The College of Boca Raton is <insert text here> its philosophy of providing students excellent opportunities to develop their own talents and interests as college is as important for developing personal values as education is not a commodity. Ultimately, you are responsible for your own learning process, which demands your wholehearted determination.

In return, we ask our students to work with us to achieve it in all phases of their education, as well as the personal values you honorably in your daily living. We care deeply about your welfare and take pride in our ability to offer students the academic environment necessary to support the learning process equal to the task, and the facilities equal to the task, and our students to work well-rounded individuals. Education is not a commodity that can be purchased; it is a process which demands your wholehearted determination.

College of Boca Raton. We are proud of our students and their success. We pledge our best efforts as you proceed with your studies.
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
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:
The American Board of Funeral Service Education, Inc.
The American Council on Education
The American Conference of Academic Deans
The American Library Association
The Association of College Admissions Counselors
The Association for Higher Education
The College Entrance Examination Board
The Florida Association of Colleges and Universities
The Florida Personnel and Guidance Association
The Southeastern College Art Conference

Philosophy .
Where Tomorrow Begins Today

The College of Boca Raton seeks to provide students with an academic environment of excellence and student activities which encourage the development of critical thinking and challenging individual potential. The College is committed to offering programs of study that are career-oriented and provide academic programs that are humanizing, in preparation for real life.

Students at the College live in an environment that promoting, encouraging, and student activities which encourage involvement in the community which surrounds us, and their achievement in developing aptitudes and promoting and challenging individual potential. The College is committed to offering programs of study that are career-oriented and provide academic programs that are humanizing, in preparation for real life.

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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. Aaptitudes 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, Sencore, 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 by the Religious of Sacred Heart of Mary as Marymount College, a junior college for women. Since 1971, the College has been under the control of a lay board who continues to subscribe to the philosophy of the founders.

The College now offers both two-and four-year degree programs and a Master's degree in Eldercare Administration. The College also offers a Continuing Education program for personal fulfillment. Over nine hundred students from 35 states and 30 foreign countries are enrolled, as well as many adults and professionals in Continuing Education programs.

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.

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

LANDGREN CHAPEL is 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., is a three-story residence hall accommodating 120 men and women. It has 50 private rooms and 15 suites. The hall incorporates a lounge, study rooms, and a number of seminar rooms.

O'TOOLE HOUSE, named for Edward G. O'Toole, has been home to within 200 students since 1965. The house is currently undergoing renovation and expansion.
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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.

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PATTON HALL 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, recreation areas and resident proctor rooms. The Office of Student Services is in Patton Hall.

WIXTED HALL, constructed in 1967 and named for William G. Wixted, Dean Emeritus of the college, provides housing for 200 women. It also 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 office of the Vice President and Dean of Student Services, Director of Counseling, Director of Student Advisement, Director of Student Activities, 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 counseling on a private or group basis. The Director of Student Advisement offers the opportunity for students to obtain guidance in any area, whether it be academic, social, or career. 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’ personal records related to counseling are maintained in strict confidence by 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 students’ needs and difficulties and to determine how it can assist them. Orientation for new students takes place before classes begin.

Residence Halls

The three residence halls, Sylvester, Patton, and Wixted, provide full living accommodations for 550 students. The men’s and women’s halls each provide adequate facilities for entertaining guests, and relaxing with friends. 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 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 cooperative 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.
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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. 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 and informal entertainment in Collegetown.

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 men's soccer, baseball, golf, and women's golf, soccer and 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 all students, regardless of race, religion, handicap, who desire an education that will prepare them with skills to begin successful careers.

All candidates for admission must submit their school work, including graduation from high school, and must present formal evidence of competence, such as the General Equivalency Diploma.

Applicants are also required to take the American College Test administered by the College Entrance Examination Board or the SAT administered by the American College Testing Services.

In addition, a letter of recommendation from the student's high school counselor is required. Great emphasis is placed on a student's performance in college as well as on the opportunity to prove themselves.
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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 (AP) and the College-Level Examination Program (CLEP). These programs provide college credit for work done in high school.

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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.

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 freshman year. Information may be obtained by writing to CLEP, Box 1821, Princeton, New Jersey 08540.
IV. Finances

Financial Regulations

All financial obligations or financial arrangements must be completed before the student registers. As the College incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from fees be assured in order to plan and maintain these services over the entire year. For this reason it is understood that students are enrolled for the entire academic year or such portion as remains after the date of entrance.

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.

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<th>Tuition and Fees</th>
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<tr>
<td>Tuition</td>
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<tr>
<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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</tbody>
</table>

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            | 9,600 |
| Total                  | $10,100 |

Day Student

| Tuition Deposit        | $200  |
| Balance Due            | 6,700 |
| Total                  | $6,900 |

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 | 4,650 |
| Tuition Deposit Second Semester | 200 |
| Residence Hall Deposit Second Semester | 300 |
| Payment Before Second Semester | 4,650 |
| Total          | $10,300       |

Day Student

| Tuition Deposit | First Semester | $200 |
| Payment Before First Semester | 3,350 |
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<tr>
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<tr>
<td>Tuition Deposit</td>
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The additional $100 a semester is a deferred payment charge of the two (2) semester payment schedule.

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 fourteen (14) days from the first day of registration, 50 percent; within twenty-one (21) days from the first day of registration, NO REFUND.

Room and Board Charges: From the first day of registration to the day prior to the first class meeting, 80 percent; within seven (7) days from the first day of registration, 75 percent; within twenty-one (21) days from the first day of registration, 50 percent; within thirty (30) days from the first day of registration, 25 percent; within forty-five (45) days from the first day of registration, 10 percent, after forty-five (45) days from the first day of registration, NO REFUND.

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

Part-time Students
Tuition: $100 per credit hour
(Part time students may not register for more than 6 hours in any semester.)
Credit by Examination
$60 per credit hour
(Credit earned through CLEP scores, work experience, studies in military service etc. are in this category.)

Laboratory Fee
$20 - $50
Charged for certain lab courses and texts as listed on the course schedule.

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 CollegeTown on a cash basis only. Other school and personal supplies are available there.

Culinary Arts
Tuition and Fees per Trimester
Tuition $1,550
Room and Board 1,600
Service Fee 100
Deferred Payment Fee 100
Special Fees
Uniform Deposit $ 100
(payable to Hotel and refundable at end of program)
Student’s Knife Set $ 65 (approximate)

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
forty-five (45) days from the first day of registration, NO REFUND.

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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.)

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Meals
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Books
Textbooks may be purchased in Collegetown on a cash basis only. Other school and personal supplies are available there.

Culinary Arts
Tuition and Fees per Trimester
Tuition $1,550
Room and Board 1,600
Service Fee 100
Deferred Payment Fee 100
Special Fees
Uniform Deposit $100
(Student’s Knife Set $65)

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 on campus. 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-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.

The following outlines 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.

<table>
<thead>
<tr>
<th>Private Pilot</th>
<th>Minimum FAA Requirement</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20 Hours Dual</td>
<td>C-152</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$930.00</td>
</tr>
<tr>
<td></td>
<td>20 Hours Solo</td>
<td>C-152</td>
</tr>
<tr>
<td></td>
<td></td>
<td>620.00</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>$1,550.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Instrument Rating</th>
<th>Flight Instruction C-172</th>
<th>$2,460.00</th>
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<table>
<thead>
<tr>
<th>Minimum FAA Requirements</th>
<th>200 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 Flight Hours</td>
<td>(includes time logged for private pilot rating and instrument flight instruction)</td>
</tr>
<tr>
<td>Approximate Additional Cost</td>
<td>3,720.00</td>
</tr>
<tr>
<td>Total</td>
<td>$6,180.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commercial Rating</th>
<th>Minimum FAA Requirement</th>
<th>250 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(includes time already logged)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approximate Additional Cost</td>
<td>40 Hours Solo</td>
<td>$1,250.00</td>
</tr>
<tr>
<td></td>
<td>10 Hours Dual*</td>
<td>480.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$1,720.00</td>
</tr>
</tbody>
</table>

The 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.

V. Financial Aid

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

Financial aid is awarded contingent upon satisfactory academic standing and nor a student who is placed on academic probation will be allowed Title IV student financial aid during which time he/she must maintain a minimum of nine (9) semester hours.

A student who is placed on academic probation will be allowed Title IV student financial aid during which time he/she must maintain a minimum of nine (9) semester hours.

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

Procedure

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

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

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

4. When the student has been accepted and the financial aid application has been received from the College Scholarship Service, the College will determine the financial aid award and notify the student. 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.
Minimum FAA Requirements

200 Flight Hours
(includes time logged for private pilot rating and instrument flight instruction) Approximate Additional Cost $3,720.00
Total $6,180.00

Commercial Rating

Minimum FAA Requirement 250 Hours
(includes time already logged)
Approximate Additional Cost
40 Hours Solo $1,250.00
10 Hours Dual* 480.00
(*Retractable Gear Aircraft)
Total $1,720.00

The 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.

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.

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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 participates in all financial aid programs. The purpose of these programs is to assist the applicant and his family. All financial aid must be applied for by the student and his family. All 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.

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not have to file a separate application for this award. The Supplementary Grant provides additional assistance to those with severe need who cannot 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
or
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

VI. Academic Policies

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.

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

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

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

A student's permanent record consists of the transcript, applica-
tion 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 freshman 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>Classification</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
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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. 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.

   2. Non-Matriculated Student:
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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 chairman.

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

Independent Study and Directed Study
Independent Study involves scholastic or research endeavors apart from regular courses offered at the College of Boca Raton. The student should pursue study with direction from his supervising professor. Independent study arrangements are open only to students having a cumulative average of at least 3.00.

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

It is necessary for students desiring Independent or Directed Study to discuss this with their academic advisor and obtain the advisor's authorization. The student then must make arrangements with the appropriate faculty member and obtain the instructor's approval. Final authorization must be obtained from their division chairperson. Appropriate request forms for Independent and Directed Study are available in the Recorder's Office. Signatures denoting approval by the three persons involved must be obtained before a student can register for such a course of study.

