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.

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.

Donald E. Ross, President
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### 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
College of Boca Raton: Our Philosophy

"Guide cannot climb a mountain for an explorer; a college cannot "live" 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 needs. 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 meaningful 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 with many 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.

HISTORY
The College of Boca Raton was founded in 1963 as Marymount College. In December 1967 the College achieved the distinction of obtaining accreditation from the Southern Association of Colleges and Schools at the earliest possible date. Since 1971, the College has been under the control of a board of laymen who subscribe to the philosophy of the founders.

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 Services, 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, the resident proctor's apartment, nurse, Alumni Office and Office of the President.

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

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

ATHLETIC FACILITIES include an indoor pool for year-round use; tennis courts; basketball court; soccer and baseball fields; space for volleyball and similar sports. Golf, tennis and bowling are available. 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.
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 primary examinations, treatment for minor ailments in the college, 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 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 medical problems (allergies, etc.) will be cared for by the nurse at the request of the parents or the family physician.

**STUDENT ACTIVITIES**

A broad 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**

The intercollegiate programs are open to all students. The College of Boca Raton's small enrollment permits many students to find places on one or more of the teams. In the men's division the intercollegiate competition includes soccer, tennis, and golf. In the women's division there is volleyball, tennis, and softball.

In addition to intercollegiate sports, students are encouraged to participate in the intramural programs that include swimming, basketball, flag football, tennis, volleyball, softball, skating, and bowling.
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.

There are separate dormitories for the men and women with visitation privileges as specified by the college. Absolutely no use of alcohol, regardless of age, is permissible in any public area in the dormitories or anywhere on campus. Students of legal age are permitted to use alcohol at special activities. Violations of this policy will result in disciplinary action.

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 cannot 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.

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.
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 an accredited high school or must present some formal evidence of completing high school requirements in addition to a General Equivalency Diploma. Greater emphasis is placed on the recommendation of the high school counselor than on test scores. The College recognizes the effect of determination and motivation in a student's performance in college and is anxious to give each individual the chance to prove himself. Applicants are encouraged to take the SAT (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.

TUITION AND FEES

| Tuition | $4,400 a year |
| Room and board | $2,000 a year |
| Total | $6,400 |

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: 6,200
- Total: $6,400

**Day Student**
- Reservation Deposit: $100
- Balance Due: 4,300
- Total: $4,400

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

**Dormitory Student**
- First Semester Reservation Deposit: $200
- First Semester Payment Before: 3,050
- Second Semester Reservation Deposit: 200
- Second Semester Payment Before: 3,050
- Total: $6,500

**Day Student**
- First Semester Reservation Deposit: $100
- First Semester Payment Before: 2,150
- Second Semester Reservation Deposit: 100
- Second Semester Payment Before: 2,150
- Total: $4,500

**NOTE:** All reservation deposits and service charges 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.
LATE REGISTRATION
Approval must be obtained from the Academic Dean in all cases of late registration. A fee of $25 will be charged for late registration.

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

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 dismissal or suspension of a student.

REFUNDS
In case of withdrawal from the College it is the responsibility of the student to make formal application through the Student Affairs Office before any refunds will be made. Refunds are calculated on the basis of the amount payable, not on the amount actually paid. Any student asked to withdraw from the College for disciplinary reasons will receive no refunds.

Refunds are made on the following schedules after deductions for non-refundable amounts:

- Tuition: within seven (7) days from the first day of registration, 80 percent; within fourteen (14) days from the first day of registration, 60 percent; within twenty-one (21) days from the first day of registration, 40 percent; after twenty-one days, NO REFUND.

- Room and Board Charges: within seven (7) days from the first day of registration, 80 percent; within thirty (30) days from the first day of registration, 60 percent; within forty-five (45) days from the first day of registration, 25 percent; within sixty (60) days from the first day of registration, 10 percent; after sixty (60) days, NO REFUND.

NOTICE: The College reserves the right to change, with or without notice, any of the fees printed in this catalog.

PART TIME STUDENTS
Tuition $125 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 $30

GRADUATION FEE $50
PRIVATE ROOMS
A limited number of private rooms are available on a first-come, first-served basis. Students interested in living in a 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 $600 per semester. Private room charges are payable when assignments are made.

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.

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

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 a $10.00 per check service charge to be paid by the student cashing the check. Several banks in Boca Raton welcome student accounts.

