1985-87
College of Boca Raton Florida
The College of Boca Raton is proudly on its philosophy of providing high standards while maintaining the responsibility of developing his own talents and his own values.

Since college is as much an atmosphere as it is a process, we are committed to offer students an academic environment where the latest facilities equal to the task, and students will help assure well-rounded intellectual growth. The college is to offer students an academic environment where the latest facilities equal to the task, and students will help assure well-rounded intellectual growth.

In return, we ask our students to understand and work with us to achieve it in all phases of education.

We care deeply about your welfare as an individual and are dedicated to work with you in developing the skills, knowledge, and values to achieve your personal goals, as well as the personal values you honorably in your daily living.

Education is not a commodity which can be purchased off the shelf. Education is a process which demands your wholehearted commitment and determination.

Ultimately, you are responsible for your success in the College of Boca Raton. We are happy to pledge our best efforts, as you pledge your own efforts.
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
1985-87
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Accreditation and Membership

The College of Boca Raton is accredited as a Level 1 institution by the Southern Association of Colleges and Schools and holds membership in:

- American Board of Funeral Service Education, Inc.
- 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

Philosophy...
Where Tomorrow Begins Today

The College of Boca Raton seeks to provide a student's intellectual, emotional, social, and physical environment which encourages and student activities which encourage him to enter an academic environment of excellence among students, and their achievements. The purpose is to develop aptitudes and promote the development of individual potential. The College frequently involves students in the crucial questions of meaning, and personal values. Thus, the curriculum. It is the obligation as an institution to provide academic programs that are meaningful and humanizing, in preparation for real life.

Students at the College live in an environment designed to group living and sharing are identified and recognized as unique individuals. The community which surrounds us, as a part of the College, the College frequently involves them in the crucial questions of meaning, and personal values. Thus, the College's community. The philosophy of the College is to provide student's intellectual, emotional, social, and physical environment which encourages the opportunity to work with each individual. Boca Raton will have realized its purpose to recognize and appreciate their potential, and motivation to strive to live up to the responsibilities of the College.
Philosophy . . .
Where Tomorrow Begins Today

The College of Boca Raton seeks to promote the development of each student's intellectual, emotional, social, and moral capabilities. Students enter an academic environment of excellence, with physical facilities and student activities which encourage personal growth. Each student is considered a unique individual with distinct goals. Abilities differ among students, and their achievements may differ. It is the College's purpose to develop abilities and promote achievement through recognizing and challenging individual potential. The College believes in offering programs of study that are career-oriented to give students the competence and confidence to assume useful and rewarding roles in society. However, the institution further believes that 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, and personal values. Thus, the liberal arts remain basic to the curriculum. It is the obligation as an institution of higher learning, to provide academic programs that are meaningful, stimulating, and humanizing, in preparation for real life in a complex world.

Students at the College live in an environment where the values of group living and sharing are identified and learned. As an integral part of the community which surrounds us, and a commitment to that community, the College frequently involves its students in programs and courses related to community organizations and industries.

The philosophy of the College is to dedicate all of its resources to students. The College cares deeply about student welfare and welcomes the opportunity to work with each individual student. The College of Boca Raton will have realized its purpose if all students will come to recognize and appreciate their potential, and acquire the knowledge, skills, and motivation to strive to live up to that potential.
I. The College

Location

The College is located in Boca Raton, on Florida's exclusive "Gold Coast." Boca Raton is one of the fastest growing cities in the country. Growth has been in major corporations such as IBM, Motorola, Siemens, Mitel, Sensormatic, Burroughs and Arvida, providing excellent opportunity for part time and full time employment. These corporations, along with others, acknowledge the tremendous economic potential that makes this area so desirable. Fort Lauderdale is twenty miles to the south, and Palm Beach is twenty miles north. Greater Boca Raton is a city of 85,000, the second largest in Palm Beach County. The campus is only three miles from the beach. Boca Raton is easily accessible by car from the Sunshine State Parkway, I-95, U.S. 1 and A-1-A. It is serviced by the major airports of West Palm Beach, Fort Lauderdale and Miami. The flight training facility is located at nearby Boca Raton Airport, an ideal field for private aircraft and charter flights.

History

The College of Boca Raton is an independent, four-year co-educational institution. It was founded in 1963 as Marymount College. Since 1971, the College has been under the control of a lay board who subscribes to the philosophy of the founders.

The College offerings include both two- and four-year degree programs as well as Continuing Education for personal fulfillment. Over eight hundred students from 25 states and 15 foreign countries reside in the dormitories with over 2,500 attending the Continuing Education program.

Campus

The picturesque 123-acre campus (donated by the Arvida Corporation) is beautifully landscaped with a variety of tropical and semi-tropical plants and trees, including the swaying palms and stately pines. Five lakes reflect the natural beauty of the setting and the harmonious design of the architecture. All buildings have been constructed since 1963 and are completely air-conditioned.

SCHMIDT COLLEGE CENTRE named for Charles E. and Dorothy F. Schmidt, this million dollar facility, recently completed in 1984, defines the entrance to the College; it includes the Office of the President, Admissions Office, Community Relations Office and the Alumni and Development Office.

ACADEMIC CENTER, located on the north end of campus, provides classrooms, science labs and art studios. The two-story structure provides an academic atmosphere with all rooms opening onto a scenic courtyard.

LYNN STUDENT CENTER includes the dining room, chapel, auditorium, and College Town, a recreation area which has the bookstore, emporium, snack bar, post office, bank and outdoor terrace for dining.

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

THE LIBRARY, built in 1969, serves as a total learning resources center. The collection is planned to reach 100,000 volumes and is supplemented by a wide array of audio-visual equipment and materials, including slides, filmstrips, records, and films. The building also houses the DeHoernle LECTURE HALL, business office, recorder and computer center. Three of the most up-to-date microcomputer classrooms contain IBM Personal Computers.

SYLVESTER HALL, named for Virginia and Harcourt Sylvester, Sr., a three-story residence hall accommodating 120 students, contains lounges, laundries, recreation areas and the resident proctor's apartment.
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SOUTH DORM houses 200 men in attractive two-student rooms. Four wings, each housing 50 students, help provide the experience of group living with personal responsibility. As in Sylvester Hall, all residence halls are equipped with their own lounges, laundries, recreation areas and resident proctor rooms. The Office of Student Services is in South Dorm.

WIXTED HALL, constructed in 1967 and named for William G. Wixted, Dean Emeritus of the college, provides housing for 200 women. It houses the Office of Academic Affairs and faculty offices.

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

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

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

Within the orbit of Student Services are the offices of the Vice President and Dean of Student Services, Director of Counseling, Housing Manager, Director of Athletics, Campus Chaplain, and College Nurse.

Counseling

Counseling at the College of Boca Raton aims to further the total development of each 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, and depending on their field of study, students are assigned a faculty advisor who counsels the student in academic matters and provides guidance as the new college student begins the adjustment to college life. The director of Counseling, through the Counseling Center, is available to provide personal and private or group basis. A program of peer counseling allows students to discuss matters of concern and obtain guidance from a select group of upperclassmen who work under the Director of Counseling. Students also are urged to consult their individual instructors, residence hall assistants, and appropriate members of the college community, all of whom are here to assist the student.

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 student's 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, Sylvester, South, and Wixted, provide full living accommodations for 800 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. 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, lounges and just-chatting corners. New students are assigned to rooms and roommates by the Housing Manager 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 joys of friendship and sharing add a new dimension to the learning experience.

All students, resident as well as day, are subject to the regulations and guidelines in this catalog and in the Student Handbook. Each living area in the residence halls has a Resident Assistant who is responsible for the overall operation and function of that area. The primary responsibility of the RA's is to build a community atmosphere among the students in each hall. They also have the authority to refer to Student Services any student who is found in violation of campus rules.

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
provides a learning situation wherein the student can explore decision making. While the College of Boca Raton is concerned with formal learning through instruction and study, it must provide. To serve these needs, the College has established student services.

These services are concerned with educational and career guidance. Recognizing the wide range of interests and skills that students bring to situations that challenge initiative and ingenuity, the College of Boca Raton offers these opportunities to students.

Services are the offices of the Vice President for Student Affairs, Director of Counseling, Housing Manager, Student Services, Chaplain, and College Nurse.

The student is responsible for his or her own decisions, but in the event of difficult or pressing decisions, the student is encouraged to consult with appropriate members of the college community, all of whom are here to assist the student.

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 student's 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, Sylvester, South, and Wixted, provide full living accommodations for 600 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. All room accessories (drapes, rugs, bedspreads, lamps, etc.) are provided by the student.

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Health Program

The objective of the student health program is to make students aware of the importance and advantage of good mental and physical health. The college nurse works in conjunction with the community medical services to provide adequate health care. The aim of this service is to care for the immediate health of the individual student, and to develop in all students proper habits of living. It includes medical examinations, treatment for minor ailments in the college infirmary, advice and guidance in matters affecting health. A COMPLETE MEDICAL REPORT IS REQUIRED FROM EACH STUDENT BEFORE ADMISSION. This includes a health history and a physical examination form. A registered nurse is on duty in the infirmary every weekday. She will make appointments with a local physician if necessary. Three full service hospitals are within a short distance of the College. Students with special problems (allergies, etc.) will be cared for by the nurse at the request of the parents or the family physician.

Student Activities

An expanding program of activities complements the academic program. The student chooses those activities which will contribute most to enjoyment and growth - student government, water ski club, service clubs, athletics, and numerous co-curricular organizations. For those whose interests are literary or managerial, there is a College newspaper and yearbook.

The College sponsors a number of cultural activities available to the local community as well as
to students. Theatrical productions, art exhibits, and fashion shows, organized and implemented by students, are frequently held on campus. Varied social activities include beach parties, dances, international festivals, films, pool parties, sports days, intramural sports, award dinners, dramatic productions, and informal entertainment in the Student College Town.

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

Athletics

The College of Boca Raton is a member of the National Association of Intercollegiate Athletics (NAIA).

Intercollegiate athletic programs are open to all students in accordance with NAIA eligibility standards. Intercollegiate teams now active are soccer, baseball, golf, and women's tennis. In addition to intercollegiate sports, students are encouraged to participate in a wide range of intramural programs, including basketball, flag football, softball, tennis, 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 and/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. Violation of this policy will result in disciplinary action.

There is no formal curfew for students. However, the campus maintains a full security system. An atmosphere of quiet and consideration for others is expected particularly in the evening hours. No pets are allowed.

III. Admissions

The College of Boca Raton welcomes applicants and women, regardless of race, religion, age, nationality, handicap, who desire an education that will endow them with skills to begin successful careers or life.

All candidates for admission must submit an application and present formal evidence of completing school work, including graduation from a regular high school. Applicants are also required to take the Scholastic Aptitude Test (SAT) or the American College Testing (ACT) administered by the College Entrance Examination Board, and must present formal evidence of completing high school work, including graduation from a regular high school. Applicants are also required to take the Scholastic Aptitude Test (SAT) or the American College Testing (ACT) administered by the American College Testing Service.

In addition, a letter of recommendation from a counselor is required. Great emphasis is placed on a student's performance in college and is accepted the opportunity to prove themselves.

Procedure

1. Complete the application form and mail it to the Office of Admissions with the $25.00 non-refundable application fee. Most students apply early in their senior year.

2. Request your school counselor to send your grades and the letter of recommendation to the Office of Admissions. All application materials must be received by the deadline.

Parking on grass and similar violations will result in fines and in loss of the privilege of having a car on campus.

Damage to the dorm rooms will be billed to the students occupying them. Damage to other areas of the campus, when the responsibility can not be determined, will be charged to all students on a pro-rata 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.

III. Admissions
General Regulations

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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. Violation of this policy will result in disciplinary action.

There is no formal curfew for students. However, the campus maintains a full security system. 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 THANKSGIVING, 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 privilege of having a car on campus.

Damage to the dorm rooms will be billed to the students occupying them. Damage to other areas of the campus, when the responsibility can not be determined, will be charged to all students on a pro-rata 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.

III. Admissions

The College of Boca Raton welcomes applications from qualified men and women, regardless of race, religion, age, national origin, or physical handicap, who desire an education that will enrich their lives and equip them with skills to begin successful careers or professions.

All candidates for admission must submit an official transcript of high school work, including graduation from a recognized high school, or must present formal evidence of completing high school requirements, such as the General Equivalency Diploma (GED).

Applicants are also required to take the Scholastic Aptitude Test (SAT) administered by the College Entrance Examination Board or the ACT administered by the American College Testing Program.

In addition, a letter of recommendation from the high school guidance counselor is required. Great emphasis is placed on the recommendation, as the College recognizes the effect of determination and motivation on a student’s performance in college and is anxious to give individuals the opportunity to prove themselves.

Procedure

1. Complete the application form and mail it to the Office of Admissions with the $25.00 non-refundable application fee. Most students apply early in their senior year.

2. Request your school counselor to send a transcript of your grades and a letter of recommendation directly to the Office of Admissions. You are required to take the SAT or ACT, and these scores may be included on your transcript or sent separately.
3. If it is possible for you to visit the College, please call or write to arrange for an interview and tour of the campus.

4. As soon as your school records, test scores, and counselor's recommendation are received, 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.

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 procedure outlined above. It is not necessary to submit a high school transcript if at least fifteen college credits have been successfully completed.

A college transcript from each college attended, along with a recommendation from the Dean of Students, is required. A form for the Dean's recommendation will be sent to the candidate as soon as the application is received.

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.

International Students

The College of Boca Raton is proud of the international character of its student body and welcomes the students from other nations. All international students must be fluent in English before they enroll. Applicants will be asked to furnish proof that they can read, write, and speak English fluently. Such proficiency may be shown through the Test of English as a Foreign Language (TOEFL) which is administered by the College Board, or by the Michigan Test of English Language Proficiency.

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 international 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.
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College credit may also be earned by taking the College Level Examination Program (CLEP) test. Students may earn up to 30 credits from the General Examination and meet all the requirements of the freshmen year. Information may be obtained by writing to CLEP, Box 1821, Princeton, New Jersey 08540.
V. 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.

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

<table>
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<th>$3,000 a year</th>
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<tbody>
<tr>
<td>Tuition</td>
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</tr>
<tr>
<td>Service Fee</td>
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Payment of Fees

A parent and or student may elect to make a single payment for the entire academic year.

### Dormitory Student

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<td>Residence Hall Deposit</td>
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<td>Balance Due</td>
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### Day Student

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<tr>
<td>Balance Due</td>
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<tr>
<td>Total</td>
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For those electing to pay per semester, the schedule is as follows:

### Dormitory Student

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<tr>
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<td>300</td>
<td>4,300</td>
<td></td>
</tr>
<tr>
<td>Residence Hall Deposit</td>
<td>300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Before</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Semester</td>
<td>4,300</td>
<td></td>
<td>$9,600</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Day Student

<table>
<thead>
<tr>
<th></th>
<th>$200</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Deposit</td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tuition and Fees

Tuition $6,200 a year
Room and board 3,000 a year
Total $9,200
Service Fee $200 a year

Payment of Fees

A parent and or student may elect to make a single payment for the entire academic year.

Dormitory Student
Tuition Deposit $200
Residence Hall Deposit 300
Balance Due 8,900
Total $9,400

Day Student
Tuition Deposit $200
Balance Due 6,200
Total $6,400

For those electing to pay per semester, the schedule is as follows:

Dormitory Student
Tuition Deposit First Semester $200
Residence Hall Deposit First Semester 300
Payment Before First Semester 4,300
Tuition Deposit Second Semester 200
Residence Hall Deposit Second Semester 300
Payment Before Second Semester 4,300
Total $9,600

Day Student
Tuition Deposit First Semester $200

Late Registration

Approval must be obtained from the Vice President for Academic Affairs 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 Business 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, on a semester basis, after deductions for non-refundable deposit amounts and other fees such as lab fees, service fees and deferred payment charges:

- **Tuition**: from the first day of registration to the day prior to the first class meeting, 80 percent; within seven (7) days from the first day of registration, 75 percent; within fourteen (14) days from the first day of registration, 50 percent; within twenty-one (21) days from the first day of registration, 25 percent; after twenty-one (21) days from the first day of registration, NO REFUND.

- **Room and Board Charges**: From the first day of registration to the day prior to the first class meeting, 80 percent; within seven (7) days from the first day of registration, 75 percent; within twenty-one (21) days from the first day of registration, 50 percent; within thirty (30) days from the first day of registration, 25 percent; within forty-five (45) days from the first day of registration, 10 percent, after forty-five (45) days from the first day of registration, 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**: $100 per credit hour (Part time students may not register for more than 6 hours in any semester.)
  - **Credit by Examination**: $60 per credit hour (Credit earned through CLEP scores, work experience, studies in military service etc. are in this category.)

- **Laboratory Fee**: $20 - $35 Charged for certain lab courses.

- **Graduation Fee**: $60 The fee, which applies to ALL graduates, represents each graduate's share of expenditures related both to the individual graduate and to the graduating class. Included are costs pertaining to record verification, transcripts, diploma, commencement ceremony and activities.

- **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 and 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 College Town 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. ($100 limit per student per day at the College Bank.) Checks returned by the bank for any reason will be assessed a $10 per check service charge to be paid by the student cashing the check. Check cashing privileges may be revoked if a check is returned because of insufficient funds.
Room and Board Charges: From the first day of registration to the day prior to the first class meeting, 80 percent; within seven (7) days from the first day of registration, 75 percent; within twenty-one (21) days from the first day of registration, 50 percent; within thirty (30) days from the first day of registration, 25 percent; within forty-five (45) days from the first day of registration, 10 percent, after forty-five (45) days from the first day of registration, 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
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(Part time students may not register for more than 6 hours in any semester.)
Credit by Examination $60 per credit hour
(Credit earned through CLEP scores, work experience, studies in military service etc. are in this category.)

Laboratory Fee $20 - $35
Charged for certain lab courses.

Graduation Fee $60
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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 linens.

Damage Responsibility
Students are responsible for their rooms and the 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.

Flight Training Expenses
Students who elect the flight
option will receive their ground-school instruction as part of the regular curriculum (Flight I-I-II). Flight training is conducted at nearby Boca Raton Airport. Expenses related to flight training are not included in the College’s regular tuition/fee structure.

Outlined below are reasonable estimates of the costs incurred as a flight student progresses through the private, commercial, and instrument ratings. The costs are based upon current flight instruction and aircraft rental rates (Cessna-152), and are subject to change without notice. Students may elect to utilize a Cessna-172 at a slightly higher hourly rate.

### Private Pilot

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum FAA</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Flight Instruction (C-152)</td>
<td>$2,460.00</td>
</tr>
<tr>
<td>200 Flight Hours (includes time logged for private pilot rating and instrument flight instruction) approximate additional cost</td>
<td>$3,720.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,180.00</strong></td>
</tr>
</tbody>
</table>

**Approximate Cost**

| 20 Hours Dual (C-152) | $930.00 |
| 20 Hours Solo (C-152) | $620.00 |
| **Total**             | **$1,550.00** |

*Cost will vary depending upon student’s demonstrated ability. A majority of student pilots are able to solo after 12-15 hours of dual instruction.*

### Instrument Rating

<table>
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<tr>
<th>Requirement</th>
<th>Cost</th>
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### Commercial Rating

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<tr>
<th>Requirement</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum FAA</td>
<td>250 Hours</td>
</tr>
<tr>
<td>(Total Hours include time already logged)</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Approximate Additional Cost</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>10 Hours Solo (Cessna-152)</td>
<td>$480.00</td>
</tr>
<tr>
<td>(*Retractable Gear Aircraft)</td>
<td>$3,720.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
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</table>

*Cost will vary depending upon student’s demonstrated ability. A majority of student pilots are able to solo after 12-15 hours of dual instruction.*

This curriculum lists Flight I-II-II in the first three semesters. Students are not bound by this schedule, and may complete their ratings’ requirements at any time prior to graduation.

### 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 forms and the analysis of need has been received by the Scholarship Service. Aid is generally awarded on the basis of employment and grant. Students are also encouraged to apply for state grants or loans which are open to them and eligible for local banks.

Financial aid is awarded contingent upon satisfactory academic standing and normal progress. A student who is placed on academic probation will be allowed Title IV student financial aid for a period of time during which he/she must maintain a Satisfactory Academic Progress (SAP) during that semester, or raise his/her cumulative GPA to the required level.

Students receiving Title IV funding must complete degree programs within three (3) academic semesters. Students receiving Title IV funding for bachelor degree programs within five (5) academic semesters. Students receiving Title IV funding must complete a minimum of nine (9) semester hours during any one academic semester.

### 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 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 aid application has been received from the College Scholarship Service, the College will determine the financial aid award and notify the student.

### Typical Costs

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial aid</td>
<td></td>
</tr>
<tr>
<td>Academic aid</td>
<td></td>
</tr>
<tr>
<td>Employment aid</td>
<td></td>
</tr>
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<tr>
<td>Employment aid</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
Raton participates in all financial aid programs of the government. The purpose of these programs is to assist the applicant and his family. All financial aid is awarded on the basis of need and all applicants must file a statement of their family's resources. The financial aid applicants are encouraged to apply as early as possible (February 15 for entrance the following September).

### Instrument Rating

<table>
<thead>
<tr>
<th>Minimum FAA Requirements</th>
<th>40 Hours Flight Instruction (C-172)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>200 Flight Hours (includes time logged for private pilot rating and instrument flight instruction)</td>
<td>approximate additional cost</td>
<td>$3,720.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$6,180.00</td>
</tr>
</tbody>
</table>

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.

Financial aid is awarded contingent upon the recipient's maintaining satisfactory academic standing and normal progress toward a degree. A student who is placed on academic probation at the end of a semester will be allowed Title IV student financial aid for the semester following, during which time he/she must maintain a 2.0 for all work attempted during that semester, or raise his/her cumulative grade point average to the required level.

Students receiving Title IV funding must complete their associate degree programs within three (3) academic years (i.e., six regular semesters). Students receiving Title IV funding must complete their bachelor degree programs within five (5) academic years (i.e., ten regular semesters). Students receiving Title IV funding must successfully complete a minimum of nine (9) semester hours during each regular semester.

### Commercial Rating

<table>
<thead>
<tr>
<th>Minimum FAA Requirements</th>
<th>250 Hours Flight Instruction (TOTAL HOURS INCLUDE TIME ALREADY LOGGED)</th>
<th>Approximate Additional Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cost 40 Hours Solo ($1,250.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 Hours Dual* ($480.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(*Retractable Gear Aircraft)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total $1,720.00</td>
</tr>
</tbody>
</table>

This curriculum lists Flight I-II-III in the first three semesters. Students are not bound by this schedule, and may complete their ratings' requirements at any time prior to graduation.

---

**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 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 international students. However, publications are available in the Financial Aid office regarding grants and scholarship opportunities for non-citizens.

### 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.
Pell Grant and Supplementary Educational Opportunity Grant (SEOG)

The Pell Grant is a federal aid program for those with substantial need. The grant may be worth up to $1,900 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 SEOG 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 forms of aid.

National Direct Student Loan (NDSL)

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

College Work Study Program

Under this program, students are assigned jobs on campus depending on their financial need and the availability of funds.

Guaranteed Student Loan (GSL)

A GSL is available to most students. Eligibility is based on other sources of financial aid received and a parental contribution factor. Students may apply for this loan through a bank in the state from which they are considered a resident. The College may help by directing you to a participating lender.

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:

- 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.

Florida Tuition Voucher

Students who are residents of Florida for at least two years may be eligible to receive $835 a year from the State of Florida. Contact the College Financial Aid Office for application form.

Scholarships

Applicants, who are worthy of scholarship consideration and in need of financial assistance, should submit a nomination for a Presidential Scholarship; forms may be obtained from their secondary school guidance counselor. Nominations will be considered by the scholarship committee, awards ranging from $200 to $2,000.

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.

Gifts, Bequests and Scholarships

All successful private colleges could not exist without the generous support of friends of the College.