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

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

Grading System
Faculty members have the responsibility of providing the College with an individual evaluation of the work of each student in 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:
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Independent Study and Directed Study

Independent Study involves scholastic or research endeavors apart from regular courses offered at the College of Boca Raton. The student should pursue study with direction from his supervising professor. Independent study arrangements are open only to students having a cumulative average of at least 3.00.

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

It is necessary for students desiring Independent or Directed Study to discuss this with their academic advisor and obtain the advisor's authorization. The student then must make arrangements with the appropriate faculty member and obtain the instructor's approval. Final authorization must be obtained from their division chairperson. Appropriate request forms for Independent and Directed Study are available in the Recorder's Office. Signatures denoting approval by the three persons involved must be obtained before a student can register for such a course of study.

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

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

Grading System

Faculty members have the responsibility of providing the College with an individual evaluation of the work of each student in 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>Cumulative Scholastic Averages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
</tr>
<tr>
<td>0-29 Semester Hours</td>
</tr>
</tbody>
</table>

A freshman failing to attain 1.80 at the end of the first term will be warned by the Vice President for Academic Affairs and notification of this action will be sent to the faculty advisor and parent or guardian. Students failing to earn the standing designated above will be placed on academic probation and removed from the list of degree candidates until the appropriate cumulative standing is attained.

A first semester student who was admitted on probation and who fails to achieve 1.80 in that first semester is subject to academic dismissal. No student may be considered as a candidate for a degree who does not have a 2.0 cumulative standing.

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

During the 1985-86 academic year a Study Skills class was introduced. The class is required of all incoming students who are admitted on academic probation (1 credit). In the class specific strategies for effective studying, organization, note-taking, reading, test-taking, and writing are taught. The class is taught with the goal of overcoming deficits in the above areas.

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 Admission after
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<td>Freshman</td>
<td>0-29 Semester Hours 1.80</td>
</tr>
<tr>
<td>Sophomore, Junior, Senior</td>
<td>More than 29 Semester Hours 2.00</td>
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Students who have been dismissed from the College of Boca Raton for academic reasons are eligible to reapply through 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 "C" or better.
3. For course titles not specifically listed in the catalog and curriculum, equivalency must be determined by the appropriate division chairperson before transfer credit will be awarded.
4. Credits from schools not accredited by one of the regional associations will be evaluated only after the student has submitted a school catalog and a course syllabus for each course to be evaluated. In certain cases competency testing may be required.
Repeat Courses

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

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

Academic Honors

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

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

Students who achieve Honor status for two consecutive semesters and who have demonstrated leadership, loyalty, and dedication are eligible for the Honor Society.

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

Honors and Awards

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

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

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

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

The Scholaristic 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.

Withdrawal from the College

Students who withdraw from the College are required to obtain proper clearance. Clearance forms are available in the Office of the Recorder. These forms must be signed by the appropriate representative(s) of the following offices:

1. Academic Affairs
2. Student Services
3. Library

VII. Degree Programs

College of Boca Raton students may complete the Bachelor of Science or Bachelor of Administration; the Bachelor of Science in History/Political Science, or Bachelor of Science in Engineering Technology in Electrical, Computer Engineering Technology in Electrical, or Bachelor of Science in Culinary Arts. A two-year degree can be selected and is included in the Associate of Arts Liberal Arts, in addition to the Associate of Science in Engineering Technology, Computer Science, and in Culinary Arts.
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1. Academic Affairs
2. Student Services
3. Library
4. Business Office
5. Recorder

Transcripts

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

VII. Degree Programs

College of Boca Raton students may pursue academic programs leading to the Bachelor of Science or Bachelor of Professional Studies in Administration; the Bachelor of Science in Health and Human Services, History/Political Science, or Behavioral Science; the Bachelor of Engineering Technology in Electronics Engineering Technology, or Computer Engineering Technology. 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, Funeral Service, and in Culinary Arts.
Bachelor Degree Programs

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

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

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

The Bachelor of Engineering 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 and Liberal Arts.

Associate of Science degrees are available in Culinary Arts and 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 HUMANITIES

BEHAVIORAL SCIENCE PROGRAM/PSYCHOLOGY-SOCIOLOGY

FIRST YEAR

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<th>Fall</th>
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<tr>
<td>ENG 101 English Composition</td>
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<td>HUM 202 Ethics</td>
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SECOND YEAR

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<td>BEH 235 Contemporary Social Problems</td>
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THIRD YEAR

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<td>BEH 355 Principles of Learning</td>
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FOURTH YEAR

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<td>BEH 440 Technology &amp; Society</td>
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<td>BEH 450 Minority Concerns</td>
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B.S. IN HEALTH AND HUMAN SERVICES ADMINISTRATION (Gerontology)

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WINTERIM HHS 230 Social Gerontology 3 credits

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SUMMER HHS 450 Counseling The Older Adult 3 credits

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WINTERIM HHS 340 Adult Development & Aging 3 credits

NOTE: Completion of program's first of Arts degree in Liberal Arts
### HISTORY/POLITICAL SCIENCE

**FIRST YEAR**

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**SECOND YEAR**

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**FOURTH YEAR**

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<td>HPS 475 Contemporary Int'l. Relations</td>
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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.
## ART/COMMERCIAL ART

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

### ART ELECTIVES

- Sculpture
- Painting & Color
- Ceramics
- Photography
- Environmental Graphics
- Engineering Graphics
- Color Graphics
- Printmaking
- 3-D Design
- Engineering Graphics

### HUMANITIES/

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### NOTE:
There are three vital areas of things.
A college graduate needs a
with the emphasis on technology
ideas to improve the technical
relationships (people) to have
The Humanities serves to
still can achieve a mastery (mastering)
to develop competency levels
This need is articulated with
"The irony of the emphasis
more valuable for any
education than to be a
or to feel comfortable
think sequentially. This
disadvantage alongside
people as he does about
argues in court from a
who can connect legal
who employs wide-range
executive whose company
by being an artistic ability to
the company. For the teacher
be just as important
in these respects, the liberal
career preparation, too
by shortcutting the h
HUMANITIES/LIBERAL ARTS

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NOTE: 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."
**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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<td>PRE 101 Curriculum Materials and Activities</td>
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**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/or Marriage & Family. In this case, 60 credits are required for graduation.
2. The recommended sciences are Biology I - II.
**DIVISION OF BUSINESS**

**ACCOUNTING**

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**Note:** Credits required for Third Year include a choice of Management Theory or Information System Structures.
**AVIATION MANAGEMENT PROGRAM**
(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

## FIRST YEAR

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

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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 ensure 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

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

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**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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## DIVISION OF SCIENCE AND TECHNOLOGY
### COMPUTER INFORMATION SYSTEMS

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</table>

#### REMARKS

- The courses listed above are designed to provide a comprehensive education in the field of Computer Information Systems.
- Elective courses can be chosen from a variety of options to complement the required curriculum.
- Students are encouraged to consult with their academic advisors for course selection and planning.
- The program structure is flexible to accommodate individual learning goals and career aspirations.
# CULINARY ARTS

## FIRST YEAR

### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
<th>Summer/Fall</th>
</tr>
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<tbody>
<tr>
<td>CUL 100</td>
<td>1</td>
<td>CUL 212 Kitchen Rotation II</td>
</tr>
<tr>
<td>CUL 110</td>
<td>2</td>
<td>ENG 102 English Composition</td>
</tr>
<tr>
<td>CUL 120</td>
<td></td>
<td>COA 110 Public Forum</td>
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<td>CUL 130</td>
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<td>CUL 131</td>
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<td>CUL 140</td>
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### Winter

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CUL 150</td>
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<tr>
<td>CUL 155</td>
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<td>CUL 213</td>
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<td>MAT 110</td>
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## SECOND YEAR

### Spring

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>CUL 160</td>
<td>1</td>
<td>CUL 178 Dining Room &amp; Banquet Service</td>
</tr>
<tr>
<td>CUL 170</td>
<td>2</td>
<td>CUL 215 Kitchen Rotation V</td>
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<tr>
<td>CUL 172</td>
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<td>CUL 291 Dining Room &amp; Banquet Rotation</td>
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<td>CUL 174</td>
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### Winter

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<td>CUL 216</td>
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## THIRD YEAR

### Spring

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<th>Summer/Fall</th>
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<tbody>
<tr>
<td>CUL 217</td>
<td>3</td>
<td>CUL 250 Management Training Rotation</td>
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<tr>
<td>CUL 190</td>
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### Winter

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<td>CUL 218</td>
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<td>CUL 280</td>
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</table>

## NOTE:
The program in Culinary Arts is year-round due to the specific starting and ending dates which meet the standards set by that particular year's local area functions of the ACF. Successful completion of the program in Culinary Arts will allow students to take the ACF's examination to become an executive chef.

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

This program is open only to holders of an Associate Degree in Technical and Professional Administration to complement their Associate Degree in Technical and Professional Administration.
### Arts

<table>
<thead>
<tr>
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<tr>
<td>UL 212</td>
<td>Kitchen Rotation II</td>
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<tr>
<td>NG 102</td>
<td>English Composition</td>
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<td>OA 110</td>
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### Cr. 2

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<tr>
<td>UL 215</td>
<td>Kitchen Rotation V</td>
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</tr>
<tr>
<td>UL 231</td>
<td>Dining Room &amp; Banquet Rotation</td>
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### Cr. 2

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<th>Course Title</th>
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<tbody>
<tr>
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| Cr.         |朴实”

### Cr. 2

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
</table>
| Cr.         |朴实”

### NOTE: The program in Culinary Arts operates on a year-round schedule during each of the three years due to the course and hands-on training requirements, all of which meet the standards set forth by the American Culinary Federation. The specific starting and ending times of each trimester will vary somewhat each year due to that particular year’s course and training hour requirements. Because of the year-round schedule students can anticipate a summer break of two weeks and a Christmas break of two or three weeks depending upon the year. Coursework will be handled both at the College and the Boca Raton Hotel & Club, while all hands-on training will be at the Hotel & Club facilities under the direct supervision of members of the Hotel staff.