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.

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

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

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.
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 $2,000 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 (BEFG, SEOG, CWS, NDSL) have been used up. Apply for this directly to the bank.

STATE GRANTS AND LOANS
Most states have 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.
  Concord,
  New Hampshire 03301

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:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Freshmen</td>
<td>0-30</td>
</tr>
<tr>
<td>Sophomores</td>
<td>31-60</td>
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</tbody>
</table>
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 of $125 per credit.

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. A 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 payment, must be presented to the Business Office. No classes may be dropped after the end of the tenth 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 written 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.

A full-time student who receives a grade of “XF” for excessive absences, which results in the student then being enrolled in fewer than three courses, jeopardizes campus resident student status and the student is subject to eviction from the dormitory and may not be invited back the following semester.

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. Independent study arrangements are open only to students having a cumulative average of at least 3.00.

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 tenth 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” or the course.

At the mid-term point in each semester students who are doing marginal or failing work in any course(s) will receive an interim report. Copies of the interim report are sent to the parents of students receiving interims in more than one course.

COMPUTATION OF GRADE POINT AVERAGE
The numerical computation of grade point averages, the following values are designated:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>XF</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Student Classification</th>
<th>Cumulative Scholarship Averages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen, 0-30 Semester Hours</td>
<td>1.80</td>
</tr>
<tr>
<td>Sophomores, 31-60 Semester Hours</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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. A first semester student who was admitted on probation and who fails to achieve 1.80 in that first semester is subject to academic dismissal. 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 may cause the Academic Dean to withdraw the student from a course. Although students on academic probation are prohibited from participating in any intercollegiate competition and from seeking or holding student government and/or class offices they may participate regularly in extracurricular 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.

ACADEMIC HONORS
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 achieve 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.
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 three students who have attained the highest cumulative grade point average in their respective divisions (Business, Liberal Arts and Technology).

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

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.
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 Office Systems Management.

ASSOCIATE OF ARTS IN GENERAL STUDIES PROGRAM

FIRST YEAR

FALL

<table>
<thead>
<tr>
<th>Course</th>
<th>CR.</th>
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<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Intro. to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>History/Govt. Elective</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
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<tr>
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SPRING

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<thead>
<tr>
<th>Course</th>
<th>CR.</th>
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</thead>
<tbody>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Intro. to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
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SECOND YEAR

FALL

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>Science Elective</td>
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<tr>
<td>History/Govt. Elective</td>
<td>3</td>
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<tr>
<td>Philosophy &amp; Contemp. Values</td>
<td>3</td>
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<td>Literature Elective</td>
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TOTAL CREDITS: 62

ART PROGRAM FIRST YEAR

FALL

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>English Composition I</td>
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<tr>
<td>History/Behav. Sci. Elective</td>
<td>3</td>
</tr>
<tr>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Basic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Basic Design</td>
<td>3</td>
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<tr>
<td><strong>Total Credits:</strong></td>
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SPRING

<table>
<thead>
<tr>
<th>Course</th>
<th>CR.</th>
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<tbody>
<tr>
<td>English Composition II</td>
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<tr>
<td>Commercial Drawing</td>
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</tr>
<tr>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Studio Elective</td>
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<tr>
<td>Free Elective</td>
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<tr>
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SECOND YEAR FALL

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Philosophy &amp; Contemp. Values</td>
<td>3</td>
</tr>
<tr>
<td>3-D Design</td>
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<tr>
<td>Studio Elective</td>
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<tr>
<td>Studio Elective</td>
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</tr>
<tr>
<td>Free Elective</td>
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<tr>
<td>FALL</td>
<td>CR.</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>English Composition I</td>
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</tr>
<tr>
<td>Photography</td>
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<tr>
<td>Art Appreciation</td>
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<tr>
<td>Basic Drawing</td>
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<tr>
<td>Basic Design</td>
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**SPRING**

<table>
<thead>
<tr>
<th>FALL</th>
<th>CR.</th>
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</thead>
<tbody>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>History/Behav. Sci. Elective</td>
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</tr>
<tr>
<td>Life Drawing</td>
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</tr>
<tr>
<td>Commercial Printing</td>
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<tr>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>FALL</th>
<th>CR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>Drafting</td>
<td>3</td>
</tr>
<tr>
<td>3D Design</td>
<td>3</td>
</tr>
<tr>
<td>Corporate Images</td>
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<td><strong>TOTAL</strong></td>
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**SPRING**