Projects include:

- Ronald Assaf Institute of Technology
- Boca Charities Scholarship Fund
- Robert Cavalear Scholarship Fund
- Jeffrey Charitable Trust Scholarship Fund, Leslie A. Wagner, Trustee
- Eugene M. Lynn Student Center Rolland and Lullis Ritter Scholarship Fund
- Charles E. and Dorothy F. Schmidt College Centre
- George Snow Foundation, Inc.
- Virginia Sylvester, Chair in Gerontology

VI. Academic Policies

Student Responsibility

Each student is responsible for a knowledge of and adherence to regulations covering

registered student plan, and the student and the student’s guardian shall be notified of such violation.
apply for this loan through a bank in the state from which they are considered a resident. The College may help by directing you to a participating lender.

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Scholarships
Applicants, who are worthy of scholarship consideration and in need of financial assistance, should submit a nomination for a Presidential Scholarship; forms may be obtained from their

Registration, withdrawal, degree plan, graduation requirements and the payment of tuition and fees.

Records
The Family Rights and Privacy Act of 1974 (commonly called the Buckley Amendment) is designed to protect the privacy of education records, to establish the rights of students to inspect and review their records, and to provide a means of correcting inaccurate and misleading data. The College of Boca Raton makes every effort to comply fully with this legislation.

Certain information is considered public and is released at CBR’s discretion. Unless a student files written notification to withhold disclosure, the College will release announcements of graduation, honors and awards, and will verify dates of attendance and conferring of degrees. Names, addresses, and other directory information will be released for use within the College community. Only transcripts of academic records and statement of academic status pertaining to CBR coursework are released to third parties, and then only with the written authorization of the student.

Parents of a dependent student have the right of access to an education record.

A student or parent has the right to challenge any content of the student’s education record which is considered to be inaccurate, misleading, or in violation of the student’s privacy.
or other rights. Such challenge may be directed to the Office of the Recorder.

A student’s permanent record consists of the transcript, application for admittance, and semester grade reports. These are maintained in the Office of the Recorder. All documentation used in the admission and placement processes are considered non-permanent, and are maintained in the Office of Student Services during the student’s period of enrollment.

Academic Advisement

Academic counseling for students at the College of Boca Raton begins even before prospective students enroll. High school grades, class rank, scores on entrance examination board tests, and other information included in the application for admission are reviewed for placement purposes in freshmen courses in English and mathematics. Students with deficient backgrounds in mathematics or English may be placed in fundamentals courses not listed in the core curriculum. In some cases, a review of a student’s records might result in his being advised to consider a more appropriate program of study.

Each new student is assigned to a faculty advisor who assists not only in course selection and scheduling but also in career planning. Sound academic advisement plays a significant role in a student’s choice of electives. Faculty advisors guide their advisees into the most appropriate courses for each student’s educational and career goals. A very favorable faculty/student ratio ensures that students are given the advising time necessary for their particular circumstances. All faculty, staff, and administrative officers also are 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 un decided concerning their degree areas. 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 associate degree programs, 30 credits for bachelor degree programs. Transfer students who already have completed at least 30 semester hours of credit must declare a degree program at the time of registration.

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 intent with the Office of the Recorder upon completion of the number of credits specified in (1.) above. Failure to do so could result in the loss of all credits taken beyond the applicable credit limits specified above. 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 according to the number of semester hours of credit completed:

<table>
<thead>
<tr>
<th>Classified</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior</td>
<td>At least 90</td>
</tr>
</tbody>
</table>

Part-Time Students

A student registered for no more than two courses.

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 class only after obtaining financial clearance from the Business Office and completing the registration process with the Recorder.
courses for each student's educational and career goals. A very favorable faculty/student ratio ensures that students are given the advising time necessary for their particular circumstances. All faculty, staff, and administrative officers also are 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 areas. 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 associate degree programs, 30 credits for bachelor degree programs. Transfer students who already have completed at least 30 semester hours of credit must declare a degree program at the time of registration.

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 intent with the Office of the recorder upon completion of the number of credits specified in (1.) above. Failure to do so could result in the loss of all credits taken beyond the applicable credit limits specified above. Non-matriculated also refers to students who are enrolled in courses for self-enrichment and who are not following any specific degree program requirements.

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<td></td>
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<td></td>
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<tr>
<td>Sophomore</td>
<td>30-59</td>
<td></td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td>At least 90</td>
<td></td>
</tr>
</tbody>
</table>

Part-Time Students

A student registered for no more than two courses.

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 class 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 from the appropriate division chairperson. 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 acceptable to the instructor. An "AU" will be recorded on the permanent record of courses officially audited. A full-time student will not be charged for auditing a course. Students not enrolled on a full time basis will be charged an audit fee of $200 per course.

Cancellation of Courses

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

Change of Registration

Changes in registration are permitted only with the consent of the instructor involved and the student's faculty advisor. Course additions or section changes must be made by the end of the first week of the semester. To drop or add or change a course section, the student must obtain the appropriate change form from
the Office of the Recorder. The form must be signed by both the instructor and faculty advisor. The completed form, accompanied by the necessary payment, ($5.00 per change), 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 three courses requires the approval of the appropriate division chairperson.

Attendance Regulations
Regular and punctual attendance is essential to successful academic achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor regarding any absences. The specific absence policy is explained during the orientation program and by each instructor at the first class meeting. Faculty members specify their own course requirements and maintain a complete and accurate record of the attendance of each student. Exceeding the allowable number of class absences subjects the student to 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 those credits applied to their CBR degree program must receive prior written permission from their division chairperson.

Course Load
The normal semester course load for full-time students is three to five courses. Students wishing to take additional courses must obtain permission from their division chairperson. 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 three courses without written permission of their division chairman.

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. 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 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 their division chairperson. 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 completion of a Directed or Independent study is one semester. If additional time is required for completion the student must formally request an extension from the faculty member involved. Any extension must be approved in writing and filed with the Recorder.

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 each course grade received. The student’s permanent record at the College is maintained by the Recorder’s Office. The following grades are given:

A – Excellent
B – Good
C – Average
D – Fair
F – Fail
XF – Failure due to excessive absences

Other grades included in computing the grade point average are:

WP – Weighted grade, from the student’s permanent record
WF – Weighted failure, from the student’s permanent record

The course grades are available in the Recorder’s Office. The student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor.

A student who receives an “I” (incomplete) will receive an extension from the faculty member involved. Any extension must be approved in writing and filed with the Recorder. A student who requests an extension beyond the tenth week of the semester must formally request an extension from the faculty member involved. Any extension must be approved in writing and filed with the Recorder.

A student who receives a grade of “E” (encouragement) for a course in which he or she received all “I” grades in that course will receive an extension.

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“E” reflects
program must receive prior written permission from their division chairperson.

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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 their division chairperson. 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.

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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 - 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
- P - Pass (Used only for practicum courses)
- NG - No grade

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" for the course.

A grade of "P" which designates passing will be given in all practicum courses to students whose work record and other course requirements reflect non-failing quality. This passing grade is not included in the grade point average computation, although a failing grade in the practicum is included.

Students who enroll in a course, but do not attend any session and do not formally withdraw, will have a grade of "NG" recorded on their transcript.

Interim Report

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 reports in more than one course.

Computation of Grade Point Average

At the end of each semester a scholarship index (GPA-Grade Point Average) is computed for each student. A student earns 4 points for each credit of "A" grade, 2 points for each credit of "C" grade, 1 point for each credit of "D" grade, and none for "F" or "XF" grades. Thus, a grade of "A" in a 3-credit course would be assigned 12 points. The GPA is determined by dividing the total number of quality points earned by the number of credits attempted. Grades of "Pass," "WP," "WF" and "I" are excluded from the calculations.

A semester GPA of 3.25 or higher, with no incompletes or withdrawals, qualifies a student for Academic Honors List. Two consecutive semesters on Academic Honors List qualifies a student for the Honor Society.

Scholastic Average and Student Standing

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>Cumulative Scholastic Averages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
</tr>
<tr>
<td>Freshman</td>
</tr>
<tr>
<td>0-29 Semester Hours</td>
</tr>
<tr>
<td>Sophomore, Junior, Senior</td>
</tr>
<tr>
<td>More than 29 Semester Hours</td>
</tr>
</tbody>
</table>

A freshman failing to attain 1.80 at the end of the first term will be warned by the Vice President for Academic Affairs 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 2.0 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 student to be withdrawn from a course. Although students on academic probation are prohibited from participating in any intercollegiate competition and from seeking or holding jobs, 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.

Students who have been dismissed from the College of Boca Raton for academic reasons are eligible to reapply through the Office of Admissions if they successfully pass twelve semester credits at another institution and achieve a grade point average above 1.80. They must submit a request for readmission, a non-refusal of the Academic Honor List, and notification of all course withdrawals from the College of Boca Raton. The petition will be reviewed by the Academic Standing Committee, and a decision cannot be appealed.

Transfers

The College of Boca Raton accepts credits from other institutions following these guidelines:

1. Transcripts from fully accredited colleges meeting specific standards of the College may be considered for transfer. Students enrolled in a fully accredited institution which has programs which fulfill general education requirements of the College may be considered for transfer.

2. Transcripts from non-accredited institutions will be evaluated based on the standards of the College of Boca Raton, and from which they fulfill their requirements.

3. For specific transfer agreements, it is the responsibility of the student to determine if the curriculum is acceptable at the College of Boca Raton.

4. Credits from colleges that are not fully accredited and the standards of the College of Boca Raton, will be evaluated and accepted only after the Credit Committee has reviewed the course syllabi and decided that the course content meets the standards of the College of Boca Raton.
The College of Boca Raton will accept credits in transfer from other institutions under the following conditions:

1. Transfer credit will be accepted provided that the course meets specific curriculum or elective requirements in the planned program of study. A catalog from the transfer institution may be required.

2. Transfer credit will be awarded only for those courses which fulfill (1.) above and for which the final grade was "C" or better.

3. For course titles not specifically listed in the catalog and curriculum, equivalency must be determined by the appropriate division chairperson before transfer credit will be awarded.

4. Credits from schools not accredited by one of the regional associations will be evaluated only after the student has submitted a school catalog and a course syllabus for each course.
to be evaluated. In certain cases competency testing may be required.

**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. 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 the Academic Honors List. This list is publicized within the College and is distributed to news agencies in the local and regional area. Honor students receive a certificate of recognition at Honors Convocation.

Students who achieve Honor status for two consecutive semesters and who have demonstrated leadership, loyalty, and dedication are eligible for the 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 students who have attained the highest cumulative average in their respective degree programs.

**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 thirty 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.

**VII. Degree Programs**

College of Boca Raton students may pursue academic achievement to the Bachelor of Science or Bachelor of Professional Studies in Business or Liberal Arts, in addition to the Associate of Science in Business or Liberal Arts, in addition to the Associate of Science in Business or Liberal Arts.

**Bachelor Degree Programs**

All bachelor degree programs include a broad foundation of liberal arts requirements in addition to individual program core requirements. Students may select a specialization within any of the degree programs containing options.

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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 appropriate representative(s) of the following offices:

1. Academic Affairs
2. Student Services
3. Library
4. Business Office
5. Recorder

VII. Degree Programs

College of Boca Raton students may pursue academic programs leading to the Bachelor of Science or Bachelor of Professional Studies in Administration; the Bachelor of Science in Communications, Health and Human Services, History/Political Science, or Behavioral Science; the Bachelor of Technology in Electronics Engineering Technology, or Computer Engineering Technology. A Bachelor of Fine Arts in The Art Option of Communications is also available. Students whose initial educational goal is a two-year degree can select from various areas of concentration included in the Associate of Arts degree programs in Business or Liberal Arts, in addition to the Associate of Science degree programs in Electronics Engineering Technology, Computer Engineering Technology, Computer Science, and in Funeral Service.

Bachelor Degree Programs

All bachelor degree programs include a broad foundation of liberal arts requirements in addition to individual program core requirements. Students may select a specialization within any of the degree programs containing options.

Bachelor of Science in Administration includes options in Accounting, Aviation Management (with Flight Option), Business Administration, Fashion Merchandising, Hotel/Restaurant Management, Marketing, and Computer Science.

The Bachelor of Professional Studies in Administration is
open only to associate degree graduates of technical or professional programs other than business administration and management. The program provides an opportunity for these students to obtain their bachelor's degree in administration, an excellent complement to their technical or professional associate degree.

The Bachelor of Science in Communications offers four options: Art, Print Media, Public Relations/Advertising, and Broadcasting. Students in the art option, through the addition of studio electives, may obtain a Bachelor of Fine Arts degree.

The Bachelor of Technology in Electronics Engineering Technology or Computer Engineering Technology is available for students envisioning a career in the rapidly expanding field of electronics and high technology.

Other programs offered which lead to a Bachelor of Science degree are: Behavioral Science, Health and Human Services (Gerontology), and History/Political Science.

**Associate Degree Programs**

Some students have as their initial goal an associate degree. The College's two-year programs provide the requisite educational background and training for this group of students who desire earlier access to the job market.

Students may pursue an Associate of Arts in Business and elect one of the following areas:

- Business Administration, Fashion Merchandising and Hotel/Restaurant Management.
- The Associate of Arts in Liberal Arts provides options in Fine Art, Commercial Art, Pre-Elementary Education, Liberal Arts, and Communications.
- Associate of Science degrees are available in Electronics Engineering Technology, Computer Engineering Technology, and Computer Science, and in Funeral Service, the latter of which prepares students for the state and national boards and a career in the operation and management of funeral homes.

**Graduate Degree Program**

The College of Boca Raton, through its Institute on Aging, offers a Master of Professional Studies degree in Health and Human Services with an emphasis on administration in eldercare programs, agencies, and facilities. The curriculum requires a total of 42 graduate credit hours. This M.P.S. is a terminal degree for professional practice in this specialization.
I degree or other than a bachelor’s degree, an associate degree in these areas is not available.

Associate Degree Programs

Bachelor of Science, Bachelor of Arts, Bachelor of Technology, Bachelor of Business Administration, Bachelor of Fashion Merchandising and Hotel/Restaurant Management.

Associate of Science degrees are available in Electronics Engineering Technology, Computer Engineering Technology, and Computer Science, and in Funeral Service, the latter of which prepares students for the state and national boards and a career in the operation and management of funeral homes.

The various two- and four-year curricula are structured so that students who originally selected associate degree programs can readily proceed into the third year of an appropriate bachelor’s degree program.

Graduate Degree Program

The College of Boca Raton, through its Institute on Aging, offers a Master of Professional Studies degree in Health and Human Services with an emphasis on administration in eldercare programs, agencies, and facilities. The curriculum requires a total of 43 graduate credit hours. This M.P.S. is a terminal degree for professional practice in this specialization.

### DIVISION OF HUMANITIES
### BEHAVIORAL SCIENCE PROGRAM/PSYCHOLOGY-SOCIOLOGY

#### FIRST YEAR

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<th>Course</th>
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#### SECOND YEAR

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#### THIRD YEAR

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<tr>
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<td>BEH 355</td>
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<td>BEH 320</td>
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<td></td>
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#### FOURTH YEAR

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<tbody>
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<td>HUM 400</td>
<td>3</td>
<td>HUM 410</td>
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COMMUNICATIONS

Communication is defined as "the process of source/receiver interaction via sign/symbol exchange with consequent meaning and/or information generation." The emphasis of communication study at CBR is upon human communication processes. Such study is necessarily interdisciplinary, joining the interests of the Humanities and the Arts with those of the Behavioral and Physical Sciences and the Technologies.

**FIRST YEAR**

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Electives are to be selected in consultation with a Communication Program Advisor. Students transferring into Communication study from other disciplines/majors may anticipate up to 30 hours of transfer credit (C grade or better) assigned to the elective portion of the Communication requirements. 15 of the total 45 elective credits MUST be in Communication (COA) courses. All remaining electives in the Third and Fourth years MUST be selected from 300-400 level courses.
COMMUNICATIONS

defined as "the process of source/receiver interaction via signs consequent meaning and/or information generation." The study at CBR is upon human communication processes in a disciplinary, joining the interests of the Humanities and Physical Sciences and the Technologies.

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THIRD YEAR

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HEALTH AND HUMAN SERVICES ADMINISTRATION (Gerontology)

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SECOND YEAR (33 credits)

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WINTERIM

Social Gerontology (HHS 230) 3 credits

THIRD YEAR (33 credits)

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SUMMER

Counseling The Older Adult (HHS 450) 3 credits

FOURTH YEAR (24 credits)

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WINTERIM

Adult Development & Aging (HHS 340) 3 Credits

Total - 122 credits
### HISTORY/POLITICAL SCIENCE

#### FIRST YEAR

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#### FOURTH YEAR

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#### NOTES:
Completion of program's first two years qualifies the student for an Associate of Arts degree in Liberal Arts, concentration in History/Political Science.
### ART/COMMERCIAL ART

#### FIRST YEAR

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### NOTES:
The basic curriculum permits either a commercial or fine art track, depending on the selection of electives.

#### ART ELECTIVES

- Sculpture
- Painting & Color
- Ceramics
- Photography
- Typography
- Engineering Graphics

[Image of a person sitting on a bench, reading a book]

*Note:* The basic curriculum permits either a commercial or fine art track, depending on the selection of electives.

*Image credit:* [Unsplash](https://unsplash.com)
HUMANITIES/LIBERAL ARTS

FIRST YEAR

Fall | Cr. | Spring | Cr.
--- | --- | --- | ---
ENG 101 | English Composition | 3 | ENG 102 | English Comp./Studies in Lit. | 3
HPS 111 | World History I | 3 | HUM 101 | Art/Music Appreciation | 3
BEH 110 | Intro. to Sociology | 3 | HPS 112 | World History II | 3
COA 110 | Public Forum | 3 | BEH 150 | Intro. to Psychology | 3
Philosophy or Ethics | 3 | MAT 110 | College Algebra | 3
15 | 15

SECOND YEAR

Fall | Cr. | Spring | Cr.
--- | --- | --- | ---
HUM 201 | Logic | 3 | HUM 260 | Great Books I | 3
HUM 250 | Great Issues I | 3 | BUS 171 | Economics II | 3
Amer. History Elective | 3 | TEC 200 | Intro. to Computer Applications | 3
Science Elective | 3 | Electives | 6
Elective | 3 | 16 | 15

NOTE: Completion of program's first two years qualifies the student for an Associate of Arts in Liberal Arts. B.A. program in Liberal Arts: 61 credits in first two years (see above), 30 credits from courses within the Humanities Division; another lab science; 2 semesters of a foreign language; Great Issues II (Upper Division); Great Books II (Upper Division); and 15 credits of free electives. Upper Division electives MUST BE selected from 300-400 course selections.

There are three vital areas of human endeavor today: **People, ideas, and things.**

A college graduate needs a working knowledge in all three areas. Even with the emphasis on technology (things) today, we need people to work with ideas to improve the technology. Further, we need to emphasize relationships (people) to have an integration of ideas and things.

The Humanities serves to create this cohesive purpose. While people still can achieve a mastery (major) in "things" (computer, etc.), they need to develop competency levels in the other two.

This need is articulated well by Norman Cousins:

"The irony of the emphasis being placed on careers is that nothing is more valuable for anyone who has had a professional or vocational education than to be able to deal with abstractions or complexities, or to feel comfortable with subtleties of thought or language, or to think sequentially. The doctor who knows only disease is at a disadvantage alongside the doctor who knows at least as much about people as he does about pathological organisms. The lawyer who argues in court from a narrow legal base is no match for the lawyer who can connect legal precedents to historical experience and who employs wide-ranging intellectual resources. The business executive whose competence in general management is bolstered by an artistic ability to deal with people is of prime value to his company. For the technologist, the engineering of consent can be just as important as the engineering of moving parts. In all these respects, the liberal arts have much to offer. Just in terms of career preparation, therefore, a student is shortchanging himself by shortcutting the humanities."

PRE-ELEMENTARY

The Pre-Elementary Education Program is designed to provide skill development, classroom training and preparation for the child growth and development, while guiding them in the field of Childhood Education.

FIRST YEAR

Fall | Cr.
--- | ---
ENG 101 | English Composition | 3
BEH 160 | Child Development I | 3
PRE 100 | Principles & Practices of Early Childhood Ed. | 3
History/Pol. Science Elective | 3
Psychology or Sociology | 3
15

SECOND YEAR

Fall | Cr.
--- | ---
MAT 110 | College Algebra | 3
PRE 220 | Math/Science Activities | 5
PRE 240 | Creative Activities | 3
Science Elective | 4
Elective | 3
16

TOTAL CRED

NOTE: 1. For students who formally declare the program, 2 core requirements will be modified. A list of courses substituted: Child Development and Marriage & Family. In this case, 15 credits of free electives are required.

2. The recommended sciences are Pre-Elementary Education. There are three vital areas of human endeavor today: **People, ideas, and things.**

A college graduate needs a working knowledge in all three areas. Even with the emphasis on technology (things) today, we need people to work with ideas to improve the technology. Further, we need to emphasize relationships (people) to have an integration of ideas and things.

The Humanities serves to create this cohesive purpose. While people still can achieve a mastery (major) in "things" (computer, etc.), they need to develop competency levels in the other two.

This need is articulated well by Norman Cousins:

"The irony of the emphasis being placed on careers is that nothing is more valuable for anyone who has had a professional or vocational education than to be able to deal with abstractions or complexities, or to feel comfortable with subtleties of thought or language, or to think sequentially. The doctor who knows only disease is at a disadvantage alongside the doctor who knows at least as much about people as he does about pathological organisms. The lawyer who argues in court from a narrow legal base is no match for the lawyer who can connect legal precedents to historical experience and who employs wide-ranging intellectual resources. The business executive whose competence in general management is bolstered by an artistic ability to deal with people is of prime value to his company. For the technologist, the engineering of consent can be just as important as the engineering of moving parts. In all these respects, the liberal arts have much to offer. Just in terms of career preparation, therefore, a student is shortchanging himself by shortcutting the humanities."


## PRE-ELEMENTARY EDUCATION

The Pre-Elementary Education Program incorporates theory, personal growth, skill development, classroom training and practical experience, with emphasis on child growth and development, while guiding the student toward a career in Early Childhood Education.

### FIRST YEAR

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### TOTAL CREDITS: 62

#### NOTE:
1. For students who formally declare that they consider this a terminal program, 2 core requirements will be waived (two sciences), and the following courses substituted: Child Development II, Health & Nutrition, and Marriage & Family. In this case, 60 credits are required for graduation.
2. The recommended sciences are Biology I - II.
# DIVISION OF BUSINESS
## ACCOUNTING
### FIRST YEAR
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### FOURTH YEAR
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**NOTE:** Flight I-II-III are those courses (7) prepare the student for private, inst IV is available as an elective and en
## OF BUSINESS
### ACCOUNTING

### FIRST YEAR

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**NOTE:** Flight I-II-III are those courses (groundschool and flight training) which prepare the student for private, instrument, and commercial ratings. Flight IV is available as an elective and encompasses flight instructor’s training.
## BUSINESS ADMINISTRATION
### FIRST YEAR

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### THIRD YEAR

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### NOTE:
Completion of program's first two years qualifies the student for an Associate of Arts in Business, concentration in Business Administration.