Successful completion of all coursework and training, and participation in local area functions of the American Culinary Federation, qualify students to take the ACF’s examination for certified cook, the first career step toward becoming an executive chef.

### Bachelor of Professional Studies in Administration

This program is open only to holders of Associate Degree 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

<table>
<thead>
<tr>
<th>Fall</th>
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<th>Spring</th>
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<tbody>
<tr>
<td>BUS 315 Current Economic Issues</td>
<td>3</td>
<td>MAT 321 Statistical Applications</td>
<td>3</td>
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<tr>
<td>ACC 301 Financial Accounting</td>
<td>3</td>
<td>ACC 302 Managerial Accounting</td>
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</tr>
<tr>
<td>BUS 310 Legal Environment of Business</td>
<td>3</td>
<td>BUS 350 Human Resource Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>BUS 320 Management Theory</td>
<td>3</td>
<td>BFI 311 Financial Mgmt.</td>
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<tr>
<td>TEC 200 Intro. to Computer Applications</td>
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#### Senior Year

<table>
<thead>
<tr>
<th>Fall</th>
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<th>Spring</th>
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<tbody>
<tr>
<td>BUS 420 Management Science</td>
<td>3</td>
<td>BUS 340 Human Behavior in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 450 Business and Society</td>
<td>3</td>
<td>BUS 415 Economics &amp; Public Policy</td>
<td>3</td>
</tr>
<tr>
<td>TEC 315 Information System Structures</td>
<td>3</td>
<td>BUS 460 Business Policy</td>
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<td>Business Electives</td>
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<td></td>
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43
## COMPUTER SCIENCE

### FIRST YEAR

<table>
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<th>Fall</th>
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<th>Spring</th>
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<tbody>
<tr>
<td>ENG 101</td>
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<td>ENG 102</td>
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</tr>
<tr>
<td>MAT 110</td>
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<td>COA 110</td>
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<td>ACC 101</td>
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<td>MAT 115</td>
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<td>BUS 100</td>
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<td>TEC 155</td>
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<td>TEC 150</td>
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<td>Behavioral Sci.</td>
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### SECOND YEAR

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<tbody>
<tr>
<td>MAT 210</td>
<td>4</td>
<td>MAT 211 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>TEC 205</td>
<td>3</td>
<td>History/Polit.</td>
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<tr>
<td>TEC 156</td>
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<td>TEC 260</td>
<td>4</td>
<td>COA 225 Technical Writing</td>
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<tr>
<td>TEC 280</td>
<td>3</td>
<td>TEC 220 Microprocessors</td>
<td>4</td>
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<td>TEC 270 Computer Operating Systems</td>
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### THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
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<th>Spring</th>
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</tr>
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<tbody>
<tr>
<td>COA 301</td>
<td>3</td>
<td>MAT 313 Numerical Analysis</td>
<td>4</td>
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<tr>
<td>MAT 312</td>
<td>4</td>
<td>BUS 320 Management Theory</td>
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<tr>
<td>TEC 320</td>
<td>4</td>
<td>TEC 355 Business Applications Software</td>
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</tr>
<tr>
<td>TEC 345</td>
<td>4</td>
<td>TEC 360 Data &amp; Prog. Structures</td>
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### FOURTH YEAR

<table>
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<tr>
<th>Fall</th>
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<th>Spring</th>
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<tbody>
<tr>
<td>COA 462</td>
<td>3</td>
<td>TEC 481 Seminar</td>
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</tr>
<tr>
<td>TEC 445</td>
<td>4</td>
<td>TEC 490 Advanced Practicum</td>
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<tr>
<td>TEC 460</td>
<td>3</td>
<td>TEC 495 Senior Project</td>
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</tr>
<tr>
<td>TEC 470</td>
<td>3</td>
<td>Elective</td>
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</tbody>
</table>

### NOTE

Eligibility for admission to the C.E.T. program is determined by the following student categories:

1. Holders of the A.A., A.S., A.S. in Literature, or A.A. in this field:
2. Graduates of technical institutes with a formal articulation agreement with the University.

Entering students should consult with an advisor, particularly in Mathematics and Science, to ensure that all prerequisites are met. Transferring students should also consult with an advisor before registering for courses.
### COMPUTER ENGINEERING TECHNOLOGY

**NOTE:** The C.E.T. program is an upper division program exclusively. Eligibility for admission into the program is restricted to the following student categories:

1. Holders of the Associate of Science or Associate of Applied Science degree from a community college, with a major in this field.
2. Graduates of technical schools with whom the College has a formal articulation agreement on transfer credits.

Entering students should be aware that certain prerequisites, particularly in Mathematics, English, and the Humanities, may exist, depending upon each student’s program of study at the previous school. In these cases, students will be admitted conditionally until all prerequisites have been completed.

#### THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
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<th>Spring</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>COA 301 Creative Thinking</td>
<td>3</td>
<td>BUS 320 Management Theory</td>
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<tr>
<td>MAT 312 Differential Equations</td>
<td>4</td>
<td>TEC 330 Microproc/Microcomp</td>
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<tr>
<td>TEC 325 Diagnostic and Troubleshooting</td>
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<td>TEC 360 Data &amp; Prog. Structures</td>
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<tr>
<td>TEC 310 Advanced Digital Electronics</td>
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<td>TEC 320 Advanced Microprocessors</td>
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#### FOURTH YEAR

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<tr>
<td>COA 462 Advanced Technical Writing</td>
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<td>TEC 481 Seminar</td>
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<td>TEC 440 Electronic Commun.</td>
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<td>TEC 490 Advanced Practicum</td>
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<td>TEC 445 Data Communications</td>
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<td>TEC 495 Senior Project</td>
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<td>TEC 470 Computer Aided Design</td>
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</table>
ELECTRONICS ENGINEERING TECHNOLOGY

NOTE: The E.E.T. program is an upper division program exclusively. Eligibility for admission into the program is restricted to the following student categories:

1. Holders of the Associate of Science or Associate of Applied Science degree from a community college, with a major in this field.
2. Graduates of technical schools with whom the College has a formal articulation agreement on transfer credits.

Entering students should be aware that certain prerequisites, particularly in Mathematics, English, and the Humanities, may exist, depending upon each student's program of study at the previous school. In these cases, students will be admitted conditionally until all prerequisites have been completed.

THIRD YEAR

<table>
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<th>Spring</th>
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<tbody>
<tr>
<td>MAT 312 Differential Equations</td>
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<td>SCI 350 Advanced Physics</td>
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<td>TEC 310 Advanced Digital Elect.</td>
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<td>BUS 320 Management Theory</td>
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<td>TEC 320 Advanced Microprocessors</td>
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<td>TEC 330 Microprocessors/</td>
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<td>TEC 325 Diagnostic and</td>
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FOURTH YEAR

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<tr>
<td>TEC 410 Advanced Circuit Analysis</td>
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<td>TEC 440 Electronic Commun.</td>
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<td>TEC 445 Data Communications</td>
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<td>TEC 490 Advanced Practicum</td>
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</table>

To qualify for admission students must have a minimum of 60 semester hours of general core requirements.

GENERAL

- English Composition I-II
- Public Speaking
- Business Communications

The Funeral Service coursework is structured to allow students to complete the PRAXIS II examinations. They also can continue the Professional Studies Program in A.A.S. Funeral Service Education.

FUNEREAL SERVICES

SCI 160-161 Anatomy & Physiology I-II (8 cr)
MSC 101 Intro. to Funeral Service (3 cr)
MSC 131 Principles of Funeral Service (3 cr)
MSC 150 Funeral Service Sanitation (3 cr)
SCI 150 General Chemistry (4 cr)
MSC 250 Pathology (3 cr)

Graduates of this program are expected to pass the PRAXIS II examinations. They also can continue the Professional Studies Program in A.A.S. Funeral Service Education.
To qualify for admission students must have completed twenty-four (24) semester hours of general core requirements at an accredited institution.

**GENERAL CORE COURSES**

- English Composition I-II
- Public Speaking
- Business Communications
- Business Law
- Intro. to Psychology
- Intro. to Sociology
- College Algebra

The Funeral Service coursework is scheduled on a year-round basis and is structured to allow students to complete the curriculum in one calendar year.

**FUNERAL SERVICE CURRICULUM**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>SCI 160-161</td>
<td>Anatomy &amp; Physiology I-II (8 cr)</td>
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</tr>
<tr>
<td>MSC 101</td>
<td>Intro. to Funeral Service (3 cr)</td>
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<tr>
<td>MSC 131</td>
<td>Principles of Funeral Service (3 cr)</td>
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<tr>
<td>MSC 150</td>
<td>Funeral Service Sanitation (3 cr)</td>
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</tr>
<tr>
<td>SCI 130</td>
<td>General Chemistry (4 cr)</td>
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<tr>
<td>MSC 250</td>
<td>Pathology (3 cr)</td>
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<td>MSC 261-262</td>
<td>Embalming I-II (8 cr)</td>
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<td>MSC 240</td>
<td>Funeral Home Management (6 cr)</td>
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<tr>
<td>MSC 225</td>
<td>Microbiology (3 cr)</td>
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<td>MSC 270</td>
<td>Restorative Art (4 cr)</td>
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<tr>
<td>MSC 281</td>
<td>Seminar (2 cr)</td>
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<tr>
<td>MSC 291</td>
<td>Practicum (3 cr)</td>
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</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.

(The Funeral Service program is accredited by American Board of Funeral Service Education)
GRADUATE DEGREE PROGRAM
MASTER OF PROFESSIONAL STUDIES
IN HEALTH AND HUMAN SERVICE
(Eldecare 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)

Pre-Law

It is essential that the pre-law student understand law school 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 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 her 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 other courses that demand
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."