<table>
<thead>
<tr>
<th>FALL</th>
<th>CR.</th>
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</thead>
<tbody>
<tr>
<td>Product Design</td>
<td>3</td>
</tr>
<tr>
<td>Illustration</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>Portfolio &amp; Exhibition</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
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<tr>
<td><strong>TOTAL</strong></td>
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**THEATRE ARTS PROGRAM**

<table>
<thead>
<tr>
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<th>CR.</th>
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<tbody>
<tr>
<td>English Composition I</td>
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<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>Stagecraft I</td>
<td>3</td>
</tr>
<tr>
<td>Dance Composition</td>
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**SPRING**

<table>
<thead>
<tr>
<th>FALL</th>
<th>CR.</th>
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</thead>
<tbody>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>History of the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>Acting II</td>
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<tr>
<td>Stagecraft II</td>
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<td>Free Elective</td>
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**SECOND YEAR**

<table>
<thead>
<tr>
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<th>CR.</th>
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</thead>
<tbody>
<tr>
<td>Acting III</td>
<td>3</td>
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<tr>
<td>Drama Literature</td>
<td>3</td>
</tr>
<tr>
<td>History/Behav. Sci. Elective</td>
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**PRE-SCHOOL EDUCATION PROGRAM**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Intro. to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy &amp; Contemp. Values</td>
<td>3</td>
</tr>
<tr>
<td>Prin. &amp; Practices of Pre-School Teaching</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
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<tr>
<td><strong>TOTAL</strong></td>
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**TOTAL CREDITS: 60**

**PRE-SCHOOL EDUCATION PROGRAM**

<table>
<thead>
<tr>
<th>FALL</th>
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<tbody>
<tr>
<td>English Composition I</td>
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<tr>
<td>Intro. to Psychology</td>
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</tr>
<tr>
<td>Philosophy &amp; Contemp. Values</td>
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<td>Prin. &amp; Practices of Pre-School Teaching</td>
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**TOTAL CREDITS: 60**
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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>SPRING</strong></td>
<td></td>
<td>English Composition II</td>
<td>3</td>
<td>Intro. to Sociology</td>
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<tr>
<td></td>
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<td>Health &amp; Nutrition</td>
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<td>Curriculum Materials</td>
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<td>&amp; Activities</td>
<td>3</td>
<td>Readiness Activities in Language Arts</td>
<td>3</td>
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<td><strong>SECOND YEAR</strong></td>
<td></td>
<td>Mathematics I</td>
<td>3</td>
<td>Music for Pre-School</td>
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<tr>
<td><strong>FALL</strong></td>
<td></td>
<td>Child Growth &amp; Development</td>
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<td>Readiness Activities in Math/Science</td>
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<td></td>
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**HOSPITALITY MANAGEMENT PROGRAM**

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<tbody>
<tr>
<td><strong>ASSOCIATE OF ARTS</strong></td>
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<td>Accounting I</td>
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<td><strong>SPRING</strong></td>
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<td>Food/Beverage Mgmt.</td>
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<td>Hospitality Elective</td>
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<td>Oral Communication</td>
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<td>Hospitality Practicum I</td>
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<td>Philosophy &amp; Contemp. Values</td>
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<td><strong>TOTAL CREDITS</strong>:</td>
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### OFFICE SYSTEMS MANAGEMENT

**FALL**
- English Composition I: 3 CR.
- Intro. to Business: 3 CR.
- Typing: 3 CR.
- Shorthand: 3 CR.
- History/Behav. Sci. Elective: 3 CR.

**SPRING**
- English Composition II: 3 CR.
- Philosophy & Contemp. Values: 3 CR.
- Typing II: 3 CR.
- Shorthand II: 3 CR.
- Math I or Business Math: 3 CR.

**SECOND YEAR**
- Oral Communication: 3 CR.
- Typing III: 3 CR.
- Office Practices I: 3 CR.
- Word Processing I: 3 CR.
- Free Elective: 3 CR.

**SPRING**
- Business Law: 3 CR.
- Free Elective: 3 CR.
- Office Practices II: 3 CR.
- Word Processing II: 3 CR.
- Practicum (or Bus. Admin. Elective): 3 CR.