## FASHION MARKETING
### FIRST YEAR

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### FOURTH YEAR

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### NOTE:
Completion of program's first two years qualifies the student for an Associate of Arts in Business, concentration in Fashion Merch. Following counseling with the Program Adviser, their academic intentions by the completion third and fourth year should be discussed with related selections. There will be an optional final semester of the program with the program.
**BUS ADMINISTRATION**

**FIRST YEAR**

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**FASHION MARKETING**

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**THIRD YEAR**

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**FOURTH YEAR**

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</table>

**NOTE:** Completion of program's first two years qualifies the student for an Associate of Arts in Business, concentration in Fashion Merchandising. *A History/Behavioral Science course must be substituted for the Fashion Elective for the Associate Degree Program. Following counseling with the Program Advisor, the student must formally declare their academic intentions by the completion of their first year. The electives in the third and fourth year should be discussed with the Program Advisor to insure career-related selections. There will be an optional 9-credit hour internship offered during the final semester of the program with the permission of the Program Advisor.
### HOTEL/RESTAURANT MANAGEMENT

#### FIRST YEAR

**Fall**
- ENG 101  English Composition  3
- HRM 100  Intro. to Hospitality Industry  3
- History/Behav. Sci. Elective  3
- Science Elective  4

**Spring**
- ENG 102  English Comp./Studies in Lit.  3
- HRM 140  Front Office Mgmt.  3
- HRM 150  Food & Beverage Mgmt.  3
- TEC 200  Intro. to Computer Applications  3
- Science Elective  4

#### SECOND YEAR

**Fall**
- COA 110  Public Forum  3
- MAT 110  College Algebra  3
- HRM 245  Principles of Food Prod.  3
- History/Behav. Sci. Elective  3
- HRM 244  Property Management or Elective  3

**Spring**
- COA 228  Business Commun.  3
- MAT 221  Probability & Statistics  3
- HRM 250  Quantity Food Mgmt.  3
- HRM 290  Practicum  3
- Elective  3

#### THIRD YEAR

**Fall**
- ACC 301  Financial Accounting  3
- MKT 301  Principles of Marketing  3
- HRM 260  Law for Innkeepers  3
- HRM 320  Physical Plant Mgmt.  3
- TEC 315  Information System Structures  3

**Spring**
- BUS 320  Management Theory  3
- BUS 350  Human Resource Mgmt.  3
- HRM 270  Hospitality Marketing and Sales  3
- HRM 330  Hospitality Indus. Accounting  3
- HRM 380  Hospitality Purchasing  3

#### FOURTH YEAR

**Fall**
- BUS 340  Human Behav. in Organizations  3
- BUS 450  Business and Society  3
- HRM 450  Food Serv. Engineering  3
- HRM 460  Industry Risk Mgmt. Elective  3

**Spring**
- BFI 311  Financial Management  3
- HRM 360  Hospitality Personnel and Training  3
- HRM 470  Convention & Sales Management  3
- HRM 480  Catering/Gourmet Foods  3
- Elective  3

**NOTE:** Completion of the program’s first two years qualifies the student for an Associate of Arts in Business, concentration in Hotel/Restaurant Management.

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### MARKETING

#### FIRST YEAR

**Fall**
- ENG 101  English Composition  3
- MAT 110  College Algebra  3
- ACC 101  Accounting I  3
- BUS 100  Intro. to Business  3
- BUS 170  Economics I  3

**Spring**
- ENG 102  English Comp./Studies in Lit.  3
- HRM 140  Front Office Mgmt.  3
- HRM 150  Food & Beverage Mgmt.  3
- TEC 200  Intro. to Computer Applications  3
- Science Elective  4

#### SECOND YEAR

**Fall**
- COA 110  Public Forum  3
- MAT 221  Probability & Statistics  3
- BUS 212  Business Law I  3
- History/Behav. Science Elective  3
- Science Elective  4

**Spring**
- COA 228  Business Commun.  3
- MAT 221  Probability & Statistics  3
- BUS 320  Management Theory  3
- BUS 350  Human Resource Mgmt.  3
- Elective  3

#### THIRD YEAR

**Fall**
- COA 240  Advertising  3
- BUS 450  Business & Society  3
- MKT 301  Principles of Marketing  3
- TEC 315  Information Systems Structures  3
- Elective  3

**Spring**
- COA 228  Business Commun.  3
- MAT 221  Probability & Statistics  3
- MKT 301  Principles of Marketing  3
- TEC 315  Information Systems Structures  3
- Elective  3

#### FOURTH YEAR

**Fall**
- MKT 321  Sales Management  3
- MKT 430  Marketing Research  3
- MKT 440  Marketing Strategy and Policy  3
- Elective  3

**Spring**
- BUS 450  Business & Society  3
- MKT 321  Sales Management  3
- MKT 430  Marketing Research  3
- MKT 440  Marketing Strategy and Policy  3
- Elective  3

**NOTE:** Completion of program’s first two years qualifies the student for a Bachelor of Business Administration, concentration in Marketing.

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**NOTE:** Completion of program’s first two years qualifies the student for an Associate of Arts in Business, concentration in Hotel/Restaurant Management.
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| | **CR.** | **MAT 221** Probability & Statistics 3 | **MAT 221** Probability & Statistics 3 |
| | **CR.** | **ACC 102** Accounting II 3 | **ACC 102** Accounting II 3 |
| | **CR.** | **BUS 212** Business Law I 3 | **BUS 212** Business Law I 3 |
| | **CR.** | **History/Behav. Science Elective 3** | **History/Behav. Science Elective 3** |
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| **THIRD YEAR** | **CR.** | **COA 240** Advertising 3 | **COA 240** Advertising 3 |
| | **CR.** | **BUS 213** Legal Environment of Business 3 | **BUS 213** Legal Environment of Business 3 |
| | **CR.** | **MKT 311** Principles of Marketing 3 | **MKT 311** Principles of Marketing 3 |
| | **CR.** | **MKT 315** Information Systems Structures 3 | **MKT 315** Information Systems Structures 3 |
| | **CR.** | **Elective 3** | **Elective 3** |
| | **CR.** | **15** | **15** |

| **FOURTH YEAR** | **CR.** | **BUS 450** Business & Society 3 | **BUS 450** Business & Society 3 |
| | **CR.** | **MKT 321** Sales Management 3 | **MKT 321** Sales Management 3 |
| | **CR.** | **MKT 430** Marketing Research 3 | **MKT 430** Marketing Research 3 |
| | **CR.** | **MKT 440** Marketing Strategy and Policy 3 | **MKT 440** Marketing Strategy and Policy 3 |
| | **CR.** | **Elective 3** | **Elective 3** |
| | **CR.** | **15** | **15** |

**NOTE:** Completion of program's first two years qualifies the student for an Associate of Arts in Business, concentration in Business Management.

Completion of program's first two years qualifies the student for an Associate of Arts in Hotel/Restaurant Management.
BACHELOR OF PROFESSIONAL STUDIES IN ADMINISTRATION

This program is open only to Associate Degreed Students whose major field was other than Business Administration or Management. It provides a path by which graduates of technical and professional programs can obtain a bachelor's degree in Administration to complement their two-year specialization.

### JUNIOR YEAR

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### SENIOR YEAR

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### DIVISION OF SCIENCE AND COMPUTER ENGINEERING

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### PROFESSIONAL STUDIES ADMINISTRATION

Associate Degreed Students whose major field was Economics or Management. It provides a path by which professional programs can obtain a bachelor's degree in their two-year specialization.

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<td>Electronic Commun. Fundamentals</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

**THIRD YEAR**

<table>
<thead>
<tr>
<th>Cr.</th>
<th>Spring</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>MAT 312</td>
<td>4</td>
<td>Differential Equations</td>
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<td>4</td>
<td>MAT 320</td>
<td>4</td>
<td>Advanced Microprocessors</td>
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<td>4</td>
<td>TEC 325</td>
<td>4</td>
<td>Diagnostic and Troubleshooting</td>
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<tr>
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</tr>
</tbody>
</table>

**FOURTH YEAR**

<table>
<thead>
<tr>
<th>Cr.</th>
<th>Spring</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>TEC 410</td>
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<td>Seminar</td>
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<tr>
<td>4</td>
<td>TEC 440</td>
<td>4</td>
<td>Senior Project</td>
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<td>6</td>
<td>TEC 445</td>
<td>4</td>
<td>Advanced Practicum</td>
</tr>
<tr>
<td>3</td>
<td>COA 462</td>
<td>3</td>
<td>Elective</td>
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<tr>
<td></td>
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<td>16</td>
<td></td>
</tr>
</tbody>
</table>
### FUNERAL SERVICE

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>ENG 102 English Comp/Studies in Literature</td>
<td>3</td>
</tr>
<tr>
<td>COA 110</td>
<td>3</td>
<td>ACC 101 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BEH 150</td>
<td>3</td>
<td>BUS 212 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SCI 160</td>
<td>4</td>
<td>SCI 161 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MSC 101</td>
<td>3</td>
<td>MSC 131 Principles of Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>MSC 150 Funeral Service Sanitation</td>
<td>19</td>
</tr>
</tbody>
</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 130</td>
<td>4</td>
<td>COA 228 Business Commun.</td>
<td>3</td>
</tr>
<tr>
<td>MSC 250</td>
<td>3</td>
<td>BEH 110 Intro. to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>MSC 220</td>
<td>1</td>
<td>MSC 225 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>MSC 261</td>
<td>4</td>
<td>MSC 262 Embalming II</td>
<td>4</td>
</tr>
<tr>
<td>MSC 240</td>
<td>5</td>
<td>MSC 281 Restorative Art</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>MSC 291 Practicum</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT 110 College Algebra*</td>
<td>3</td>
</tr>
</tbody>
</table>

Graduates of this program are eligible to take National and State Board examinations. They also can continue their studies by enrolling in the Bachelor of Professional Studies Program in Administration which requires a minimum of 60 semester hours of upper division study.

*Prerequisite to advanced studies.

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### GRADUATE DEGREE

#### MASTER OF PROFESSIONAL STUDIES IN HEALTH AND HUMAN SERVICES

Eldercare Administration

Curriculum (43 cr)

**Aging Core (2 credit courses):**
1. Foundations of Gerontology (HHS 501)
2. Death and Dying (HSS 521)
3. Social Gerontology (HSS 523)
4. Adult Development & Aging (HHS 534)
5. Mental Health & Aging (HHS 535)
6. Activities for the Aged and Infirm (HHS 542)
7. Counseling The Older Adult (HHS 545)
8. Health Gerontology (HHS 546)

**Administration Core (3 credit courses):**
1. Administration In Health & Human Services
2. Personnel Management In Health & Human Services
3. Managerial Accounting for Health & Human Services
4. Legal Aspects of Health & Human Services
5. Computer Applications for Health & Human Services
6. Special Topics in Gerontological Service:
   - HHS 700 - Administrative Residency, or
   - HHS 750 - Special Project In Gerontological Service

**Service Delivery Core (3 credit courses):**
1. Eldercare I (Community Services & Residential Care) (HHS 600)
2. Eldercare II (Health Care Facilities for the Elderly) (HHS 700)
3. Eldercare III (Principles of Long Term Care) (HHS 750)
GRADUATE DEGREE PROGRAM
MASTER OF PROFESSIONAL STUDIES
IN HEALTH AND HUMAN SERVICE
(Eldercare Administration)

Curriculum (43 credits)

Aging Core (2 credit courses):
1. Foundations of Gerontology (HHS 501)
2. Death and Dying (HSS 521)
3. Social Gerontology (HSS 523)
4. Adult Development & Aging (HHS 534)
5. Mental Health & Aging (HHS 535)
6. Activities for the Aged and Infirm (HHS 542)
7. Counseling The Older Adult (HHS 545)
8. Health Gerontology (HHS 546)

Administration Core (3 credit courses):
1. Administration In Health & Human Services (HHS 500)
2. Personnel Management In Health & Human Services (HSS 510)
3. Managerial Accounting for Health & Human Services (HHS 520)
4. Legal Aspects of Health & Human Services (HSS 530)
5. Computer Applications for Health & Human Services (HHS 540)
6. Special Topics in Gerontological Service:
   HHS 700 - Administrative Residency, or
   HHS 750 - Special Project In Gerontological Practice

Service Delivery Core (3 credit courses):
1. Eldercare I (Community Services & Residential Facilities for the Elderly)
   (HHS 600)
2. Eldercare II (Health Care Facilities for the Elderly) (HSS 610)
3. Eldercare III (Principles of Long Term Care Administration) (HHS 620)

*Students eligible to take National and State Board examinations to continue their studies by enrolling in the Bachelor of Science in Administration which requires a minimum of 18 credit hours of study.

CR.  Spring                              Cr.
3    ENG 102  English Comp/Studies in Literature  3
3    ACC 101  Accounting I  3
3    BUS 212  Business Law I  3
3    SCI 161  Anatomyl and Physiology II  4
3    MSC 131  Principles of Funeral Service  3
3    MSC 150  Funeral Service Sanitation  3
17   

CR.  Spring                              Cr.
3    COA 228  Business Commun.  3
3    BEH 110  Intro. to Sociology  3
3    MSC 225  Microbiology  3
4    MSC 262  Embalming II  4
4    MSC 270  Restorative Art  4
5    MSC 281  Funeral Service Seminar  2
17   

3 Cr.  Practicum
5 Cr.  College Algebra*
3 Cr.
Pre-Law

It is essential that the pre-law student understand law schools' educational philosophy. As the Law School Admission Bulletin states: "Any course, regardless of field, that helps you develop clear and systematic thinking, command of the English language, and a broad understanding of our society constitutes sound preparation for the study of law. Thus, law schools do not recommend specific undergraduate majors for pre-law students."

For this reason, the student aspiring to the profession of law may select any major he wishes. There is no such thing as a prescribed pre-law curriculum; however, the pre-law student should take care to undergird any field of study with challenging courses in mathematics, natural sciences, social sciences and the humanities. Courses recommended by most law schools include literature and advanced writing courses, history, political science, accounting, economics, mathematics, and any other courses that demand analytical or verbal ability. Pre-law students select the major of their choice and are advised by faculty in the chosen field. They must satisfy all requirements of their major field.

In addition, any student considering law should realize that admission to law school is highly selective. To enter the profession he should be a person who plans to continue learning throughout his life. The law school student must also have a high undergraduate grade point average; if a student's grade point average (through his junior year) is below a "B", he should be thinking of alternatives to law school.

The Law School Admission Test (LSAT) is required of every applicant to law school. It is recommended that pre-law students take it their senior year, so that, if necessary, they can re-take the test at a later date. The Law School Admission Bulletin, available at the College, answers many questions concerning testing centers and dates of administration.

IV. Continuing Education

The College of Boca Raton recognizes that learning does not take place in classrooms. Many individuals of knowledge from military service schools and avocational interests. At the College of Boca Raton from a number of programs offered that meet Communications, Behavioral Science, Business Administration, Accounting, Courses in Computer Science, Accounting, Advanced Restaurant Management, Hotel Service, and much more. The College offers a unique four-year degree in Studies in Administration which was designed for technical or professional degree. Seminars are offered in a wide range of subject areas that meet the community.

Procedure

Applications for admission may be obtained either by mail or in person at the Office of Continuing Education, or by telephoning (305) 994-0770. Necessary forms are included with the application. The following steps must be taken when applying for admission:

1. Complete application form and mail or bring to the Office of Continuing Education, 3601 North Military Trail, Boca Raton, Florida 33431. The office is located in the Library Building. A non-refundable fee of $25.00 must accompany the application.

2. Request all secondary schools and colleges previously attended to send official transcripts of record directly to the Office of Continuing Education. (Student grade reports are not acceptable evidence of record.) Transcripts from non-U.S. schools must be submitted in a certified English translation.

Applications and the required supportive data should be on file in the Office of Continuing Education to the satisfaction of the committee. Experien...
IV. Continuing Education

The College of Boca Raton recognizes that a vast amount of learning does not take place in classrooms. Many individuals have acquired a great deal of knowledge from military service schools, employee workshops, and avocational interests. At the College of Boca Raton, you can choose from a number of programs offered that meet your needs, including Communications, Behavioral Science, Business Administration, and Accounting. Courses in Computer Science, Aviation Management, Hotel/Restaurant Management, Funeral Service, and Gerontology are also available. The College offers a unique four-year degree—Professional Studies in Administration—which was designed for holders of a two-year technical or professional degree. Seminars and workshops will also be offered in a wide range of subject areas that would be of interest to the community.

Procedure

Applications for admission may be obtained either by mail or in person at the Office of Continuing Education, or by telephoning (305) 994-0770. Necessary forms are included with the application. The following steps must be taken when applying for admission:

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Applications and the required supportive data should be on file in the Office of Continuing Education at least 30 days prior to the semester for which the applicant desires admission.

Experiential Credit

The College offers students the opportunity to obtain academic credits for learning that has taken place outside the classroom. The competency-based evaluation involves presenting evidence of non-classroom learning experiences for academic credit consideration. The student prepares a portfolio which is reviewed by a faculty member of the College of Boca Raton. The portfolio should include evidence relevant to the area in which credit is sought. A competency-based evaluation applies to knowledge obtained through work experience (military or civilian), in-service training programs, volunteer activities and workshops. A resume outlining non-classroom learning experiences should be included in the portfolio. A member of the faculty is available to assist with the preparation of the portfolio, and the appropriate forms.
IX. Course Descriptions

Course Designation Guide

ACC - Accounting
ART - Art/Commercial Art
AVM - Aviation Management
BEH - Behavioral Sciences
BFI - Banking and Finance
BFM - Fashion Merchandising
BUS - Business Administration
COA - Communications
ECE - Pre-Elementary Education
ENG - English
HHS - Health and Human Services
HPS - History/Political Science
HRM - Hotel/Restaurant
HUM - Humanities
IBT - International Business and Trade
LAN - Languages
MAT - Mathematics
MKT - Marketing
MSC - Funeral Service
SCI - Sciences
TEC - Technology

Course Number Guide

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

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

1 - Freshman Courses
2 - Sophomore Courses
3 - Junior Courses
4 - Senior 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, practicums, and thesis.

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

Identifies a sequence of courses within a sub-discipline.

ACCOUNTING

ACC 101 PRINCIPLES OF ACCOUNTING
A study of the fundamental principles of accounting as applied to the sole enterprise. Emphasis is on the accounting principles and procedures, corporate and partnership forms. Prerequisite: ACC 101. 3 credit hours.

ACC 102 PRINCIPLES OF ACCOUNTING
Continuation of Principles of Accounting. An overview of accounting principles and procedures, corporate and partnership forms. Prerequisite: ACC 101. 3 credit hours.

ACC 211 INTERMEDIATE ACCOUNTING
A course which broadens the area of accounting theory and practice. An overview of accounting theory, the accounting principles, and the handling of long-term assets. 3 credit hours.
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
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9 - Identifies special studies, seminars, practicums, and thesis.

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

Identifies a sequence of courses within a sub-discipline.

ACCOUNTING

ACC 101  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 credit hours.

ACC 102  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: ACC 101. 3 credit hours.

ACC 211  INTERMEDIATE ACCOUNTING I
A course which broadens the accounting student's knowledge of accounting theory and practice. Topics include foundations of accounting theory, the accounting process, financial statements and a comprehensive examination of current and long-term assets. 3 credit hours.
ACC 212  INTERMEDIATE ACCOUNTING II
A continuation of Intermediate Accounting extending the coverage to current and long-term liabilities, account for corporations, income tax allocation, effect of changing prices, changing accounting methods, statement of changes in financial position, ratio analysis, gross margin, consignments and installment sales. Prerequisite: ACC 211. 3 credit hours.

ACC 301  FINANCIAL ACCOUNTING
An introduction to accounting theory, including the nature and need for accounting principles and concepts. Coverage includes the accounting cycle from journalizing to the preparation of financial statements, internal control and accounting systems. 3 credit hours.

ACC 302  MANAGERIAL ACCOUNTING
An introduction to managerial accounting, including cost systems, budgeting, management reporting, information for decision-making, quantitative techniques and financial analysis. Prerequisite: ACC 301. 3 credit hours.

ACC 321  FEDERAL TAXATION
A course covering the determination of the taxable income of individuals and business entities for federal income tax purposes. Emphasis is on the preparation of an individual's tax return in accordance with Internal Revenue Service regulations. 3 credit hours.

ACC 331  COST ACCOUNTING
A course emphasizing cost accounting concepts, analyses and procedures applied as a managerial tool for planning and controlling operations of a business. Topics include the accountant's role in the organization, basic cost principles, standard costs, budgeting, direct costs, overhead, job order costing and inventory evaluation. 3 credit hours.

ACC 361  ADVANCED ACCOUNTING
An advanced accounting course dealing with partnerships, ventures, segment and interim financial reporting, business combinations, multinational companies, bankruptcy, and with the specialized accounting for government entities, not-for-profit entities and for estates and for trusts. Prerequisite: ACC 212. 3 credit hours.

ACC 411  AUDITING
A course presenting the audit standards and techniques used in audit engagements, the nature of audit evidence, professional ethics, audit reports, statistical testing and auditing. Prerequisite: ACC 212.

ACC 471  ACCOUNTING SYSTEMS
A course providing a basic knowledge of the concepts and of their role in the performance of business organizations. This basic understanding of the flow of accounting information with the application of internal control is the use of computers in accounting. Prerequisite: ACC 211. 3 credit hours.

ACC 481  CURRENT ISSUES IN ACCOUNTING
An examination of the latest trends and practices in accounting. Also covered is the current controversial issues in accounting practice and emphasis on how business, the economic situation shapes this thought. Prerequisite: ACC 471. 3 credit hours.

ACC 495-6  THESIS
Student prepares an extensive project utilizing the experience and skills acquired in the major. Prerequisite: Senior Standing. 3-6 credit hours.

ART/COMMERCIAL ART
ART 105  DRAWING I
A course designed to help students develop their drawing skills. Beginning with the fundamentals through perspective drawing, topics include the principles of composition. 3 credit hours.

ART 106  DRAWING II
Basic training in the principles of composition. Topics include layout and design, and creative problem solving. Both visual observation and basic design principles are applied. 3 credit hours.

ART 120  BASIC DESIGN
An introduction to the study of art and design. The course emphasizes the use of basic design principles and techniques in composition. The course is aimed at students who have not had previous art or design experience. 3 credit hours.

ART 145  ENVIRONMENTAL GRAPHICS
Basic theory and techniques of the use of computers in the presentation of ideas in a comprehensive manner.
ACCOUNTING II
of Intermediate Accounting extending the treatment and long-term liabilities, account for income tax allocation, effect of changing prices, cutting methods, statement of changes in on, ratio analysis, gross margin, consignments and sales. Prerequisite: ACC 211. 3 credit hours.

ACCOUNTING
Introduction to accounting theory, including the nature of accounting principles and concepts. Coverage of the accounting cycle from journalizing to the preparation of financial statements, internal control and ethics. 3 credit hours.

ACCOUNTING
Introduction to managerial accounting, including cost accounting concepts, analyses and applications as a managerial tool for planning and operations of a business. Topics include the role in the organization, basic cost principles, budgeting, direct costs, overhead, job order and process costing, inventory valuation. Prerequisite: ACC 301. 3 credit hours.

ACCOUNTING
Accounting course dealing with partnerships, corporations and intermediate financial reporting, business taxation, multinational companies, bankruptcy, and with accounting for government entities, nonprofit entities and for estates and for trusts. Prerequisite: ACC 212. 3 credit hours.

ACCOUNTING
Accounting course dealing with partnerships, corporations and intermediate financial reporting, business taxation, multinational companies, bankruptcy, and with accounting for government entities, nonprofit entities and for estates and for trusts. Prerequisite: ACC 212. 3 credit hours.

ACCOUNTING SYSTEMS
A course providing a basic knowledge of information systems and of their role in the performance of the accounting function in business organizations. This basic knowledge includes an understanding of the flow of accounting data, familiarity with the application of internal control and an understanding of the use of computers in accounting information systems. Prerequisite: ACC 212. 3 credit hours.

CURRENT ISSUES IN ACCOUNTING
An examination of the latest trends in accounting theory and practice. Also covered is the current as well as the perennial controversial issues in accounting thought; with special emphasis on how business, the economy and the world situation shapes this thought. Prerequisite: Senior Standing. 3 credit hours.

THESIS
Student prepares an extensive project, drawing upon the experience and skills acquired in previous accounting courses. 6 credit hours.

ACCOUNTING SYSTEMS
A course providing a basic knowledge of information systems and of their role in the performance of the accounting function in business organizations. This basic knowledge includes an understanding of the flow of accounting data, familiarity with the application of internal control and an understanding of the use of computers in accounting information systems. Prerequisite: ACC 212. 3 credit hours.

