1985-87
College of
Boca Raton
Florida
The College of Boca Raton is a proud holder of its philosophy of providing high standards while maintaining the responsibility of developing his own talents and his own potential.

Since college is as much an atmosphere as it is to offer students an academic and social environment, facilities equal to the task, and students well-rounded intellectual and moral development will help assure well-rounded intellectual and moral development.

In return, we ask our students to understand that we offer our students an academic and social environment, facilities equal to the task, and students well-rounded intellectual and moral development.

We care deeply about your welfare and are committed to working with you in developing the skills and knowledge necessary for a successful career, as well as the personal values and character that you honorably in your daily living.

Education is not a commodity which is to offer students an academic and social environment, facilities equal to the task, and students well-rounded intellectual and moral development.

Ultimately, you are responsible for your own education. College of Boca Raton. We are happy to work with you in developing the skills and knowledge necessary for a successful career, as well as the personal values and character that you honorably in your daily living.

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Message from the President

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
Table of Contents

I. THE COLLEGE ...................................................... 4
II. STUDENT LIFE ................................................... 6
III. ADMISSIONS .................................................... 9
IV. FINANCES ......................................................... 12
V. FINANCIAL AID ................................................. 16
VI. ACADEMIC POLICIES ......................................... 19
VII. DEGREE PROGRAMS ........................................... 27
VIII. COURSE DESCRIPTIONS ...................................... 50
IX. THE COLLEGE COMMUNITY .................................... 93
X. ACADEMIC CALENDAR .......................................... 100
XI. CAMPUS MAP .................................................... 104

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 prepare the student's intellectual, emotional, social, and spiritual development and student activities which encourage the student to enter an academic environment of excellence and student activities which encourage the student to enter an academic environment of excellence. The College is considered a unique individual with a purpose to develop aptitudes and promote and challenging individual potential. The College offers programs of study that are career-oriented, competence and confidence to assume society. However, the institution further experience must do more than prepare students to involve them 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, in preparation for real life.

Students at the College live in an environment where group living and sharing are identified as the community which surrounds us, as a community, the College frequently involves students in the crucial questions of meaning, and personal values. Thus, the College is to involve students. The College cares deeply about the opportunity to work with each individual student to recognize and appreciate their potential, and motivation to strive to live up to their potential.
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. Aptitudes differ among students, and their achievements may differ. It is the College's purpose to develop aptitudes 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 coeducational 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 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. 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

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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.

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 men and women, regardless of race, religion, age, national handicap, who desire an education that will endow them with skills to begin successful careers or lives.

All candidates for admission must submit an application, school work, including graduation from a recognized high school, and present formal evidence of completing such as the General Equivalency Diploma (G.E.D.).

Applicants are also required to take the Scholastic Assessment Test, and the American College Testing Exam. In addition, a letter of recommendation from a school counselor is required. Great emphasis is placed on the student’s performance in college and is an important factor in the decision to accept or reject an application.

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 forward your grades, school report cards, and a letter of recommendation to the Office of Admissions. The Office of Admissions requires that the recommendation be sent by the counselor.
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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.

Students who have earned 9 College-Level Examination Program (CLEP) Exams may earn up to 30 credits toward graduation requirements. Information on CLEP may be obtained by writing the College Board, Educational Testing Service, 1ETS Plaza, Princeton, New Jersey 08540.
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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

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<tr>
<td>Tuition</td>
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<td>Room and board</td>
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<tr>
<td>Total</td>
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<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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<tr>
<td>Tuition Deposit</td>
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<td>Residence Hall Deposit</td>
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<td>Balance Due</td>
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<td>Total</td>
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Day Student

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

Dormitory Student

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<tr>
<td>Tuition Deposit</td>
<td>$200</td>
</tr>
<tr>
<td>Residence Hall Deposit</td>
<td>300</td>
</tr>
<tr>
<td>Payment Before</td>
<td>4,300</td>
</tr>
<tr>
<td>Tuition Deposit</td>
<td>200</td>
</tr>
<tr>
<td>Residence Hall Deposit</td>
<td>300</td>
</tr>
<tr>
<td>Payment Before</td>
<td>4,300</td>
</tr>
<tr>
<td>Total</td>
<td>9,600</td>
</tr>
</tbody>
</table>

Day Student

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Deposit</td>
<td>$200</td>
</tr>
<tr>
<td>First Semester</td>
<td>200</td>
</tr>
</tbody>
</table>

Late Fees

Applicable fees are added to the tuition and fees for any late registration, late re-enrollment, or late reimbursement of charges.

Withdrawal

Notwithstanding any requirements of the regulations, students withdrawing from the school must complete the withdrawal form.

Refund Policy

The College will make every effort to distribute refunds promptly. In the event that a student's scholarship is not renewed or the student suspended.
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  
Payment Before  
First Semester 3,100  
Tuition Deposit  
Second Semester 200  
Payment Before  
Second Semester 3,100  
Total $6,600

NOTE: ALL TUITION, DEPOSITS, RESIDENCE HALL DEPOSITS, SERVICE FEES, DEFERRED PAYMENT CHARGES AND LAB FEES ARE NON-REFUNDABLE.

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 twenty-one (21) 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.

Student Insurance

The College offers a group health insurance policy for loss of personal belongings, personal liability and work related accidents. To obtain student insurance, interested students must complete the application and obtain a University ID card. The insurance is not 100% insurance; the student is also responsible for a $25 deductible. No policy is issued without paying the insurance premium. Students who have insurance through their own employers or parents may apply for a waiver. A waiver application is available from the Office of Student Services.

Laundry

Coin-operated machines are located in all dormitories. All laundry areas are supervised by a dormitory director.

Damage

Students are responsible for their personal belongings. Damage to areas of the campus is the responsibility of the individual. The College will not attempt to determine whether an individual caused damage. If damage is not paid for, the student bears all responsibility. Students are also made responsible for damages to infirmary areas.

Flight

Students are responsible for their own transportation to and from the College.
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.

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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 linen.

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

Flight Training Expenses
Students who elect the flight
option will receive their ground-school instruction as part of the regular curriculum (Flight I-I-III). 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>Minimum FAA Requirement</th>
<th>40 Hours</th>
<th>Flight Instruction (C-172)</th>
<th>$2,460.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate Cost</td>
<td></td>
<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>Total</td>
<td></td>
<td></td>
<td>$6,180.00</td>
</tr>
</tbody>
</table>

**Instrument Rating**

<table>
<thead>
<tr>
<th>Minimum FAA Requirement</th>
<th>40 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Instruction (C-172)</td>
<td>$2,460.00</td>
</tr>
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<td>$3,720.00</td>
</tr>
<tr>
<td>Total</td>
<td>$6,180.00</td>
</tr>
</tbody>
</table>

**Commercial Rating**

<table>
<thead>
<tr>
<th>Minimum FAA Requirement</th>
<th>250 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Instruction (C-172)</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>Total</td>
<td>$6,180.00</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.

The College of Boca Raton participates in all financial aid programs sponsored by the federal government. The purpose of these programs is to supplement the resources of the applicant and his family. All financial aid awards are made on the basis of need and all applicants must file a financial statement showing the family’s resources. The financial aid available is limited and applicants are encouraged to apply as early as possible (preferably by February 15 for entrance the following September).

Tentative awards are made when the student has been accepted and the analysis of need has been received. Title IV student financial aid is awarded contingent upon satisfactory academic standing and normal progress.

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 one year during which time he/she must maintain a 2.0 grade point average during that semester, or raise his/her cumulative average to the required level.

Students receiving Title IV funding must complete degree programs within three (3) academic semesters. Students receiving Title IV funding must complete a minimum of nine (9) semester hours during each academic semester. Students receiving Title IV funding must complete a degree Program within five (5) academic semesters. Students receiving Title IV funding must complete a minimum of nine (9) semester hours during each 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 analysis has been received from the College Scholarship Service, the College will determine the financial aid award and notify the student.

5. Students receiving Title IV funding must maintain satisfactory academic standing and normal progress.

6. 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 one year during which time he/she must maintain a 2.0 grade point average during that semester, or raise his/her cumulative average to the required level.

Students receiving Title IV funding must complete degree programs within three (3) academic semesters. Students receiving Title IV funding must complete a minimum of nine (9) semester hours during each academic semester.

**Types of Aid**

The types of aid available are grants, loans, and work-study opportunities. Financial aid is funded by the federal government and may be available in the form of grants and work-study opportunities. Loans are available through the College Scholarship Service and may be available through local banks. Grants are available through the federal government and may be available through state or local governments.

Tentative awards are made when the student has been accepted and the analysis of need has been received. Title IV student 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 one year during which time he/she must maintain a 2.0 grade point average during that semester, or raise his/her cumulative average to the required level.
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.

### Instrument Rating

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

### Commercial Rating

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Instruction</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>(Total Hours include</td>
<td></td>
<td></td>
</tr>
<tr>
<td>time already logged)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approximate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 Hours Solo</td>
<td>$1,250.00</td>
<td></td>
</tr>
<tr>
<td>10 Hours Dual*</td>
<td>480.00</td>
<td></td>
</tr>
<tr>
<td>(*Retractable Gear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aircraft)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$1,720.00</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.

### 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 Scholarship Fund
- 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 registration, class attendance, and discipline and failure to comply with them.

Reconciliation of Costs

The Balances due to the College is Buckle to the proper recording of student accounts on the record of student accounts on the record of students. The Office of Business Services is responsible for the reconciliation of the tuition and fees paid by the student to the College.
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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**Gifts, Bequests and Scholarships**

All successful private colleges could not exist without legislation. Some 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 announcemen
ts of graduation, honors and scholarships, 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.

**Student Responsibility**

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

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.
Challenge

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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. Non-matriculated also refers to students who are enrolled in courses for self-enrichment and who are not following any specific degree program requirements.

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.

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 agreeable 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 chairperson.

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.

**Grading System**

Faculty members have the responsibility of providing the College with an individual evaluation of the work of each student in a course grade. All student's grade record at the end of each semester or session at the College of Boca Raton must appear in the College's grade as follows:

- A – Excellent
- B – Good
- C – Satisfactory
- D – Pass
- F – Fail
- WF – Reduced for excessive absences
- WP – Reduced for the course
- AU – Audited
- R – Review
- I – Incomplete
- P – Pass in practice
- NG – No grade
- CR – Credit
- F – Forfeit

A student receiving a grade of “CR” for a course is considered as passing the course and appears on the student’s grade record. A student receiving a grade of “CR” for a course in the tenth week of the semester will receive an “I” grade.