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- English Composition I: 3 CR.
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ASSOCIATE OF SCIENCE DEGREE PROGRAM

The Associate of Science degree program in Electronics 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.

ELECTRONICS TECHNOLOGY PROGRAM

FIRST YEAR

FALL

Basic Electronics I/Lab 8
Physics I 4
Technical Math I 3
English Comp. I 3

SPRING

Basic Electronics II/Lab 8
Physics II 4
Technical Math II 3
English Comp. II 3

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

SECOND YEAR

FALL

Pulse & Digital Circuits 4
Logic Circuits 4
Computers & Programming 3
Technical Writing 3
Oral Communications 3

SPRING

Microprocessors 4
Test Equipment & Troubleshooting 4
Practicum (or Co-op) 4
History/Behav. Sci. Elective 3
Philosophy & Contemp. Values 3

TOTAL CREDITS: 72

*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

<table>
<thead>
<tr>
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<th>Art</th>
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<td>PAR</td>
<td>Performing Arts</td>
<td>CHE</td>
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<td>SCI</td>
<td>Physical Sciences</td>
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<td>MAT</td>
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<td>PSE</td>
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<td>Hotel/Restaurant Management</td>
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<td>SOC</td>
<td>Sociology</td>
<td>EET</td>
<td>Electronics Technology</td>
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</table>

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.
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 105  BASIC DRAWING
A course designed to help students visualize their thoughts into drawings. Beginning with the fundamentals of drawing, through perspective drawing, toward the free-hand drawing of three-dimensional objects. 3 credits.

ART 110  BASIC DESIGN
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 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 170  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 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. 3 credits.

ART 265  ILLUSTRATION
An advanced drawing class stressing personal, creative use of tools and techniques to illustrate stories, magazine articles, record covers, etc. 3 credits.

ART 291  PORTFOLIO & EXHIBITION
Students perfect samples of projects for presentation in their portfolios. They prepare for job and school interviews and learn to write a resume. Some of the work is displayed in a student exhibition, every stage of which is planned and executed by the students. 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 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
Actual on-the-job work, both front office and backstage, for student productions. (Prerequisites: Stagecraft I, II.) 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 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 & LAB
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. 4 credits.

BIO 110  GENERAL BIOLOGY I & LAB
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. 4 credits.

BIO 111  GENERAL BIOLOGY II & LAB
Continuation of Biology I dealing with heredity, embryology, population biology,
ecology with the unifying theme of evolution; discussion of current related topics.
(Prerequisite: General Biology I.) 4 credits.

BIO 210  MARINE BIOLOGY & LAB
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. 4 credits.

BIO 240  ECOLOGY & LAB
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.) 4 credits.

PHYSICAL SCIENCE & CHEMISTRY

SCI 100  INTRODUCTION TO PHYSICAL SCIENCE & LAB
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. 4 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
treats 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 100 BUSINESS MATH
A course structured specifically for certain career programs. Content includes fundamental operations, percentages, interest, profits and merchandising, payroll and insurance. 3 credits.

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. 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.

MAT 240 CALCULUS
A basic introduction to differential and integral calculus, specifically designed for those students in Business or Liberal Arts whose backgrounds allow more advanced study, and who contemplate upper-division and possibly graduate work. Topics include differentiation, the derivative, the integral and its applications, logarithmic functions, and an introduction to differential equations. 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. 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. 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 230  PSYCHOLOGY OF ADJUSTMENT
The course focuses on the self-concept, self-control, and social influence. While these concepts are studied with a view to fostering a greater understanding of ourselves; emphasis is placed on the acquisition of skills (e.g. how to change a negative self-concept) which enable us to deal more adaptively with our world. 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

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 160  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 statement. 3 credits.

BAD 161  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.

BAD 170  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 171  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.
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.

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

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.

256 SMALL BUSINESS MANAGEMENT
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 sale. 3 credits.

258 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.

260 RETAILING
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.

262 SALES MANAGEMENT
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.

264 ADVERTISING
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.

270 INTRODUCTION TO REAL ESTATE
Introduction to 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 240  FASHION BUYING
A study of the fashion buying process, the role and responsibilities of a buyer within the framework of a retail organization. Also included are topics such as the economy, mass market appeal, designers and business procedures. 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.

BFM 295  FASHION SEMINAR
A course for fashion students in their final semester which, through a series of guest lecturers and group discussions, offers a complete and detailed perspective of the contemporary fashion industry. 3 credits.
IRM 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 are stressed. 3 credits.