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THESIS
Student prepares an extensive project, drawing upon the experience and skills acquired in previous accounting courses. 6 credit hours.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 146</td>
<td>ENGINEERING GRAPHICS</td>
<td>A course designed for students in Computer Engineering which provides instruction for the student to take basic three-dimensional objects and reduce them to understandable plan and elevation drawings with the appropriate indicators for size and materials. Students learn to sketch objects in a simple, three-dimensional manner, thereby “visualizing” concepts from the imagination. A valuable elective for the Commercial Art major.</td>
<td>3</td>
</tr>
<tr>
<td>ART 210</td>
<td>LIFE DRAWING</td>
<td>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.</td>
<td>3</td>
</tr>
<tr>
<td>ART 223</td>
<td>FASHION ILLUSTRATION</td>
<td>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.</td>
<td>3</td>
</tr>
<tr>
<td>ART 230</td>
<td>PHOTOGRAPHY</td>
<td>Fundamentals of photography, including picture-taking, developing and print-making.</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>ADVANCED PHOTOGRAPHY</td>
<td>Further study of photography as an art form; includes use of color in photography, experimentation in composition and techniques of processing.</td>
<td>3</td>
</tr>
<tr>
<td>ART 232</td>
<td>COLOR PHOTOGRAPHY</td>
<td>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.</td>
<td>3</td>
</tr>
<tr>
<td>ART 242</td>
<td>THREE-DIMENSIONAL DESIGN</td>
<td>The basic aspect 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.</td>
<td>3</td>
</tr>
<tr>
<td>ART 250</td>
<td>SCULPTURE</td>
<td>An exploration of three-dimensional design in the use of clay and in stone carving, with emphasis on acquiring basic technical skills.</td>
<td>3</td>
</tr>
<tr>
<td>ART 253</td>
<td>PRINTMAKING</td>
<td>A &quot;hands on&quot; experience with some reproducing graphic images. Techniques include the off-set press, blueprints, serigraphy, etc.</td>
<td>3</td>
</tr>
<tr>
<td>ART 255</td>
<td>CERAMICS</td>
<td>Basic techniques of wheel throwing, firing and glazing.</td>
<td>3</td>
</tr>
<tr>
<td>ART 261</td>
<td>PAINTING AND COLOR</td>
<td>Through the use of acrylic and various basic technical skills and color relations, an opportunity exists for individual expression.</td>
<td>3</td>
</tr>
<tr>
<td>ART 265</td>
<td>ILLUSTRATION</td>
<td>An advanced drawing class stressing tools and techniques to illustrate such things as record covers, etc.</td>
<td>3</td>
</tr>
<tr>
<td>ART 267</td>
<td>PORTFOLIO AND EXHIBITION</td>
<td>The graduating student majoring in Illustration and prepares past work for a portfolio. The portfolio consist of original work and 35mm slides to round out the individual “portfolio” which is composed and printed. All of the portfolio is shown in a student exhibition during finals week. Designs and prints posters, invites, and the exhibition.</td>
<td>3</td>
</tr>
<tr>
<td>ART 310</td>
<td>TYPOGRAPHICS</td>
<td>Assignments demonstrate visual perception and study of basic forms. Solutions to problems in graphic communication are derived through the use of concept, structure, and the use of color.</td>
<td>3</td>
</tr>
<tr>
<td>ART 320</td>
<td>COLOR GRAPHICS</td>
<td>The variability of color, its perception and relations. The constructive use of color and color relations in visual expression, communicative in nature. Functional and expressive art.</td>
<td>3</td>
</tr>
<tr>
<td>AVM 101</td>
<td>AIR TRANSPORTATION</td>
<td>A survey of the entire spectrum of air transportation, from hot air balloons to supersonic transports.</td>
<td>3</td>
</tr>
</tbody>
</table>
NG GRAPHICS

A survey of the entire spectrum of aviation, its evolution from balloons to supersonic transports and space travel, its contemporary situation and problems and its potential. 3 credit hours.

ART 253 PRINTMAKING

A “hands on” experience with some of the means for reproducing graphic images. Techniques covered include: the off-set press, blueprints, serigraphs and etching. 3 credit hours.

ART 255 CERAMICS

Basic techniques of wheel thrown and hand built pottery, kiln firing and glazing. 3 credit hours.

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 credit hours.

ART 265 ILLUSTRATION

An advanced drawing class stressing personal, creative use of tools and techniques to illustrate stories, magazine articles, record covers, etc. 3 credit hours.

ART 267 PORTFOLIO AND EXHIBITION

The graduating student majoring in Commercial Art evaluates and prepares past work for a portfolio. The portfolio is to consist of original work and 35mm slides. New work is produced to round out the individual “portfolio personality.” A resume is composed and printed. All of the work is then presented in a student exhibition during final exam week. The student designs and prints posters, invitations and programs for the exhibition. 3 credit hours.

ART 310 TYPOGRAPHIES

Assignments demonstrate visual value, economy of thought and study of basic forms. Solutions developed to design problems in graphic communications and corporate identity through the use of concept, structure, color and symbology. 3 credit hours.

ART 320 COLOR GRAPHICS

The variability of color, its perceived qualities and qualitative relations. The constructive use of color as a versatile means of visual expression, communication and display. Its perceptual, formal and functional role in graphic design. 3 credit hours.

AVIATION MANAGEMENT

AVM 101 AIR TRANSPORTATION

A survey of the entire spectrum of aviation, its evolution from balloons to supersonic transports and space travel, its contemporary situation and problems and its potential. 3 credit hours.

ILLUSTRATION

Awareness of design needs in the fashion world and fabrics, figure proportions. Developing sketch with emphasis on drawing and design. 3 credit hours.

Figure drawing stressing the light and proportion. 3 credit hours.

PHOTOGRAPHY

“Hands on” experience with some of the means for reproducing graphic images. Techniques covered include: the off-set press, blueprints, serigraphs and etching. 3 credit hours.

CERAMICS

Basic techniques of wheel thrown and hand built pottery, kiln firing and glazing. 3 credit hours.

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 credit hours.

ILLUSTRATION

An advanced drawing class stressing personal, creative use of tools and techniques to illustrate stories, magazine articles, record covers, etc. 3 credit hours.

PORTFOLIO AND EXHIBITION

The graduating student majoring in Commercial Art evaluates and prepares past work for a portfolio. The portfolio is to consist of original work and 35mm slides. New work is produced to round out the individual “portfolio personality.” A resume is composed and printed. All of the work is then presented in a student exhibition during final exam week. The student designs and prints posters, invitations and programs for the exhibition. 3 credit hours.

TYPOGRAPHIES

Assignments demonstrate visual value, economy of thought and study of basic forms. Solutions developed to design problems in graphic communications and corporate identity through the use of concept, structure, color and symbology. 3 credit hours.

COLOR GRAPHICS

The variability of color, its perceived qualities and qualitative relations. The constructive use of color as a versatile means of visual expression, communication and display. Its perceptual, formal and functional role in graphic design. 3 credit hours.

AVIATION MANAGEMENT

AIR TRANSPORTATION

A survey of the entire spectrum of aviation, its evolution from balloons to supersonic transports and space travel, its contemporary situation and problems and its potential. 3 credit hours.
AVM 110  FLIGHT THEORY I  
Basic flight theory which prepares the student for the FAA private pilot examination. Included are aircraft performance, systems, FARs, use of charts and flight computer, radio navigation and aviation weather. Flight training and successful completion of all requirements for the private pilot rating are involved. 4 credit hours.

AVM 210  FLIGHT THEORY II  
Advanced flight theory which prepares the student for the FAA commercial pilot examination. Flight training and successful completion of all requirements for the commercial rating are involved. 4 credit hours.

AVM 215  FLIGHT THEORY III  
Advanced flight theory and procedures which prepare the student for the FAA instrument examination. Flight training and successful completion of all requirements for the instrument pilot rating are involved. 4 credit hours.

AVM 310  FLIGHT INSTRUCTIONAL METHODS  
Methodology and requirements of flight instruction which prepare the student for the FAA flight instructor's examination. (Not required in flight option; available as an elective.) Flight training and successful completion of all requirements for the commercial flight instructors rating are involved. 4 credit hours.

AVM 330  AVIATION LAW  
A study of the various conventions, agreements and legislative acts by which national and international air transportation are governed. Included are studies of landmark court cases which have significantly affected air travel. 3 credit hours.

AVM 340  FIXED BASE OPERATIONS MANAGEMENT  
An analysis of all aspects of fixed base operations, including flight training, charters and rentals, contract services, transient flight operations, community relations. 3 credit hours.

AVM 345  AIRPORT MANAGEMENT  
A detailed study of operating and managing an airport, principally viewed from the public sector standpoint. Included are the manager's functions and responsibilities, applicable local, state and national regulatory requirements, together with preparation of an airport's master plan. 3 credit hours.

AVM 440  AIRLINE MANAGEMENT AND OPERATIONS  
An analysis of contemporary management techniques applied to the airline industry, present industry problems and flight operations. Included are aspects of scheduling, passenger service, maintenance, aircraft selection, advertising and labor relations. 3 credit hours.

AVM 481  AVIATION SEMINAR  
A series of analyses and discussions of problems in aviation. Individual reports are required. Guest speakers. 6 credit hours.

AVM 495-6  THESIS  
Student prepares an extensive experience and skills acquired in previous courses. 6 credit hours.

BEHAVIORAL SCIENCE  

BEH 110  INTRODUCTION TO SOCIOLOGY  
A survey course designed to introduce students to the study of sociology. Fundamental concepts and methods are introduced. Required for all students in the social science major. 3 credit hours.

BEH 150  INTRODUCTION TO PSYCHOLOGY  
A study of the scope and methods of psychology. A survey of the major theories of understanding the human mind and behavior. 3 credit hours.

BEH 160  CHILD DEVELOPMENT  
A survey of the major concepts of child development from infancy through adolescence. 3 credit hours.

BEH 161  CHILD DEVELOPMENT  
A survey of the major concepts of child development during adolescence. 3 credit hours.

BEH 220  FAMILY AND SOCIETY  
Study of the institutional changes and relationships to other institutions. Internal dynamics of the family, divorce discussed. 3 credit hours.

BEH 235  CONTEMPORARY SOCIOLOGY  
A presentation of methods and theories. Analysis of such problems as discrimination and arms race, ecology and armed conflict. 3 credit hours.

BEH 250  DEVELOPMENTAL PSYCHOLOGY  
A study of biological, cognitive, and social development from conception to old age.
EORY I

Theory which prepares the student for the FAA examination. Included are aircraft performance, use of charts and flight computer, radio aviation weather. Flight training and successful completion of all requirements for the private pilot rating are involved. 4 credit hours.

EORY II

Theory which prepares the student for the commercial pilot examination. Flight training and completion of all requirements for the commercial pilot's rating are involved. 4 credit hours.

EORY III

Theory and procedures which prepare the student for the FAA instrument examination. Flight training and successful completion of all requirements for the instrument pilot rating are involved. 4 credit hours.

INSTRUCTIONAL METHODS

and requirements of flight instruction which prepare the student for the FAA flight instructor's examination. Flight training and completion of all requirements for the flight instructor's rating are involved. 4 credit hours.

LAW

Various conventions, agreements and legislative requirements of national and international air transportation. Included are studies of landmark court cases significantly affected air travel. 3 credit hours.

OPERATIONS MANAGEMENT

All aspects of fixed base operations, including charters and rentals, contract services, operations, community relations. 3 credit hours.

MANAGEMENT

Study of operating and managing an airport, viewed from the public sector standpoint. Included are aspects of scheduling, passenger service, aircraft selection, advertising and public relations. 3 credit hours.

MANAGEMENT AND OPERATIONS

Contemporary management techniques applied to industry, present industry problems and flight operations. Included are aspects of scheduling, passenger service, aircraft selection, advertising and public relations. 3 credit hours.

AVM 481  AVIATION SEMINAR

A series of analyses and discussions of contemporary management problems in aviation. Individual student research and reports are required. Guest speakers are utilized. 3 credit hours.

AVM 495-6  THESIS

Student prepares an extensive project, drawing upon the experience and skills acquired in previous aviation courses. 6 credit hours.

BEHAVIORAL SCIENCE

BEH 110  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 relationship and group life; culture change; the process of social interaction. 3 credit hours.

BEH 150  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 credit hours.

BEH 160  CHILD DEVELOPMENT I

A survey of the major concepts and theories of child development from infancy through middle childhood. 3 credit hours.

BEH 161  CHILD DEVELOPMENT II

A survey of the major concepts and theories of child development during adolescence. 3 credit hours.

BEH 220  FAMILY AND SOCIETY

Study of the institutional character of the family, its history and relationship to other institutions. Problems of premarital concerns, internal dynamics of family life, children and divorce discussed. 3 credit hours.

BEH 235  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: BEH 110. 3 credit hours.

BEH 250  DEVELOPMENTAL PSYCHOLOGY

A study of biological, cognitive and personality development from conception to old age. 3 credit hours.
BEH 280  RESEARCH METHODS IN BEHAVIORAL SCIENCE
A methods-oriented course in which students learn principles and acquire skills associated with the design, performance, analysis and communications of experimental research. Such learning occurs through classroom discussion, the performance of experiments in a laboratory setting and the writing of reports which describe and analyze the experiments. 3 credit hours.

BEH 310  INTRODUCTION TO ANTHROPOLOGY
A survey of the principles and area of study related to anthropology, including physical, social and cultural anthropology. 3 credit hours.

BEH 320  HUMAN MOTIVATION
A study of the major theories (clinical as well as experimental) which are concerned with the "why" of human behavior. The theories examined include: cognitive-consistency theories, achievement motivation theory and attribution theory. 3 credit hours.

BEH 340  DEMOGRAPHY AND URBANIZATION
Social influences on growth, distribution and composition of population explored. Demographic tools introduced, discussion of density problems in the psychological, geographical and sociological realm. Emphasis on social variables involved in urban structures and urban planning problems. 3 credit hours.

BEH 349  INTRODUCTION TO APPLIED COUNSELING
Focus on developing counseling competencies and specialized skills and techniques used in counseling process for individuals and groups. 3 credit hours.

BEH 351  APPLIED COUNSELING
In-depth counseling competencies include face-to-face counseling under supervision. 3 credit hours.

BEH 355  PRINCIPLES OF LEARNING
A study of behavioristic, cognitive and information processing accounts, of the acquisition, organization and utilization of information. The topics examined include: classical conditioning, formation and memory. 3 credit hours.

BEH 360  SOCIAL PSYCHOLOGY
A study of the processes underlying and resulting from group interactions. The topics examined include: persuasion, conformity, aggression, prejudice, interpersonal evaluation and inter-personal attraction. 3 credit hours.

BEH 440  TECHNOLOGY AND SOCIETY
Psychological, economic and social technology explosion. The effects and social structures; the future trends in architecture, urban planning. 3 credit hours.

BEH 450  MINORITY CONCERNS
Survey of the socio-historical perspective of minority problems in contemporary society. Exploration of inter-group relations designed to further maximize use of human potential. Internationally. 3 credit hours.

BEH 460  ABNORMAL THEORY
A study of maladaptive behavior, procedures used to treat such patterns of behavior. Psychopathological disorders, psychosomatic disorders, schizophrenia and paranoia. 3 credit hours.

BEH 465  PERSONALITY THEORY
A study of the major theories which may be important in the composition and the determination of personality. The theories examined include: ego theory, self-actualization theory and learning theory. 3 credit hours.

BEH 490  SEMINAR IN PSYCHOLOGY
A study of selected and specialized topics in psychology. 3 credit hours.

BEH 491  SEMINAR IN SOCIOLOGY
A study of selected and specialized topics in sociology. 3 credit hours.

BFI 311  BANKING AND FINANCE
Advanced course in the theoretical and practical problems involved in modern banking. Financial analysis common to investment banking. Financial management of corporate equity and debt securities. 3 credit hours.

BFI 321  INVESTMENTS
Role of investment banking and other financial institutions, recent developments in investment banking. 3 credit hours.
METHODS IN BEHAVIORAL SCIENCE

This course is designed to teach students principles associated with the design, performance, and communication of experimental research. Through classroom discussion, the performance in a laboratory setting, and the writing of experiments, students will learn to describe and analyze the experiments.

ATION TO ANTHROPOLOGY

This course introduces the principles and area of study related to the physical, social, and cultural aspects of human behavior. 3 credit hours.

ATION TO APPLIED COUNSELING

This course covers developing counseling competencies and specialized techniques used in counseling processes. 3 credit hours.

COUNSELING

Counseling competencies include face-to-face interaction and supervision. 3 credit hours.

ES OF LEARNING

This course focuses on classical, cognitive, and information processing theories. The topics include classical conditioning and memory. 3 credit hours.

CHOLELOGY

This course explores the processes underlying and resulting from social behavior. The topics include persuasion, aggression, prejudice, interpersonal attraction. 3 credit hours.

TECHNOLOGY AND SOCIETY

This course examines the psychological, economic, and sociological aspects of the technology explosion. It covers the impact of computers on social life and social structures; the future and "future shock." New trends in architecture, urban planning, and future technologies are also highlighted. 3 credit hours.

MINORITY CONCERNS

This course surveys the socio-historical perspective in the area of minority concerns in contemporary society. Cross-cultural dialog models are discussed and inter-group relations are emphasized. Suggested ways to further maximize use of human resources are explored. 3 credit hours.

ABNORMAL THEORY

This course is an examination of maladaptive behavior patterns and the therapeutic procedures used to treat such patterns. The maladaptive behavior patterns examined include: neurosis, psychophysiological disorders, personality disorders, affective disorders, schizophrenia, and paranoia. 3 credit hours.

PERSONALITY THEORY

This course studies the major theories concerned with the composition and determinants of the human personality. The theories include: psychoanalytic, self-actualization, trait, and social learning theories. 3 credit hours.

SEMINAR IN PSYCHOLOGY

This seminar studies selected and specialized topics in the field of psychology. 3 credit hours.

SEMINAR IN SOCIOLOGY

This seminar offers a study of selected and specialized topics in the field of sociology. 3 credit hours.

BANKING AND FINANCE

FINANCIAL MANAGEMENT

This advanced course covers theories, practices, procedures, and problems in modern business financial management. Financial analysis common to investment and business financial management decisions with special attention to the analysis of corporate equity and debt securities. 3 credit hours.

INVESTMENTS

This course explores the role of investment banking in the financial organization, investment banking houses, and the relation of investment banking to other financial institutions, regulation of investment banking, and the security markets. It also covers current problems and developments in investment banking. 3 credit hours.
BFI 352  MONEY, BANKING AND MONETARY POLICY
Nature, functions and sources of money, domestic and international features of monetary systems, monetary and banking history, financial institutions and markets, commercial and central banking, monetary theory and policy and their relationship to fiscal policy. 3 credit hours.

BFI 362  GOVERNMENT FINANCE AND FISCAL POLICY
An examination of the rationale for government expenditures; budgeting; various methods of financing government expenditures such as taxing, borrowing, creating money and charging users; the impact of government expenditures and of various methods of financing them upon the performance of the economy. 3 credit hours.

BFI 421  REAL ESTATE INVESTMENTS AND FINANCE
Fundamental problems and principles involved in the organization, management and control of real estate operations. Analysis of real estate financing, including sources and procedures for financing different types of real estate. 3 credit hours.

FASHION MARKETING

BFM 100  INTRODUCTION TO THE FASHION BUSINESS
An examination of fashion resources and the scope of fashion career opportunities. Economics and social factors that influence consumer demand, apparel designers and production and distribution of fashion goods are explored. The student develops a comprehensive understanding of the fashion industry in terms of trends, terminology and basic merchandising principles, developing a total awareness of fashion and its application in the business world. 3 credit hours.

BFM 120  TEXTILES
A comprehensive understanding of the processes involved in the formation of fabrics. The course focuses on the identification and analysis of fibers, yarns, constructions, color, design and finishes. There are opportunities for involvement with current fashion fabrics and mastery of basic terminology and federal regulations necessary for decision-making at the designing and buying levels. 3 credit hours.

BFM 140  FASHION COORDINATION AND PRODUCTION
The student acquires knowledge of the cosmetic industry, the use and application of cosmetics, the basics of wardrobe coordination and the importance of creating a positive self-image. Fashion shows and their place in retail sales are examined. Class projects require research, analysis and forecasting of fashion trends. Coordination and presentation of a fashion show production or clinic is required. 3 credit hours.

BFM 215  FUNDAMENTALS OF FASHION
An analysis of fashion creators and the quality of materials and workmanship. Included are the accessories industry and a study of the home, focusing on effective merchandising. 3 credit hours.

BFM 225  FASHION SALES PROMOTION
A study of the basic principles involved in fashion. An analysis of fashion advertising is incorporated as the student develops a comprehensive understanding of sales methodology, media use and budgeting. A complete sales promotion plan is prepared. 3 credit hours.

BFM 240  FASHION BUYING
The student focuses on the role of the buyer in the planning and merchandising of merchandise assortments. Consumer motivation of consumers in terms of buying are analyzed. Retailing methodology is studied. 3 credit hours.

BFM 270  FASHION INDUSTRY TOURS
The seminar, held in a fashion center of the city and seminars in a variety of other centers in the fields of sales, apparel design, fashion industry and the garment workers' union, apparel journalism, providing an overview of the fashion work. Discussion and required written work. Topics of concern are selected by the primary and retailers. Enrollment is limited to instructor. 3 credit hours.

BFM 280  FASHION SEMINAR
Discussion and analysis of advanced fashion resources with emphasis on current market trends. The case study method is employed in demonstrations and with guest speakers representing the decision-making process and apparel industry. Permission of instructor. 3 credit hours.

BFM 290  PRACTICUM
This course summarizes the fashion career and provides work experience in local retail establishments. The emphasis is on the supervision of the instructor and personal gain practical experience in merchandising. Permission of instructor. 3 credit hours.
BANKING AND MONETARY POLICY
Terms and sources of money, domestic and international institutions and markets, commercial and banking institutions and markets, commercial and banking monetary theory and policy and their influence on fiscal policy. 3 credit hours.

FINANCE AND FISCAL POLICY
The rationale for government expenditures; various methods of financing government such as taxing, borrowing, creating money for users; the impact of government expenditures on methods of financing them upon the stability of the economy. 3 credit hours.

INVESTMENTS AND FINANCE
Problems and principles involved in the management and control of real estate. Analysis of real estate financing, including procedures for financing different types of real estate. 3 credit hours.

INTRODUCTION TO THE FASHION BUSINESS
The fashion resources and the scope of fashion businesses. Economics and social factors that influence demand, apparel designers and production. The relation of fashion goods are explored. The student develops an understanding of the fashion business as trends, terminology and basic buying principles, developing a total awareness of fashion's application in the business world. 3 credit hours.

COORDINATION AND PRODUCTION
Acquires knowledge of the cosmetic industry, the application of cosmetics, the basics of wardrobe design and analysis of fibers, yarns, constructions, and finishes. There are opportunities for working with current fashion fabrics and mastery of basic and federal regulations necessary for decision-making and production. 3 credit hours.

PRACTICUM
This course summarizes the fashion merchandising program with work experience in local retail setting. Under the supervision of the instructor and employer, the student gains practical experience in merchandising. Prerequisite: Permission of instructor. 3 credit hours.
BUSINESS ADMINISTRATION

BUS 100  INTRODUCTION TO BUSINESS
Introduces the student to the broad area of business. Topics include business management, business operations, financial management, quantitative methods, marketing management and international business. 3 credit hours.

BUS 170  ECONOMICS I
Introduces the student to the basic principles of micro-economics which is concerned with the interrelationship of individual business firms, industries, consumers, workers and other factors of production that comprise a modern economy. 3 credit hours.

BUS 171  ECONOMICS II
Introduces the student to the basic principles of 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. 3 credit hours.

BUS 212  BUSINESS LAW I
An introduction to business law with primary attention given to contracts, agency, negotiable instruments and sales. 3 credit hours.

BUS 213  BUSINESS LAW II
A continuation of business law topics with emphasis on business organization, personal and real property, estates and bankruptcy. 3 credit hours.

BUS 261  RETAILING
An examination of the evolution of retail establishments. Current trends in retailing and management problems are investigated, together with the functions and role of retailer. 3 credit hours.

BUS 310  LEGAL ENVIRONMENT OF BUSINESS
Examination of the nature of law and the formation and application of legal principles, the role of society, the legal environment in which business operates, government taxation, regulation of commerce, competition and labor-management relations, the concept of property and its creation, transfer and importance to our business society. Prerequisite: BUS 212, BUS 213, or permission of instructor. 3 credit hours.

BUS 315  CURRENT ECONOMIC ISSUES
An economic analysis of specific economic problems dealing with poverty, economic development, international economics and other contemporary issues. 3 credit hours.

BUS 320  MANAGEMENT THEORY
A study of the development of managerial analysis of managerial functions. Concepts of planning, organizing, directing and controlling in practice of supervisory and managerial functions. Prerequisite: BUS 100. 3 credit hours.