A student receiving an “I” grade for a course in the tenth week of the semester will receive an “I” grade for the course. A student receiving an “I” grade for a course will receive an “I” grade for the course.
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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 chairperson.

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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 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, 3 points for each credit of “B” 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>Student</th>
<th>Cumulative Scholastic Averages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>1.80</td>
</tr>
<tr>
<td>Sophomore, Junior, Senior</td>
<td>2.00</td>
</tr>
</tbody>
</table>

A freshman failing to attain 1.80 at the end of the first term will be warned by the 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 student government and/or class offices, they may participate regularly in extra-curricular activities insofar as this participation does not impair their studies.

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

Students who have been dismissed from the College of Boca Raton for academic reasons are eligible to reapply through the Office of Admissions, and if successful, will be placed on academic probation and achieve an academic average of 3.25 or higher in the first two weeks of the following semester, students who are doing satisfactory progress are not made.

Transfer Students
The College of Boca Raton accepts credit courses from other institutions under the following conditions:

1. Transfer students must meet specific requirements for the credit to be accepted.
2. Transferred courses must meet specific requirements for the credit to be accepted.
3. For students who are accepted, the credit will be transferred to the College of Boca Raton.
4. Credit will be awarded the student for which the grade is computed, regardless of the course.
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
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Students who fail to achieve
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ment 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>
<tr>
<td>A freshman failing to attain</td>
</tr>
</tbody>
</table>

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 maintain the GPA
required to be on academic
probation and not achieving the
required GPA for academic
probation will have their academic
probation status reviewed by the
Admissions Committee, and if the
Admissions Committee determines
that the academic progress of the
student is unacceptable, the
student will be dismissed from the
College.

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
student government and/or class
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activities insofar as this participa­
tion does not impair their studies.

A student is subject to academic
dismissal immediately following a
second consecutive semester of
academic probation.

Students who have been
dismissed from the College of
Boca Raton and wish to reinstate
must submit a current application
and non-refundable reinstatement
fee, together with the appropriate
transcripts, to the Office of
Admission after successfully
completing at least twelve semester
hours of coursework at another
college/university and achieving at
least a "C" average. Students
reapplying must submit a current
application and non-refundable
application fee, together with an
official transcript of all coursework
taken subsequent to leaving the
College of Boca Raton. These
applications will be reviewed by the
Admissions Committee, but the College
cannot guarantee readmittance.

Transfer Credits

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
"A" 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.
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.

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 an Associate of Science or Bachelor of Professional Studies in Accounting, Business Administration, Business Management, Human Services, History/Political Science, or the Bachelor of Technology in Electronics Engineering Technology. A Bachelor of Arts in Communications is also available. Students with an educational goal is a two-year degree can select a concentration included in the Associate of Arts in Business or Liberal Arts, in addition to the Associate in Electronics 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.
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.

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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.

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In addition to specific courses and scholastic average requirements, each degree candidate must spend the last year (two semesters or the equivalent) earning at least thirty semester hours in residence at the College of Boca Raton, uninterrupted by any work in another institution.

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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 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.

Withdrawing 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
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.

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.

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**DIVISION OF HUMAN BEHAVIORAL SCIENCE & PSYCHOLOGY-SOCIOLOGY**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>ENG 102</td>
</tr>
<tr>
<td>HUM 202</td>
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<td>HUM 204</td>
</tr>
<tr>
<td>HPS 111</td>
<td>3</td>
<td>HPS 115</td>
</tr>
<tr>
<td>BEH 110</td>
<td>3</td>
<td>BEH 150</td>
</tr>
<tr>
<td>MAT 110</td>
<td>3</td>
<td>TEC 200</td>
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**SECOND YEAR**

<table>
<thead>
<tr>
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<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>HUM 250</td>
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<td>HUM 205</td>
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<td>BEH 220</td>
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<td>BEH 235</td>
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<td>BEH 280</td>
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<tr>
<td>BEH 300</td>
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<td>MAT 221</td>
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<tr>
<td>TEC 200</td>
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**THIRD YEAR**

<table>
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<tr>
<th>Fall</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>BEH 340</td>
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<td>BEH 310</td>
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<td>BEH 355</td>
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<tr>
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<tr>
<td>ELEC 300</td>
<td>6</td>
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</tr>
<tr>
<td>ELEC 310</td>
<td>15</td>
<td>ELEC 310</td>
</tr>
</tbody>
</table>

**FOURTH YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 400</td>
<td>3</td>
<td>HUM 410</td>
</tr>
<tr>
<td>BEH 440</td>
<td>3</td>
<td>BEH 465</td>
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<td>BEH 460</td>
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<td>BEH 491</td>
</tr>
<tr>
<td>ELEC 400</td>
<td>15</td>
<td>ELEC 400</td>
</tr>
</tbody>
</table>
degree other than bachelor's, and an associate degree program, for these students to obtain a bachelor's degree in the arts and sciences, or in business and technology. 

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

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DIVISION OF HUMANITIES
BEHAVIORAL SCIENCE PROGRAM/PSYCHOLOGY-SOCIOLOGY

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>HUM 202</td>
<td>Ethics</td>
<td>3</td>
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<td>HPS 111</td>
<td>World History I</td>
<td>3</td>
</tr>
<tr>
<td>BEH 110</td>
<td>Intro. to Sociology</td>
<td>3</td>
</tr>
<tr>
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SECOND YEAR

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THIRD YEAR

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FOURTH YEAR

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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 discipline majors may anticipate up to 30 hours of transfer credit (C grade or better) assigned 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.

HEALTH AND HUMAN ADMINISTRATION (G)

FIRST YEAR (32 cr)

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SECOND YEAR (33 cr)

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WINTERIM [Social Gerontology]

THIRD YEAR (33 cr)

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SUMMER [Counseling The Older Adult]

FOURTH YEAR (24 cr)

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WINTERIM [Adult Development & Care]

Total - 122 credits
COMMUNICATIONS

Defined as "the process of source/receiver interaction via sign consequent meaning and/or information generation." The study at CBR is upon human communication process interdisciplinary, joining the interests of the Humanities with the Behavioral and Physical Sciences and the Technologies.

FIRST YEAR

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SECOND YEAR

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THIRD YEAR

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HEALTH AND HUMAN SERVICES
ADMINISTRATION (Gerontology)

FIRST YEAR (32 credits)

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<td>Intro. to Sociology</td>
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<td>English Composition</td>
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<td>Biology II &amp; Lab</td>
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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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<td>Labor Relations</td>
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SUMMER

Counseling The Older Adult (HHS 450) 3 credits

FOURTH YEAR (24 credits)

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<td>Activities For The Aged &amp; Infirm</td>
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WINTERIM

Adult Development & Aging (HHS 340) 3 credits

Total - 122 credits

Selected in consultation with a Communication Program faculty member...

*Note: All 15 hours of transfer credit (C grade or better) assigned of the Communication requirements. 15 of the 45 elective Communication (COA) courses. All remaining electives in the program MUST be selected from 300-400 level courses.
# HISTORY/POLITICAL SCIENCE

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**THIRD 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 degree in Liberal Arts, concentration in History/Political Science.
# POLITICAL SCIENCE

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## THIRD YEAR

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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

## 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
- Photography
- Engineering Graphics

Sam's first two years qualifies the student for an Associate General Arts, concentration in History/Political Science.
### HUMANITIES/LIBERAL ARTS

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#### TOTAL CRED

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 shortchanging the humanities."
# Liberal Arts

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## 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 1 - II.
**DIVISION OF BUSINESS**

**ACCOUNTING**

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### NOTE:
Flight I-II-III are those courses (given in italics) prepare the student for private, inst IV is available as an elective and en
# OF BUSINESS AVIATION MANAGEMENT (Flight Option Available)

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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

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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.

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# FASHION MARKETING

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### NOTE:
Completion of program’s first two years qualifies the student for an Associate in Business, concentration in Fashion Merchandising. Following counseling with the Program Advisor, students should discuss their academic intentions by the completion of their third and fourth year. There will be an optional Fashion Elective course that must be substituted for the Fashion Elective course in the final semester of the program with the Program Advisor.

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# ADMINISTRATION

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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

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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 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
- HRM 245 Principles of Food Prod. 3
- HRM 244 Property Management or Elective 3

### Spring
- ENG 102 English Comp./Studies in Lit. 3
- HRM 740 Front Office Mgmt. 3
- HRM 150 Food & Beverage Mgmt. 3
- TEC 200 Intro. to Computer Applications 3

### SECOND YEAR

### Fall
- COA 110 Public Forum 3
- MAT 110 College Algebra 3
- HRM 245 Principles of Food Prod. 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

### THIRD YEAR

### Fall
- ACC 301 Financial Accounting 3
- MKT 301 Principles of Marketing 3
- HRM 260 Law for Innkeepers 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

### 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

### NOTE: Completion of the program’s first two years qualifies the student for an Associate of Arts in Business, concentration in Hotel/Restaurant Management.
### 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 Business 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 on 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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**DIVISION OF SCIENCE AND TECHNOLOGY**

**COMPUTER ENGINEERING TECHNOLOGY**

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53
# COMPUTER SCIENCE

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<td>TEC 445 Data Communications</td>
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<td>TEC 490 Advanced Practicum</td>
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<td>COA 462 Advanced Technical Writing</td>
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<td>Elective</td>
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<td>18</td>
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<tr>
<th>Cr.</th>
<th>Spring</th>
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<tbody>
<tr>
<td>16</td>
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<td>45</td>
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</table>
### FUNERAL SERVICE

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>ENG 102</td>
<td>3</td>
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<tr>
<td>COA 110</td>
<td>3</td>
<td>Accounting I</td>
<td>3</td>
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<tr>
<td>BEH 150</td>
<td>3</td>
<td>BUS 212</td>
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<td>SCI 160</td>
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<td>SCI 161</td>
<td>4</td>
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<tr>
<td>MSC 101</td>
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<td>MSC 131</td>
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<td>16</td>
<td>MSC 150</td>
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<td>Funeral Service Sanitation</td>
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#### SECOND YEAR

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<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
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<tbody>
<tr>
<td>SCI 130</td>
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<td>COA 228</td>
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<td>MSC 250</td>
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<td>MSC 220</td>
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<td>MSC 225</td>
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<td>MSC 261</td>
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<td>MSC 240</td>
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<td>Funeral Service Seminar</td>
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<tr>
<td>MSC 291</td>
<td>3</td>
<td>Practicum</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td></td>
<td>College Algebra*</td>
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</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 PROFESSION IN HEALTH AND HUMAN (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
3. Managerial Accounting for Health & Human
4. Legal Aspects of Health & Human Services (HHS 730)
5. Computer Applications for Health & Human
6. Special Topics in Gerontological Service:
   - HHS 700 - Administrative Residency, or
   - HHS 750 - Special Project In Gerontological

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

We eligible to take National and State Board
continue their studies by enrolling in the Bachelor of
Administration which requires a minimum of

47
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 gain a great deal of knowledge from military service and avocational interests. At the College of Boca Raton from a number of programs offered that may meet Communications, Behavioral Science, Business Accounting, Courses in Computer Science, Accounting, Restaurant Management, Funeral Service, and many other programs available. The College offers a unique four-year program in Studies in Administration which was designed for the technical or professional degree. Seminars are offered in a wide range of subject areas that meet the community's needs.