IRM 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.

IRM 160 HOSPITALITY MARKETING AND SALES
Sales planning, promotion and publicity, advertising and the types of internal and outside sales programs needed in the hospitality industry are emphasized. 3 credits.

IRM 210 TOURISM AND THE HOSPITALITY INDUSTRY
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.

IRM 240 FRONT OFFICE MANAGEMENT
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. 3 credits.

IRM 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.

IRM 246 RESTAURANT AND CLUB MANAGEMENT
An analysis of the procedures and areas of importance unique to the management of operation of restaurants and clubs, including menu planning, sales and cost projections, break-even analysis, layout and design, and methods of cost and inventory control. (Prerequisite: Food and Beverage Management.) 3 credits.

IRM 250 QUANTITY FOOD MANAGEMENT
A course designed to provide the food service student with the necessary management skills to plan and operate quantity food operation. Included are quantity recipe planning and costing, purchase specifications writing, production systems and methods, and related inventory and cost control systems. (Prerequisite: Food and Beverage Management.) 3 credits.

IRM 256 INDUSTRIAL FOOD SERVICE MANAGEMENT
A comprehensive study of the operating techniques of managing executive-employee food service facilities, including plant and factory operations, school and college operations, and health care facilities. 3 credits.

IRM 260 LAW FOR INNKEEPERS
An analysis of the legal aspects of operating all types of hospitality facilities. The course explains precedents of common law and statutes relating to responsibility for guests, employees and property, limitation of liability, negligence, and other legal relationships for hotels, motels, restaurants and clubs. 3 credits.

IRM 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.
HRM 290-291  PRACTICUMS IN FOOD SERVICE
Students are assigned to food service establishments for practical field experience. (Prerequisite: Sophomore status.) 3 credits.

HRM 292-293  PRACTICUMS IN HOTEL/MOTEL MANAGEMENT
Students are assigned to hotel or motel establishments for practical field experience. (Prerequisite: Sophomore status.) 3 credits.

OFFICE SYSTEMS MANAGEMENT

OSM 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.

OSM 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.

OSM 110  SHORTHAND I
Introduction to basic Gregg shorthand theory. Dictation speed goal is 60 words per minute for 3 minutes. Basic transcription will be introduced. 3 credits.

OSM 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.

OSM 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 & II or permission of the instructor.) 3 credits.

OSM 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.

OSM 213  DICTATION AND TRANSCRIPTION II
Further training in shorthand and transcription ability with continued emphasis on increasing speed and accuracy. 3 credits.

OSM 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.

OSM 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.
OSM 231  WORD PROCESSING I
An introduction to the use of specialized word processing equipment, including video display and disk-drive units. 3 credits.

OSM 232  WORD PROCESSING II
A continuation of the use of word processing equipment, with emphasis on utilization and capabilities in various office environments, e.g., legal, medical, corporate. 3 credits.

ELECTRONICS TECHNOLOGY

BET 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), and single and polyphase circuits. 8 credits.

BET 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 and semi-conductors in oscillators, fundamentals of circuits in transmitters, receivers, and antenna systems). 8 credits.

BET 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.

BET 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.

BET 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.

BET 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.

BET 230  MICROPROCESSORS
Introduces the student to specific microprocessor systems; includes basic program routines, arithmetic logic, interrupts, and advanced programming for practical applications. 4 credits.

BET 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.

BET 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

TRUSTEES

Hugh Carville
President
National Leather Company
Johnstown, New York

Eugene F. Frere
President
Transcon Mortgage Banking Corp.
Palm Beach, Florida

Arthur Landgren
Director of Admissions
Wilmington College
Wilmington, Delaware

Sister Colette Mahoney, RSHM
President
Marymount Manhattan College
New York, New York

Richard P. McCusker
Vice President
Holliston Mills, Inc.
Boca Raton, Florida

Frank A. Robino
President
Frank Robino & Associates
Wilmington, Delaware

Helen L. Ross
President
C.E.I. Inc.
Boca Raton, Florida

Donald E. Ross
President
College of Boca Raton
Boca Raton, Florida

REGENTS

Ronald Assaf
Chairman & President
Sensormatic
Deerfield Beach, Florida

George Barbar
President
Boca Investors, Inc.
Boca Raton, Florida

Robert Cavalear
President
Cavalear Corp.
Sylvania, Ohio

Gordon J. Christopherson
Chairman
South East Computer Concepts
Boca Raton, Florida