BUS 340  HUMAN BEHAVIOR IN ORGANIZATIONS
Analysis of organizational behavior and research in the behavior sciences as applied to individuals and organizations. Concepts include human needs, motivation, leadership, social factors in conflict, leadership style and factors of organizations. Prerequisite: BUS 213. 3 credit hours.

BUS 350  HUMAN RESOURCE MANAGEMENT
A comprehensive study of the process of human resources management. Areas of concentration include the recruitment, placement and development of personnel, performance appraisal techniques, compensation and benefits design and training programs. 3 credit hours.

BUS 415  ECONOMICS AND PUBLIC POLICY
Economics of the public sector, fiscal and monetary policy, borrowing. Prerequisites: BUS 130, BUS 212. 3 credit hours.

BUS 420  MANAGEMENT SCIENCE
A course covering the broad range of business problems and their application. Topics include decision theory, linear programming, game theory, transportation method, probability, decision theory, inventory and production theory. Prerequisite: MAT 221. 3 credit hours.

BUS 430  LABOR RELATIONS
A study of the collective bargaining process and the structure of the economy, including labor relations in the private and public sector. 3 credit hours.

BUS 450  BUSINESS AND SOCIETY
Analysis of forces external to the business firm, such as goals, structure and operation. Constraints, the social, political, and environmental influences and the firm’s impact on society.
RATION TO BUSINESS

BUS 320 MANAGEMENT THEORY
A study of the development of managerial thought and an analysis of managerial functions. Consideration is given to functions of planning, organizing, coordinating and controlling in the practice of supervisory and middle management. Prerequisite: BUS 100. 3 credit hours.

BUS 340 HUMAN BEHAVIOR IN ORGANIZATIONS
Analysis of organizational behavior based upon theory and research in the behavior sciences and applied to management of organizations. Concepts include human motivation, structural, environmental and social factors influencing behavior, conflict, leadership style and factors involving the dynamics of organizations. Prerequisite: BUS 100. 3 credit hours.

BUS 350 HUMAN RESOURCES MANAGEMENT
A comprehensive study of the practice of modern manpower management. Areas of concentration include employee recruitment, placement and development, performance appraisal techniques, compensation systems, employee benefits design and training program design and evaluation. 3 credit hours.

BUS 415 ECONOMICS AND PUBLIC POLICY
Economics of the public sector, federal taxing, spending, borrowing. Prerequisites: BUS 170 and BUS 171. 3 credit hours.

BUS 420 MANAGEMENT SCIENCE
A course covering the broad range of quantitative techniques and their application. Topics include: cost-volume-profit analysis, linear programming, graphical and simplex methods, transportation method, probability concepts and applications, decision theory, inventory and production models and game theory. Prerequisite: MAT 221. 3 credit hours.

BUS 430 LABOR RELATIONS
A study of the collective bargaining process and its impact on the economy, included are cases studies and arbitration cases in the private and public sector. Prerequisite: BUS 350. 3 credit hours.

BUS 450 BUSINESS AND SOCIETY
Analysis of forces external to the firm which influence its goals, structure and operation. Includes legal and regulatory constraints, the social, political, technological factors that influence managerial and non-managerial behavior in the firm and the firm's impact on society. 3 credit hours.

ECONOMIC ISSUES

The nature of law and the formation and legal principles, the role of society, the legal which business operates, government taxation, commerce, competition and labor-management concept of property and its creation, transfer to our business society. Prerequisite: BUS 212, permission of instructor. 3 credit hours.

RATION TO BUSINESS

A study of the development of managerial thought and an analysis of managerial functions. Consideration is given to functions of planning, organizing, coordinating and controlling in the practice of supervisory and middle management. 3 credit hours.

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RATION TO BUSINESS

A study of the development of managerial thought and an analysis of managerial functions. Consideration is given to functions of planning, organizing, coordinating and controlling in the practice of supervisory and middle management. 3 credit hours.
BUS460 BUSINESS POLICY
Theory and practice of determining and implementing policy. Actual case studies of business organizations, including the determination of top-level company policy in such functional areas as finance, marketing and production are studied. Prerequisites: BUS 100, BUS 320 and senior standing. 3 credit hours.

COMMUNICATIONS

COA 100 INTRODUCTION TO COMMUNICATION
An examination of concepts, definitions and models utilized for the study of communication processes. Utilizing systems theory, the course explores contexts of human communicative behavior in such areas as intrapersonal, interpersonal, group/organizational, societal and cultural systems. Experiences in public speaking, interpersonal problem-solving/decision-making and mass media are included. 3 credit hours.

COA 110 PUBLIC FORUM
A practical study in effective communication. Emphasis is on the use of the medium of spoken language in the creation of meaning, and on interpersonal communication, especially in the context of task groups. 3 credit hours.

COA 200 MASS MEDIA AND HUMAN INTERACTION
A descriptive and theoretic exploration of what is meant by "communication" in a mass society dominated by mediating technologies. Concepts of communication form, content and consequence are examined within the individual contexts of print, radio, television, motion picture file, cable technologies, etc. Socio-historical perspectives of the media and their impact on human interaction are included. 3 credit hours.

COA 210 PRINT JOURNALISM
A lecture/lab course which surveys the history of American journalism and provides experience in the gathering, selection, writing and editing of news for the CBR Pulse publication. Prerequisite: ENG 101. 3 credit hours.

COA 220 CREATIVE WRITING
A practical course in writing poetry, short stories, plays and film scripts. Prerequisite: ENG 101. 3 credit hours.

COA 225 TECHNICAL WRITING
A practical course in planning and writing effective business and technical communications. Assignments include written projects from basic technical notes to specialized forms of research. Prerequisite: ENG 101. 3 credit hours.

COA 228 BUSINESS COMMUNICATION
A study of the principles and practice of administrative communications. Based on the needs of a communication specialist, the course focuses on the nature and design, interpersonal and role-based problem-solving and motivation. Verbal and nonverbal communication are included. 3 credit hours.

COA 235 HISTORY OF FILM
A chronological survey of film, using examples from the various genres in the communication process. The socio-historical context is also considered. Prerequisites: ENG 101. 3 credit hours.

COA 240 ADVERTISING
An overview of the promotional process, including sales promotion and public relations, and the interactions of these areas in planning. 3 credit hours.

COA 301 CREATIVE THINKING
This course examines different disciplines to arrive at new insights, proceeds in particular fields such as management and the arts. Focus is on utilizing in order to obtain greater productivity. 3 credit hours.

COA 303 SEMINAR IN MASS COMMUNICATIONS
Readings and discussion in a single relationship of media and society. 3 credit hours.

COA 305 INTERPERSONAL COMMUNICATION
This course examines the nature as it occurs in the "one-on-one" interactions as such concepts as the impact of language, beliefs, information, etc. The design of structure and spontaneous extra-idiomatic communication. Prerequisite: COA 106 and BEH 110 or BEH 150. 3 credit hours.

COA 320 NONVERBAL COMMUNICATION
This course examines the impact of body movement/gestures, ornamentation, vocalization and communication. Consideration of the phenomenon. Prerequisite: BEH 150. 3 credit hours.
POLICY
Practice of determining and implementing policy. Studies of business organizations, including the details of top-level company policy in such functional areas as marketing and production are studied. Prerequisite: BUS 100, BUS 320 and senior standing.

BUSINESS COMMUNICATION
A study of the principles and practices underlying administrative communications. Beginning with an exploration of the needs of a communication system within organizations, the course focuses on the nature and effects of organization design, interpersonal and role-based communication behaviors, problem-solving and motivation. Techniques in written and oral communication are included. Prerequisite: ENG 101. 3 credit hours.

HISTORY OF FILM
A chronological survey of film, utilizing representative examples from the various genres. Focus is on film-as-medium in the communication process. The impact of technology within socio-historical context is also considered. Prerequisite: ENG 101. 3 credit hours.

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

CREATIVE THINKING
This course examines different methods used in various disciplines to arrive at new insights. It considers how reasoning proceeds in particular fields such as law, science, technology, management and the arts. Focus is on procedures we can utilize in order to obtain greater intellectual flexibility. 3 credit hours.

SEMINAR IN MASS COMMUNICATION
Readings and discussion in a seminar format of the interactive relationship of media and society. Prerequisite: COA 200. 3 credit hours.

INTERPERSONAL COMMUNICATION
This course examines the nature of the communication process as it occurs in the “one-on-one” (dyad) context. Emphasized are such concepts as the impact of socialization on the acquisition of language, beliefs and values, the self-concept formation, etc. The design of the course embraces emergent structure and spontaneous experiential methods as well as traditional lecture/discussion. Prerequisite: COA 100 or COA 106 and BEH 110 or BEH 150. 3 credit hours.

NONVERBAL COMMUNICATION
This course examines the impact of such phenomena as kinesics (body movement/gestures), display (dress, including ornamentation), vocalization, etc., on the process of communication. Consideration is given to intercultural aspects of the phenomenon. Prerequisite: COA 100 and BEH 110 or BEH 150. 3 credit hours.
COA 335  AMERICA THROUGH FILM
An interdisciplinary exploration of the nature of the American Dream as revealed through a study of American film. The course analyzes selected works from both a media form perspective as well as a historical one. Prerequisite: COA 230 and permission of instructor. 3 credit hours.

COA 340  PERSUASION AND PROPAGANDA
An analysis of the forces which shape public opinion and spread ideologies, including a discussion of the positive and negative aspects of propaganda. Prerequisite: COA 100 and BEH 110 or BEH 150. 3 credit hours.

COA 355  ADVERTISING AND PROMOTION CAMPAIGN STRATEGIES
The application of campaign conception and development, including the selecting of campaign approach, market research, target market identification, media, advertisements and budget development. Prerequisites: MKT 301, COA 371. 3 credit hours.

COA 365  PHOTOJOURNALISM
A basic course in producing photographs for the press, using assigned subject matter. Prerequisite: ART 230 or permission of instructor. 3 credit hours.

COA 372  ADVERTISING
An overview of the promotional aspect of the marketing mix, including sales promotion and public relations. Emphasized are the interactions of these areas in advertising strategy planning. Also examined is the influence of advertising and its responsibilities to society. Course project required involving research, analysis and presentation. Prerequisite: COA 100 or COA 200. 3 credit hours.

COA 399  ISSUES IN COMMUNICATION STUDY
A special topics seminar offered under differing titles. Courses offered under this designation may be experimental (for future inclusion in the communication program), special interdisciplinary undertakings, and/or created by student interest/demand. Prerequisites: junior standing or permission of instructor(s). 3 credit hours, repeatable to 9 credit hours.

COA 410  LEGAL ASPECTS OF COMMUNICATION
A thorough study of the United States Constitution with the focus on the concept of First Amendment freedoms and the statutes and regulations governing all aspects of human communication. Consideration is given to emerging concerns regarding interpersonal privacy as well as to the FCC’s regulation of media technologies. Prerequisites: COA 100 and COA 200. 3 credit hours.

COA 420  PRINCIPLES OF PUBLIC RELATIONS
A study of public relations practices and topics relating to the function and management of public relations programs are developed through research. 3 credit hours.

COA 430  SEMINAR IN FILM STUDY
This special topics seminar explores differing course titles. Prerequisite and permission of the instructor. Under differing titles to 9 credit hours.

COA 462  ADVANCED TECHNICAL TRAINING
A course in communicating technical information to diverse audiences. 3 credit hours.

COA 490  INTERNSHIP/PRACTICUM
A practical work experience in the field. The intern works as an employee of an organization (such as an advertising agency, radio or television station, cable television organization, etc.). Grading and evaluation of the program is by the company supervisor. The program is subject to the following prerequisites and 1) written approval by the program coordinator. 6 credit hours.

COA 495  SEMINAR IN COMMUNICATION
For senior Communication majors as a final synthesis of the student's studies. Primary focus is on General Communication practical application. Prerequisites: COA 305, BUS 340. 3 credit hours.

PRE-ELEMENTARY EDUCATION

ECE 100  PRINCIPLES AND PRACTICES OF PRE-SCHOOL TEACHING
A study of programs for young children and procedures for the development of intellectual and social concepts. Treated by directed observations in preschool. 3 credit hours.

ECE 101  CURRICULUM MATERIALS
An introduction to the pre-elementary school development of materials and methods, with emphasis on planning for curriculum areas. 3 credit hours.
THROUGH FILM

A study of the nature of the American film. The selected works from both a media form as well as a historical one. Prerequisite: permission of instructor. 3 credit hours.

PROPAGANDA

The forces which shape public opinion and attitudes, including a discussion of the positive and negative aspects of propaganda. Prerequisite: COA 100 or BEH 150. 3 credit hours.

ADVANCED TECHNICAL WRITING

A course in communicating technical information and concepts to diverse audiences. 3 credit hours.

COMMUNICATION THEORY

For senior Communication majors only, this course serves as a final synthesis of the student's course work and experiences. Primary focus is on General Communication Theory and its practical application. Prerequisites: COA 100, COA 200, COA 305, BUS 340. 3 credit hours.

PRE-ELEMENTARY EDUCATION

PRINCIPLES AND 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-elementary settings. 3 credit hours.

CURRICULUM MATERIALS AND ACTIVITIES

An introduction to the pre-elementary curriculum and the development of materials and activities for each of the curriculum areas. 3 credit hours.
ECE 130 LANGUAGE ARTS ACTIVITIES
Emphasis on developing and using meaningful strategies for involving children in language arts experiences. 3 credit hours.

ECE 150 HEALTH
A study of the principles and concepts that help maintain individual and family health. 3 credit hours.

ECE 220 MATH/SCIENCE ACTIVITIES
Emphasis upon developing and using meaningful strategies for involving children in experiences in the fields of mathematics and science. 3 credit hours.

ECE 240 CREATIVE ACTIVITIES
Introduction to the use of music and art forms as a learning tool in the pre-elementary setting, with emphasis on familiar instruments, acquiring basic skills with the use of art supplies and techniques in the pre-elementary environment. 3 credit hours.

ECE 290 PRACTICUM IN PRE-ELEMENTARY EDUCATION
The development of teacher competency at the pre-elementary level through systematic observation, participation and teaching under supervision in a pre-elementary classroom. Students provide their own transportation to the pre-elementary setting. Prerequisite: permission of instructor. Offered in “Winterim” of sophomore year. 3 credit hours.

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. 3 credit hours.

ENG 101 ENGLISH COMPOSITION
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 credit hours.

ENG 102 ENGLISH COMPOSITION/STUDIES IN LITERATURE
A course in effective writing, emphasizing analysis of works of literature. Students study the various literary genres and do critical reading and writing. 3 credit hours.

ENG 210 DRAMA LITERATURE
A study of classic dramatic literature of Aeschylus, Sophocles, Euripides, Moliere, Sheridan, Chekhov and Ibsen. 3 credit hours.

ENG 211 THE SHORT STORY
A survey of major short story writers. Prerequisite: ENG 101 and ENG 102. 3 credit hours.

ENG 212 THE MODERN NOVEL
A study of significant American, English novels from 1900 to the present. Prerequisite: ENG 101 and ENG 102. 3 credit hours.

ENG 250 STUDIES IN AMERICAN LITERATURE
An intensive analysis of a period in American literature. 3 credit hours.

ENG 240 STUDIES IN BRITISH LITERATURE
An intensive analysis of a period in British literature. 3 credit hours.

ENG 255 TOPICS IN LITERATURE
Exploration in various genres of literature. 3 credit hours.

ENG 350 STUDIES IN POETRY
A course in contemporary American poetry, with opportunity for the student to develop his own creative writing. 3 credit hours.

HEALTH AND HUMAN SERVICES:

HHS 101 FOUNDATIONS OF GERONTOLOGY
An orientation to the field of gerontology and the problem of aging. Includes analysis of theories, basic concepts, individuals and issues. Aspects included are demography, sociology, economics, environment, programs and community resources. 3 credit hours.

HHS 170 ELDER CARE SURVEY
A survey of institutional and non-institutional aged care. Included are long-term care institutions, group homes, and other community settings. 3 credit hours.

HHS 205 RETIREMENT PLANNING
Examination of the financial, physical, emotional, and social problems of retirement planning. 3 credit hours.
E ARTS ACTIVITIES
Developing and using meaningful strategies children in language arts experiences.

principles and concepts that help maintain healthy, 3 credit hours.

ENCE ACTIVITIES
Developing and using meaningful strategies children in experiences in the fields of social science, 3 credit hours.

ACTIVITIES
To the use of music and art forms as a learning experience in the elementary setting, with emphasis on the use of music, acquiring basic skills with instruments and the use of art supplies and techniques in the elementary environment. 3 credit hours.

MIN PRE-ELEMENTARY EDUCATION
Preparation of teacher competency at the pre-elementary level, emphasis on systematic observation, participation and simulation in a pre-elementary classroom, and their own transportation to the pre-elementary setting. Prerequisite: permission of instructor. "Interim" of sophomore year. 3 credit hours.

KILLS
Basic grammar, sentence structure and reading specifically designed for students needing help prior to enrolling in English Composition.

COMPOSITION
Effective expression which is designed to be in composition. Students study prose (with emphasis on the essay) and are trained in research materials for preparing research papers.

COMPOSITION/STUDIES IN LITERATURE
Exploration in various genres of literature. 3 credit hours.

STUDIES IN POETRY
A survey of the genre focusing on meter, rhyme and imagery. Opportunity is given for students to compose their own poetry. 3 credit hours.

HEALTH AND HUMAN SERVICES (Gerontology)

HHS 101 FOUNDATIONS OF GERONTOLOGY
An orientation to the field of gerontology emphasizing theories, basic concepts, individual and group needs, and major issues. Aspects include: demography, geronomy, sociology, economics, environment, death and dying, legislative programs, and community resources. 3 credit hours.

HHS 170 ELDER CARE SURVEY
A survey of institutional approaches to the care of the well and infirm aged. Included are long-term care, day care, hospices, senior centers, life care communities, retirement housing. Also covered are the managerial aspects such as budget, staffing patterns, administration, recruitment, maintenance, governance, and regulation. 3 credit hours.

HHS 205 RETIREMENT PLANNING
Examines the problems and prospects of retirement. Principles, practices and materials utilized for retirement preparation in business and industry are surveyed and analyzed. 3 credit hours.
HHS 210  DEATH AND DYING
An analysis of the nature and meanings of death. Attention is given to the philosophical, cultural, biological, psychological, social, economic and legal aspects of death and dying. 3 credit hours.

HHS 230  SOCIAL GERONTOLOGY
Examines the individual and group needs of the older population. Emphasis is placed on such problems as income, employment, housing, transportation, isolation, nutrition and institutionalization. Also included are techniques for needs assessment, planning, service delivery and development. 3 credit hours.

HHS 260  EDUCATIONAL GERONTOLOGY
Examines the need for education in the later years, characteristics of older learners, typical services, model programs and policies. Emphasis is given to the planning and development of educational services for the older population. 3 credit hours.

HHS 290  GERONTOLOGY PRACTICUM
Emphasis is on program development in this practicum. Students identify a problem related to aging or older people. Then, through the application of their knowledge and skills in gerontology, students develop a proposal for problem resolution. Acceptable projects include such assignments as needs assessment methodology, program plans, policy analysis, innovative delivery systems or position paper on the state of the art of practice in a specified area. All project assignments are approved prior to implementation. All projects are to be concluded within the duration of one semester term. 3 credit hours.

HHS 340  ADULT DEVELOPMENT AND AGING
Human behavior and adaptation from a developmental perspective. Developmental theories such as stage, crises and life cycle approaches are surveyed. Also included are the physiological aspects of normal aging such as intelligence, learning, cognition, perception and motivation. Special attention is given to health, loss, retirement and sexuality. 3 credit hours.

HHS 350  MENTAL HEALTH AND AGING
A survey of the mental health aspects of aging with emphasis on psychological and social adaptation to the aging process. Included are components of mental health, depression, stress, organic brain syndrome, common problems, pathology and model programs. 3 credit hours.

HHS 420  ACTIVITIES FOR THE AGED
Survey of therapeutic programs for physical and/or mental disabilities. Principles utilized in therapeutic programs, such as bereavement, widowhood, chronic illness. Principles and program counseling are also studied. 3 credit hours.

HHS 450  COUNSELING THE OLDER
Examines the fundamental techniques related to special concerns and situations such as bereavement, widowhood, chronic illness. Principles and program counseling are also studied. 3 credit hours.

HHS 460  HEALTH GERONTOLOGY
Provides students with a basic understanding of the processes of aging and health in the older person. Emphasis is given to preventive measures, health programs. The implications of care for the aged, the family and community are examined. 3 credit hours.

HHS 495  ADMINISTRATIVE RESIDENCY
Emphasis is placed on facility administration. Upon assignment to an elder care facility, the resident works through the various department functions as well as the policies and programs. The residency consists of a full-time week during the entire semester. The residency culminates with an organizational paper. Satisfactory/unsatisfactory in lieu of letter grades. 12 credit hours.

GRADUATE PROGRAM: INSTITUTE OF AGING

HHS 501  FOUNDATIONS OF GERONTOLOGY
An orientation to the field of gerontology. Developmental theories, basic concepts, individual and societal issues. Aspects included are disease processes, sociology, economics, environmental aspects, legislative programs and community services.

HHS 521  DEATH AND DYING
An analysis of the nature and meanings of death. Attention is given to the philosophical, cultural, biological, psychological, social, economic and legal aspects of death and dying. 3 credit hours.
DYING
The nature and meanings of death. Attention is given to the philosophical, cultural, biological, psychological, and legal aspects of death and dying.

ONTOLOGY
Individual and group needs of the older adult is placed on such problems as income, housing, transportation, isolation, nutrition and health. Also included are techniques for needs assessment, service delivery and development.

GERONTOLOGY
Prepared for education in the later years, this course focuses on old learners, typical services, models, and policies. Emphasis is given to the planning and educational services for the older population.

PRACTICUM
Program development in this practicum enables the student to apply their knowledge and skills to a problem related to aging or older people. The student develops a proposal for problem identification, methodology, program planning, policy analysis, and implementation. All project assignments are submitted for evaluation and development.

DEVELOPMENT AND AGING
An examination of development and adaptation from a developmental perspective. Special emphasis is given to the normal processes of aging such as intelligence, memory, perception and motivation. Special emphasis is given to health, loss, retirement and sexuality.

HEALTH AND AGING
Examination of the health and aging process with emphasis on the physical and social adaptation to the aging process. Attention is given to the normal processes of aging including depression, stress, dementia, common problems, pathology and aging.

HHS 420 ACTIVITIES FOR THE AGED AND INFIRM
Survey of therapeutic programs for aged experiencing physical and/or mental disabilities. Principles, practices and materials utilized in therapeutic programs such as reality orientation, milieu therapy and music therapy are closely examined. 3 credit hours.

HHS 450 COUNSELING THE OLDER ADULT
Examines the fundamental techniques of counseling as they relate to special concerns and situations in the later years such as bereavement, widowhood, retirement, depression and chronic illness. Principles and practices of individual, family and group counseling are also studied. 3 credit hours.

HHS 460 HEALTH GERONTOLOGY
Provides a basic understanding of the normal processes of aging and health in the later years. Attention is given to preventive measures, health maintenance and model programs. The implications of chronic illness and disease for the aged, the family and community support systems are examined. 3 credit hours.

HHS 495 ADMINISTRATIVE RESIDENCY
Emphasis is placed on facility administration in this residency. Upon assignment to an elder care facility, the student works through the various departments of the facility, reviewing functions as well as the policies and procedures governing them. The residency consists of an eight-hour day, five-day week during the entire semester. The student's residency culminates with an organizational analysis of the assigned facility. Satisfactory/unsatisfactory marks are awarded in lieu of letter grades. 12 credit hours.

GRADUATE PROGRAM: INSTITUTE ON AGING

AGING CORE

HHS 501 FOUNDATIONS OF GERONTOLOGY
An orientation to the field of gerontology emphasizing theories, basic concepts, individual and group needs and major issues. Aspects included are demography, physiology, psychology, sociology, economics, environment, death and dying, legislative programs and community resources. 3 credit hours.