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 time of application.
a pre-law schools' years. As the develop language, of our law.

undergrad-students.”

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 the community.

### 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**

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

**Course Number Guide**

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

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

1 - Freshman Courses  
2 - Sophomore Courses  
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 concepts, income determination and preparation of financial statements. 3 credit hours.

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

**ACC 211**  
*INTERMEDIATE ACCOUNTING*  
A course which broadens the scope of accounting theory and practice, as well as the accounting principles and procedures. Focus is on the preparation of financial statements and a comprehensive examination of the income statement. 3 credit hours.
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All courses which are included in the regular curriculum of the College are listed on the following pages.

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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 441  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 systems and of their role in the performance of 
accounting tasks in business organizations. This basic knowledge is augmented by an understanding of the flow of accounting 
information from the initial data collection to the preparation of financial statements. Prerequisite: 
Senior Standing. 3 credit hours.

ACC 481  CURRENT ISSUES IN ACCOUNTING  
An examination of the latest trends and practices in 
accounting practice. Also covered is the current 
controversial issues in accounting. Emphasis is on how business, the 
accounting profession, and the external environment 
situation shapes this thought. Prerequisite: ACC 212. 3 credit hours.

ACC 495-6  THESIS  
Student prepares an extensive project using experience and skills acquired in 
previous courses. 3 or 6 credit hours.

ART/COMMERCIAL ART  
ART 105  DRAWING I  
A course designed to help students develop their ability to draw.  
Beginning with the fundamentals of line, through perspective drawing, to the 
drawing of three-dimensional objects. 3 credit hours.

ART 106  DRAWING II  
Basic training in commercial drawing, layout and design, and creative 
thinking. Both visual observation and basic 
composition are emphasized. 3 credit hours.

ART 120  BASIC DESIGN  
An introduction to the study of basic design with emphasis on the organization 
and composition of design elements. The course is aimed at giving 
an ideal maximum freedom of expression. 3 credit hours.

ART 145  ENVIRONMENTAL GRADE  
Basic theory and techniques of environmental design, with 
the purpose of aiding the student in meeting the 
requirements of the course and to present ideas in a comprehensively.
ACCOUNTING II
of Intermediate Accounting extending the treatment and long-term liabilities, account for income tax allocation, effect of changing prices, pricing methods, statement of changes in owners equity, ratio analysis, gross margin, consignments and sales. Prerequisite: ACC 211. 3 credit hours.

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

ACCOUNTING II
Focus on managerial accounting, including cost accounting, management reporting, information for decision making, quantitative techniques and financial analysis. Prerequisite: ACC 301. 3 credit hours.

ACCOUNTING II
Concerning 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.

ACCOUNTING II
Has an emphasis on cost accounting concepts, analyses and applied as a managerial tool for planning and controlling the operations of a business. Topics include the role of the accountant, basic cost principles, overhead, budgeting, direct costs, job order costing, and inventory valuation. 3 credit hours.

ACCOUNTING II
An accounting course dealing with partnerships, corporations, government entities, and other entities and intergovernmental reporting, business combinations, multinational companies, bankruptcy, and the accounting for government entities, accounting for estate and trusts. 3 credit hours.

ACCOUNTING II
Introduces the audit standards and techniques used. The nature of audit evidence, ethics, audit reports, statistical testing and sampling. Prerequisite: ACC 212. 3 credit hours.

ACCOUNTING SYSTEMS
A course providing a basic knowledge of information systems and their role in the performance of the accounting function in business organizations. This basic knowledge includes 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: Senior Standing. 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 their role in the performance of the accounting function in business organizations. This basic knowledge includes 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: Senior Standing. 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.
ART 146  ENGINEERING GRAPHICS
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. 3 credit hours.

ART 210  LIFE DRAWING
Through the use of the live model and lectures in basic anatomy, the course examines drawing both as an act of creating independent works of art and as a preparatory process in the creation of a finished work. Figure drawing stressing the use of light, weight and proportion. 3 credit hours.

ART 223  FASHION ILLUSTRATION
Developing awareness of design needs in the fashion world through color and fabrics, figure proportions. Developing designer’s sketch with emphasis on drawing and design rendering. 3 credit hours.

ART 230  PHOTOGRAPHY
Fundamentals of photography, including picture-taking, developing and print-making. 3 credit hours.

ART 231  ADVANCED PHOTOGRAPHY
Further study of photography as an art form; includes use of color in photography, experimentation in composition and techniques of processing. 3 credit hours.

ART 232  COLOR PHOTOGRAPHY
Advanced study in the use of color in photography; includes processing of color negatives and slides. Coordinated work with certain other art and fashion classes is required. Prerequisite: ART 231. 3 credit hours.

ART 242  THREE-DIMENSIONAL DESIGN
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. 3 credit hours.

ART 250  SCULPTURE
An exploration of three-dimensional design in the use of clay and in stone carving, with emphasis on acquiring basic technical skills. 3 credit hours.

ART 253  PRINTMAKING
A “hands on” experience with some reproducing graphic images. Techniques of the off-set press, blueprints, serigraphy. 3 credit hours.

ART 255  CERAMICS
Basic techniques of wheel throwing, firing and glazing. 3 credit hours.

ART 261  PAINTING AND COLOR
Through the use of acrylic and various basic technical skills and color relationships opportunity exists for individual study. 3 credit hours.

ART 265  ILLUSTRATION
An advanced drawing class stressing tools and techniques to illustrate magazine, record covers, etc. 3 credit hours.

ART 267  PORTFOLIO AND EXHIBITION
The graduating student majoring in art prepares past work for a portfolio consisting of original work and 35mm slides to round out the individual “portfolio” which is composed and printed. All of this work is in a student exhibition during final designs and prints posters inviting the exhibition. 3 credit hours.

ART 310  TYPOGRAPHIES
Assignments demonstrate visual and study of basic forms. Solution of problems in graphic communication through the use of concept, structure. 3 credit hours.

ART 320  COLOR GRAPHICS
The variability of color, its perception and relations. The constructive use of color in visual expression, communication of visual expression, communication of information, perception of formal and functional content of ideas. 3 credit hours.

AVIATION MANAGEMENT
AVM 101  AIR TRANSPORTATION
A survey of the entire spectrum of air transportation from balloons to supersonic transports contemporary situation and problems. 3 credit hours.
NG GRAPHICS

needed for students in Computer Engineering

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rt 253 PRINTMAKING

A “hands on” experience with some of the means for

producing graphic images. Techniques covered include:

the off-set press, blueprints, serigraphs and etching.

3 credit hours.

rt 255 CERAMICS

Basic techniques of wheel thrown and hand built pottery, kiln

iring and glazing. 3 credit hours.

rt 261 PAINTING AND COLOR

Through the use of acrylic and various tools and techniques,

asic technical skills and color relationships are learned. Ample

portunity exists for individual expression. 3 credit hours.

rt 265 ILLUSTRATION

An advanced drawing class stressing personal, creative use of

tools and techniques to illustrate stories, magazine articles,

cover, etc. 3 credit hours.

rt 267 PORTFOLIO AND EXHIBITION

The graduating student majoring in Commercial Art evaluates

and prepares past work for a portfolio. The portfolio is to

sist of original work and 35mm slides. New work is produced
ound out the individual “portfolio personality.” A resume

posed and printed. All of the work is then presented

n a student exhibition during final exam week. The student

dsigns and prints posters, invitations and programs for

the exhibition. 3 credit hours.

rt 310 TYPOGRAPHIES

Assignments demonstrate visual value, economy of thought

nd study of basic forms. Solutions developed to design

lems in graphic communications and corporate identity

ough the use of concept, structure, color and symbology.

3 credit hours.

rt 320 COLOR GRAPHICS

The variability of color, its perceived qualities and qualitative

tions. The constructive use of color as a versatile means

s of visual expression, communication and display. Its

pceptual 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

emporary 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 current problems and trends in aviation. Incorporates guest speakers and student presentations. 2 credit hours.

AVM 495-6 THESIS
Student prepares an extensive report on a research project related to aviation. 6 credit hours.

BEHAVIORAL SCIENCE
BEH 110 INTRODUCTION TO SOCIOLOGY
A survey course designed to introduce students to the science of sociology. Fundamental concepts and techniques used in the field; description of social behavior and society. 3 credit hours.

BEH 150 INTRODUCTION TO PSYCHOLOGY
A study of the scope and method of psychology; the mind and behavior. 3 credit hours.

BEH 160 CHILD DEVELOPMENT I
A survey of the major concerns during childhood and adolescence. 3 credit hours.

BEH 161 CHILD DEVELOPMENT II
A survey of the major concerns during childhood and adolescence. 3 credit hours.

BEH 220 FAMILY AND SOCIETY
Study of the institutional changes affecting the family and relationship to other institutional changes, internal dynamics, and divorce. 3 credit hours.

BEH 235 CONTEMPORARY SOCIOLOGY
A presentation of methods and analysis of such problems as discrimination and disadvantage, 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 navigation 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 private pilot examination. Flight training and successful completion of all requirements for the commercial pilot 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.