Eugene M. Lynn
President
Lynn Insurance Group
Boca Raton, Florida

Al Novak
Chairman of the Board
Novatronics
Pompano Beach, Florida

Charles E. Schmidt
Vice Chairman Executive Committee
Gulfstream Banks, Inc.
Boca Raton, Florida

Bernie Starkoff
President
CRC Press
Boca Raton, Florida

John Temple
President
Arvida Resort Properties
Boca Raton, Florida
<table>
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<tr>
<th>Name</th>
<th>Company</th>
<th>City, State</th>
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<tr>
<td>Howard Aronson</td>
<td>Crystal Group, Inc.</td>
<td>Boca Raton, Florida</td>
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<tr>
<td>Anthony DaSilva</td>
<td>Lynn Insurance Group</td>
<td>Boca Raton, Florida</td>
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<td>C. Phil Davis</td>
<td>International Association of Holiday Inns</td>
<td>Boca Raton, Florida</td>
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<td>Eugene E. Frere</td>
<td>Transcon Mortgage Banking Corp.</td>
<td>Palm Beach, Florida</td>
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<td>Richard Gundy</td>
<td>Burdines Department Stores</td>
<td>Palm Beach, Pompano &amp; Fort Lauderdale, Florida</td>
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<td>James Bauer</td>
<td>Sensormatic Electronics Corp.</td>
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<td>William C. Broeffle</td>
<td>AMP Electro-Components Division</td>
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<td>Paul Bury</td>
<td>Realtor Associate</td>
<td>Arvida Corporation</td>
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<td>Howard L. Davidson</td>
<td>International Business Machines</td>
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<td>George Fisher</td>
<td>Motorola Incorporated</td>
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<td>Avery Fonda</td>
<td>Corporate Development</td>
<td>Gulfstream Banks, N.A.</td>
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<td>Lawrence Gould</td>
<td>Chairman</td>
<td>M/A-COM, Inc.</td>
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<td>Leonard King</td>
<td>Principal Engineer</td>
<td>Bendix Avionics</td>
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<td>Dina McMenimen</td>
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<td>Boca Raton, Florida</td>
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<td>Richard McCusker</td>
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<td>Holliston Mills, Inc.</td>
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<tr>
<td>Emerson G. Reinsch</td>
<td>Chairman of the Board</td>
<td>Emerson G. Reinsch Co.</td>
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<tr>
<td>William Shubin</td>
<td>Vice President</td>
<td>Arvida Investment Company</td>
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<tr>
<td>Clarence F. Smith</td>
<td>Executive V.P. (ret'd)</td>
<td>Inland Container Co. of Indianapolis, Time-Life Inc.</td>
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<tr>
<td>Robert Kvalheim</td>
<td>General Manager</td>
<td>Burroughs Corporation</td>
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<tr>
<td>J. Emory Lane</td>
<td>Assistant to the President &amp; General Manager</td>
<td>ITT North Microsystems Division</td>
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<tr>
<td>Richard Lepeska</td>
<td>Executive Director</td>
<td>Economic Council of Palm Beach County</td>
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<tr>
<td>Ronald M. Lowery</td>
<td>Vice President</td>
<td>Siemens Corporation</td>
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<tr>
<td>Frank McAbee</td>
<td>President</td>
<td>Pratt &amp; Whitney Aircraft</td>
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<td>Ted Nanz</td>
<td>V.P. of Operations</td>
<td>Mittel Incorporated</td>
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<tr>
<td>Gabriel Rosica</td>
<td>President</td>
<td>MOD-COMP</td>
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<tr>
<td>John Temple</td>
<td>President</td>
<td>Arvida Resort Properties</td>
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Administration and Staff

Office of the President
Donald E. Ross, M.S., L.L.D., President
Tim Foley, B.A., Assistant to the President
Joanne E. Davis, Secretary
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
W. Kent Leopold, Jr., Administrative Assistant
Patrick Carville, Director of Buildings and Grounds
Joan N. Bellamy, Secretary
Sharon J. Norris, Business Office Supervisor
Rene G. Talcott, Bookkeeper

Office of Admissions
Sister Richard Marie Beck, RSHM, M.A., Dean of Admissions
Barbara Eberle, Secretary
John J. Noonan, B.A., Director of Recruitment
John McDonald, Recruitment Counselor