HHS 521 DEATH AND DYING
An examination of the nature and meanings of death. Attention is given to the philosophical, cultural, biological, psychological, social, economic and legal aspects of death and dying. 3 credit hours.
HHS 523  SOCIAL GERONTOLOGY  
Examines the individual and group needs of the older population. Emphasis is placed on such problems as income, employment, housing, transportation, isolation, nutrition and institutionalization. Also included are techniques for needs assessment, planning, service delivery and development.

HHS 535  MENTAL HEALTH AND AGING  
A survey of the mental health aspects of aging with emphasis on psychological and social adaptation to the aging process. Included are components of mental health, depression, stress, organic brain syndrome, common problems, pathology and model programs.

HHS 542  ACTIVITIES FOR THE AGED AND INFIRM  
Survey of therapeutic programs for aged experiencing physical and/or mental disabilities. Principles, practices and materials utilized in therapeutic programs such as reality orientation, milieu therapy and music therapy are closely examined.

HHS 545  COUNSELING THE OLDER ADULT  
Examines the fundamental techniques of counseling as they relate to special concerns and situations in the later years such as bereavement, widowhood, retirement, depression and chronic illness. Principles and practices of individual, family and group counseling are also studied.

HHS 546  HEALTH GERONTOLOGY  
Provides students with a basic understanding of the normal processes of aging and health in the later years. Attention is given to preventive measures, health maintenance and model programs. The implications of chronic illness and disease for the aged, the family and community support systems are examined.

ADMINISTRATION CORE  
HHS 500  ADMINISTRATION IN HEALTH AND HUMAN SERVICES  
This course examines the basic principles of organization and management and their application in contemporary organizations. This is accomplished by analyzing such functional elements of the management process as planning, organizing, staffing, directing, and controlling. The process of management is considered as the activity that unifies these functional elements in an organizational system.

HHS 510  PERSONNEL MANAGEMENT IN HEALTH AND HUMAN SERVICES  
A review of the major areas of personnel problems; selection and replacement, compensation, training and development, labor relations, and employee services. These activities are viewed from the position of the large and small facility.
HHS 520  MANAGERIAL ACCOUNTING FOR HEALTH AND HUMAN SERVICES
Introduction to the financial accounting model and its limitations as they relate to periodic income determination and the reporting of financial position of the organization. The framework of cost accounting is also explored along with its interrelationship to both financial accounting and managerial decision-making.

HHS 530  LEGAL ASPECTS OF HEALTH AND HUMAN SERVICES
This course is designed to assist the student in understanding the application of legal principles to the health care delivery system. Topics discussed include: Health Codes; Consents; Patient's Rights; Admission and discharge of patients; Malpractice; Liability of Health Care Facilities: Privileges; Medical-moral problems.

HHS 540  COMPUTER APPLICATIONS FOR HEALTH AND HUMAN SERVICES
Introduction to computer concepts and data processing terminology. Surveys topics of interest and importance for organizations engaged in the delivery of health and human services.
Special Topics in Gerontological Service
This course may involve several options. Students may elect to do a directed-study or special research project or may engage in a clinical (e.g., nursing, social work, gero-psychology) or administrative practicum under faculty supervision.

HHS 700  Administrative Residency
HHS 750  Special Project in Gerontological Practice

HISTORY/POLITICAL SCIENCE

HPS 111  WORLD HISTORY I
An examination of the significant trends and influences of the Greek, Roman, Early Christian, Byzantine, Islamic, Medieval and Non-Western civilizations. 3 credit hours.

HPS 112  WORLD HISTORY II
An examination of the social, political, economic, international and cultural events pertaining to the world from the European Renaissance to the First World War. 3 credit hours.

HPS 113  WORLD HISTORY III
World history in the 20th century. 3 credit hours.

HPS 221  AMERICAN HISTORY I
A general examination of the social, political, cultural and economic history of the United States from the "New World" to the Civil War. 5 credit hours.

HPS 222  AMERICAN HISTORY II
A general examination of the social, political, cultural, economic and international events influencing the United States from the Civil War through the Second World War. 3 credit hours.

HPS 223  AMERICAN HISTORY III
Survey of American history in the 20th century. 3 credit hours.

HPS 225  AMERICAN GOVERNMENT
An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions and the impact of government policies on national and international issues. 3 credit hours.

HPS 230  SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES
A topical approach to key political, cultural, economic and international events that have had impact on American history. 3 credit hours.

HPS 250  GEOGRAPHY AND WORLD HISTORY
Introduction to the interplay of geographical/cultural events. Emphasis on current relations.

HPS 320  LATIN AMERICAN HISTORY
A comprehensive course that examines geographical/social features of Latin America. The period of Spanish conquest and the wars of independence is included. Catholic Church is also included. 3 credit hours.

HPS 330  THE THIRD WORLD
An examination of the historical and cultural conditions in the Third World. 3 credit hours.

HPS 340  SINO/RUSSIAN HISTORY
Mid-19th and 20th century survery, political and economic development. 3 credit hours.

HPS 350  COMPARATIVE POLITICS
An examination of the structure of government past and present. 3 credit hours.

HPS 360  THE AMERICAN EXPERIENCE
A view of the historical and contemporary "eyes" of various disciplines, behavioral sciences, science and humanities. 3 credit hours.

HPS 470  AMERICAN FOREIGN POLICY
Discussion of the evolution of America's foreign policy and the critical issues presently facing foreign policy today. 3 credit hours.

HPS 471  THE AMERICAN PRESIDENCY
Discussion of presidential powers, the executive branch, Congress, political party influence and leadership. Selected presidential powers are emphasized. 3 credit hours.

HPS 475  CONTEMPORARY INTERRELATIONSHIPS
Study of basic social, political, and foreign policy issues facing the United States today. 3 credit hours.
Critical Service.

Students may elect to do a directed-study engage in a clinical (e.g., nursing, social administrative) practicum under faculty supervision.

Residency

in Gerontological Practice

SCIENCE

HISTORY I

of the significant trends and influences of the Early Christian, Byzantine, Islamic, Medieval civilizations. 3 credit hours.

HISTORY II

of the social, political, economic, international events pertaining to the world from the European First World War. 3 credit hours.

HISTORY III

the 20th century. 3 credit hours.

POLITICAL HISTORY

GEOGRAPHY AND WORLD AFFAIRS

Introduction to the interplay of geography on political and cultural events. Emphasis on current events. 3 credit hours.

LATIN AMERICAN HISTORY

A comprehensive course that examines major historical/ geographical/social features of Latin America, past and present. Investigation of pre-Columbian civilizations of the area focuses on the cultural heritage of the South American people. The period of Spanish conquest and administration up to the wars of independence is stressed. The role of the Catholic Church is also included. Contemporary conflicts and problems are discussed in relationship to their historical development. The accomplishments of the Latin Americans are highlighted and their strategic involvement in international affairs is stressed.

THE THIRD WORLD

An examination of the historical development of selected Asian and African countries and the current economic, social and cultural conditions influencing their areas. 3 credit hours.

SINO/RUSSIAN HISTORY

Mid-19th and 20th century survey of social, cultural, political and economic development. 3 credit hours.

COMPARATIVE POLITICAL SYSTEMS

An examination of the structure of world government systems, past and present. 3 credit hours.

THE AMERICAN EXPERIENCE

A view of the historical and contemporary America as seen through the “eyes” of various disciplines, e.g., social and behavioral sciences, science and technologies, arts and humanities. 3 credit hours.

AMERICAN FOREIGN POLICY

Discussion of the evolution of America’s position in world affairs and the critical issues pertaining to the United States’ foreign policy today. 3 credit hours.

THE AMERICAN PRESIDENT

Discussion of presidential power and functions, relationship with Congress, political party involvement, public personality and leadership. Selected presidents are used as examples. 3 credit hours.

CONTEMPORARY INTERNATIONAL RELATIONSHIPS

Study of basic social, political, economic, cultural and foreign policy issues facing the world community of the present. 3 credit hours.
HPS 482  HISTORY SEMINAR  A series of analyses and discussions of contemporary problems in history. Individual student research and reports are required. 3 credit hours.

HPS 483  POLITICAL SEMINAR  A series of analyses and discussions of contemporary problems in political science. Individual student research and reports are required. 3 credit hours.

HOTEL/RESTAURANT MANAGEMENT

HRM 100  INTRODUCTION TO HOSPITALITY INDUSTRY  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 credit hours.

HRM 140  FRONT OFFICE MANAGEMENT  A study of front office procedures and operations, including identification and duties of the front office staff, guest relations, front office salesmanship, room procedures and handling of cash/credit transactions. Prerequisite: HRM 100. 3 credit hours.

HRM 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. Prerequisite: HRM 100. 3 credit hours.

HRM 244  PROPERTY MANAGEMENT  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: HRM 140. 3 credit hours.

HRM 245  PRINCIPLES OF FOOD PRODUCTION  The application of scientific principles to the manipulative techniques of food production. Explains the techniques and procedures of quality food production, providing the principles underlying the selection, composition and preparation of the major food products. Laboratory provided for practice with basic and more complex recipes. Prerequisite: HRM 160. 3 credit hours.

HRM 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. Prerequisites: HRM 150 and HRM 255. 3 credit hours.

HRM 260  LAW FOR INNKEEPERS  An analysis of the legal aspects of hospitality facilities. The course covers common law and statutes relating to employees and property, limitations and other legal relationships for hotels and clubs. 3 credit hours.

HRM 270  HOSPITALITY MARKETING  Sales planning, promotion and pricing of internal and outside sales to the hospitality industry are emphasized. Prerequisite: MKT 301. 3 credit hours.

HRM 280  TOURISM MANAGEMENT  An introduction to the travel industry. Covers tourism components, sales techniques for tourism and operation management. 3 credit hours.

HRM 290  PRACTICUM  Students are assigned to food service operations as practical field experience. Prerequisite: permission of instructor. 3 credit hours.

HRM 320  PHYSICAL PLANT MANAGEMENT  The basic engineering theories of refrigeration, air conditioning and heating in relation to management problems. Focuses on the physical aspects of the property, expenses, repair and maintenance with efficiency control, renovation and equipment. 3 credit hours.

HRM 330  HOSPITALITY INDUSTRY ACCOUNTING  Industry methods include a study of accounting recommended by the Association, Club Managers Association, and Restaurant Association. Emphasis is given to transactions from initial source ledgers to the preparation and presentation of the financial statements. Departmentalized controls and the auditing process are examined. Prerequisite: ACC 301. 3 credit hours.

HRM 340  SECURITY MANAGEMENT  Problems related to the security of the hospitality industry and the physical premises involved in design of the property, legal liability, electronic, mechanical and personal security are studied with a practical view to losses. 3 credit hours.
EMINAR

Seminars and discussions of contemporary problems. Individual student research and reports are 3 credit hours.

EMINAR

Seminars and discussions of contemporary problems. Individual student research and reports are 3 credit hours.

MANAGEMENT

INTRODUCTION TO HOSPITALITY INDUSTRY

The progress of the hospitality industry; how food and restaurants are organized, financed and industry's opportunities and future trends are studied. 3 hours.

MANAGEMENT

OFFICE PROCEDURES

Office procedures and operations, including duties of the front office staff, guest office salesmanship, room procedures and credit transactions. Prerequisite: HRM 100. 3 credit hours.

BEVERAGE MANAGEMENT

A food and beverage operation from ordering, inventory and storage to preparation, servicing the guest or institutional consumer. Prerequisite: HRM 100. 3 credit hours.

MANAGEMENT

FOOD AND PERSONNEL

An introduction to housekeeping management stressing recordkeeping and supervisory duties. Studied are the various functions of the department, health and safety and cost control. Prerequisite: HRM 140. 3 credit hours.

MANAGEMENT

FOOD PRODUCTION

Food production and manipulation of scientific principles to the manipulative food production. Explains the techniques and quality food production, providing the underlying the selection, composition and the major food products. Laboratory provided with basic and more complex recipes. Prerequisite: HRM 150 and HRM 255. 3 credit hours.

FOOD MANAGEMENT

Food service management skills to plan and operate quantity food service. Included are quantity recipe planning and use specifications writing, production methods, and related inventory and cost control. Prerequisites: HRM 150 and HRM 255. 3 credit hours.

HUMAN RESOURCE MANAGEMENT

ANALYSIS 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 credit hours.

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. Prerequisite: MKT 301. 3 credit hours.

TOURISM MANAGEMENT

An introduction to the broad fields of travel and tourism. Covers tourism components, supply and demand, marketing techniques for tourism and operational aspects of tourism management. 3 credit hours.

PRACTICUM

Students are assigned to food service establishments for practical field experience. Prerequisites: sophomore status and permission of instructor. 3 credit hours.

PHYSICAL PLANT MANAGEMENT

The basic engineering theories of electricity. Lighting, refrigeration, air conditioning and acoustics are considered in relation to management problems associated with the physical aspects of the property. Capital investment, operating expenses, repair and maintenance costs are emphasized along with efficiency control, renovation and replacement of equipment. 3 credit hours.

HOSPITALITY INDUSTRY ACCOUNTING

Industry methods include a study of the uniform system of accounting recommended by the American Hotel and Motel Association, Club Managers Association and the National Restaurant Association with emphasis on the flow of transactions from initial source to special journals and ledgers to the preparation and interpretation of financial statements. Departmentalized costing procedures, internal controls and the auditing process are also studied. Prerequisite: ACC 301. 3 credit hours.

SECURITY MANAGEMENT

Problems related to the security of persons, physical belongings and the physical premises involving interior and exterior design of the property, legal liability, insurance protection, electronic, mechanical and personnel and financial control are studied with a practical view toward resolving operational losses. 3 credit hours.
HRM 360  HOSPITALITY PERSONNEL AND TRAINING
Focus is on application of Human Resources Development principles to the hospitality operations. Advanced development of personnel cost control, the supervisor-subordinate relationship and the concepts of improving productivity. Prerequisite: BUS 350.

HRM 380  HOSPITALITY PURCHASING
Describes the development and implementation of an effective hospitality purchasing program, focusing on the role of the purchasing department and the buyer, generation of specifications and the use of forms and control techniques.

HRM 450  FOOD SERVICE ENGINEERING
Course provides understanding of food facilities and layout of space allocation by design and planning for receiving, storage, refrigeration, preparation and serving. Important consideration is given to work flow, selection of equipment, preventive maintenance and systems techniques. 3 credit hours.

HRM 460  INDUSTRY RISK MANAGEMENT
The principle types of risk techniques are identified and considered, including the tools of risk management and loss prevention. Emphasis is placed on fire, casualty and multiple peril insurance policies as law of contracts, fire insurance forms, burglary, crime and liability coverage, business interruption, marine insurance, workers’ compensation, bonds, adjustment of losses and the operations of insurance companies. 3 credit hours.

HRM 470  CONVENTION AND SALES MANAGEMENT
Defines the scope and various segments of the convention market. Explains what is required to meet the individual needs of patrons and explores methods and techniques that lead to the development and implementations of more competitive service. Prerequisite: HRM 270. 3 credit hours.

HRM 480  CATERING/GOURMET FOODS
Introduces students to competencies necessary for Garde Manager, Haute Cuisine menu planning and organizing the Catering Department, meal course production, garni selection and preparation and cost control methods are present. Prerequisite: HRM 250. 3 credit hours.

HRM 481  SEMINAR
Industry leaders from independent hotels, chain hotel and motel leaders, franchise operators and restaurateurs meet with senior students to discuss industry cases from their own operations. Students gain from the exposure to top management personalities, while executives have the opportunity of meeting, advising and selecting students to assist them in the operation of their properties. 3 credit hours.

HRM 495-6  THESIS
Student prepares an extensive project integrating experience and skills acquired in management courses. 6 credit hours.

HUMANITIES

HUM 101  ART/MUSIC APPRECIATION
An introductory course approach through chronology. Using modern music as a focal point and moving the course brings out subjects, themes that relate the present to the past intrinsic to each art form is explored. 3 credit hours.

HUM 105  ACTING I
Fundamental acting exercises dedicated toward credibility on the stage. 3 credit hours.

HUM 110  STAGECRAFT
Set construction, painting and shifting stage scenery. Knowledge of terminology is stressed. Set work productions. 3 credit hours.

HUM 201  LOGIC
An elementary course in the process of critical thinking. The relation between reasoning, different uses of language and meaning. Formal principles of reasoning are studied and applied. 3 credit hours.

HUM 202  ETHICS
A systematic study of the differences in the writings of Aristotle, Aquinas. Principles derived will be applied present in individual as well as in society. 3 credit hours.

HUM 221  INTRODUCTION TO PHILOSOPHY
A study of the basic schools of thought and relationship with contemporary society and confront mankind, both collective. 3 credit hours.

HUM 230  WORLD RELIGIONS
A comparative study of the world religions impact separately and collectively. 3 credit hours.
PERSONNEL AND TRAINING
Description: Human Resources Development focuses on hospitality operations. Advanced development includes control, the supervisor-subordinate relationship, and the concepts of improving productivity. HRM 350.

PURCHASING
Description: Development and implementation of an effective purchasing program, focusing on the role of the purchasing department and the buyer, generation of purchase orders and the use of forms and control techniques. PURCH 350.

ICE ENGINEERING
Description: Understanding of food facilities and layout design by design and planning for receiving, preparation, preparation and serving. Important emphasis is given to workflow, selection of equipment, maintenance, and systems techniques. 3 credit hours.

RISK MANAGEMENT
Description: Types of risk techniques are identified and methods of handling them are presented. Emphasis is placed on fire, casualty, and multiple policies as law of contracts, fire insurance, crime and liability coverage, business marine insurance, workers' compensation, bonds, losses, and the operations of insurance. 3 credit hours.

OPERATIONS MANAGEMENT
Description: A study of what is required to meet the individual needs and explore methods and techniques that lead to improvements and implementations of more competitive strategies. Prerequisite: HRM 270. 3 credit hours.

GOURMET FOODS
Description: Students gain competencies necessary for Garde Manger, menu planning, and organizing the production, meal course production, garnish preparation, and cost control methods are stressed. Prerequisite: HRM 250. 3 credit hours.

THESIS
Description: 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 credit hours.

ART/MUSIC APPRECIATION
Description: An introductory course approached through ideas rather than chronology. Using modern and contemporary art and music 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 characteristic intrinsic to each art form is explored. 3 credit hours.

ACTING I
Description: Fundamental acting exercises designed to lead the student toward credibility on the stage. 3 credit hours.

STAGECRAFT
Description: Set construction, painting, and techniques of mounting and shifting stage scenery. Knowledge of stage and theater terminology is stressed. 3 credit hours.

LOGIC
Description: An elementary course in the principles and problems of critical thinking. The relation between language and reasoning, different uses of language, and problems of meaning. Formal principles of deductive and inductive reasoning are studied and applied. 3 credit hours.

ETHICS
Description: A systematic study of 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 credit hours.

INTRODUCTION TO PHILOSOPHY
Description: A comparative study of the world's great religions and their impact on the world today. 3 credit hours.
HUM 250  GREAT ISSUES I (Lower Division)
An interdisciplinary approach dealing with such topics as "The Nature of Man," "Education: Ends and Means," "War and Peace," and "Tyranny and Freedom." Course will be team taught. 3 credit hours.

HUM 260  GREAT BOOKS I (Lower Division)
An interdisciplinary approach in which students will read and report on selected works from the Humanities Division Great Books list. 3 credit hours.

HUM 400  GREAT ISSUES II (Upper Division)
An interdisciplinary approach dealing with such topics as "Man and the Universe," "Science, Technology and Society," "Man and the Imagination," and "Faith and Morals." Course will be team taught. 3 credit hours.

HUM 410  GREAT BOOKS II (Upper Division)
An interdisciplinary approach in which students will read and report on selected works from the Humanities Division Great Books list. Course will be team taught. 3 credit hours.

INTERNATIONAL BUSINESS AND TRADE

IBT 321  INTERNATIONAL ECONOMICS I
Introduction to the theory of international trade and finance, with selected application to current problems of commercial policy, balance of payments adjustment and the international monetary system. 3 credit hours.

IBT 322  INTERNATIONAL ECONOMICS II
Analysis in depth of selected current issues and policy problems of the international economy, including new approaches to the theory of international trade, reform of the international monetary system, role of the General Agreement on Tariffs and Trade and the United Nations Conference on Trade and Development in expanding trade between developed and undeveloped economies, problems of stabilizing international commodity markets and balance of payments problems of the United States and other selected countries. 3 credit hours.

IBT 431  INTERNATIONAL TRADE
Development and use of the neoclassical theory of international trade for the analysis of tariffs, customs, unions and the effects of trade on the distribution of income and welfare. Analysis and use of relations between balance of payments and national income to study the role of income changes combined with the price changes in the balance of payments adjustment process. 3 credit hours.

IBT 441  INTERNATIONAL MANAGEMENT
Analysis of international managerial environment interactions, organizational structures and systems. 3 credit hours.

IBT 462  INTERNATIONAL FINANCE
International payments, foreign exchange market, balance of payments, the prewar and postwar international development and proposed reforms. 3 credit hours.

FOREIGN LANGUAGES

LAN 100  FRENCH I
Fundamental course in the four skills of reading and simple writing. Basic supplemented by audio-visual materials. 3 credit hours.

LAN 101  FRENCH II
Continuation of Elementary French vocabulary and grammatical structures. 3 credit hours.

LAN 110  SPANISH I
Fundamental course in the four skills of reading and simple writing. Basic supplemented by audio-visual materials. 3 credit hours.

LAN 111  SPANISH II
Continuation of Elementary Spanish vocabulary and grammatical structures. 3 credit hours.

MATHEMATICS

MAT 101  MATH FUNDAMENTALS
A course designed for those students to immediately advance to the level of college algebra. Topics include real number systems, functions, systems of equations and inequalities. No math experience however, it can be used as electives.

MAT 110  COLLEGE ALGEBRA
Topics include linear and quadratic functions, systems of equations and inequalities. Prerequisite: 3 years of high school algebra.
ES I (Lower Division)
Binary approach dealing with such topics as "Man," "Education: Ends and Means," "War and Tyranny and Freedom." Course will be 3 credit hours.

KS I (Lower Division)
Binary approach in which students will read selected works from the Humanities Division. 3 credit hours.

ES II (Upper Division)
Binary approach dealing with such topics as "Universe," "Science, Technology and Society," "Imagination," and "Faith and Morals." Course will be 3 credit hours.

KS II (Upper Division)
Binary approach in which students will read selected works from the Humanities Division. Course will be team taught. 3 credit hours.

BUSINESS AND TRADE

INTERNATIONAL ECONOMICS I
Analysis of the theory of international trade and finance, application to current problems of commercial payments adjustment and the international system. 3 credit hours.

INTERNATIONAL ECONOMICS II
Analysis of selected current issues and policy problems of the international economy, including the role of the General Tariffs and Trade and the United Nations, Trade and Development in expanding trade and development, problems of international commodity markets and balance of payments of the United States and other selected economies. 3 credit hours.

INTERNATIONAL TRADE
Use of the neoclassical theory of international trade to study the role of income and welfare. Analysis of the relations between the balance of national income to study the role of income and the price changes in the balance of payments. 3 credit hours.

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 credit hours.

LAN 101 FRENCH II
Continuation of Elementary French I. Stress on building vocabulary and grammatical structure with practice for fluency. 3 credit hours.

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 credit hours.

LAN 111 SPANISH II
Continuation of Elementary Spanish I. Stress on building vocabulary and grammatical structure with practice for fluency. 3 credit hours.

MATHEMATICS

MAT 101 MATH FUNDAMENTALS
A course designed for those students who lack the necessary background to immediately address college algebra. Topics include real number systems, radicals, graphing and solving simple equations. No math credit is given for this course; however, it can be used as elective credit.

MAT 110 COLLEGE ALGEBRA
Topics include linear and quadratic functions, polynomial functions, systems of equations and inequalities, matrices and determinants. Prerequisite: MAT 101 or completion of two years of high school algebra. 3 credit hours.
TRIGONOMETRY AND ANALYTIC GEOMETRY
A course designed for those students planning to take calculus. Topics include trigonometric functions, identities and equations, solutions of right and oblique triangles and topics of plane analytic geometry. Prerequisite: MAT 115. 4 credit hours.

CALCULUS I
A first course in calculus covering differentiation of algebraic and trigonometric functions, differentials, derivatives, logs and exponential functions. Prerequisite: MAT 210. 4 credit hours.