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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.
VIII. Continuing Education

The College of Boca Raton offers through its Continuing Education Program degree courses leading to the Bachelor of Professional Studies and Bachelor of Science in Administration. In addition, to serve the needs of the working adults, seminars, workshops, and non-degree courses in a variety of fields are offered for professional development and career enhancement.

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 Schmidt College Centre. 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 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 Description

Course Designation Guide

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

Principles and procedures of the sole proprietorship business in the accounting cycle, asset valuation, and preparation of financial statements.

COUNTING II

Advanced Accounting I. A study of principles and procedures as applied to the partnership forms of business enterprises. 3 credit hours.

COUNTING I

Principles of Accounting I. An introduction to managerial accounting, including cost systems, budgeting, management reporting, information for decision-making, quantitative techniques and financial analysis. Prerequisite: ACC 501. 3 credit hours.

COUNTING II

Intermediate Accounting extending the long-term liabilities, accounting for allocation, effect of changing prices, methods, statement of changes in analysis, gross margin, consignments. Prerequisite: ACC 211. 3 credit hours.

COUNTING

Principles of Accounting II. A study of principles and concepts. Coverage of the cycle from journalizing to the statements, internal control and auditing. 3 credit hours.

MANAGERIAL ACCOUNTING

An introduction to managerial accounting, including cost systems, budgeting, management reporting, information for decision-making, quantitative techniques and financial analysis. Prerequisite: ACC 501. 3 credit hours.

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.

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.

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 trusts. Prerequisite: ACC 212. 3 credit hours.

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. 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 course includes an understanding of the flow of accounting data, familiarity with the application of internal control and an understanding of the use of computers in accounting information systems. Prerequisite: senior standing. 3 credit hours.

CURRENT ISSUES IN ACCOUNTING

An examination of the latest trends in accounting theory and practice. Also covered are 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.
ART/COMMERCIAL ART

ART 105 DRAWING I
A course designed to help students visualize their thoughts into drawings, beginning with the fundamentals of drawing, through perspective drawing, to free-hand drawing of three-dimensional objects. 3 credit hours.

ART 106 DRAWING II
Basic training in commercial drawing, including perspective layout and design, and creative problems in composition. Both visual observation and basic skills are stressed. 3 credit hours.

ART 120 BASIC DESIGN
An introduction to the study of line, form, color and texture, with emphasis on the organization of these elements into composition. The course is aimed toward guiding students to an ideal maximum freedom of expression for communicating through graphic design. 3 credit hours.

ART 145 ENVIRONMENTAL GRAPHICS
Basic theory and techniques of environmental graphics for the purpose of aiding the student in developing an ability to present ideas in a comprehensive form. 3 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 sketches 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, color in photography, techniques of processing. 3 credit hours.

ART 232 COLOR PHOTOGRAPHY
Advanced study in the processing of color photography, with certain other aspects. Prerequisite: ART 231. 3 credit hours.

ART 242 THREE-DIMENSIONAL INTERIORS
The basic aspects of interior design, planning, and planning, are explained. Projects are developed in one of the above major courses. 3 credit hours.

ART 250 SCULPTURE
An exploration of the use of clay and in stone carving and in stone carving and in stone carving. 3 credit hours.

ART 253 PRINTMAKING
A “hands on” experience in reproducing graphic arts, the off-set press, 3 credit hours.

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

ART 261 PAINTING AND DESIGN
Through the use of basic technical skills, opportunity exists for creative expansion. 3 credit hours.

ART 265 ILLUSTRATION
An advanced drawing course using tools and technique, record covers, etc. 3 credit hours.

ART 267 PORTFOLIO
The graduating student participates in the planning of the exhibit and prepares past designs and prints for the exhibition. 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 aspects of contemporary environmental design, i.e., interiors, architecture, landscape architecture and urban planning, are explained and related to one another through diverse projects. Students develop a project from those offered in one of the above areas based on their own interests. 3 credit hours.

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

ART 253  PRINTMAKING
A "hands on" experience with some of the means for reproducing graphic images. Techniques covered include: the off-set press, blueprints, serigraphs and etching. 3 credit hours.

ART 255  CERAMICS
Basic techniques of wheel thrown and hand built pottery, kiln firing and glazing. 3 credit hours.

ART 261  PAINTING AND COLOR
Through the use of acrylics and various tools and techniques, basic technical skills and color relationships are learned. Ample opportunity exists for individual expression. 3 credit hours.

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

ART 267  PORTFOLIO AND EXHIBITION
The graduating student majoring in Commercial Art evaluates and prepares past work for a portfolio. The portfolio is to consist of original work and 35mm slides. New work is produced to round out the individual "portfolio personality." A resume is composed and printed. All of the work is then presented in a student exhibition during final exam week. The student designs and prints posters, invitations and programs for the exhibition. 3 credit hours.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AVM 101</td>
<td>AIR TRANSPORTATION</td>
<td>A survey of the entire spectrum of aviation, its evolution from balloons to supersonic transports and space travel, its contemporary situation and problems and its potential. 3 credit hours.</td>
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<tr>
<td>AVM 110</td>
<td>FLIGHT THEORY I</td>
<td>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.</td>
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<tr>
<td>AVM 210</td>
<td>FLIGHT THEORY II</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>AVM 215</td>
<td>FLIGHT THEORY III</td>
<td>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.</td>
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<tr>
<td>AVM 310</td>
<td>FLIGHT INSTRUCTIONAL METHODS</td>
<td>Methodology and requirements of flight instruction which prepare the student for the FAA flight instructor's examination. Flight training and successful completion of all requirements for the commercial flight instructors rating are involved. 4 credit hours.</td>
<td></td>
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<tr>
<td>AVM 330</td>
<td>AVIATION LAW</td>
<td>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.</td>
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<tr>
<td>AVM 340</td>
<td>FIXED BASE OPERATIONS MANAGEMENT</td>
<td>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.</td>
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<tr>
<td>AVM 345</td>
<td>AIRPORT MANAGEMENT</td>
<td>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.</td>
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<tr>
<td>AVM 440</td>
<td>AIRLINE MANAGEMENT</td>
<td>An analysis of core to the airline industry operations. Included are service, maintenance, labor relations. 3 credit hours.</td>
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<tr>
<td>AVM 481</td>
<td>AVIATION SCIENCE</td>
<td>A series of analysis of department problems and reports are required.</td>
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<tr>
<td>BEH 110</td>
<td>INTRODUCTION</td>
<td>A survey course science of social science used in the field of relationship and social interaction.</td>
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<tr>
<td>BEH 150</td>
<td>CHILD DEVELOPMENT</td>
<td>A study of the science of social behavior and the society. 3 credit hours.</td>
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<tr>
<td>BEH 160</td>
<td>FAMILY AND CONTEMPORARY</td>
<td>A survey of the management during adolescence and family and relationship concerns, including divorce are discussed. 3 credit hours.</td>
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<tr>
<td>BEH 220</td>
<td>DEVELPMENT</td>
<td>Study of the interaction and relationship of society, environment and family and relationship concerns, including divorce are discussed. 3 credit hours.</td>
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<tr>
<td>BEH 235</td>
<td>CONTEMPORARY</td>
<td>A presentation of discrimination and ecology and armament. 3 credit hours.</td>
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</tr>
<tr>
<td>BEH 250</td>
<td>DEVELOPMENT</td>
<td>A study of biology from conception.</td>
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</tbody>
</table>
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 contemporary management problems in aviation. Individual student research and reports are required. Guest speakers are utilized. 3 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 are 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 are explored, and demographic tools introduced; discussion of density problems in the psychological, geographical and sociological realm. Emphasis on social variables involved in urban structures and urban planning problems. 3 credit hours.

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

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

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

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

**BEH 440**  
**TECHNOLOGY**  
Psychological, economic and social structure trends in architecture. 3 credit hours.

**BEH 450**  
**MINORITY CONCERNS**  
Survey of the socio-cultural concerns in contemporary minority society. 3 credit hours.

**BEH 460**  
**ABNORMALITY**  
A study of maladaptive behavior patterns, procedures used to treat such behavior patterns, and the psychophysiological, psychosocial and sociocultural factors involved. 3 credit hours.

**BEH 465**  
**PERSONALITY**  
A study of the major theories, composition and structure of personality. The theories examined include: self-theory, self-actualization, learning theory. 3 credit hours.

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

**BEH 491**  
**SEMINAR IN SOCIAL PSYCHOLOGY**  
A study of selected topics in social psychology. 3 credit hours.

**BFI 311**  
**FINANCIAL MANAGEMENT**  
The theories, practices and skills common to investment banking in modern business. 3 credit hours.

**BFI 321**  
**INVESTMENT BANKING**  
Role of investment banking in corporate finance and the security markets. 3 credit hours.
### Methods in Behavioral Science
Course in which students learn principles related to the design, performance, and analysis of experimental research. Such topics as classroom discussion, the performance of laboratory setting and the writing of reports are discussed.

### Behavioral Anthropology
ODES and area of study related to physical, social and cultural hours.

### Human Behavior
Studies (clinical as well as experimental) of the "why" of human behavior. The theories include: cognitive-consistency theories, social learning theory and attribution theory.

### Urbanization
A study of urbanization, distribution and composition, and demographic tools introduced; problems in the psychological and social planning.

### Applied Counseling
A study of counseling competencies and specialized training in counseling process for individuals.

### Learning
A study of competencies include face-to-face interaction. 3 credit hours.

### Personality Theory
A study of personality theory. 3 credit hours.

### Personality Theory
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.

### Banking and Finance

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<tr>
<td>BFI 311</td>
<td>Financial Management</td>
<td>The theories, practices, procedures and problems involved in 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.</td>
</tr>
<tr>
<td>BFI 321</td>
<td>Investments</td>
<td>Role 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.</td>
</tr>
</tbody>
</table>
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
An analysis of fashion, the quality of material and children's apparel. The accessories industry and the home, focusing on merchandising. 3 credit hours.