STRICTIONAL METHODS
Instructional methods which prepare the student for the FAA flight instructor’s examination. Flight training and successful 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 affecting air travel. 3 credit hours.

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

MANAGEMENT
Study of operating and managing an airport, viewed from the public sector standpoint. Included are the functions and responsibilities, applicable national regulatory requirements, together with an airport’s master plan. 3 credit hours.

MANAGEMENT AND OPERATIONS
Contemporary management techniques applied to industry, present industry problems and flight included are aspects of scheduling, passenger service, aircraft selection, advertising and sales. 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 relationships 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 behavioral, 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 effect
and social structures; the future of architecture, urban plan
3 credit hours.

BEH 450  MINORITY CONCERNS
Survey of the socio-historical personal concerns in contemporary society
discussed, inter-group relations detailed to further maximize use of human internationa. 3 credit hours.

BEH 460  ABNORMAL THEORY
A study of maladaptive behavior procedures used to treat such pathological behavior patterns which are examined in psychophysiological disorders, psychiatric disorders, schizophrenia and pa

BEH 465  PERSONALITY THEORY
A study of the major theories which explain personality and the determinants. The theories examined include: self-theory, self-actualization theories 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.

BANKING AND FINANCE
BFI 311  FINANCIAL MANAGEMENT
Advanced course in the theoretical and practical problems involved in modern corporate financial analysis common to investment banking, management decisions with special emphasis on corporate equity and debt se

BFI 321  INVESTMENTS
Role of investment banking in modern banking houses, other financial institutions, régulation and the security markets and developments in investment b
METHODS IN BEHAVIORAL SCIENCE

A course in which students learn principles associated with the design, performance, and analysis of experimental research. Such skills are developed through classroom discussion, the performance in a laboratory setting and the writing of reports that describe and analyze the experiments.

TION TO ANTHROPOLOGY

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

OTION TO APPLIED COUNSELING

A study of principles and techniques used in counseling process for individuals and groups. 3 credit hours.

S OF LEARNING

A study of learning processes underlying and resulting from experience. The topics examined include: classical conditioning, operant conditioning, and higher-order learning. 3 credit hours.

CHOLOGY

A study of personality processes, including motivation, emotion, and cognition. The topics examined include: motivation theory, emotion theory, and cognitive theory. 3 credit hours.

TECHNOLOGY AND SOCIETY

A study of the psychological, economic, and sociological aspects of the technology explosion. The effect of computers on social life and social structures; the future and "future shock." New trends in architecture, urban planning also highlighted. 3 credit hours.

MINORITY CONCERNS

A survey of the historical and social events that have shaped the experience of minority groups. Cross-cultural dialog models discussed; inter-group relations emphasized. 3 credit hours.

ABNORMAL THEORY

A study of abnormal behavior patterns and the therapeutic procedures used to treat such patterns. The maladaptive behavior patterns which are examined include: the neurosis, psychophysiological disorders, personality disorders, affective disorders, schizophrenia, and paranoia. 3 credit hours.

PERSONALITY THEORY

A study of the major theories which are concerned with the composition and the determinants of the human personality. The theories examined include: psychoanalytic, self-theory, self-actualization theory, trait theories and social learning theory. 3 credit hours.

SEMINAR IN PSYCHOLOGY

A study of selected and specialized topics in the field of psychology. 3 credit hours.

SEMINAR IN SOCIOLOGY

A study of selected and specialized topics in the field of sociology. 3 credit hours.

FINANCIAL MANAGEMENT

A study of modern business financial management. Financial analysis common to investment and business financial management decisions with special attention on the analysis of corporate equity and debt securities. 3 credit hours.

INVESTMENTS

A study of investment banking in the financial organization, investment banking houses, relation of investment banking to other financial institutions, regulation of investment banking and the security markets and 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, and children's apparel. Included also 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 the promotion of fashion. An analysis of fashion advertising methods are incorporated as the student develops methodology, media use and budgeting for complete sales promotion plan. 3 credit hours.

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

BFM 270  FASHION INDUSTRY TOURS
The seminar, held in a fashion center of the city and seminars in a variety of locations in the fields of sales, apparel design, fashion journalism, providing an overview of work. Discussion and required written term papers on topics of concern to the primary fashion industries and retailers. Enrollment is limited. 3 credit hours.

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

BFM 290  PRACTICUM
This course summarizes the fashion marketing course with work experience in local retail stores under the supervision of the instructor and student. The student gains practical experience in merchandising. Permission of instructor. 3 credit hours.
BANKING AND MONETARY POLICY
The nature and sources of money, domestic and international sources of monetary systems, monetary and banking institutions and markets, commercial and investment banking, monetary theory and policy and their relationship with 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 users; the impact of government expenditures and methods of financing them upon 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
An introduction to fashion resources and the scope of fashion opportunities. Economics and social factors that influence consumer demand, apparel designers and production of fashion goods are explored. The student is expected to develop a comprehensive understanding of the fashion trends, terminology and basic principles, developing a total awareness of the business world. 3 credit hours.

COORDINATION AND PRODUCTION
Acquires knowledge of the cosmetic industry, application of cosmetics, the basics of wardrobe and the importance of creating a positive self-image shows. The student is required to work with current fashion fabrics and mastery of basic and federal regulations necessary for decision-making designing and buying levels. 3 credit hours.

FUNDAMENTALS OF FASHION PRODUCTS
An analysis of fashion creators and apparel design, including the quality of materials and workmanship in men's, women's and children's apparel. Included in the course are the fashion accessories industry and a study of products designed for the home, focusing on effective methods of selling and merchandising. 3 credit hours.

FASHION SALES PROMOTION
A study of the basic principles involved in promoting and selling fashion. An analysis of fashion advertisements and displays are incorporated as the student determines rationale, marketing methodology, media use and budget in the preparation of a complete sales promotion plan. 3 credit hours.

FASHION BUYING
The student focuses on the role of the buyer and merchandising buying techniques in the planning, buying and controlling of merchandise assortments. Consumer buying habits and the motivation of consumers in terms of implications for retail buying are analyzed. Retailing math is incorporated throughout the course. 3 credit hours.

FASHION INDUSTRY TOUR
The seminar, held in a fashion center, consists of an orientation to the city and seminars in a variety of areas by professionals in the fields of sales, apparel design, fashion retail, advertising, the garment workers' union, apparel manufacturing, and journalism, providing an overview of the fashion industry at work. Discussion and required written projects focus on current topics of concern to the primary market, secondary market and retailers. Enrollment is limited. Prerequisite: Permission of instructor. 3 credit hours.

FASHION SEMINAR
Discussion and analysis of advanced topics relative to fashion, with emphasis on current market situations in the industry. The case study method is employed to enrich lectures, demonstrations and with guest speakers focusing on the decision-making process and applying knowledge obtained from prior fashion merchandising courses. Prerequisite: Permission of instructor. 3 credit hours.

PRACTICUM
This course summarizes the fashion merchandising program with work experience in a 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 microeconomics which is concerned with the interrelationship of individual business firms, industries, consumers, workers and other factors of production that comprise a modern economy. 3 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 management analysis of managerial functions. Concepts include functions of planning, organizing, leading, and controlling in the practice of supervisory and management. Prerequisite: BUS 100. 3 credit hours.

BUS 340  HUMAN BEHAVIOR IN ORGANIZATIONS
Analysis of organizational behavior, research in the behavior sciences and human motivation. Concepts include human personality, environmental and social factors in human behavior, conflict, leadership style and factors of organizational behavior. Prerequisite: BUS 170. 3 credit hours.

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

BUS 360  ECONOMICS AND PUBLIC POLICY
Economics of the public sector, financial management. Topics include public sector management, economic development, international economics. Prerequisites: BUS 100. 3 credit hours.

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

BUS 430  LABOR RELATIONS
A study of the collective bargaining process, its role in the economy, including labor-management relations and their application. Topics include labor law, collective bargaining, labor-management relations, management and labor in private and public sectors. 3 credit hours.

BUS 450  BUSINESS AND SOCIETY
Analysis of forces external to the business, including social and political constraints, the social and political influence of management and non-management on the activities of business firms. 3 credit hours.
RATION TO BUSINESS
student to the broad area of business. Topics include management, business operations, financial quantitative methods, marketing management and business. 3 credit hours.

BUS I
student to the basic principles of microeconomics concerned with the relationship of business firms, industries, consumers, workers and producers of production that comprise a modern economy. 3 credit hours.

LAW I
Introduction to business law with primary attention given to business, negotiable instruments and sales.

LAW II
Introduction to business law topics with emphasis on business law, personal and real property, estates and trusts. 3 credit hours.

ENVIRONMENT OF BUSINESS
Management of the environment, the nature of law and the formation and operation of business. The role of society, the legal concept of property and its creation, transfer and the formation of property. Prerequisite: BUS 212. 3 credit hours.

ECONOMIC ISSUES
Analysis of specific economic problems dealing with economic development, international economics and money. 3 credit hours.

BUS 320 MANAGEMENT THEORY
A study of the development of managerial thought and an analysis of managerial functions. Consideration is given to 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 RESOURCE 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. 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.
BUS 460 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 theoretical 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. Basic to the course is the nature and design of the needs of a communication system. The course focuses on the nature and design, interpersonal and role-based problem-solving and motivation. Interpersonal communication are included. 3 credit hours.

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

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

COA 301 CREATIVE THINKING
This course examines different v viewpoints and disciplines to arrive at new insights. It proceeds in particular fields such as management and the arts. Focus is on brainstorming techniques and utilizing traditional lecture/discussion. Prerequisite: ENG 101. 3 credit hours.

COA 303 SEMINAR IN MASS COMMUNICATIONS
Readings and discussion in a specific area of media and social significance. 3 credit hours.

COA 305 INTERPERSONAL COMMUNICATION
This course examines the nature and design of the "one-on-one" interpersonal communication. It explores such concepts as the impact of language, belief systems, etc. The design of interpersonal communication, the role of structure and spontaneous processes in the acquisition of language, belief formation, etc. The design of interpersonal communication is examined. Prerequisite: ENG 101. 3 credit hours.

COA 320 NONVERBAL COMMUNICATION
This course examines the importance and implications of nonverbal communication. It covers such concepts as body movement, gestures, ornamentation, vocalization, etc. The design of nonverbal communication is examined. Prerequisite: ENG 101. 3 credit hours.
POLICY
The practice of determining and implementing policy. Studies of business organizations, including the practice of top-level company policy in such functional areas as marketing and production are studied. 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 social-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, 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 relation practices and topics relating to the function of public relations programs are developed. River 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 PERSUASION
A course in communicating technical information to diverse audiences. 3 credit hours.