CALCULUS II
A follow-up to MAT 210 covering integration, applications of integration, differentiation and integration of inverse functions, limits and continuity. Prerequisite: MAT 210. 4 credit hours.

PROBABILITY AND STATISTICS
A course designed to introduce the methods of probability and statistics. Topics include laws of large numbers, discrete and continuous distributions and sums of random variables. 3 credit hours.

FINITE MATH
A beginning course in contemporary finite mathematics with emphasis problem-solving, utilizing problems in the area of continuous distributions and sums of random variables. 3 credit hours.

DIFFERENTIAL EQUATIONS
A follow-up to MAT 211 covering integration by parts and trigonometric substitution, partial differentiation and chain rules, solution of first order differential equations, solution of linear differential equations with constant coefficients and the use of Laplace transforms. Prerequisite: MAT 211. 4 credit hours.

NUMERICAL ANALYSIS
A follow-up to MAT 312, this course covers the numerical solutions to systems of equations. Covered is the analysis of numerical methods for approximation, integration and solution of ordinary functions using series and other classical methods. All examples will be illustrated using PASCAL programming techniques. Prerequisite: MAT 312. 4 credit hours.

STATISTICAL APPLICATION
A course designed to emphasize the applications of statistics, including discrete and continuous distributions, sums of random variables and an introduction to basic theorems of probability and statistics. Prerequisite: MAT 210. 3 credit hours.
TRY AND ANALYTIC GEOMETRY

for those students planning to take calculus, trigonometric functions, identities and solutions of right and oblique triangles and analytic geometry. Prerequisite: MAT 110.

calculus covering differentiation of trigonometric functions, differentials, and exponential functions. Prerequisite: 3 credit hours.

REVIEW AND STATISTICS

introduction to the methods of probability topics include laws of large numbers, continuous distributions and sums of random variables. 3 credit hours.

DIFFERENTIAL EQUATIONS

MAT 211 covering integration by parts and substitution, partial differentiation and chain of first order differential equations, solution initial equations with constant coefficients and Laplace transforms. Prerequisite: MAT 211. 3 credit hours.

ANALYSIS

MAT 312, this course covers the numerical methods for approximation, integration and numerical functions using series and other classical examples will be illustrated using PASCAL programs. Prerequisite: MAT 312. 4 credit hours.

APPLICATION

to emphasize the applications of statistics, discrete and continuous distributions, sums of variables and an introduction to basic theorems of statistics. Prerequisite: MAT 210.

MARKETING

MKT 305 CONSUMER MOTIVATION AND MARKET BEHAVIOR

A study of what causes the consumer to purchase or not to purchase goods. The course focuses on consumer branding, the product adoption process, the impact of current issues (leisure time, working women, U.S. census, etc.) and the development of marketing strategies to encourage a positive consumer response. Prerequisite: 300 3 credit hours.

MKT 315 RETAIL MANAGEMENT

Overview of retailing, including the problems of organization and operation of retail establishments and the role in the marketing systems. Concentration is placed on markup, pricing, stock turn, sales and stock planning and the selling of services as well as goods. 3 credit hours.

MKT 301 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 credit hours.

MKT 311 MARKETING MANAGEMENT

The marketing function is viewed in the context of the company and society. Emphasis is on basic decision-making tools and analytic processes. Topics include consumer behavior, advertising and sales promotion, pricing, distribution channels, product policy. 3 credit hours.

MKT 321 SALES MANAGEMENT

The role of personal selling in marketing mix, the selling process, analytical approaches to forecasting and planning, development and implementation of sales programs. 3 credit hours.

MKT 430 MARKETING RESEARCH

Introduction to the techniques and tools of market research as an aid to decision-making. Topics include problem definition, research methods, research project design, results interpretation. 3 credit hours.

MKT 440 MARKETING STRATEGY AND POLICY

A culmination of prior marketing coursework which focuses upon multi-media strategies for the marketing ideas, products, and services. This project-oriented course emphasizes environmental analysis, establishing objectives, budgeting, selection media and design of messages. 3 credit hours.
MKT 481  MARKETING SEMINAR
Prerequisites: MKT 430, 440, senior standing. 5 credit hours.

MKT 495-6  THESIS
Student prepares an extensive project, drawing upon the experience and skills acquired in previous marketing courses. 6 credit hours.

FUNERAL SERVICE
MSC 101  INTRODUCTION TO FUNERAL SERVICE
A survey of the evolution of funeral services and a review of basic principles of funeral service. Included are fundamental requirements and ethical obligations of funeral directors. 3 credit hours.

MSC 131  PRINCIPLES OF FUNERAL SERVICE
A detailed study of the basic principles related to planning, computer utilization, implementing and directing funeral services in accordance with the psychological, sociological and theological needs of the family. 3 credit hours.

MSC 150  FUNERAL SERVICE SANITATION
A study of the regulatory requirements specified for embalmers and funeral directors related to preservation and protection of public health. Included are the various regulatory procedures and responsibilities and functions of applicable local, state and federal agencies. 3 credit hours.

MSC 220  FUNERAL SERVICE LAW
A study of the legal aspects of funeralization with emphasis on mortuary statutes, rules and regulations pertaining to mortuaries and cemeteries. 1 credit hour.

MSC 240  FUNERAL HOME MANAGEMENT
A survey of all aspects of the operation and management of a funeral home, based on commonly accepted state-of-the-art business practices. Included are location selection and financing, construction and remodeling, recruitment and training of personnel, interior design and merchandising. 5 credit hours.

MSC 250  PATHOLOGY
A study of the many pathological processes which bring about chemical changes that, in turn, affect embalming procedures. Included is a review of the supportive role of the embalmer/funeral director to the medical examiner relative to medicolegal investigations. 3 credit hours.

MSC 225  MICROBIOLOGY
A comprehensive study of the characteristics of microorganisms, including classification, control and relationship to life. Prerequisite for course. MSC students only. 3 credit hours.

MSC 261  EMBALMING I
An historical and technical orientation designed to provide the student with basic skills, aptitudes and qualifications for licensure. Laboratory work includes and manipulative embalming experiences.

MSC 262  EMBALMING II
Practical application of the cognitive and chemical principles as they relate to the art and science of embalming. Special attention is given to the study of the biological, biological and psychological needs of the family. Laboratory work includes the study of the principles of embalming and related to microbiological and pathological processes.

MSC 270  RESTORATIVE ART
A study of the techniques of anatomy and cosmetology as they relate to natural form and color. Laboratory work includes the study of specialized techniques and techniques in cyanoacrylate tissue grafting and skull reconstruction. 4 credit hours.

MSC 281  FUNERAL SERVICE SEMINARY
A continuous survey of the current practice within the domain of funeral service through field trip visitations, grief and religious and fraternal services and support systems. Student will practice each semester and will receive Specific seminar requirements from the seminar coordinator. 2 credit hours.

MSC 291  PRACTICUM
On-site professional experience under direct supervision of a licensed funeral director.

SCIENCE
SCI 104  BOTANY I and LAB
A study of the basic concepts of the plant kingdom, in order to develop an appreciation of the tremendous influences to our lives, personally, environmentally. 4 credit hours.
SEMINAR
CT 430, 440, senior standing. 3 credit hours.
An extensive project, drawing upon the skills acquired in previous marketing courses.

EMBALMING I
MSC 261
An historical and technical orientation to embalming practices designed to provide the student with an understanding of the basic skills, aptitudes and qualifications necessary for licensure. Laboratory work includes an integration of cognitive and manipulative embalming experiences. 4 credit hours.

EMBAMLING II
MSC 262
Practical application of the cognitive and manipulative embalming skills as they relate to the anatomy, pathology and chemistry of embalming. Special consideration is given to sanitation, special treatment and embalming difficulties related to microbiological and traumatic deaths. 4 credit hours.

RESTORATIVE ART
MSC 281
A study of the techniques of anatomical sculpturing and cosmetology as they relate to restoration of the body to its natural form and color. Laboratory work will emphasize the use of specialized techniques and materials (e.g., wax, plaster, cyanoacrylate tissue grafting) and forensic anthropological skull reconstruction. 4 credit hours.

FUNERAL SERVICE SEMINAR
MSC 291
A continuous survey of the numerous changes and articulations within the domain of funeral service. Real-life experiences through field trip visitations, guest speakers and simulated religious and fraternal services with special emphasis on support systems. Student will participate in this series each semester and will receive course grade in final term. Specific seminar requirements will be designated by program coordinator. 2 credit hours.

PRACTICUM
MSC 291
On-site professional experience in a funeral home under the direct supervision of a licensed funeral director. 3 credit hours.

SCIENCE
SCI 104
BOTANY I and 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 credit hours.
SCI 105  BOTANY II and LAB
The study of the plant kingdom involving the Angiosperms, anatomy, genetics and evolution. Students will learn the basic principles of engineering in higher plants, their great variety, populations, communications and distribution. 4 credit hours.

SCI 110  BIOLOGY I and LAB
In-depth study involving scientific method, relation of biological principles to everyday life, factors controlling growth and development, appreciation of the critical significance of the life sciences in the modern world. 4 credit hours.

SCI 111  BIOLOGY II and LAB
Continuation of Biology I dealing with heredity, embryology, population biology, ecology with the unifying theme of evolution and discussion of current related topics. Prerequisite: SCI 110. 4 credit hours.

SCI 120  PHYSICAL SCIENCE and 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 credit hours.

SCI 125  METEOROLOGY and LAB
A scientific study of atmospheric phenomena, weather principles, forecasting techniques and weather information dissemination. The course is required for all aviation students and certain topics included are oriented toward flight operations. Lab work includes map analysis and forecasting. 4 credit hours.

SCI 130  GENERAL CHEMISTRY I and 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 credit hours.

SCI 131  GENERAL CHEMISTRY II and LAB
A basic study of organic chemistry. Students review the application of chemistry to our modern world. Included are such topics as food and farm chemistry, the study of household chemicals and the chemistry of drugs and cosmetics. Prerequisite: SCI 130. 4 credit hours.

SCI 150  PHYSICS and LAB
A basic study of physics which includes methods of measurement, mechanics, analysis of forces, work, power, energy and the laws of motion. 4 credit hours.

SCI 160  ANATOMY AND PHYSIOLOGY
This course is designed to provide basic knowledge and appreciation of the human body, its systems and functions. Prerequisite: one science course. 4 credit hours.

SCI 161  ANATOMY AND PHYSIOLOGY
Continuation of the above with emphasis on respiratory, excretory, endocrine and nervous systems. 4 credit hours.

SCI 215  MARINE BIOLOGY and LAB
An introductory study of the marine inhabitants, including the physical aspects of the sea. Course not for trip. Prerequisite: SCI 110, SCI 111. 4 credit hours.

SCI 230  INTRODUCTION TO ENERGY STUDIES
Energy-systems approach to living organisms and their environment. Also revies aspects of the sea. Course not for trip. Prerequisite: SCI 110, SCI 111. 4 credit hours.

SCI 240  ECOLOGY and LAB
A study of living organisms in their biotic environment. Also reviews aspects of the sea. Prerequisite: SCI 110, SCI 111. 4 credit hours.

SCI 250  ADVANCED PHYSICS and LAB
An advanced study of physics with an emphasis on calculating and solving problems. Includes electromagnetism, the laws of motion, and other topics. 4 credit hours.

TECHNOLOGY

TEC 101  ELECTRONICS I and LAB
Provides the foundations in the subject of electronic circuitry, which later specialization is in AC/DC theory (Ohm's and impedance, resonance), audio circuits, integrated circuits, etc. 8 credit hours.

TEC 105  ELECTRONICS II and LAB
Continuation of foundational concepts with an emphasis on circuits (discrete and integrated circuits). Prerequisite: TEC 101. 8 credit hours.
ILAB

Plant kingdom involving the Angiosperms, and evolution. Students will learn the basic functioning in higher plants, their great uses, communications and distribution.

SCI 160 ANATOMY AND PHYSIOLOGY I
This course is designed to provide sufficient knowledge of basic anatomy and physiology to serve as a working basis for studies in Funeral Service, related fields and/or a general knowledge and appreciation of the human body as integrated whole. Anatomy and Physiology I describes the cellular and tissue structure and function, skeletal, muscular, circulatory and digestive systems. 4 credit hours.

SCI 161 ANATOMY AND PHYSIOLOGY II
Continuation of the above with studies of the nervous, respiratory, excretory, endocrine and reproductive systems. 4 credit hours.

SCI 215 MARINE BIOLOGY and LAB
An introductory study of the marine environment and its inhabitants, including the physical as well as the biological aspects of the sea. Course normally includes at least one field trip. Prerequisite: SCI 110, SCI 111. 4 credit hours.

SCI 230 INTRODUCTION TO ENVIRONMENTAL STUDIES
Energy-systems approach to human and wild environments, integrating physical, biological and behavioral perspectives. Prerequisite: one science course. 4 credit hours.

SCI 240 ECOLOGY and LAB
A study of living organisms in relation to their abiotic and biotic environment. Also reviewed are pollution and its effect on man and biota, including local environmental problems. Prerequisite: SCI 110, SCI 111. 4 credit hours.

SCI 350 ADVANCED PHYSICS and LAB
An applied calculus-based physics for electronics, which includes electrostatics, current, magnetic fields, electromagnetic induction and radiation, together with selected other topics. 4 credit hours.

TECHNOLOGY

TEC 101 ELECTRONICS I and 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 polyphase circuits. 8 credit hours.

TEC 105 ELECTRONICS II and LAB
Continuation of foundation course. Includes electronic circuits (discrete and integrated devices, multi-stage amplifiers, frequency response, oscillators) and communication circuits (applications of, and semi-conductors in, oscillators, fundamentals of circuits in transmitters, receivers and antenna systems). Prerequisite: TEC 101. 8 credit hours.
TEC 150 INTRODUCTION TO COMPUTER TECHNOLOGY
An introduction to the fundamental logical concepts related to the stored program logical engine. Provides the fundamentals of digital computers upon which specializations are later built. Topics covered include the concepts of storage, arithmetic logic, sequential control of binary instructions and interrupt actions. Separate laboratory sessions include the operation and programming of a popular microcomputer. 4 credit hours.

TEC 155 COMPUTER LANGUAGES I
Provides the foundations necessary for the study of structured programming languages. Topics include the aspects of syntax, semantics and structure related to high level programming languages. Also covered is the analysis of data types and the establishment of array and control structures. Separate laboratory assignments are required that involve programming projects to reinforce theory using a contemporary structured programming language. Prerequisite: TEC 150. 4 credit hours.

TEC 156 COMPUTER LANGUAGES II
A continuation of course TEC 155, studying structured program design, including the advanced aspects of recursiveness, advanced data types and real-time considerations. Separate laboratory assignments are required using a contemporary structured programming language. Prerequisite: TEC 155. 4 credit hours.

TEC 200 INTRODUCTION TO COMPUTER APPLICATIONS
An introduction to computers and to how their application can be used as a tool in business and society. The course prepares the student to understand the many facets associated with the application of computers and provides an opportunity to develop the skills necessary to utilize computers as a tool in both their professional and personal environments. 3 credit hours.

TEC 205 FUNDAMENTALS OF ELECTRONICS
An introductory electronics course covering the fundamental concepts of electronics with emphasis on the basic principles, terminology, devices, gates and integrated circuits. Prerequisite: MAT 115. 3 credit hours.

TEC 210 DIGITAL ELECTRONICS
Basic design principles and practical applications of digital circuits. Prerequisite: TEC 105. 4 credit hours.

TEC 220 MICROPROCESSORS
An introduction to the fundamental concepts related to specific microprocessors. Topics include fundamental routines, arithmetic logic, interrupt actions for practical system realization. 4 credit hours.

TEC 225 TEST EQUIPMENT/TRROUBLESHOOTING
A course designed specifically to familiarize students with contemporary test equipment and to provide an opportunity to gain experience in accepted techniques of electronics troubleshooting. Prerequisite: TEC 150. 4 credit hours.

TEC 240 ELECTRONIC COMMUNICATIONS FUNDAMENTALS
An introductory course in electronic communications techniques. The student is exposed to data representation, modulation techniques, and electronic surveillance equipment. 3 credit hours.

TEC 260 COMPUTER ARCHITECTURE
A study of the internal design operations, and manufacturing of microcomputers. Prerequisite: TEC 150. 3 credit hours.

TEC 265 SYSTEM PROGRAMMING
A study of computer operating language, job control language, and debugging techniques. 4 credit hours.

TEC 270 COMPUTER OPERATING SYSTEMS
A study of management techniques, including hardware, including management of devices and data. 3 credit hours.

TEC 280 STRUCTURED SYSTEMS ANALYSIS
Analysis of the techniques used and the study of the application of software in the specific domain of development. The study of business and the specification for new information hardware. Prerequisite: TEC 200, TEC 315. 3 credit hours.
J TO COMPUTER TECHNOLOGY

The fundamental logical concepts related to logical engine. Provides the fundamentals upon which specializations are later included. The concepts of storage, sequential control of binary instructions and separate laboratory sessions include the programming of a popular microcomputer.

LANGUAGES I

Topics necessary for the study of structured languages. Topics include the aspects of syntax, structure related to high level programming. Emphasis is the analysis of data types and the array and control structures. Separate assignments are required that involve programming the theory using a contemporary structured language. Prerequisite: TEC 150. 4 credit hours.

LANGUAGES II

Course TEC 155, studying structured including the advanced aspects of recursive types and real-time considerations. Separate assignments are required using a structured programming language. TEC 155. 4 credit hours.

INTRO TO COMPUTER APPLICATIONS

An introduction to the many facets associated of computers and how their application in business and society. The course is to understand the many facets associated of computers and provides an opportunity to become familiar with computers as a professional and personal environments.

ELECTRONICS

An electronics course covering the fundamental electronics with emphasis on the basic principles, devices, gates and integrated circuits. T 115. 3 credit hours.

MICROPROCESSORS

An introduction to the foundations and design concepts related to specific microprocessor architected systems. Topics include fundamental machine language program routines, arithmetic logic, interrupts and advanced structures for practical system realizations. Prerequisite: TEC 260. 4 credit hours.

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. Prerequisite: TEC 210. 4 credit hours.

ELECTRONIC COMMUNICATIONS FUNDAMENTALS

An introductory course in electronic communication techniques. The student is exposed to those aspects of signal representation, modulation technique and system aspects as commonplace within radio, television, telephone, telemetry and electronic surveillance equipment. Prerequisite: TEC 105. 3 credit hours.

COMPUTER ARCHITECTURE

A study of the internal design features, components, operations, and manufacturing techniques related to microcomputers. Prerequisite: TEC 150. 4 credit hours.

SYSTEM PROGRAMMING

A study of computer operating systems, including assembly language, job control language, data management and debugging techniques. 4 credit hours.

COMPUTER OPERATING SYSTEMS

A study of management techniques for the control of computer hardware, including management of memory, processor, devices, and data. 3 credit hours.

STRUCTURED SYSTEMS ANALYSIS

Analysis of the techniques used in the evaluation of systems and the study of the application of computer hardware and software in the specific domain of computer systems development. The study of business applications that lead to the specification for new information systems software and hardware. Prerequisite: TEC 155 or the combination: TEC 200, TEC 315. 3 credit hours.
TEC 310  ADVANCED DIGITAL ELECTRONICS
Comprehension comparison and interfacing of current digital I.C. families and their applications in instrumentation and computer hardware. Study, analysis and application of digital I.C., their design and organization in the development of digital communication and control. Prerequisites: MAT 211, TEC 210. 4 credit hours.

TEC 315  INFORMATION SYSTEM STRUCTURES
An introduction to the concept of information systems and their interaction related to business problems. The course introduces the student to the form of structured information systems and provides a basis for students to specify and develop programs and systems using directed structured analysis and programming methods. Prerequisite: TEC 200. 3 credit hours.

TEC 320  ADVANCED MICROPROCESSORS
Study, analysis and application of new and advanced developments in microprocessor technology. Emphasis is on interfacing with operational hardware and application of microprocessors in instrumentation and control systems. Prerequisite: TEC 220. 4 credit hours.

TEC 325  DIAGNOSTIC/TROUBLESHOOTING
A course designed specifically to give the student a basic familiarity with contemporary diagnostic and troubleshooting techniques used in digital computers. Diagnostic programs are used and analyzed to aid in the set-up, test and integration of computer hardware. Prerequisites: TEC 260, TEC 210.

TEC 330  MICROPROCESSORS/MICROCOMPUTERS
Study of hardware, organization, arithmetic, control and memory system, including interfacing, I/O concepts and application programming. Emphasis is on state-of-the-art high technology equipment such as logic analyzers, signature analyzer and microprocessor development systems. Prerequisite: TEC 320. 4 credit hours.

TEC 340  LINEAR INTEGRATED CIRCUITS
Study, analysis and application of state-of-the-art linear integrated circuits. Their use and characteristics in the development of modern electronic hardware. Emphasis on operational amplifiers, voltage regulators, oscillators, A/D, D/A and other communication related I.C.'s. Prerequisites: MAT 210, TEC 225. 4 credit hours.
DIGITAL ELECTRONICS
Comparison and interfacing of current digital and analog technologies. Study, analysis and application of digital electronics systems. Emphasis on organization, arithmetic, control and digital interfacing. Prerequisite: MAT 211, 4 credit hours.

SYSTEM STRUCTURES
Introduction to the concept of information systems and related to business problems. The course covers the form of structured information and systems using directed structured method. Prerequisite: TEC 200.

MICROPROCESSORS
Study of new and advanced microprocessor technology. Emphasis is on operational hardware and application of hardware in instrumentation and control systems. 4 credit hours.

TROUBLESHOOTING
Specifically gives the student a basic understanding of contemporary diagnostic and troubleshooting in digital computers. Diagnostic programs are written to aid in the set-up, test and integration of digital hardware. Prerequisites: TEC 250, TEC 210.

PROCESSORS/MICROCOMPUTERS
Study of data organization, arithmetic, control and interfacing, I/O concepts and I/O applications. Emphasis is on state-of-the-art high-level languages such as logic analyzers, signature analysis, processor development systems and digital circuit analysis. 4 credit hours.

INTEGRATED CIRCUITS
Study of digital and analog integrated circuits. Their use and characteristics in the modern electronic hardware. Emphasis on amplifiers, voltage regulators, oscillators, A/D, and communication related I.C.'s. Prerequisites: TEC 225, 4 credit hours.

TEC 345 ASSEMBLY LANGUAGE PROGRAMMING
This course uses the concepts introduced in TEC 156 and TEC 220 to present modern machine and assembly language programming. Memonic operations, symbolic addresses, index register addressing and the use of MACROS and symbolic addressing are introduced. Prerequisites: TEC 156, TEC 280. 4 credit hours.

TEC 355 BUSINESS APPLICATIONS SOFTWARE
A study of currently available software systems related to business and its management and specific applications of these systems. Prerequisites: TEC 156, TEC 280. 4 credit hours.

TEC 360 DATA AND PROGRAMMING STRUCTURES
Basic concepts of current software systems such as queues, stacks, lists. Includes algorithms in existing programming languages. Prerequisites: TEC 156, TEC 280. 4 credit hours.

TEC 410 ADVANCED CIRCUIT ANALYSIS
An advanced course in network analysis which emphasizes the comprehension of many techniques used in circuit analysis, including Laplace transforms, complex frequency pole and zeros and their application in linear control systems. Prerequisites: MAT 312, TEC 340. 4 credit hours.

TEC 440 ADVANCED ELECTRONIC COMMUNICATION
Study, analysis and application of communication systems, including basic concepts of analog and digital modulation techniques, modulators for generating various signals and demodulators for information recovery. Also included are radiation spectra for AM, FM, side-band and multiplexed waveforms. Prerequisite: TEC 240. 4 credit hours.

TEC 445 DATA COMMUNICATIONS
Data transmission techniques are studied with related topics, including modems and communications channels, communications software, distributed processing. Prerequisite: TEC 156. 4 credit hours.

TEC 460 COMPUTER DATA BASES
An introduction to data base and data communications concepts related to the design of on-line information systems. Topics include structuring, creating, maintaining and assessing data bases. Prerequisite: TEC 360. 3 credit hours.
X. The College Community

Founders and Trustees

The College of Boca Raton was founded in 1972 by the Religious of Sacred Heart of Mary, a international order of schools and colleges throughout the world.