BFM 225  FASHION SALES AND SERVICE
A study of the basic principles of fashion. An analysis of sales and services are incorporated as the marketing methodology of a complete sale. 3 credit hours.

BFM 240  FASHION BUYING
The student focuses on buying techniques in relation of merchandise assortment, motivation of consumers and buying are analyzed. Related to the course. 3 credit hours.

BFM 270  FASHION INDUSTRY SEMINAR
The seminar, held in and to the city and seminars in the fields of sales, apparel, the garment workers' union, journalism, providing work. Discussion and analysis of topics of concern to the student and retailers. Enrollment of instructor. 3 credit hours.

BFM 280  FASHION SEMINAR
Discussion and analysis with emphasis on current topics. The case study methods, demonstrations and virtual decision-making processes from prior fashion methods. Permission of instructor.

BFM 290  PRACTICUM
This course summarizes with work experience of the instructor. Gains practical experience. Permission of instructor.
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 214**
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 analysis of specific economic problems dealing with poverty, economic development, international economics and other contemporary issues. 3 credit hours.

**BUS 320**
MANAGEMENT II
A study of the development of managerial functions of planning, organizing, leading, and motivating in the practice of supervision. Prerequisite: BUS 100

**BUS 340**
HUMAN BEHAVIOR
Analysis of organizational research in the behavior of people in organizations. Concepts of environmental and social factors, conflict, leadership style and motivation. Prerequisite: BUS 211

**BUS 350**
HUMAN RESOURCES MANAGEMENT
A comprehensive study of management. Areas of recruitment, placement, appraisal techniques, benefits design and training. Prerequisite: BUS 320

**BUS 415**
ECONOMICS AND FINANCE
Economics of the public sector and the economy. Prerequisite: BUS 320

**BUS 420**
MANAGEMENT SCIENCE
A course covering the mathematical methods and their applications to business decision problems. Included are regression analysis, linear programming, transportation methods, decision theory, inventory theory. Prerequisite: BUS 350

**BUS 430**
LABOR RELATIONS
A study of the collective bargaining process and its impact on the economy. Included is the study of labor-management relations in the private and public sectors. 3 credit hours.

**BUS 450**
BUSINESS AND POLICY
Analysis of forces affecting business policy-making, including political, social, economic, and environmental factors and the firm's impact on society.
ULATION TO BUSINESS

Student to the broad area of business. Topics are management, business operations, financial quantitative methods, marketing management and business. 3 credit hours.

I

Student to the basic principles of microeconomics concerned with the interrelationship of business firms, industries, consumers, workers and production that comprise a modern economy. 3 credit hours.

II

Student to the basic principles of macroeconomy and their importance in our economy. Concepts include income, total consumption, total investment and the nation's economy upon contemporary economic issues. 3 credit hours.

W I

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

W II

Business law topics with emphasis on taxation, personal and real property, estates and trusts. 3 credit hours.

ENVIRONMENT OF BUSINESS

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

OMIC ISSUES

Specific economic problems dealing with development, international economics and economic issues. 3 credit hours.

MANAGEMENT THEORY

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

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 320. 3 credit hours.

UMAN 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. Prerequisite: BUS 320. 3 credit hours.

ECONOMICS AND PUBLIC POLICY

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

AGEMENT 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 and senior standing. 3 credit hours.

ABOR RELATIONS

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

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 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 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 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.

COA 305 INTERPERSONAL COMMUNICATION
This course examines the nature of the communication process as it occurs in the "one-on-one" (dyad) context. Emphasized are such concepts as the impact of socialization on the acquisition of language, beliefs and values, and the self-concept formation. The design of the course embraces emergent structure and spontaneous experiential methods as well as traditional lecture/discussion. Prerequisite: COA 110 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: Permission of instructor. 3 credit hours.

COA 462 ADVANCED TECHNICAL WRITING
A course in communicating technical information and concepts to diverse audiences. Prerequisite: COA 225. 3 credit hours.

CULINARY ARTS

CUL 100 INTRODUCTION
An in-depth study of food service sanitation, together with a study of the basic principles of sanitation, together with a study of the basic principles of food handling. 1 credit hour.

CUL 110 SANITATION
A study of the basic principles of food service sanitation, together with a study of the proper methods of handling food. 3 credit hours.

CUL 120 METHODS OF PREPARATION
An in-depth study of basic cooking methods: sauteing; poaching; blanching; poaching; sauteing; broiling; glazing; poaching. 3 credit hours.

CUL 130 COST CONTROL
A systems approach to cost control and profit planning. Emphasis is placed on cost control, performance analysis, weekly business forecasts, weekly manpower budgeting, and performance comparisons against specifications; personnel management and cost control. 2 credit hours.

CUL 140 PURCHASING AN INTRODUCTION
A detailed study of purchasing techniques and strategies, the proper receiving of merchandise, and competitive buying. Various receiving, arrival, storage, and handling operations are studied for receiving areas; competitive buying; menu writing and purchasing. 3 credit hours.

CUL 150 NUTRITION
An in-depth introduction to the various nutrients and how they relate to human health and well-being. The student and the eating habits and trends.
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of business organizations, including the

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ICAL ARTS

CUL 100 INTRODUCTION TO FOOD SERVICE
An in-depth study of the various types of food service
establishments, including various kitchen and operation
organizations, job descriptions, growth of the industry,
opportunities available, and future trends of the industry.
1 credit hour.

CUL 110 SANITATION
A study of the basic facts concerning food and food
service sanitation, together with the prevention of food-borne
illness by good sanitation practices. 2 credit hours.

CUL 120 METHODS OF FOOD PREPARATION
An in-depth study of the basic methods of cooking:
blanching; poaching; boiling; steaming; deep-fat frying;
saut"ing; broiling; gratinating; baking; roasting; braising;
glazing; poeler; stewing. 2 credit hours.

CUL 130 COST CONTROLS - FOOD
An analysis of methods for controlling food costs.
Emphasis is placed on waste; portion control; utilization of
leftovers; purchase specifications; proper procedures for
receiving, storing, and issuing; standardized recipes; proper
menu writing and pricing. 2 credit hours.

CUL 131 COST CONTROL - LABOR
A systems approach to labor cost control. Included are
weekly business forecasts; manpower requirement guidelines;
weekly manpower budget; weekly work schedules; per­
formance comparison reports; job descriptions and
specifications; personnel training and evaluations.
2 credit hours.

CUL 140 PURCHASING AND RECEIVING
A detailed study of various methods and procedures for
the proper receiving of all foods, beverages and equipment.
Various receiving, and reporting forms for different types of
operations are studied, as are personnel and equipment needs
for receiving areas; methods of purchasing; central bids;
competitive buying; duties of purchasing agent; determination
of what, why, when and how to purchase. 2 credit hours.

CUL 150 NUTRITION
An in-depth introduction to the principles of nutrition
and how they relate to the food service industry, in order
to create an awareness of the importance of nutrition for the
student and the eating public. Also included is a study of
eating habits and trends of the industry. 2 credit hours.
CUL 155  MENU PLANNING AND WRITING
A view of the historical, classical, modern day, gourmet, breakfast, lunch, dinner, gala, buffet, smorgasbord menus, including a study of the principles of menu writing: type of institution; nutritional principles; physical facilities; personnel; variety of foods; combination of foods; budget; season; terminology; long-range planning. 2 credit hours.

CUL 160  FACILITIES PLANNING
A study of the principles involved in the building of a restaurant, including choosing a site; the menu selection; personnel requirements; equipment requirements; federal, state and local laws and regulations; insurance; financing; concepts of business organization and planning. 1 credit hour.

CUL 170  SUPERVISION
A study of the basic principles of supervising people as they apply to the food service industry. Included are management concepts; the supervisor's special role; management functions; directing; controlling and coordinating; communications; attitudes and human needs; human relations; the selection process; introduction and orientation; training. 2 credit hours.

CUL 172  THE ART OF GARDE MANGER
An introduction to the responsibilities and functions of the Garde Manger. Included are recipes and procedures for various items prepared in the department. Ice carving, tallow sculptures, buffet pieces and Culinary Arts Competition Rules and Regulations. 2 credit hours.

CUL 174  FOOD AND BEVERAGE REPORTS
Designed to acquaint the student with the various methods, procedures, and reporting forms used in food service operations. Emphasis is placed on adapting a system which best fits the needs of the operation. Topics include food cost reporting systems; beverage cost reporting; labor cost reporting; profit and loss statement; records for income tax and controls. 1 credit hour.

CUL 178  DINING ROOM AND BANQUET SERVICE
The principles of proper service for tables, banquets, and buffets; Duties and functions of service personnel, Dining Room Manager; Hostess/Maitre'd; Captain; Waiter/Waitress; Bus Boy/Bus Girl. Proper tray handling; proper service of foods and beverages. 2 credit hours.

CUL 180  BEVERAGE SERVICE
A study of proper wine and beverage service, including methods, procedures, and a desired beverage cost; duties of Service Department Heads: Food Manager; Head Bartender. 2 credit hours.

CUL 190  MANAGEMENT TRAINING
Discussion of the Boca Raton Service Department Heads: Food Manager; Conduction Manager; Head Bartender. Included are the duties and responsibilities during the Management Training cycle. Students will receive hands-on training in the areas of food purchasing, food preparation, Assistant Manager; Food Manager; Convention Manager; Garde Manager; Bev Manager. Schedule of training will include a 5 day cycle of training and will be conducted 5 days per week. Evaluations and competitive evaluations of students. 26 credit hours.

CUL 211 thru CUL 218

CUL 231  DINING ROOM AND BANQUET ROTATION
Students will receive hands-on training in the areas of food purchasing, food preparation, Assistant Manager; Food Manager; Convention Manager; Garde Manager; Bev Manager. Schedule of training will include a 5 day cycle of training and will be conducted 5 days per week. Evaluations and competitive evaluations of students. 3 credit hours.