COA 490  INTERNSHIP/PRACTICUM
A practical work experience in the real world. The intern works as an employee in an organization (such as an advertising, radio or television station, cable organization, etc.). Grading and supervision of a faculty member subject to the following prerequisites: 1) completion of 3 credit hours.

COA 495  SEMINAR IN COMMUNICATION
For senior Communication majors as a final synthesis of the student's work. 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 social and cultural concepts. Taught by directed observations in pre-school settings. 3 credit hours.

ECE 101  CURRICULUM MATTERS
An introduction to the pre-early childhood development of materials and curriculum areas. 3 credit hours.
THROUGH FILM

An exploration of the nature of the American experience through a study of American film. The focus is on selected works from both a media form and a historical one. Prerequisite: permission of instructor. 3 credit hours.

PROPAGANDA

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

JOURNALISM

In producing photographs for the press, using current and future technologies. Prerequisite: ART 230 or permission of instructor. 3 credit hours.

PUBLIC RELATIONS

The promotional aspect of the marketing mix, encompassing customer relations and public relations. Emphasis on the execution of public relations strategies, media relations, and media management. Prerequisites: MKT 301, COA 371.

COMMUNICATION STUDY

A seminar focused on communication theory. For senior Communication majors only, this course serves as a capstone to the student's course work and experiences. Course project required. Prerequisites: COA 100, COA 200, COA 305, BUS 340. 3 credit hours.

PRE-ELEMENTARY EDUCATION

ECE 100

AN OVERVIEW OF THE UNITED STATES CONSTITUTION

An overview of the United States Constitution with an examination of the First Amendment freedoms and the regulations governing all aspects of human communication. Consideration is given to emerging concerns over personal privacy as well as to the FCC's regulations governing all aspects of human communication. Prerequisites: COA 100. 3 credit hours.

ECE 101

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 types of music, acquiring basic skills with certain instruments and 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, British and European novels from 1900 to the present. Prerequisite: ENG 102. 3 credit hours.

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

ENG 240  STUDIES IN BRITISH LITERATURE
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 survey of the genre focusing on the poetry of the 20th century. Opportunity is given for the study of specific poets. 3 credit hours.

HEALTH AND HUMAN SERVICES:

HHS 101  FOUNDATIONS OF GEROGERIATRICS
An orientation to the field of gerontology including theories, basic concepts, individual and community issues. Aspects included are demography, sociology, economics, environmental issues, long-term care programs and community resources. 3 credit hours.

HHS 170  ELDER CARE SURVEY
A survey of institutional approaches to care of the aged. Included are hospices, nursing homes, assisted living facilities, senior centers, life care housing. Also covered are the roles of administrators, maintenance, governance and staff training. 3 credit hours.

HHS 205  RETIREMENT PLANNING
Examines the problems and practices and materials utilized in business and industry are studied. 3 credit hours.
ARTS ACTIVITIES
Developing and using meaningful strategies in language arts experiences.

PRINCIPLES
Principles and concepts that help maintain family health. 3 credit hours.

SCIENCES ACTIVITIES
Developing and using meaningful strategies in experiences in the fields of science. 3 credit hours.

MUSICAL ACTIVITIES
To the use of music and art forms as a learning element in an elementary setting, with emphasis on types 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
Requirements of teacher competency at the pre-elementary level. Emphasis on systematic observation, participation and supervision in a pre-elementary classroom. Students study separately or in groups and are trained individually and in groups. Prerequisite: permission of instructor. "Interim" of sophomore year. 3 credit hours.

ENGLISH SKILLS
Basic grammar, sentence structure and reading specifically designed for students needing such review prior to enrolling in English Composition.

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

ENGLISH COMPOSITION/STUDIES IN LITERATURE
Effective writing, emphasizing analysis of works of different literary genres. Students study the various literary genres and do research and writing. 3 credit hours.

DRAMA LITERATURE
A study of classic dramatic literature, including the works of Aeschylus, Sophocles, Euripides, Shakespeare, Racine, Moliere, Sheridan, Chekhov and Ibsen. English Composition. 3 credit hours.

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

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

STUDIES IN AMERICAN LITERATURE
Intensive analysis of a period in American literature. 3 credit hours.

STUDIES IN BRITISH LITERATURE
Intensive analysis of a period in British literature. 3 credit hours.

TOPICS 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 the students to compose their own poetry. 3 credit hours.

HEALTH AND HUMAN SERVICES (Gerontology)

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, sociology, economics, environment, death and dying, legislative programs and community resources. 3 credit hours.

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 and retirement housing. Also covered are the managerial aspects such as budget, staffing patterns, administration, recruitment, maintenance, governance and regulation. 3 credit hours.

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.
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.

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.

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.

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.

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.

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.
DYING
The nature and meanings of death. Attention is given to philosophical, cultural, biological, psychological, social, economic and legal aspects of death and dying.

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

GERONTOLOGY
Preparation for education in the later years, including older learners, typical services, models, and policies. Emphasis is given to planning and educational services for the older population.

PRACTICUM
Program development in this practicum. The application of their knowledge and skills to a problem related to aging or older people. The student develops a proposal for problem development projects, including an analysis of methodology, program plans, policy analysis, and a presentation on the state of the art in a specified area. All project assignments relate to implementation. All projects are to be completed during the duration of one semester term.

DEVELOPMENT AND AGING
Development and adaptation from a developmental perspective. Theories such as stage, crises and transitions are surveyed. Also included are the factors of normal aging such as intelligence, memory, perception and motivation. Special attention is given to health, loss, retirement and sexuality.

HEALTH AND AGING
Mental health aspects of aging with emphasis on social adaptation to the aging process. Attention is given to the components of mental health, depression, stress, symptoms, common problems, pathology and developmental theories such as stage, crises and transitions. Special attention is given to health, loss, retirement and sexuality.

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.

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.

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. 3 credit hours.

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 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

FOUNDATIONS OF GERONTOLOGY
An orientation to the field of gerontology emphasizing theories, basic concepts, individual and group needs and major issues. Attention is given to the components of mental health, depression, stress, and common problems, pathology and developmental theories such as stage, crises and transitions. Special attention is given to health, loss, retirement and sexuality.

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.

71
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
HEALTH AND HUMAN SERVICES
Introduction to the financial accounting limitations as they relate to periodic and the reporting of financial performance. The framework of cost accounting with its interrelationship to both managerial decision-making.

HHS 530  LEGAL ASPECTS OF HEALTH AND HUMAN SERVICES
This course is designed to assist the application of legal principles into the system. Topics discussed include: Patient's Rights; Admissions and Discharge; Malpractice; Liability of Health Services; Medical-moral problems.

HHS 540  COMPUTER APPLICATIONS
HEALTH AND HUMAN SERVICES
Introduction to computer concepts and terminology. Surveys topics of organizations engaged in the delivery of services.

SERVICE DELIVERY CORE
HHS 600  ELDER CARE I (Community Residential Facilities for the Elderly)
A review of various community residential facilities for the elderly. Consideration of centers, adult day care, homes, retirement communities (life care facilities), and Living Facilities. Included are staffing, services, unique architectural and code compliance.

HHS 610  ELDER CARE II (Health Care for the Elderly)
A review of health care services for the elderly. Studies such facilities as Organization, day/night hospice, nursing homes and hospices. Such as staffing patterns, service features and code compliance.

HHS 620  ELDER CARE III (Principles of Long Term Care Administration)
Studies the unique organizational and environmental aspects of the skilled nursing facility. As well as federal and state (Florida) regulations regarding environmental health, supportive care and service, service programs and instit
ONTROLOGY

Individual and group needs of the older basis is placed on such problems as income, using, transportation, isolation, nutrition. Also included are techniques for planning, service delivery and development.

HEALTH AND AGING

Mental health aspects of aging with emphasis and social adaptation to the aging process. Components of mental health, depression, dementia, common problems, pathology.

FOR THE AGED AND INFIRM

Therapeutic programs for aged experiencing physical disabilities. Principles, practices and in therapeutic programs such as physical therapy and music therapy.

AGING THE OLDER ADULT

Fundamental techniques of counseling as they concerns and situations in the later years. Attention is given to chronic illness and the family and community support system.

ONTROLOGY

With a basic understanding of the normal aging and health in the later years. Attention is given to chronic illness and the family and community support system.

MANAGEMENT IN HEALTH & SERVICES

Studies the basic principles of organization and their application in contemporary health care. The process is accomplished by analyzing the parts of the management process as planning, directing, and controlling. The process is considered as the activity that unifies elements in an organizational system.

MANAGEMENT IN HEALTH & HUMAN SERVICES

Major areas of personnel problems, selection, compensation, training and development, and employee services. These activities are 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.

SERVICE DELIVERY CORE

HHS 600 ELDER CARE I (Community Services & Residential Facilities for the Elderly)
A review of various community-based programs and residential facilities for the elderly. Considers such entities as senior centers, adult day care, homemakers and home health services, retirement communities (life care) and Congregate Living Facilities. Included are managerial aspects such as staffing, services, unique architectural features, and code compliance.

HHS 610 ELDER CARE II (Health Care Facilities for the Elderly)
A review of health care services and facilities that serve the elderly. Studies such facilities as Health Maintenance Organization, day/night hospitals, acute care hospitals, skilled nursing homes and hospices. Included are managerial aspects such as staffing patterns, services, unique architectural features and code compliance.

HHS 620 ELDER CARE III (Principles of Long Term Care Administration)
Studies the unique organizational and administrative aspects of the skilled nursing facility. This includes such factors as federal and state (Florida Statutes) code requirements regarding environmental health and safety, therapeutic and supportive care and service, coordination of interdisciplinary service programs and institution-community relationships.
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, gerontology) 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 geographic and cultural events. Emphasis on current issues.

HPS 320 LATIN AMERICAN HISTORY
A comprehensive course that examines the geographical/social features of Latin America. Investigation of pre-Columbian, inca, and Hispanic cultures is included. The period of Spanish colonization up to the wars of independence is also covered. 3 credit hours.

