	Music
Harvey Warne Adjunct Instructor B.S., Ohio Dominican College; Registered Respiratory Therapist	Respiratory Technician
Mickey Warner Adjunct Instructor Vice-President, Interstate United	Hospitality Management

X. Academic Calendar

1979-80

September

4

Students arrive

5

Advisement and Registration

6

Classes begin

November

5-16

Early Registration for Winterim & Spring

21

Thanksgiving recess

begins after last class

26

Classes resume

December

17-20

Final Examinations

January

7

Registration for Winterim

Classes begin

25

Last day of Winterim

29

Students arrive

30

Advisement and Registration

31

Classes begin

February

16-18

Homecoming and Parents' Weekend

19

Classes Resume

March

28

Spring recess begins after last class

April

7

Students return

8

Classes resume

May

12-15

Final Examinations

17

Commencement

19

Registration for Summer Session

Classes begin

June

6

Summer Session Ends

1980-81

September

2

3

4

November

3-14

26

December

1

15-18

January

5

23

27

28

29

February

14-16

17

April

10

20

21

May

11-14

16

18

June

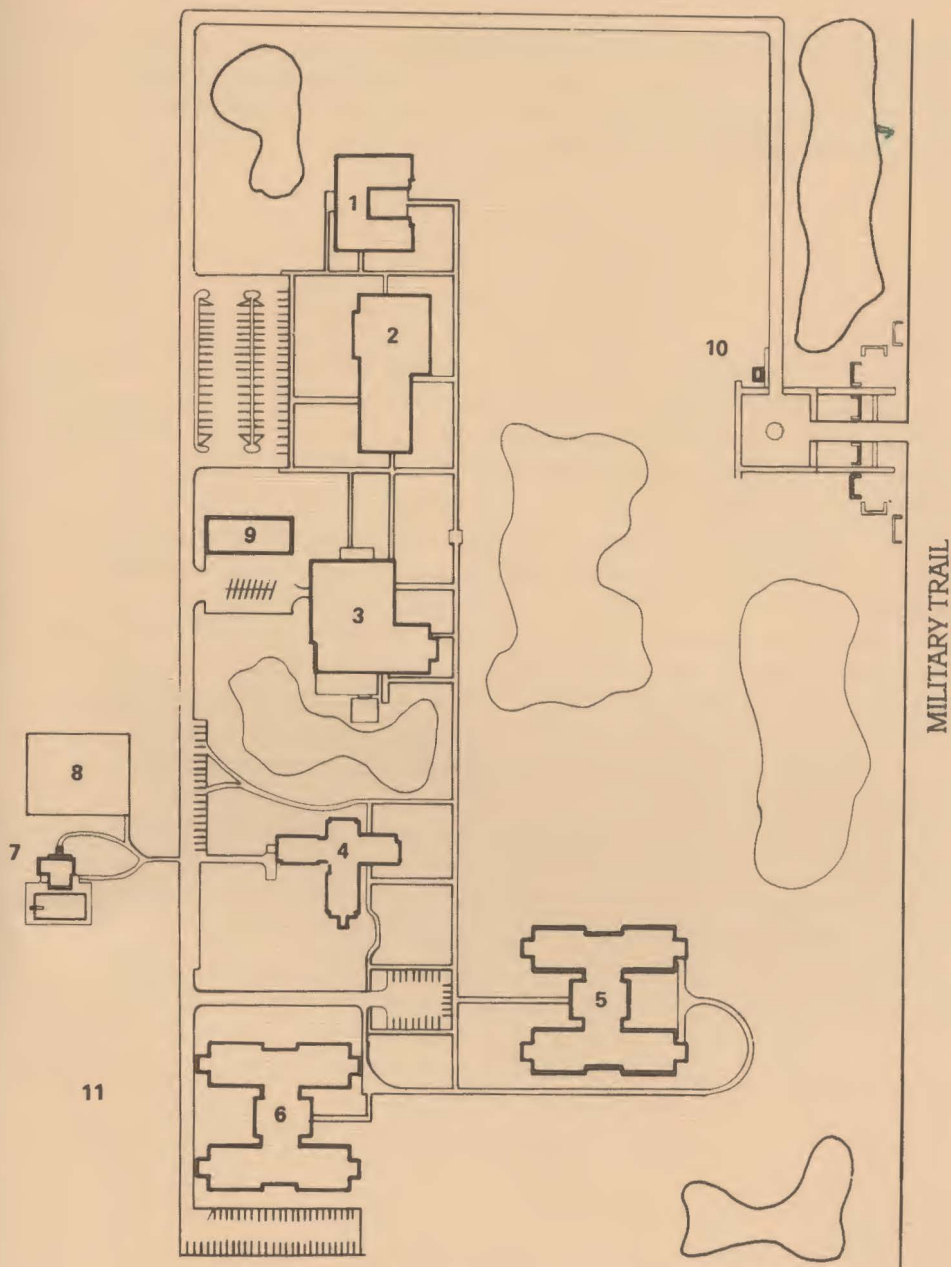
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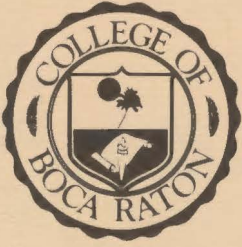




XI. Boca Raton Campus

- | | | |
|------------------------|------------------|---------------------|
| 1. CARROLL HALL | 5. WIXTED HALL | 9. MAINTENANCE |
| 2. LEWIS LIBRARY | 6. PATTON HALL | 10. CAMPUS SECURITY |
| 3. LYNN STUDENT CENTER | 7. POOL | 11. ATHLETIC FIELDS |
| 4. TRINITY HALL | 8. TENNIS COURTS | |





We invite you to visit the College of Boca Raton. To arrange an appointment, or for further information about the College, please contact the Dean of Admissions, College of Boca Raton, Boca Raton, Florida 33431, telephone (305) 994-0770.

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

There will be no refund of tuition, fees, charges or any other payments made to the College in the event the operation of the College is suspended at any time as a result of any act of God, strike, riot, disruption, or for any other reasons beyond the control of the College.

Admission of a student to the College of Boca Raton for any academic year does not imply that such student will be re-enrolled in any succeeding academic year.