In 1972, the religious order transferred control to an independent lay board who subscribes to the College's mission and goals.

Donald E. Ross serves as President and Chairman of the Board, Richard W. Carr is the President of the Board. Sister Collette Mahoney, A. Richard Ross and Frank A. Robino serve as members of the Board and govern the institution.

College Advisory Boards have been established to assist in the development of the College for the academic programs and to have assisted the President in the growth and development of the college.

Board of Overseers

Howard Aronson
President
Crystal Group, Inc.
Boca Raton, Florida

Ronald Assaf
Chairman and President
Sensormatic Electronics Corp.
Boca Raton, Florida

Hugh Carville
President
National Leather Company
Johnstown, New York

Peter Coxhead
Commercial Airline Pilot
Boca Raton, Florida

Pat Hucker
President
Showcase Homes
Coral Springs, Florida

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

Richard McGusker
Vice President
Holliston Mills, Inc.
Boca Raton, Florida
X. The College Community

Founders and Trustees

The College of Boca Raton was founded in 1962 as Marymount College by the Religious of Sacred Heart of Mary, a religious order that has schools and colleges throughout the world.

In 1972, the religious order transferred control of the college to an independent lay board who subscribes to the philosophy of the founders.

Donald E. Ross serves as President and Chief Executive Officer. Hugh Carville, Chairman of the Board, Richard McCusker, Secretary/Treasurer, Sister Collette Mahoney, A. Richard Cohen, Art Landgren, Helen Ross and Frank A. Robino serve as members of the Board of Trustees and govern the institution.

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Hugh Carville
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National Leather Company
Johnstown, New York

Peter Coxhead
Commercial Airline Pilot
Boca Raton, Florida

Pat Hucker
President
Showcase Homes
Coral Springs, Florida

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

Richard McCusker
Vice President
Holliston Mills, Inc.
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Siemens Communications Systems
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Aptec Microsystems, Inc.
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Motorola Incorporated
Boynton Beach, Florida

Ted Nanz
Vice President and General Manager
Mitel Incorporated
Boca Raton, Florida

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Pratt & Whitney Aircraft Corp.
West Palm Beach, Florida

Gabe Rosica
President
Modular Computer Systems, Inc.
Fort Lauderdale, Florida

Dan H. Wilkie
General Manager
IBM Corporation
Boca Raton, Florida

Office of Administration and Finance

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Elizabeth Dudeck
B.A., M.Ed.
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B.A.
Steven Bird
B.A.
Marcia Shawler
B.A.
Louise J. Conca
B.A.
Nancy Reid
B.F.A.
Josephine Clemente
Sharon Norris
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B.A.
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Acting
Harry Christensen
B.S.
Fr. Martin Devereaux
B.S., B.A., M.S., Psy.D.
Martin Horrigan, B.S.
Catherine Mannix
R.N.
Jo Stevens, B.A.

Administration and Staff

Office of the President

Donald E. Ross
President and Chief Executive Officer
B.F.A., M.S., L.L.D.

Joha Armour
Assistant to the President
B.A., M.Ed. (candidate)

Patricia Craig, B.S.
Administrative Assistant

Julie Randall, B.A.
Secretary

Ann Rutherford, B.A.
Director, Community Relations

Mary Zwilling
Secretary, Community Relations

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Office of Administration and Finance

Gerald D. Carville ....................... Executive Vice President
B.S.
Elizabeth Dudeck ........................ Administrative Assistant
Marilyn H. Ciccone ....................... Dean of Admissions
B.A., M.Ed.
Barbara Eberle ......................... Administrative Assistant
Steven Bird .......................... Assistant Dean of Admissions
B.A.
Marcia Shawler ..................... Assistant Dean of Admissions
B.A.
Louise J. Conca ..................... Receptionist
Nancy Reid ......................... Secretary
B.F.A.
Josephine Clemente .......... Clerical Assistant
Sharon Norris ..................... Business Office Supervisor
Linda Witherwax ..................... Bookkeeper
Sandra Marciano .................. Assistant Bookkeeper
Jo Ann Horton, B.S. ................ Financial Aid Director
Patrick Carville .................... Director of Buildings and Grounds
Mary Ann Ladika .................. College Town Manager
Lance Graeber .................. Director of Housekeeping
Robert Schnake .................... Print Shop Supervisor

Office of Student Services

Gregory J. Malfitano ............... Vice President for Administration
B.A., M.A. and Student Services
Debra Deschner .................. Director of Counseling
B.A., M.A., Ph.D.
Roy Wiggersmansen ................ Acting Director of Athletics and Activities
Harry Christensen ................ Housing Manager
Fr. Martin Devereaux ........ College Chaplain
B.S., B.A., M.S., Psy.D.
Martin Horrigan, B.S. ........... Director of Security
Catherine Mannix .................. Nurse
R.N.
Jo Stevens, B.A. .................... Secretary

Staff

President and Chief Executive Officer
Assistant to the President
Administrative Assistant
Secretary
Director, Community Relations
Secretary, Community Relations
## FACULTY

### OFFICE OF ACADEMIC AFFAIRS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>James D. Matthews</td>
<td>Vice President and Dean of Academic Affairs</td>
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<tr>
<td>B.S., M.B.A.</td>
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<tr>
<td>David J. Demko</td>
<td>Vice President for Graduate Studies</td>
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<tr>
<td>B.A., M.A., Ph.D.</td>
<td>Director, Institute on Aging</td>
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<tr>
<td>John E. Fisher</td>
<td>Assistant Academic Dean</td>
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<tr>
<td>B.A., M.A.</td>
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<tr>
<td>John P. Cicero</td>
<td>Acting Chairperson, Division of Business</td>
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<tr>
<td>A.B., M.B.A., Ph.D.</td>
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<tr>
<td>John R. Pickering</td>
<td>Chairperson, Division of Humanities</td>
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<tr>
<td>B.A., M.A., Ph.D.</td>
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<tr>
<td>Sister Marie Fidelis Remski, IHM</td>
<td>Acting Chairperson,</td>
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<tr>
<td>A.B., M.A., Ph.D.</td>
<td>Division of Science and Technology</td>
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<tr>
<td>Nancy Adams</td>
<td>Librarian</td>
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<td>B.S., M.L.S.</td>
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<td>Ida Shipe</td>
<td>Assistant Librarian</td>
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<td>Arthur L. Landgren</td>
<td>Director, Continuing Education</td>
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<td>Edith Whitlock</td>
<td>Recorder</td>
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<td>Marie Cullen</td>
<td>Recorder Clerk</td>
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<tr>
<td>Shirley Felicetti</td>
<td>Secretary, Academic Affairs</td>
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<tr>
<td>Judy Gage</td>
<td>Administrative Assistant</td>
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<td>A.S.S.</td>
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### DIVISION OF HUMANITIES

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tr>
<td>John R. Pickering (Chairperson)</td>
<td>History/Political Science</td>
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<tr>
<td>B.A., Stetson University</td>
<td>Associate Professor</td>
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<tr>
<td>M.A., Florida State University</td>
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<tr>
<td>Ph.D., University of Denver</td>
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<tr>
<td>Thomas R. Ahlersmeyer</td>
<td>Speech Communication</td>
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<tr>
<td>B.A., Concordia Senior College</td>
<td>Adjunct Instructor</td>
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<td>M.Div., Concordia Theological Seminary</td>
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<td>Ph.D., Bowling Green State University</td>
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<tr>
<td>James Bethel</td>
<td>Communications</td>
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<tr>
<td>B.A., University of Tulsa</td>
<td>Associate Professor</td>
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<td>M.A., Ph.D., University of Oklahoma</td>
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<tr>
<td>Joel J. Blaustein</td>
<td>Psychology</td>
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<tr>
<td>B.A., University of Buffalo</td>
<td>Associate Professor</td>
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<td>Ph.D., City University of New York</td>
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<tr>
<td>Sr. Rose Bowen</td>
<td>English and Humanities</td>
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<tr>
<td>B.A., St. Mary's Dominican College</td>
<td>Associate Professor</td>
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<td>M.A., Catholic University of America</td>
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<td>Ph.D., Florida State University</td>
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<tr>
<td>Jennifer Braaten</td>
<td>Sociology and Social Sciences</td>
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<tr>
<td>B.S., University of Minnesota</td>
<td>Assistant Professor</td>
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<tr>
<td>M.Ed., Ph.D. (candidate) Florida Atlantic University</td>
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<tr>
<td>Robert J. Curran</td>
<td>Philosophy</td>
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<tr>
<td>B.A., M.A., Fordham University</td>
<td>Special Adjunct Assistant Professor</td>
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<tr>
<td>William A. DeLucia</td>
<td>Psychology</td>
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<tr>
<td>A.B., Bard College</td>
<td>Adjunct Instructor</td>
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<tr>
<td>M.S., State University of New York, Oswego</td>
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### DIVISION OF BUSINESS

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Deborah Deschner</td>
<td>B.A., Beloit College</td>
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<tr>
<td>M.A., Ph.D., California School of Professional Education</td>
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<tr>
<td>Bettyrose Factor</td>
<td>B.S., Central Connecticut State Teachers College</td>
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<td>M.S., St. Joseph's College</td>
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<tr>
<td>Albert Kaufman</td>
<td>B.A., M.A., Michigan State University</td>
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<tr>
<td>Ellen Kirbert</td>
<td>B.S., Cornell University</td>
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<tr>
<td>Diane Mattiace</td>
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<tr>
<td>Edward Newhouse</td>
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<tr>
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<tr>
<td>Cheryl Pridgeon</td>
<td>B.A., Henderson State University</td>
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<tr>
<td>Ernest Ranspach</td>
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### DIVISION OF SCIENCE AND TECHNOLOGY

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<tr>
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<tr>
<td>M.B.A., Ph.D., Syracuse University</td>
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<tr>
<td>Larry Brandt</td>
<td>B.S., Iowa State University</td>
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<tr>
<td>M.S., Appalachian State University</td>
<td>Ph.D., (candidate) University of Nebraska</td>
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<tr>
<td>Benjamin H. Chodash</td>
<td>L.L.D., J.D., Rutgers University</td>
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<tr>
<td>A. Alfred Fink</td>
<td>L.L.B., Rutgers University</td>
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<tr>
<td>Judge (Ret.), Circuit Court of New Jersey</td>
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<tr>
<td>Charles F. Fletcher</td>
<td>B.S., Bethune-Cookman College</td>
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<tr>
<td>M.S., State University of New York (Bingham)</td>
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<tr>
<td>Sidney S. Korn</td>
<td>B.S., L.L.B., New York University</td>
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<tr>
<td>Robert L. Leon</td>
<td>B.S., California State University</td>
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<tr>
<td>M.B.A., University of Tampa</td>
<td>(candidate) Nova University</td>
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<tr>
<td>James D. Matthews</td>
<td>B.S., St. Louis University (Parks College)</td>
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<tr>
<td>M.B.A., North Texas State University</td>
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<tr>
<td>Elton K. Morice</td>
<td>B.S., Worcester Polytechnic</td>
</tr>
</tbody>
</table>
President and Dean of Academic Affairs

Vice President for Graduate Studies and Director, Institute on Aging

Assistant Academic Dean

Acting Chairperson, Division of Business

Chairperson, Division of Humanities

Acting Chairperson, Division of Science and Technology

Assistant Librarian

Director, Continuing Education

Recorder

Records Clerk

Secretary, Academic Affairs

Administrative Assistant

History/Political Science

Associate Professor

Speech Communication

Adjunct Instructor

Seminary

Communications

Associate Professor

Syracuse University

Psychology

Associate Professor

Wright State University

English and Humanities

Associate Professor

Atlantic University

Sociology and Social Sciences

Assistant Professor

Atlantic University

Philosophy

Special Adjunct Assistant Professor

Atlantic University

Psychology

Adjunct Instructor

Atlantic University


Deborah Deschner ........................................... Counseling

B.A., Beloit College

Assistant Professor

M.A., Ph.D., California School of Professional Psychology

Bettyrose Factor ........................................... English

B.S., Central Connecticut State Teachers College

Instructor

M.S., St. Joseph's College

Albert Kaufman ........................................... Communications

B.A., M.A., Michigan State University

Special Adjunct Instructor

Ellen Kirbert ........................................... Pre-Elementary Education

B.S., Cornell University

Instructor

M.S., Florida State University

Diane Mattiace ........................................... Technical Writing

B.A., M.A., University of Florida

Adjunct Instructor

Edward Newhouse ........................................... English

B.A., Calvin College

Instructor

M.A., Western Michigan University

Assistant Professor

Ph.D., Ball State University

John Patton ........................................... Social Sciences

B.A., Wake Forest University

Special Adjunct Instructor

B.A., M.A., Florida Atlantic University

Cheryl Pridgeon ........................................... English

B.A., Henderson State University

Adjunct Instructor

M.A., Ph.D., Florida State University

Ernest Ranspach ........................................... Art

B.S., University of Michigan

M.F.A., Wayne State University

DIVISION OF BUSINESS

John P. Cicero (Chairperson) ................................ Business Administration

A.B., University of Rochester

Associate Professor

M.E.A., Ph.D., Syracuse University

Larry Brandt ........................................... Hotel/Restaurant Management

B.S., Iowa State University

Associate Professor

M.S., Appalachian State University

Ph.D., University of Nebraska

Benjamin H. Chodash ........................................... Business Law

L.L.D., J.D., Rutgers University

Adjunct Professor

A. Alfred Fink ........................................... Business Law

L.L.B., Rutgers University

Adjunct Professor

Judge (Ret.), Circuit Court of New Jersey

Charles F. Fletcher ........................................... Economics and Finance

B.S., Bethune-Cookman College

Adjunct Assistant Professor

M.S., State University of New York (Binghamton)

Sidney S. Korn ........................................... Business Law

B.S., L.L.B., New York University

Adjunct Professor

Robert L. Leon ........................................... Business Administration

B.S., California State University

Assistant Professor

M.B.A., University of Tampa

D.B.A., Nova University

James D. Matthews ........................................... Management

B.S., St. Louis University (Parks College)

Associate Professor

M.B.A., North Texas State University

Elton K. Morice ........................................... Aviation

B.S., Worcester Polytechnic

Special Adjunct Instructor

97
Robert Seiwell ........................................... Accounting
B.S., Webb Institute
M.Ed., George Mason University
M.A., Central Michigan University
Certified Professional Accountant
J. Gregory Service ........................................ Business and Hotel Law
A.A., Broward Community College
B.B.A., Florida Atlantic University
J.D., University of Miami
Donna Sullivan ........................................... Fashion Merchandising
B.S., University of Vermont
M.S., Florida Atlantic University
Carolyn A. Spencer .................................. Accounting and Finance
B.S., Bryant College
M.B.A., University of Massachusetts, Amherst
Theodore F. Veskosky ................................ Hotel/Restaurant Management
B.S., State University of New York, Albany
M.S., Florida International University

DIVISION OF SCIENCE AND TECHNOLOGY
Sister Marie Fidelis Remski (Chairperson) .................. Biology/Botany
A.B., M.A., Ph.D., University of Michigan
Ronald K. Aiello ........................................... Funeral Service
A.A., Union College
B.A., Montclair State College
Licensed Funeral Director
Elizabeth Bates ........................................... Computer Science
B.S., Southern Connecticut State College
M.S., Ph.D. (candidate) Nova University
John A. Chew ........................................... Funeral Service
B.Ed., University of Miami
Licensed Funeral Director
Frederick Cichocki .................................. Biology
B.S., M.S., University of Miami
Ph.D., University of Michigan
Gregg Cox .............................................. Mathematics
B.S., University of Florida
M.Ed., Florida Atlantic University
Ed.D. (candidate) Florida Atlantic University
Ann M. Crawford ...................................... Biology/Chemistry
B.S., M.S., Florida State University
Ed.D. (candidate) Northern Illinois University
Arlene Cross ............................................. Sciences
R.N., Philadelphia General Hospital
B.S., M.Ed., Temple University
Ed.D., Nova University
Mitchell Marcus .................................. Electronics
B.I.E., Ohio State University
Andrew B. McNeill ................................... Electronics
B.S., Clemson University
Antoin N. Nahas .................................. Electronics
B.S., M.S., New Jersey Institute of Technology

INSTITUTE ON AGING
David J. Demko ........................................... V
B.A., M.A., W. Virginia University
Ph.D., University of Michigan
Louis L. Amato ......................................... M.D., New York University
Arthur D. Haggerty ................................ B.A., Long Island University
M.A., New York University
Robert McKinlay ......................................... B.A., Eastern Michigan University
M.A., Eastern Michigan University
Vincent R. Saurino 
A.B., Grinnell College
M.S., Columbia University
Ph.D., University of Pennsylvania

Richard Schuster 
B.M.E., City College of New York
M.B.A., St. John's University

Brenda Shryock 
B.S., M.S., Purdue University

Claude O. Simpson 
B.S., Milwaukee School of Engineering

INSTITUTE ON AGING
David J. Demko
B.A., M.A., W. Virginia University
Ph.D., University of Michigan

Louis L. Amato
M.D., New York University

Arthur D. Haggerty
B.A., Long Island University
M.A., New York University

Robert McKinlay
B.A., Eastern Michigan University
M.A., Eastern Michigan University

Vice President for Graduate Studies
and Director,
Institute on Aging

Computer Science
Instructor

Mathematics
Adjunct Instructor

Program Assistant
Institute on Aging

Funeral Service
Adjunct Instructor

Business and Hotel Law
Adjunct Instructor

Fashion Merchandising
Assistant Professor

Accounting and Finance
Assistant Professor

Hotel/Restaurant Management
Associate Professor

Biology/Botany
Professor

Funeral Service
Adjunct Instructor

Computer Science
Instructor

Funeral Service
Assistant Professor

Biology
Associate Professor

Mathematics
Assistant Professor

Electronics
Special Adjunct Instructor

Electronics
Adjunct Instructor

Electronics
Assistant Professor

Michigan

 advisors to students
XI. Academic Calendar

1985-86

September
3 New Students Arrive
4 Orientation Program
5 Returning Students arrive;
6 Registration for all students

Fall Classes Begin

November
4-15 Early Registration for Winterim and Spring
22 Thanksgiving Recess Begins after last class
Dec. 2 Classes Resume

December
16-19 Final Examinations

January
6 Registration for Winterim/
Classes Begin
24 Winterim Ends
28 Students Arrive
29 Registration
30 Spring Classes Begin

March
7 Honors Convocation
8-10 Homecoming and Parents Weekend
11 Classes Resume
11-21 Early Registration for Summer & Fall
21 Spring recess begins after last class

April
March 31 Students Return
April 1 Classes Resume

May
12-15 Final Examinations
17 Commencement
19 Registration for Summer Session/
Classes Begin

June
6 Summer Session Ends

1986-87

September
2

October
3-14
21

November
21

December
15-18

January
5

February

March
6

April
20

May
11-14
16

June
5

College of Boca Raton

The College of Boca Raton is a private college, accredited as a Level I institution of Colleges and Schools.

The College of Boca Raton is committed to providing education and employment opportunities for all students regardless of religion, age, national origin or physical ability. It is committed to implementing federal and state policies governing equal access and equal opportunity.

This commitment to equal access and opportunity extends to the College's admissions, recruitment, financial assistance, participation in extracurricular programs, counseling, advising, and employment.

The provisions of this bulletin are not intended to create an express or implied contract between the student and the College. The College reserves the right to change any provision or require additional materials in this bulletin at any time with or without notice. The College reserves the right to require a student to follow appropriate procedures. It also reserves the right to require a student to suspended or dismissed from the College for cause, to recover tuition and fees paid. If a dismissed student returns to the College and pays tuition and fees the balance due the College is a receivable and will be collected.

There will be no refund of tuition, fees, or other charges made to our College in the event the student is suspended at any time as a result of any action taken by the College or for any other reasons beyond the control of the College.

Admission of a student to the College for one year does not imply that such student will be admitted to the succeeding academic year.

NOTICE: Credits and degrees earned at the College which are licensed by the State of Florida or universities do not automatically qualify the student to receive a Florida Teaching Certificate or to participate in examinations in Florida. The State’s Department of Education to review and evaluate the individual and the accreditation of the college prior to approving teacher certification. The Department of Education and other professional boards under the Department of Education to make similar examinations. Any student interested in applying for a Florida Teaching Certificate should contact the Office of Education, Tallahassee.
The College of Boca Raton is a private, four-year co-educational college, accredited as a Level I institution 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 extracurricular 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 the 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.

NOTICE: Credits and degrees earned from colleges within the State of Florida which are licensed by the State Board of Independent Colleges and Universities do not automatically qualify the individual for a Florida Teaching Certificate or to participate in professional examinations in Florida. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the college granting the degrees, prior to approving teacher certification; and for the appropriate state professional board under the Department of Professional and Occupational Regulation to make similar evaluations prior to scheduling examinations. Any student interested in obtaining a Florida Teaching Certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301. Any student
interested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

International students may obtain information on the College from the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32301.

Statement of Purpose

The purpose of the College of Boca Raton is to promote the development of the intellectual, social, emotional, physical and moral capabilities of its students. Capabilities differ, and therefore there will be different goals and levels of achievement among students. The College of Boca Raton will have realized its purpose if each student learns to recognize and appreciate his potential, and acquires the motivation, knowledge and skills to live up to it.

In keeping with this purpose, the College believes in treating each student as an individual. It is small by design, with a faculty and administration committed to personal interaction with students, and an environment conducive to personal growth and reflection.

The College offers associate degree programs in Liberal Arts and Business which are designed specifically to match freshman and sophomore requirements of any four-year college or university. Certain associate programs are also structured to give students the skills and knowledge to enter the job market after two years, but all two-year programs contain a rigorous core curriculum of credits suitable to a baccalaureate program.

The College of Boca Raton's own baccalaureate programs are planned to meet the needs of a changing society: one which faces an increasing demand for skilled technologists, managers and communicators, and professionals in the field of human services. Situated in an area where high technology industries are booming, the College, by preparing its students in this field, can both help meet community needs and offer students viable career education. Similarly, as human services, especially in the area of gerontology, become a central concern in the culture, College of Boca Raton graduates will be equipped to meet this concern. Other baccalaureate programs prepare students for careers in management and other areas of business, as well as for professional work or advanced study in the behavioral or political sciences and communications. And, in addition to their sound career preparation, all students at the College receive a solid foundation of liberal arts courses, preparing them to live a quality life in the community as well as to work in it.

The needs of the community are recognized by the College, not only through its degree programs, but also through the seminars, workshops, and non-credit courses offered at the institution and geared to the special interests of local residents.

While the College will continue to attract the traditional college age student and will remain primarily a residential college for such students, the institution plans to widen its reach to include the working professional as well. However, whether the student is a high school graduate, or the individual returning from an established career, or the non-degree-seeker, the purpose remains essentially the same: to offer all students the same kind of experience, both inside and outside the classroom, with the same kind of care, support, and hope, so that when they leave us, with confidence or with a sense of humor, they have been properly prepared.
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mal and Occupational Regulation, 
Florida 32301.
information on the College from the 
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: a central concern in the culture, 
 will be equipped to meet this concern. 
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working professional as well. However, whether our student be the recent 
high school graduate, or the individual returning to school from an 
established career, or the non-degree-seeking local resident, our purpose 
remains essentially the same: to offer all students a total learning 
experience, both inside and outside the classroom. We will have fulfilled 
this purpose if students leave us, with confidence and competence, 
either to continue their education or to enjoy a rewarding career for which 
they have been properly prepared.
XII. Boca Raton Campus

1. Academic Center
2. Library
3. Lynn Student Center
   (College Town)
4. Sylvester Hall
5. Wixted Hall
6. South Dorm
7. Pool
8. Tennis Courts
9. Maintenance
10. Campus Security
11. Athletic Fields
12. Schmidt College Centre
1. Basketball Courts
2. Baseball Diamond
3. Softball Field
4. Lacrosse Field
5. Field Hockey Field
6. Soccer Field
7. Pool
8. Tennis Courts
9. Maintenance
10. Campus Security
11. Athletic Fields
12. Schmidt College Centre