CUL 250  MANAGEMENT TRAINING
Students will receive hands-on training in the areas of food purchasing, food preparation, Assistant Manager; Food Manager; Convention Manager; Garde Manager; Bev Manager. Schedule of training will include a 5 day cycle of training and will be conducted 5 days per week. Evaluations and competitive evaluations of students. 4 credit hours.
CUL 180 BEVERAGE SERVICE AND CONTROLS
A study of proper wine and cocktail service for all occasions, including methods, procedures and reporting systems to insure a desired beverage cost; duties and functions of Beverage Manager; Head Bartender; Bartender; Bar Back; Servers. 2 credit hours.

CUL 190 MANAGEMENT TRAINING PREPARATION
Discussion of the Boca Raton Hotel and Beach Club Food Service Department Heads and how they relate to the student. Included are the duties and responsibilities of the student during the Management Training Rotation. 2 credit hours.

CUL 211 thru CUL 218
Students will receive hands-on training in 17 different areas of food purchasing, receiving, storing and preparation: Kitchen AM; Garde Manger; Boca Beach Club Cabana; Kitchen PM; Bake Shop; Pastry Shop; Butcher Shop; Four Lions Restaurant AM; Four Lions Restaurant PM; Top of the Tower Restaurant; Club Room Restaurant; Vegetable Preparation; Purchasing & Receiving Department; Food Storeroom; Steward; Expresso Restaurant. During the training in these areas the student will follow a work schedule as written by the Hotel and/or Beach Club Executive Chef. Schedule of training will include both week-ends and holidays and will be conducted 5 days per week, 8 hours per day. Evaluations and competency reports will be kept on all students. 26 credit hours total.

CUL 231 DINING ROOM AND BANQUET SERVICE ROTATION
Students will receive hands-on training in Dining Room Table Service, Banquet Service, and Buffet Service. Students will function as Bus Boy/Bus Girl and Waiter/Waitress. During this training cycle the student will follow a work schedule as written by the appropriate Dining Room Manager. Evaluations and competency reports will be kept on all students. 3 credit hours.

CUL 250 MANAGEMENT TRAINING ROTATION
Students will receive hands-on training with the following Department Heads: Food & Beverage Manager; Banquet Manager; Convention Manager; Dining Room Manager; Four Lions Restaurant Manager; Food & Beverage Office; Beverage Manager, Purchasing Manager; Room Service Captain; Executive Chef-Beach Club; Executive Chef-Hotel; Gourmet Dining Room Manager. The student will follow a work schedule as written by the appropriate department head. 4 credit hours.
CUL 280 SPECIAL PROJECTS
Students will be assigned the task of choosing a site for a food service operation; selecting the staff, equipment, and menu; setting up purchasing and receiving procedures; designing all report forms in anticipation of opening the operation. The task must be accomplished using the proper procedures completed in their required sequence. 2 credit hours.

PRE-ELEMENTARY EDUCATION
ECE 100 PRINCIPLES AND PRACTICES OF PRE-SCHOOL TEACHING
A study of programs for young children, including principles and procedures for the development of scientific, creative, social and cultural concepts. The course is supplemented by directed observations in pre-elementary settings. 3 credit hours.

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 familiarity with 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 comprehension specifically remedial work prior to entrance. 3 credit hours.

ENG 101 ENGLISH COMPOSITION
A course in clear, effective development abilities in composing masterpieces (with emphasis on the use of library materials). 3 credit hours.

ENG 102 ENGLISH COMPOSITION IN LITERATURE
A course in effective writing literature. Students study critical reading and writing. 3 credit hours.

ENG 210 DRAMA LITERATURE
A study of classic dramatic works of Aeschylus, Sophocles, Moliere, Sheridan, Chekhov and ENG 102. 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 novels from 1900 to the present. Prerequisite: ENG 102. 3 credit hours.

ENG 230 STUDIES IN AMERICAN LITERATURE
Intensive analysis of a period. 3 credit hours.

ENG 240 STUDIES IN BRITISH LITERATURE
Intensive analysis of a period. 3 credit hours.

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

ENG 310 CREATIVE WRITING
A practical course in writing plays and film scripts. Prerequisite: ENG 240. 3 credit hours.

ENG 350 STUDIES IN POETRY
A survey of the genre. Opportunity is given for the writing and presentation of original poetry. 3 credit hours.
PROJECTS assigned the task of choosing a site for a
vision; selecting the staff, equipment, and
purchasing and receiving procedures;
art forms in anticipation of opening the
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MATERIALS AND ACTIVITIES

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ACTIVITIES

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ACTIVITIES

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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, including the works
of Aeschylus, Sophocles, Euripides, Shakespeare, Racine,
Moliere, Sheridan, Chekhov and Ibsen. Prerequisite: ENG 101
and ENG 102. 3 credit hours.

ENG 211

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

ENG 212

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

ENG 230

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 310

CREATIVE WRITING
A practical course in writing poetry, short stories, plays
and film scripts. Prerequisite: ENG 101 and ENG 102. 3 credit
hours.

ENG 350

STUDIES IN POETRY
A survey of the genre focusing on meter, rhyme and imagery.
Opportunity is given for the students to compose own poetry.
3 credit hours.
HEALTH AND HUMAN SERVICES (Gerontology)

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

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

HHS 205  RETIREMENT PLANNING
Examines the problems and prospects of retirement. Principles, practices and materials utilized for retirement preparation in business and industry are surveyed and analyzed. 3 credit hours.

HHS 210  DEATH AND DYING
An analysis of the nature and meanings of death. Attention is given to the philosophical, cultural, biological, psychological, social, economic and legal aspects of death and dying. 3 credit hours.

HHS 250  SOCIAL GERONTOLOGY
Examines the individual and group needs of the older population. Emphasis is placed on such problems as income, employment, housing, transportation, isolation, nutrition and institutionalization. Also included are techniques for needs assessment, planning, service delivery and development. 3 credit hours.

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

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

HHS 340  ADULT DEVELOPMENT
Human behavior and adaptation perspective. Developmental life cycle approaches are used in understanding aspects of learning, cognition, perception and health. 3 credit hours.

HHS 350  MENTAL HEALTH AND ADULT DEVELOPMENT
Survey of the mental health on psychological and social environments. Included are components of organic brain syndrome, critical care, cognitive disassociation, and an overview of the field. 3 credit hours.

HHS 420  ACTIVITIES FOR THE ELDERLY
Survey of therapeutic programming and/or mental therapies. Included are models for use in milieu therapy and music therapy. 3 credit hours.

HHS 450  COUNSELING THE ELDERLY
Examines the fundamentals of counseling relating to special concerns such as bereavement, work and chronic illness. Principles and group counseling are emphasized. 3 credit hours.

HHS 460  HEALTH GERONTOLOGY
Provides students with a knowledge of the processes of aging and how to develop programs that are appropriate for the aged, the family and society. Emphasis is given to prevention and intervention programs. 3 credit hours.

HHS 495  ADMINISTRATIVE PRACTICUM
Emphasis is placed on leadership in gerontology. Upon assignment to an institution or agency, students become involved in the various operational and administrative functions. The residency culminates with an oral presentation and a written report. Satisfactory performance is counted in lieu of letter grades.
SERVICES (Gerontology)

VNS OF GERONTOLOGY

To the field of gerontology emphasizing concepts, individual and group needs and major included are demography, physiology, economics, environment, death and dying, legislative community resources. 3 credit hours.

SURVEY

Tutitional approaches to the care of the well Included are long-term care, day care, enters, life care communities and retirement covered are the managerial aspects such as patterns, administration, recruitment, governance and regulation. 3 credit hours.

PLANNING

Problems and prospects of retirement. Principles, materials utilized for retirement preparation industry are surveyed and analyzed.

DYING

Nature and meanins of death. Attention osophical, cultural, biological, psychological, and legal aspects of death and dying.

G II ONTOLOGY

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

G II ONTOLOGY

For education in the later years, der learners, typical services, model es. Emphasis is given to the planning and cational services for the older populaion.

PRACTICUM

Problem related to aging or older people. Application of their knowledge and skills students develop a proposal for problem e projects include such assignments as hedology, program plans, policy analysis, systems or position paper on the state of a specified area. All project assignments to implementation. All projects are to the duration of one semester.

HHS 340 ADULT DEVELOPMENT AND AGING

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

HHS 350 MENTAL HEALTH AND AGING

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

HHS 420 ACTIVITIES FOR THE AGED AND INFIRM

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

HHS 450 COUNSELING THE OLDER ADULT

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

HHS 460 HEALTH GERONTOLOGY

Provides 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.

HHS 495 ADMINISTRATIVE RESIDENCY

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

AGING CORE (all 2 credit courses)

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

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

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 (all 2 credit courses)

HHS 500 ADMINISTRATION IN HUMAN SERVICES
This course examines the basic functions of management and their application to the operation of organizations. This is accomplished through an examination of the major functional elements of the organization, staffing, directing and controlling. Management and supervision is considered as these functional elements come into play.

HHS 510 PERSONNEL MANAGEMENT IN HUMAN SERVICES
A review of the major areas of personnel management and their application to human service organizations. Emphasis is also given to labor relations, performance appraisal, and employment practices.

HHS 520 MANAGERIAL ACCOUNTABILITY IN HUMAN SERVICES
Introduction to the financial aspects of human service organizations. Emphasis is placed on the budgeting process and the financial limitations as they relate to the operation of the Human Service organization. The framework of cost accounting is evaluated to determine its applications in managerial decision-making.

HHS 530 LEGAL ASPECTS OF HUMAN SERVICES
This course is designed to familiarize the student with the legal system. Topics discussed include the legal rights of the patient, patient's rights, admission policy, the legal implications of medical malpractice, the law of negligence, and medical-moral problems.

HHS 540 COMPUTER APPLICATIONS IN HUMAN SERVICES
Introduction to computer terminology. Surveys the computer and its applications to human service organizations engaged in health and human services.