Office of Academic Affairs
James D. Matthews, M.B.A., Academic Dean
Dorothy Clarke, M.A., Associate Librarian
Jill Martin, M.A., Assistant Librarian
Edith Whitlock, Recorder
Marie Cullen, Recorder's Assistant
Violet Bales, Secretary to Academic Dean

Office of Student Services
Kenneth Howie, III, M.A., Dean of Students
Reverend Martin Devereaux, M.A., Director of Campus Ministry
Marilyn Ciccone, B.A., Ed.M., Assistant Dean of Students
Richard L. Stowell, Director of Recreation and Night Supervision
Martha Granneman, Financial Aid Clerk
Winifred Alexander, R.N., College Nurse
Josephine Stevens, Secretary

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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 Bartholomew .......................................................... Hospitality Management
B.S., Cornell University

Marie Richard Beck, R.S.H.M. ............................................ Dean of Admissions
B.A., Marymount College; M.A., Marquette University

John S. Biays, Jr. .............................................................. English and Speech
B.A., University of Florida; M.Ed., University of North Florida

Joel J. Blaustein ................................................................. Behavioral Science
B.A., University of Buffalo; Ph.D., City University of New York

Gerald D. Carville .............................................................. Executive Vice-President
B.S., Syracuse University

Dorothy Clarke ................................................................. Associate Librarian
B.A., Brown University
M.A., University of South Florida

Gregg Cox ................................................................. Mathematics/Computer Science
A.A., Palm Beach Junior College; B.S., University of Florida; M.Ed., Florida Atlantic University

Martin Devereaux .............................................................. Director of Campus Ministry
B.S., University of Notre Dame; B.A., St. Mary's Seminary; M.A. (Cand.), Barry College

Jude G. Ferreira ................................................................. Business and Hospitality
B.C., Commercial University; A.A.S., Sullivan County Community College
B.S., M.S., Florida International University

Kenneth Howie, III ............................................................. Dean of Students
B.S., Juniata College; M.A., Washington College

Rex S. King ................................................................. Theatre Arts
A.A., Florida Keys Community College
B.A., Fordham University
M.F.A., Florida Atlantic University

Gregory J. Malfitano ............................................................. Director of Campus Management
B.A., Wilmington College

Sandra J. Martin ................................................................. Assistant Librarian
B.S. Ed., Southeast Missouri State College
M.A., University of South Florida
James D. Matthews ......................................... . Academic Dean
  B.S., St. Louis University;
  M.B.A., North Texas State University
John R. Pickering ........................................ History/Government
  B.A., Stetson University; M.A., Florida State University;
  Ph.D., University of Denver
Eilene Pierson ............................................ Speech and Drama
  B.A., Stetson University; M.A., University of North Carolina
Ernest Ranspach ....................................................... Art
  B.S., University of Michigan; M.F.A., Wayne State University
Donald E. Ross ................................................... President
  B.F.A., New York Institute of Technology;
  M.S., Hofstra University; L.L.D., New York Institute of Technology
Donna Sullivan ....................................... Fashion Merchandising
  B.S., University of Vermont; M.S., Florida Atlantic University
Carol Wershoven ................................................... English
  A.A., Marymount College; B.A., M.Ed., M.A.,
  Florida Atlantic University; Ph.D., University of Florida
Mary Virginia Yokogandeas ........................... English & Foreign Languages
  B.A., Emmanuel College;
  M.A., Boston University

Adjunct Faculty

Sandra Bernstein .............................................. Mathematics
  B.A., Florida Atlantic University
John E. Bohr .................................................... Accounting
  B.S., University of Detroit
Jennifer Braaten ................................................... Sociology
  B.S., University of Minnesota; M.Ed., Florida Atlantic University
Jacqueline J. Chambers .................................................. Art
  B.A., Florida Atlantic University
Taylor Corse .................................................... English
  B.A., Florida State University
  M.A., University of Michigan
Arlene Cross ...................................................... Sciences
  R.N., Philadelphia General Hospital
  B.S., M.Ed., Temple University
  Ed.D., Nova University
Robert J. Curran ................................................... Philosophy
  B.A., M.A., Fordham University
Roger DePinto ................................................... Food Management
  B.S., Duquesne University
Lesley M. Dubbury .................................................. Mathematics
  B.A., Eastern Nazarene College
A. Alfred Fink ................................................... Business Law
Adjunct Professor
  L.L.B., Rutgers University
Charles F. Fletcher ........................................ Business and Economics
B.S., Bethune-Cookman College