HISTORY/POLITICAL SCIENCE
HPS 330 THE THIRD WORLD
An examination of the historical trends and social and cultural conditions in Asia and African countries and societies. 3 credit hours.

HPS 340 SINO/ RUSSIAN HISTORY
Mid-19th and 20th century Chinese and Russian history. 3 credit hours.

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

HPS 360 THE AMERICAN EXPERIENCE
A view of the history of the United States through the “eyes” of various disciplines (natural, behavioral sciences, science and literature, and humanities). 3 credit hours.

HPS 470 AMERICAN FOREIGN POLICY
Discussion of the evolution of American foreign policy and the critical issues of foreign policy today. 3 credit hours.

HPS 471 THE AMERICAN PRESIDENCY
Discussion of presidential power and influence, with Congress, political party influence, and leadership. Selected presidents highlighted. 3 credit hours.

HPS 475 CONTEMPORARY INTERNATIONAL RELATIONSHIPS
Study of basic social, political, and international events facing the world.
HPS 250  GEOPHYSICAL AND WORLD AFFAIRS
Introduction to the interplay of geography on political and cultural events. Emphasis on current events. 3 credit hours.

HPS 320  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.

HPS 330  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.

HPS 340  SINO/RUSIAN HISTORY
Mid-19th and 20th century survey of social, cultural, political and economic development. 3 credit hours.

HPS 350  COMPARATIVE POLITICAL SYSTEMS
An examination of the structure of world government systems, past and present. 3 credit hours.

HPS 360  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.

HPS 470  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.

HPS 471  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.

HPS 475  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 in the hospitality industry are emphasized. Prerequisite: MKT 301. 3 credit hours.

HRM 280 TOURISM MANAGEMENT
An introduction to the broad field of tourism. Covers tourism components, techniques for tourism and operations management. 3 credit hours.

HRM 290 PRACTICUM
Students are assigned to food service establishments for 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; physical aspects of the property, expenses, repair and maintenance equipment. 3 credit hours.

HRM 330 HOSPITALITY INDUSTRY ACCOUNTING
Industry methods include a study of accounting recommended by the American Accounting Association, Club Managers Association and Restaurant Association with emphasis on transactions from initial source documents to the preparation and auditing of statements. Departmentalized controls and the auditing process. Prerequisite: ACC 301. 3 credit hours.

HRM 340 SECURITY MANAGEMENT
Problems related to the security and the physical premises involve design of the property, legal liability, electronic, mechanical and personnel. Studied with a practical view to losses. 3 credit hours.
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Issues and discussions of contemporary problems in the hospitality industry. Individual student research and reports are required. 3 credit hours.

Management

Introduction to Hospitality Industry

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

Management

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

Beverage Management

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

Management

Introduction to Housekeeping Management

Stressing supervisory and process control, studied are the various functions of the department, health and safety and cost control. Prerequisite: HRM 140. 3 credit hours.

Management

Introduction to Food Production

The application of scientific principles to the manipulative and production of food. Includes the techniques and quality food preparation, providing the underlying principles, composition and ingredients of major food products. Laboratory provided basic and more complex recipes. Prerequisite: HRM 150 and HRM 255. 3 credit hours.

Food Management

Preparing the food service student with the management skills to plan and operate quantity food production. 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.

HRM 260 Law for Innkeepers

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

HRM 270 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.

HRM 280 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.

HRM 290 Practicum

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

HRM 320 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.

HRM 330 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.

HRM 340 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 personal 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, that relate the present to the past, intrinsic to each art form is explored.

HUM 105  ACTING I
Fundamental acting exercises designed toward credibility on the stage.

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

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

HUM 202  ETHICS
A systematic study of the differences in the writings of Aristotle, Aquinas, Kant. Principles derived will be applied present in individual as well as collective conduct.

HUM 221  INTRODUCTION TO PHILOSOPHY
A study of the basic schools of thought and relationship with contemporary thought. Both classical and modern. 3 credit hours.

HUM 230  WORLD RELIGIONS
A comparative study of the world’s great religions separately and collectively. 3 credit hours.
PERSONNEL AND TRAINING
Application of Human Resources Development in hospitality operations. Advanced development of control, the supervisor-subordinate relationship, and the concepts of improving productivity. Prerequisite: HRM 270.

PURCHASING
Development and implementation of an effective purchasing program, focusing on the role of the department and the buyer, generation of quotes, and the use of forms and control techniques.

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

RISK MANAGEMENT
Types of risk techniques are identified and including the tools of risk management and loss emphasis is placed on fire, casualty and multiple policies as law of contracts, fire insurance, crime and liability coverage, business insurance, workers’ compensation, bonds, losses and the operations of insurance credit hours.

OPERATIONS MANAGEMENT
Topics and various segments of the convention services what is required to meet the individual needs and explores methods and techniques that lead to current and implementations of more competitive techniques. Prerequisite: HRM 270. 3 credit hours.

GOURMET FOODS
Students to competencies necessary for Garde Mange Cuisine menu planning and organizing the department, meal course production, garnish preparation and cost control methods are. Prerequisite: HRM 250. 3 credit hours.

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

HUMANITIES

HUM 101 ART/MUSIC APPRECIATION
An introductory course approached through ideas rather than through 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.

HUM 105 ACTING I
Fundamental acting exercises designed to lead the student toward credibility on the stage. 3 credit hours.

HUM 110 STAGECRAFT
Set construction, painting and techniques of mounting and shifting stage scenery. Knowledge of stage and theater terminology is stressed. Set work on various student productions. 3 credit hours.

HUM 201 LOGIC
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.

HUM 202 ETHICS
A systematic study of the different ethical systems as found in the writings of Aristotle, Aquinas, Kant, Dewey, etc. The principles derived will be applied to the problems of the present in individual as well as social situations. 3 credit hours.

HUM 221 INTRODUCTION TO PHILOSOPHY
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.

HUM 230 WORLD RELIGIONS
A comparative study of the world’s great religions and their impact separately and collectively 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 the relations between the 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 MANAG Multiple choice, policy analysis, environmental interactions, social organizational structures and systems. 3 credit hours.

IBT 462 INTERNATIONAL FINANCE International payments, foreign exchange market, balance of payments, 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 material. 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 material. 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 studying business who need a background to immediately apply the concepts to the solution of practical problems. Topics include: sets, real number systems, simple equations. No math credit provided. 3 credit hours.

MAT 110 COLLEGE ALGEBRA Topics include linear and quadratic functions, systems of equations, determinants. Prerequisite: 3 years of high school algebra. 3 credit hours.
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 taught. 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  
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 in the international economy, including new theory of international trade, reform of the General Tariffs and Trade and the United Nations Trade and Development in expanding trade, problems of international commodity markets and balance of payments of the United States and other selected countries. 3 credit hours.

INTERNATIONAL TRADE  
Analytical approach to the neoclassical theory of international analysis of tariffs, customs, unions and the price on the distribution of income and welfare. Use of the relations between the balance of national income to study the role of income and the price changes in the balance of adjustment process. 3 credit hours.

IBT 441  
INTERNATIONAL MANAGEMENT  
Analysis of international management concepts and practices, environmental interactions, social and cultural constraints, organizational structures and systems of operation. 3 credit hours.

IBT 462  
INTERNATIONAL FINANCE  
International payments, foreign exchange rates and the foreign exchange market, balance of payments, deficits and surpluses, the prewar and postwar international monetary systems, new development and proposed reforms in international finance. 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.
MAT 115 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 110. 4 credit hours.

MAT 210 CALCULUS I
A first course in calculus covering differentiation of algebraic and trigonometric functions, differentials, derivatives, logs and exponential functions. Prerequisite: MAT 115. 4 credit hours.

MAT 211 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.

MAT 221 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.

MAT 301 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.

MAT 312 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.

MAT 313 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.

MAT 321 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.

MARKETING

MKT 305 CONSUMER MOTIVATION MARKET BEHAVIOR
A study of what causes the consumer to purchase goods. The course focuses on the product adoption process, the influence of leisure time, working women, and development of marketing strategies to influence consumer response. Prerequisite: MAT 115. 4 credit hours.

MKT 315 RETAIL MANAGEMENT
Overview of retailing, including the planning and operation of retail establishments and marketing systems. Concentration on pricing, stock turn, sales and storing of services as well as goods. 3 credit hours.

MKT 301 PRINCIPLES OF MARKETING
Introduces the student to the field of marketing. Topics include buyer behavior, distribution, price policies, and the development of marketing strategies. 3 credit hours.

MKT 311 MARKETING MANAGEMENT
The marketing function is viewed as a process of society. Emphasis is on basic marketing processes. Topics include advertising and sales promotion, product policy. 3 credit hours.

MKT 321 SALES MANAGEMENT
The role of personal selling in the marketing process, analytical approaches to development and implementation. 3 credit hours.

MKT 430 MARKETING RESEARCH
Introduction to the techniques of research as an aid to decision-making. Topics include research methods, research problem identification and interpretation. 3 credit hours.

MKT 440 MARKETING STRATEGIES
A culmination of prior marketing courses, focusing upon multi-media strategies and services. This project-oriented course includes media analysis, establishing and designing of message content. 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

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

MAT 210 covering integration, applications of differentiation and integration of inverse and continuous. Prerequisite: MAT 210.

TRY AND STATISTICS

Designed to introduce the methods of probability and statistics. Emphasis is on 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 first order differential equations, solution and continuity. Prerequisite: MAT 211.

CALCULUS ANALYSIS

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

APPLICATION

Designed to emphasize the applications of statistics, probability and continuous distributions, sums of series 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: 301 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. 3 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. Pre-requisite: MSC 220. 4 credit hours. 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 manipulative embalming experience. 3 credit hours.

MSC 262  EMBALMING II  
Practical application of the cognitive skills of embalming as they relate to the anatomy and chemistry of embalming. Special consideration related to microbiological and technological aspects. 3 credit hours.

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

MSC 281  FUNERAL SERVICE SEM  
A continuous survey of the many services within the domain of funeral services through field trip visitations, religious and fraternal services, support systems. Specific seminar requirements require supervision of a licensed funeral director. 2 credit hours.

MSC 291  PRACTICUM  
On-site professional experience under direct supervision of a licensed funeral director. 2 credit hours.

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

**FORMATION TO FUNERAL SERVICE**
Evolution of funeral services and a review of funeral service. Included are fundamental ethical obligations of funeral directors.