SERVICE DELIVERY CORE (all 2 credit courses)

HHS 600 ELDER CARE I (Residential Facilities)
A review of various community residential facilities for the elderly. Emphasis is placed on long-term care centers, adult day care, and retirement communities. Special attention is given to financial aspects, staffing, services, unique service delivery models, and code compliance.
ADMINISTRATION CORE (all 3 credit courses)

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

HHS 510  PERSONNEL MANAGEMENT IN HEALTH AND HUMAN SERVICES
A review of the major areas of personnel problems; selection and replacement, compensation, training and development, labor relations, and employee services. These activities are viewed from the position of the large and small facility.

HHS 520  MANAGERIAL ACCOUNTING FOR HEALTH AND HUMAN SERVICES
Introduction to the financial accounting model and its limitations as they relate to periodic income determination and the reporting of financial position of the organization. The framework of cost accounting is also explored along with its interrelationship to both financial accounting and managerial decision-making.

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

HHS 540  COMPUTER APPLICATIONS FOR HEALTH AND HUMAN SERVICES
Introduction to computer concepts and data processing terminology. Surveys topics of interest and importance for organizations engaged in the delivery of health and human services.

SERVICE DELIVERY CORE (all 3 credit courses)

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, homemaker and home health services, retirement communities (life care) and Adult Congregate Living Facilities. Included are managerial aspects such as staffing, services, unique architectural features, and code compliance.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HHS 610</td>
<td>ELDER CARE II (Health Care Facilities for the Elderly)</td>
</tr>
<tr>
<td></td>
<td>A review of health care services and facilities that serve the elderly.</td>
</tr>
<tr>
<td></td>
<td>Studies such facilities as Health Maintenance Organization, day/night hospitals,</td>
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<td></td>
<td>acute care hospitals, skilled nursing homes and hospices. Included are</td>
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<td>managerial aspects such as staffing patterns, services, unique architectural</td>
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<td>features and code compliance.</td>
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<tr>
<td>HHS 620</td>
<td>ELDER CARE III (Principles of Long Term Care Administration)</td>
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<tr>
<td></td>
<td>Studies the unique organizational and administrative aspects of the skilled</td>
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<td></td>
<td>nursing facility. This includes such factors as federal and state (Florida</td>
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<td></td>
<td>Statutes) code requirements regarding environmental health and safety,</td>
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<tr>
<td></td>
<td>therapeutic and supportive care and service, coordination of interdisciplinary</td>
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<td>service programs and institution-community relationships.</td>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HHS 700</td>
<td>Administrative Residency. 3 credit hours.</td>
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<tr>
<td>HHS 750</td>
<td>Special Project in Gerontological Practice. 3 credit hours.</td>
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</tbody>
</table>

**HISTORY/POLITICAL SCIENCE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HPS 111</td>
<td>WORLD HISTORY I</td>
</tr>
<tr>
<td></td>
<td>An examination of the significant trends and influences of the Greek, Roman,</td>
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<td></td>
<td>Early Christian, Byzantine, Islamic, Medieval and Non-Western civilizations.</td>
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<td></td>
<td>3 credit hours.</td>
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<tr>
<td>HPS 112</td>
<td>WORLD HISTORY II</td>
</tr>
<tr>
<td></td>
<td>An examination of the social, political, economic, international and cultural</td>
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<tr>
<td></td>
<td>events pertaining to the world from the European Renaissance to the First</td>
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<td></td>
<td>World War. 3 credit hours.</td>
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<tr>
<td>HPS 113</td>
<td>WORLD HISTORY III</td>
</tr>
<tr>
<td></td>
<td>World history in the 20th century. 3 credit hours.</td>
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<tr>
<td>HPS 221</td>
<td>AMERICAN HISTORY I</td>
</tr>
<tr>
<td></td>
<td>A general examination of the social, political, cultural and economic history</td>
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<td>of the United States from the &quot;New World&quot; to the Civil War. 3 credit hours.</td>
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<tr>
<td>HPS 222</td>
<td>AMERICAN HISTORY II</td>
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<tr>
<td></td>
<td>A general examination of the social, political, cultural, economic and</td>
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<tr>
<td></td>
<td>international events influencing the United States from the Civil War through</td>
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<td></td>
<td>the Second World War. 3 credit hours.</td>
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<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HPS 223</td>
<td>AMERICAN HISTORY I</td>
</tr>
<tr>
<td></td>
<td>Survey of American history.</td>
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<tr>
<td>HPS 225</td>
<td>AMERICAN GOVERNMENT AND POLITICS I</td>
</tr>
<tr>
<td></td>
<td>An examination of the development, power, national parties, judicial</td>
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<td>functions and the evolving national and international political systems.</td>
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<tr>
<td>HPS 230</td>
<td>SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES I</td>
</tr>
<tr>
<td></td>
<td>A topical approach to key political and international events that have</td>
</tr>
<tr>
<td></td>
<td>shaped the history. 3 credit hours.</td>
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<tr>
<td>HPS 250</td>
<td>GEOGRAPHY AND HUMAN GEOGRAPHY</td>
</tr>
<tr>
<td></td>
<td>Introduction to the interaction of geographical and cultural events.</td>
</tr>
<tr>
<td>HPS 320</td>
<td>LATIN AMERICA I</td>
</tr>
<tr>
<td></td>
<td>A comprehensive course on the geographical/social features of Latin America</td>
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<tr>
<td></td>
<td>and the present. Investigation of the region focuses on the culture of the</td>
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<td>people. The period of history up to the wars of independence. Catholic</td>
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<td></td>
<td>Church is also surveyed. The problems of development are discussed. The</td>
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<td>achievements are highlighted and their relations to the present affairs is</td>
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<td></td>
<td>stressed. 3 credit hours.</td>
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<tr>
<td>HPS 330</td>
<td>THE THIRD WORLD I</td>
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<tr>
<td></td>
<td>An examination of the history of the Asian and African countries. The social</td>
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<td></td>
<td>and economic conditions that shape the present day. 3 credit hours.</td>
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<tr>
<td>HPS 340</td>
<td>SINO/ RUSSIAN HISTORY III</td>
</tr>
<tr>
<td></td>
<td>Mid-19th and 20th century developments. 3 credit hours.</td>
</tr>
<tr>
<td>HPS 350</td>
<td>COMPARATIVE POLITICS AND INSTITUTIONS I</td>
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<tr>
<td></td>
<td>An examination of the political and social changes that have occurred in the</td>
</tr>
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<td>past and present. 3 credit hours.</td>
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<tr>
<td>HPS 360</td>
<td>THE AMERICAN SCENE I</td>
</tr>
<tr>
<td></td>
<td>A view of the history of the American people through the &quot;eyes&quot; of the</td>
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<tr>
<td></td>
<td>behavioral sciences, history, political science and humanities. 3 credit</td>
</tr>
</tbody>
</table>
### Health Care Facilities

Facilities and services that serve the facilities as Health Maintenance hospitals, acute care hospitals, skilled facilities. Included are managerial aspects, services, unique architectural compliance.

#### Principles of Administration

Organizational and administrative aspects of facility. This includes such factors as Florida Statutes, code requirements, institutional health and safety, therapeutic and service, coordination of interdisciplinary institution-community relationships.

#### Service

Students may elect to do a directed-study in a clinical (e.g., nursing, social service) practicum under faculty supervision. Gerontological Practice. 3 credit hours.

#### Gerontology

- **I** Significant trends and influences of the Christian, Byzantine, Islamic, Medieval civilizations. 3 credit hours.
- **II** Social, political, economic, international relations to the world from the European and World War. 3 credit hours.
- **III** 20th century. 3 credit hours.

#### Survey of American history in the 20th century. 3 credit hours.

#### 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.

#### 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.

#### Geography and World Affairs

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

#### Latin American History

A comprehensive course that examines major historical/geographical/social features of Latin America, past and present. Investigation of pre-Columbian civilizations of the area focuses on the cultural heritage of the South American people. The period of Spanish conquest and administration up to the wars of independence is stressed. The role of the Catholic Church is also included. Contemporary conflicts and problems are discussed in relationship to their historical development. The accomplishments of the Latin Americans are highlighted and their strategic involvement in international affairs is stressed. 3 credit hours.

#### The Third World

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

#### Sino-Russian History

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

#### Comparative Political Systems

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

#### The American Experience

A view of the historical and contemporary America as seen through the "eyes" of various disciplines, e.g., social and behavioral sciences, science and technologies, arts and humanities. 3 credit hours.
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 RELATIONS
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 hotel and restaurant employee training, reception and programming. Prerequisites: HRM 100, 140.

HRM 245 PRINCIPLES OF FOOD AND BEVERAGE MANAGEMENT
The application of scientific techniques of food preparation, procedures of quality control, principles underlying the preparation of the major food products. Selected chapters from the major food and beverage management texts are used. Prerequisite: HRM 150.

HRM 250 QUANTITY FOOD MANAGEMENT
A course designed to provide necessary management techniques for the food operation. Includes costing, purchase specifications, systems and methods of food service systems. Prerequisite: HRM 150.

HRM 260 LAW FOR INNKEEPEIS
An analysis of the legal aspects of management in the hospitality facilities. The application of common law and statutory law to employees and proprietors and other legal relationships and clubs. 3 credit hours.

HRM 270 HOSPITALITY MANAGEMENT
Sales planning, promotion techniques for the hospitality industry and management. Prerequisite: MKT 301. 3 credit hours.

HRM 280 TOURISM MANAGEMENT
An introduction to the hospitality industry. Covers tourism concepts and techniques for tourism management. 3 credit hours.

HRM 290 PRACTICUM
Students are assigned practical field experience with the permission of instruc
GN POLICY
The position of America’s position in world
issues pertaining to the United States’
credit hours.

RESIDENT
Political power and functions, relationship
party involvement, public personality
presidents are used as examples.

INTERNATIONAL
Political, economic, cultural and
world community of the present.

Discussions of contemporary problems
Student research and reports are

AR
Discussions of contemporary problems
Student research and reports are

MANAGEMENT
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.