Brad Gammon .................................................. Sciences
B.S., Oakland University; M.S., Michigan State University

Mary Ruth Hall ........................................... Pre-School Music
B.A., Park College; M.S., Butler University

G. A. Hernandez ............................................ Electronics
B.S.E.E., University of Puerto Rico
M.S.E.E., San Diego State University

Ann R. Hutton ............................................. English
B.A., Tufts University
M.Ed., Florida Atlantic University

Clement T. Imhoff .......................................... Economics
B.A., Marquette University
M.A., University of Wisconsin

Rose-Ann Jaekel ........................................... English
B.S., State University College at Potsdam
M.A., Iowa State University

Ellen Kirbert ........................................... Pre-School Education
B.S., Cornell University; M.S., Florida State University

Sidney S. Korn ........................................... Business Law
Adjunct Professor
B.S., New York University; L.L.B., New York University

Joy Likhonine ................................................ Dance
Irene Rodgers Dance Studio
Opera Ballet North

Andrew B. McNeill ........................................ Electronics
B.S.E.E., Clemson University

Charles C. Murray ......................................... Physics
B.S., M.S., St. Lawrence University

Antoin N. Nahas ............................................. Electronics
B.S., M.S., New Jersey Institute of Technology

Marie Petrie ............................................... Mathematics
B.S., Barry College

Digna Rodriguez ............................................ Fashion Merchandising
Assistant Buyer, Jordan Marsh

Irwin Taylor .................................................. Accounting
B.S., Temple University; C.P.A.

Joan A. Tucci ............................................... Fashion Buying
Consultant

Barbara B. Tyler .......................................... Commercial Art
B.F.A., Swam School of Design; M.F.A., University of Massachusetts

Jerry Vitale ................................................ Real Estate
B.A., University of Connecticut
<table>
<thead>
<tr>
<th>Month</th>
<th>1982-83</th>
<th>1983-84</th>
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<tbody>
<tr>
<td>September</td>
<td>Students arrive</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Advisement and Registration</td>
<td>6</td>
</tr>
<tr>
<td>8</td>
<td>Classes begin</td>
<td>7</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>November</td>
<td>Early Registration for Winterim &amp; Spring</td>
<td>1-11</td>
</tr>
<tr>
<td>1-12</td>
<td>Thanksgiving recess begins after last class</td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>Classes resume</td>
<td>30</td>
</tr>
<tr>
<td>December</td>
<td>Final Examinations</td>
<td>13-16</td>
</tr>
<tr>
<td>14-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Registration for Winterim</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Classes begin</td>
<td>3</td>
</tr>
<tr>
<td>21</td>
<td>Last day of Winterim</td>
<td>20</td>
</tr>
<tr>
<td>25</td>
<td>Students arrive</td>
<td>24</td>
</tr>
<tr>
<td>26</td>
<td>Advisement and Registration</td>
<td>25</td>
</tr>
<tr>
<td>27</td>
<td>Classes begin</td>
<td>26</td>
</tr>
<tr>
<td>February</td>
<td>Homecoming and Parents’ Weekend</td>
<td>11-13</td>
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<tr>
<td>12-14</td>
<td>Classes resume</td>
<td>14</td>
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<tr>
<td>15</td>
<td></td>
<td></td>
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<tr>
<td>March</td>
<td>Spring recess begins after last class</td>
<td>13</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Students return</td>
<td>23</td>
</tr>
<tr>
<td>4</td>
<td>Classes resume</td>
<td>24</td>
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<td>5</td>
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<tr>
<td>May</td>
<td>Final Examinations</td>
<td>14-17</td>
</tr>
<tr>
<td>16-19</td>
<td>Commencement</td>
<td>19</td>
</tr>
<tr>
<td>21</td>
<td>Registration for Summer Session</td>
<td>21</td>
</tr>
<tr>
<td>23</td>
<td>Classes begin</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Summer Session Ends</td>
<td>8</td>
</tr>
<tr>
<td>10</td>
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</tbody>
</table>
XI. Boca Raton Campus

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

The College of Boca Raton 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 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.

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 our 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.
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.