**OF FUNERAL SERVICE**
Of the basic principles related to planning, implementation and directing funeral services in accordance with the psychological, sociological needs of the family. 3 credit hours.

**SERVICE SANITATION**
Regulatory requirements specified for embalmers. Included are the various regulatory responsibilities and functions of applicable federal agencies. 3 credit hours.

**SERVICE LAW**
Legal aspects of funeralization with emphasis on laws, rules and regulations pertaining to cemeteries. 1 credit hour.

**HOME MANAGEMENT**
Aspects of the operation and management of funeral homes, based on commonly accepted state-of-the-art methods. Included are location selection and construction and remodeling, recruitment and personnel, interior design and merchandising.

**MICROBIOLOGY**
A comprehensive study of the characteristics and importance of microorganisms, including classification, morphology, control and relationship to life. Prerequisite: one science course. MSC students only. 3 credit hours.

**EMBALMING I**
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.

**EMBALMING II**
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**
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**
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**
On-site professional experience in a funeral home under the direct supervision of a licensed funeral director. 3 credit hours.

**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 students with the basic anatomical and physiological studies in Funeral Service, related knowledge and appreciation of the whole. Anatomical and physiological tissue structure and function, skeletal and muscular systems. 4 credit hours.

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

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

SCI 230  INTRODUCTION TO ENERGY STUDIES
Energy-systems approach to various mechanical, physical and biological energy sources. Integrating physical, biological and energy principles. Prerequisite: one science course. 4 credit hours.

SCI 240  ECOLOGY and LAB
A study of living organisms in their biotic environment. Also reviewed are the effects of man and biota, including human activities. Prerequisite: SCI 110, SCI 111. 4 credit hours.

SCI 350  ADVANCED PHYSICS and LAB
An applied calculus-based physics course which includes electrodynamics, magnetic induction, and other topics. 4 credit hours.

TECHNOLOGY
TEC 101  ELECTRONICS I and LAB
Provides the foundations in AC/DC theory (Ohm's law, impedance, resonance), operating AC/DC theory, AC/DC theory (Ohm's law, impedance, resonance), operating principles, discrete and integrated circuits, frequency response, analog and digital electronics. 8 credit hours.

TEC 105  ELECTRONICS II and LAB
Continuation of foundational electronics courses, including the fundamentals of circuits in antenna systems. Prerequisite: TEC 101. 8 credit hours.
ILAB
Plant kingdom involving the Angiosperms, and evolution. Students will learn the basic steering in higher plants, their great costs, 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 fundamentals related to specific microprocessors. Topics include fundamental routines, arithmetic logic, instruction for practical system realization. 4 credit hours.

TEC 225  
**TEST EQUIPMENT/TOOLING**  
A course designed specifically to gain experience in accepted techniques of test equipment and to provide familiarity with contemporary test equipment and to gain experience in accepted techniques of electronics troubleshooting. 4 credit hours.

TEC 240  
**ELECTRONIC COMMUNICATIONS FUNDAMENTALS**  
An introductory course in electronic techniques. The student is exposed to the techniques of representation, modulation and demodulation commonplace within radio, television and electronic surveillance equipment. 3 credit hours.

TEC 260  
**COMPUTER ARCHITECTURE**  
A study of the internal design, operations, and manufacturing of microcomputers. Prerequisite: TEC 200, TEC 315. 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 and the study of the application software in the specific domain of development. The study of building, testing, and debugging systems and the specification for new information hardware. Prerequisite: TEC 200, TEC 315. 3 credit hours.
THE FUNDAMENTALS OF ELECTRONICS
An electronics course covering the fundamental principles of electronics with emphasis on the basic principles, processes, gates and integrated circuits. TEC 115. 3 credit hours.

ELECTRONICS
A course in the principles and practical applications of digital electronics. The student will learn about the basic principles of digital electronics. TEC 105. 4 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 220, TEC 210.

**TEC 330**  
**MICROPROCESSORS/MICROCOMPUTERS**  
Study of hardware, organization, arithmetic, control and memory systems, 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.

**TEC 345**  
**ASSEMBLY LANGUAGE PR**  
This course uses the concepts introduced in TEC 220 to present machine and programming. Memonic operations, indexing, indirect addressing are covered. MACROS and symbolic addressing are also considered. Construct high-level language and programs. Prerequisites: TEC 156, TEC 280.

**TEC 355**  
**BUSINESS APPLICATIONS**  
A study of currently available software related to business and its management and information systems. Prerequisites: TEC 156.

**TEC 360**  
**DATA AND PROGRAMMING**  
Basic concepts of data structures. Includes algorithms in existing languages. Prerequisites: TEC 156, TEC 280.

**TEC 410**  
**ADVANCED CIRCUIT ANALYSIS**  
An advanced course in network analysis and the comprehension of the many techniques, including Laplace transforms, system zeros and their application in linear systems. Prerequisites: MAT 312, TEC 355.

**TEC 440**  
**ADVANCED ELECTRONICS**  
Study, analysis and application of basic concepts of analog techniques, modulators for generating signals, demodulators for information extraction, radiation spectra for AM, FM, and CW waveforms. Prerequisite: TEC 360.

**TEC 445**  
**DATA COMMUNICATION**  
Data transmission techniques including modems and communication software, digital I/O. Prerequisites: TEC 156. 4 credit hours.

**TEC 460**  
**COMPUTER DATA BASICS**  
An introduction to data base design related to the design of on-line systems. Includes structuring, creating, manipulating, and maintaining the databases. Prerequisite: TEC 360.
DIGITAL ELECTRONICS
Comparison and interfacing of current digital their applications in instrumentation and others. Study, analysis and application of digital and organization in the development of operation and control. Prerequisites: MAT 211, 3 credit hours.

SYSTEM STRUCTURES
On the concept of information systems and related to business problems. The course deals with the form of structured information provides a basis for students to specify and systems using directed structured programming methods. Prerequisite: TEC 200.

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

TROUBLESHOOTING
Specifically to give the student a basic contemporary diagnostic and troubleshooting in digital computers. Diagnostic programs are designed to aid in the set-up, test and integration software. Prerequisites: TEC 250, TEC 210.

MICROPROCESSORS/MICROCOMPUTERS
Core, organization, arithmetic, control and including interfacing, I/O concepts and programming. Emphasis is on state-of-the-art high order programming such as logic analyzers, signature processor development systems. 4 credit hours.

INTEGRATED CIRCUITS
And application of state-of-the-art linear and tools. Their use and characteristics in the modern electronic hardware. Emphasis on amplifiers, voltage regulators, oscillators, A/D, communication related L.C.'s. Prerequisites: 225. 4 credit hours.

TEC 345 ASSEMBLY LANGUAGE PROGRAMMING
This course uses the concepts introduced in TEC 156 and TEC 220 to present machine and assembly language programming. Memonic operations, symbolic addresses, indexing, indirect addressing are discussed. The use of MACROS and symbolic addressing are introduced. Fundamental assembler language operations are introduced to construct high-level language and real-time functions. 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 data structures 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 the 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 COMMUNICATIONS
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 databases. Prerequisite: TEC 360. 3 credit hours.
TEC 470 **COMPUTER-AIDED DESIGN**
Principles and methods suited to problem-solving on the microcomputer. Topics include system modeling, curve fitting and design-oriented program methods. Prerequisite: MAT 211. 3 credit hours.

TEC 481 **SEMINAR IN ELECTRONICS/COMPUTERS**
Current topics and trends in electronics and microcomputers utilizing outside readings, discussion groups, hi-tech facility visits and guest lectures. Prerequisites: senior-year student in good standing and approval of department chairperson. 3 credit hours.

TEC 490 **ADVANCED PRACTICUM**
Senior students are assigned to area hi-tech companies for advanced level on-the-job experience in their field of study. Prerequisites: senior-year student in good standing and approval of department chairperson. 6 credit hours.

TEC 495 **SENIOR PROJECT**
Senior students, either individually or in project groups, design and develop their own electronics or computer-oriented project. Prerequisites: senior-year student in good standing and approval of department chairperson. 4 credit hours.

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**X. The College Community**

**Founders and Trustees**
The College of Boca Raton was founded in 1962 by the Religious of Sacred Heart of Mary, schools and colleges throughout the world.

In 1972, the religious order transferred control to an independent lay board who subscribes to the Founders and Trustees.

Donald E. Ross serves as President. Donald E. Ross serves as President. Robert E. Carville, Chairman of the Board, Richard A. Robino, Treasurer, Sister Collette Mahoney, A. Richard Nutt, Helen Ross and Frank A. Robino serve as members and govern the institution.

College Advisory Boards have been established to assist the development of the College for the academic and non-academic programs of the College.

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**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
Our Lady of 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.

College Advisory Boards have been established to provide guidance and development of the College for the academic programs. These boards have assisted the President in the growth and development of the institution.

Board of Overseers

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Boca Raton, Florida

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Boca Raton, Florida

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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
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Marymount Manhattan College
New York, New York

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Vice President
Holliston Mills, Inc.
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Novatronics
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Emerson G. Reinsch Co.
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Boca Raton, Florida

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Boca Raton, Florida

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Miami Lakes, Florida

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Burroughs Corporation
Coral Springs, Florida

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Senior Vice President
Siemens Communications Systems
Boca Raton, Florida

Ronald Centner
General Manager
Bendix Avionics
Fort Lauderdale, Florida

William Ellrich
Manager Personnel Operations
Pratt & Whitney
W. Palm Beach, Florida

Avery H. Fonda
Senior Vice President
First National Bank in Palm Beach
Boca Raton, Florida

Office of Administration and Fin

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Elizabeth Dudeck ......................................................... B.A., M.Ed.
Marilyn H. Ciccone ......................................................... B.A., M.Ed.
Barbara Eberle ............................................................... B.A.
Steven Bird ................................................................. B.A.
Marcia Shawler ............................................................ B.A.
Louise J. Conca ............................................................ B.A.
Nancy Reid ................................................................. B.A.
Josephine Clemente ...................................................... B.A.
Sharon Norris ............................................................... B.A.
Linda Witherswax ........................................................ B.A.
Sandra Marciano .......................................................... B.A.
Jo Ann Horton, B.S. ........................................................ B.A.
Patrick Carville ............................................................ B.A.
Mary Ann Ladika .......................................................... B.A.
Lance Graeber ............................................................ B.A.
Robert Schnake ............................................................ B.A.

Office of Administration and Staff

Ronald Assaf
Chairman of the Board & President
Sensormatic Electronics Corporation
Boca Raton, Florida

James Bauer
Administrative Manager
Sensormatic Electronics Corporation
Boca Raton, Florida

William C. Broeffe
Director of Miami Operations
Harris Corp.
Miami Lakes, Florida

Rodney Bunker
General Manager
Burroughs Corporation
Coral Springs, Florida

Dieter Buschmann
Senior Vice President
Siemens Communications Systems
Boca Raton, Florida

Ronald Centner
General Manager
Bendix Avionics
Fort Lauderdale, Florida

William Ellrich
Manager Personnel Operations
Pratt & Whitney
W. Palm Beach, Florida

Avery H. Fonda
Senior Vice President
First National Bank in Palm Beach
Boca Raton, Florida

Administration and Staff

Office of the President

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

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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

94
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

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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 Wiggemanssen .................. 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
FACULTY

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B.A., M.B.A.

David J. Demko .................... Vice President for Graduate Studies and
B.A., M.A., Ph.D. Director, Institute on Aging

John E. Fisher ..................... Assistant Academic Dean
B.A., M.A.

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A.B., M.B.A., Ph.D.

John R. Pickering ................. Chairperson, Division of Humanities
B.A., M.A., Ph.D.

Sister Marie Fidelis Remski, IHM .... Acting Chairperson, Division of Science and Technology
A.B., M.A., Ph.D.

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B.S., M.L.S.

Ida Shipe .......................... Assistant Librarian
B.S.

Arthur L. Landgren ............... Director, Continuing Education
B.S.

Edith Whitlock .................... Recorder

Marie Cullen ....................... Records Clerk

Shirley Felicetti ................... Secretary, Academic Affairs

Judy Cage ......................... Administrative Assistant
A.S.S.

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

Thomas R. Ahlersmeyer ............ Speech Communication
B.A., Concordia Senior College Adjunct Instructor

M.Div., Concordia Theological Seminary
Ph.D., Bowling Green State University

James Bethel ...................... Communications
B.A., University of Tulsa Associate Professor

M.A., Ph.D., University of Oklahoma

Joel J. Blaustein .................. Psychology
B.A., University of Buffalo Associate Professor

Ph.D., City University of New York

Sr. Rose Bowen .................... English and Humanities
B.A., St. Mary's Dominican College Associate Professor

M.A., Catholic University of America
M.A., University of Notre Dame
Ph.D., Florida State University

Jennifer Braaten .................. Sociology and Social Sciences
B.S., University of Minnesota Assistant Professor

M.Ed., Ph.D. (candidate) Florida Atlantic University

Robert J. Curran .................. Philosophy
B.A., M.A., Fordham University Special Adjunct Assistant Professor

William A. DeLuccia .............. Psychology
A.B., Bard College Adjunct Instructor

M.S., State University of New York, Oswego

Deborah Deschner ................ B.A., Beloit College
M.A., Ph.D., California School of Professional Psychology

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M.S., St. Joseph's College

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M.S., Florida State University

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M.A., Western Michigan University
Ph.D., Ball State University

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

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

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M.F.A., Wayne State University

DIVISION OF BUSINESS

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

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M.S., Appalachian State University
Ph.D., (candidate) University of Nebraska

Benjamin H. Chodash .............. L.L.D., J.D., Rutgers University

A. Alfred Fink ...................... L.L.B., Rutgers University
Judge (Ret.), Circuit Court of New Jersey

Charles F. Fletcher ................ B.S., Bethune-Cookman College
M.S., State University of New York (Binghamton)

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

Robert L. Leon ..................... B.S., California State University
M.B.A., University of Tampa
D.B.A., (candidate) Nova University

James D. Matthews ................ B.A., St. Louis University (Parks College)
M.B.A., North Texas State University

Elton K. Morice ................... B.S., Worcester Polytechnic
<table>
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<tr>
<th>Position</th>
<th>Name</th>
<th>Institution/University</th>
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<tr>
<td>President and Dean of Academic Affairs</td>
<td>B.A. Beloit College</td>
<td>Counseling Assistant Professor</td>
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<tr>
<td>Vice President for Graduate Studies and</td>
<td>M.A., Ph.D., California</td>
<td>Sonoma Student, New York City</td>
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<tr>
<td>Assistant Academic Dean</td>
<td>School of Professional</td>
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<tr>
<td>Acting Chairperson, Division of Business</td>
<td>Psychometry</td>
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**History/Political Science**

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<tbody>
<tr>
<td>Associate Professor</td>
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**Speech Communication**

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**Pre-Elementary Education**

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<tr>
<td>Instructor</td>
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**Technical Writing**

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**Military**

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**Art**

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**Business Administration**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/University</th>
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<tbody>
<tr>
<td>Associate Professor</td>
<td>Sonoma Student, New York City</td>
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**Hotel/Restaurant Management**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/University</th>
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<tbody>
<tr>
<td>Associate Professor</td>
<td>Sonoma Student, New York City</td>
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**Economics and Finance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/University</th>
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<tbody>
<tr>
<td>Adjunct Professor</td>
<td>Sonoma Student, New York City</td>
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**Management**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor</td>
<td>Sonoma Student, New York City</td>
</tr>
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**Aviation**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Adjunct Instructor</td>
<td>Sonoma Student, New York City</td>
</tr>
</tbody>
</table>

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.S.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

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M.A., New York University

Robert McKinlay
B.A., Eastern Michigan University
M.A., Eastern Michigan University
## XI. Academic Calendar

### 1985-86

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September</strong></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>New Students Arrive</td>
</tr>
<tr>
<td>4</td>
<td>Orientation Program</td>
</tr>
<tr>
<td>5</td>
<td>Returning Students arrive; Registration for all students</td>
</tr>
<tr>
<td>6</td>
<td>Fall Classes Begin</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td></td>
</tr>
<tr>
<td>4-15</td>
<td>Early Registration for Winterim and Spring Classes Begin</td>
</tr>
<tr>
<td>22</td>
<td>Thanksgiving Recess Begins after last class</td>
</tr>
<tr>
<td>Dec. 2</td>
<td>Classes Resume</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td></td>
</tr>
<tr>
<td>16-19</td>
<td>Final Examinations</td>
</tr>
<tr>
<td><strong>January</strong></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Registration for Winterim/Classes Begin</td>
</tr>
<tr>
<td>24</td>
<td>Winterim Ends</td>
</tr>
<tr>
<td>28</td>
<td>Students Arrive</td>
</tr>
<tr>
<td>29</td>
<td>Registration</td>
</tr>
<tr>
<td>30</td>
<td>Spring Classes Begin</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Honors Convocation</td>
</tr>
<tr>
<td>8-10</td>
<td>Homecoming and Parents Weekend</td>
</tr>
<tr>
<td>11</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>11-21</td>
<td>Early Registration for Summer &amp; Fall Classes Resume</td>
</tr>
<tr>
<td>21</td>
<td>Spring recess begins after last class</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td></td>
</tr>
<tr>
<td>March 31</td>
<td>Students Return</td>
</tr>
<tr>
<td>April 1</td>
<td>Classes Resume</td>
</tr>
<tr>
<td><strong>May</strong></td>
<td></td>
</tr>
<tr>
<td>12-15</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>17</td>
<td>Commencement</td>
</tr>
<tr>
<td>19</td>
<td>Registration for Summer Session/Classes Begin</td>
</tr>
<tr>
<td><strong>June</strong></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Summer Session Ends</td>
</tr>
</tbody>
</table>

### 1986-87

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September</strong></td>
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</tr>
<tr>
<td>2</td>
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<tr>
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<tr>
<td>5</td>
<td></td>
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<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>November</strong></td>
<td></td>
</tr>
<tr>
<td>3-14</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Dec. 1</td>
<td></td>
</tr>
<tr>
<td><strong>December</strong></td>
<td></td>
</tr>
<tr>
<td>15-18</td>
<td></td>
</tr>
<tr>
<td><strong>January</strong></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>March</strong></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7-9</td>
<td></td>
</tr>
<tr>
<td>10</td>
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</tr>
<tr>
<td>10-20</td>
<td></td>
</tr>
<tr>
<td>April 10</td>
<td></td>
</tr>
<tr>
<td><strong>April</strong></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
</tr>
<tr>
<td><strong>May</strong></td>
<td></td>
</tr>
<tr>
<td>11-14</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
</tr>
<tr>
<td><strong>June</strong></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

### 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 equal education and employment opportunity for all qualified persons, regardless of race, color, national origin, sex, religion, age, national origin or physical handicap. This institution is committed to implementing federal and state policies governing equal access and employment. This commitment to equal access and opportunity extends to admissions, recruitment, financial assistance, counseling, advising, counseling, advising, and employment. The provisions of this bulletin are not contract between the student and the College. The College reserves the right to change any provision or require in this bulletin at any time with or without notice. The College reserves the right to require a student to complete an appropriate procedures. It also reserves the right to require a student to provide a statement or false statements or documents is discovered, and the student is not entitled to the benefits of any course of study the College. When the student is suspended from the College for cause, the student will lose his tuition and fees paid. If a dismissed student wishes to appeal the decision, the student must contact the Office of the Dean of Students. There will be no refund of tuition, fees or any other charges made to our College in the event the student is suspended at any time as a result of any conduct required by the College or for any other reason beyond the control of the College. Admission of a student to the College does not imply that such student will be able to continue in the College for the succeeding academic year.

NOTICE: Credits and degrees earned at the College do not automatically qualify the individual for the Florida Teaching Certificate or to participate in the Florida teacher certification examination. All candidates must apply to the Department of Education to review their application for teacher certification. The Florida Department of Education will review the individual's qualifications and the accreditation of the institution prior to approving teacher certification. Any student interested in obtaining the Florida Teaching Certificate should contact the Office of the Dean of Education, Tallahassee.
College of Boca Raton

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 a high school graduate, or the individual returning to an established career, or the non-degree-seeker, their experience remains essentially the same: to offer all students an opportunity to acquire the knowledge and skills necessary either to continue their education or to engage in a career in which they have been properly prepared.
students, the institution plans to widen its population to include the 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
7. Pool
8. Tennis Courts
9. Maintenance
10. Campus Security
11. Athletic Fields
12. Schmidt College Centre