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 150. 3 credit hours.

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 245. 3 credit hours.

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.

HOSPITALITY MARKETING AND SALES
Sales planning, promotion and publicity, advertising and the
types of internal and outside sales programs needed in the
hospitality industry are emphasized. Prerequisite:
MKT 301. 3 credit hours.

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

PRACTICUM
Students are assigned to establishments for
practical field experience. Prerequisites: sophomore status and
permission of instructor. 3 credit hours.
PHYSICAL PLANT MANAGEMENT
The basic engineering theories of electricity, lighting, refrigeration, air conditioning and acoustics are considered in relation to management problems associated with the physical aspects of the property. Capital investment, operating expenses, repair and maintenance costs are emphasized along with efficiency control, renovation and replacement of equipment. 3 credit hours.

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

SECURITY MANAGEMENT
Problems related to the security of persons, physical belongings and the physical premises involving interior and exterior design of the property, legal liability, insurance protection, electronic, mechanical, personnel and financial control are studied with a practical view toward resolving operational losses. 3 credit hours.

HOSPITALITY PERSONNEL AND TRAINING
Focus is on application of human resources development principles to hospitality operations including advanced development of personnel cost control, the supervisor-subordinate relationship and the concepts of improving productivity. Prerequisite: BUS 350. 3 credit hours.

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. 3 credit hours.

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.

INDUSTRY RISK
The principle types are considered, including prevention. Emphasis is on peril insurance policy forms, burglary, crime, interruption, marine and adjustment of losses. 3 credit hours.

CONVENTION AND MEETING MANAGEMENT
Defines the scope and market. Explains who attends, the flow of patron and explains the development and service. Prerequisite: HUM 101.

CATERING/GOVERNMENT
Introduces students to the catering industry including selection, preparation, presentation. Prerequisites: HUM 106 and 107.

SEMINAR
Industry leaders from motels, franchise operations to discuss their properties. Students gain from personalities, while advising and selecting productions. 3 credit hours.

HUMANITIES
ART/MUSIC APP.
An introduction to through chronological music as a focal point, the course brings out that relate the pre-intrinsic to each a

ACTING I
Fundamental action toward credibility

STAGECRAFT
Set construction, shifting stage scene terminology is an productions. 3 cr
## MANAGEMENT

Theories of electricity, lighting, parking and acoustics are considered. Major problems associated with the property. Capital investment, operating and maintenance costs are emphasized along with renovation and replacement of facilities.

## INDUSTRY ACCOUNTING

A study of the uniform system of accounting by the American Hotel and Motel Association and the National Restaurant Association. With emphasis on the flow of resource to special journals and analysis and interpretation of financial statements. Costing procedures, internal controls, and process are also studied. 3 credit hours.

## SECURITY MANAGEMENT

Safety of persons, physical belongings, and operations involving interior and exterior security. Legal liability, insurance protection, personnel and financial control are emphasized toward resolving operational problems.

## HOTEL AND TRAINING

Human resources development and implementation of an effective training program. Advanced cost control, the supervisor's role, and the concepts of improving productivity. Prerequisite: BUS 350. 3 credit hours.

## HUMANITIES

### ART/MUSIC APPRECIATION

An introductory course approached through ideas rather than through chronology. Using modern and contemporary art and music as a focal point, the course brings out subjects, themes, and stylistic tendencies that relate the present to the past. The characteristic intrinsic to each art form is explored. 3 credit hours.

### ACTING I

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

### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HRM 460</td>
<td>INDUSTRY RISK MANAGEMENT</td>
<td>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.</td>
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</tr>
<tr>
<td>HRM 470</td>
<td>CONVENTION AND SALES MANAGEMENT</td>
<td>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.</td>
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</tr>
<tr>
<td>HRM 480</td>
<td>CATERING/GOURMET FOODS</td>
<td>Introduces students to competencies necessary for Garde Manager, Haute Cuisine menu planning and organizing the Catering Department. Meal course production, garnish selection, and preparation and cost control methods are presented. Prerequisite: HRM 250. 3 credit hours.</td>
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</tr>
<tr>
<td>HRM 481</td>
<td>SEMINAR</td>
<td>Industry leaders from independent hotels, chain hotels and motels, 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.</td>
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</tbody>
</table>
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 301  CREATIVE THINKING
An examination of 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.

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

IBT 321  INTERNATIONAL ECONOMICS I
Introduction to the theory of international trade with selected application policy, balance of payments systems. 3 credit hours.

IBT 322  INTERNATIONAL ECONOMICS II
In-depth analysis of selected problems of the international payments system and policies. The international monetary system. 3 credit hours.

IBT 431  INTERNATIONAL RELATIONSHIPS
Development and use of the General Agreement on Tariffs and Trade. The economic, social, and political changes that have taken place in the world since the end of World War II. 3 credit hours.

IBT 441  INTERNATIONAL BUSINESS LAW
Analysis of international legal relationships. The impact of international law on business transactions. 3 credit hours.

IBT 462  INTERNATIONAL ECONOMICS III
Analysis of international economic policies and the international monetary system. The impact of international economic policies on the world economy. 3 credit hours.

FOREIGN LANGUAGES

LAN 100  FRENCH I
Fundamental course in French. An introduction to reading and simple conversation supplemented by a cultural perspective. 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**
In-depth analysis of selected current issues and policy problems of the international economy, including new approaches to the theory of international trade, role of the General Agreement on Tariffs and Trade, United Nations Conference on Trade and Development, trade between developed and undeveloped economies, problems of 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 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, 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.

MATH FUNDAMENTALS
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. 3 credit hours.

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 117  PRE-CALCULUS
A pre-calculus course designed primarily to prepare advanced students for calculus. Approximately 20% of this course will be devoted to algebra with the rest of the course devoted to trigonometry and analytic geometry. This course actually combines MAT 110 with MAT 115 and should only be attempted by students who have a strong mathematics background but who simply lack the formal training needed for calculus. 5 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.

CALCULUS II
MAT 211  CALCULUS II
A follow-up to MAT 210 of integration, different functions, limits and continuity. 4 credit hours.

MAT 221  PROBABILITY AND STATISTICS
A course designed to introduce probability and statistics. Topics include discrete and continuous variables. 3 credit hours.

MAT 312  DIFFERENTIAL EQUATIONS
A follow-up to MAT 211 that includes trigonometric substitutions, first order differential equations, introduction of linear differential equations and the use of Laplace transforms. 4 credit hours.

MAT 313  NUMERICAL ANALYSIS
A follow-up to MAT 211 that includes solutions to systems of numerical methods, solution of ordinary first order and differential equations and the use of Laplace transforms. All examples will be with the aid of computer programming techniques. 4 credit hours.

MAT 321  STATISTICAL APPLICATIONS
A course designed to introduce statistical concepts including discrete and continuous random variables and probability and statistical methods. 3 credit hours.

MARKETING
MKT 301  PRINCIPLES OF MARKETING
Introduces the student to the marketing process. Topics include buyer behavior, distribution, pricing, promotion and corporate planning. 3 credit hours.

MKT 305  CONSUMER MARKETING BEHAVIOR
A study of what causes consumers to purchase goods. The course will discuss product adoption, leisure time, work behavior and development of market-oriented consumer responses.
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 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 APPLICATIONS
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 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 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: MKT 301. 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 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 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 350  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. 3 credit hours.

MKT 420  PUBLIC RELATIONS
A study of public relation practices and customer relations and topics relating to the function of marketing. Public relations programs are developed based on current market research. 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 490  FASHION MARKETING PRACTICUM
Advanced on-the-job experience. 3 credit hours.

FUNERAL SERVICE

MSC 101  INTRODUCTION TO FUNERAL SERVICE
A survey of the evolution of basic principles of funeral service requirements and ethical obligations. 3 credit hours.

MSC 131  PRINCIPLES OF FUNERAL DIRECTOR
A detailed study of the basic computer utilization, implantation of services in accordance with local and theological needs. 3 credit hours.

MSC 150  FUNERAL SERVICE S/S
A study of the regulatory requirements and funeral directors related to public health. Included are procedures and responsibilities of public health. 3 credit hours.

MSC 240  FUNERAL HOME MANAGEMENT
A survey of all aspects of operation of a funeral home, based on business practices. Includes financing, construction and training of personnel, legal aspects. 6 credit hours.

MSC 250  PATHOLOGY
A study of the many pathological chemical changes that, in the embalmer/funeral director, relate to medical-legal investigation. Included is a review of all regulations for mortuary operations. 3 credit hours.

MSC 225  MICROBIOLOGY
A comprehensive study of the basic skills and knowledge of microorganisms, including identification, control and relationship to public health. 3 credit hours.

MSC 261  EMBALMING I
An historical and technical study designed to provide the student with basic skills and manipulative embalming and sanitation, special treatment and basic skills related to microbiology.

MSC 262  EMBALMING II
Practical application of embalming skills as they relate to the chemistry and biology of embalming processes, special treatments related to microbiology.
MANAGEMENT

Management function is viewed in the context of the company's basis on basic decision-making tools and procedures. Topics include consumer behavior, promotional, pricing, distribution channels, and credit hours.

AGEMENT

Selling, including the problems of organization retail establishments and the role in the sale process. Concentration is placed on markup, sales and stock planning and the interactions as well as goods. 3 credit hours.

EMENT

Personal selling in marketing mix, the selling process, approaches to forecasting and planning, implementation of sales programs. 3 credit hours.

IONS

Relation practices and customer relations to the function of marketing. Public relations are developed based on current market conditions. 3 credit hours.

SEARCH

Techniques and tools of market research as applied to marketing. Topics include problem definition, research project design, results analysis, and credit hours.

ATEGY AND POLICY

Strategies and techniques for the marketing ideas, products, services, and overall marketing mix. Special consideration is given to sanitation, special treatment and embalming difficulties related to microbiological and traumatic deaths. 4 credit hours.

MINAR

30, 440, senior standing. 3 credit hours.

ETING PRACTICUM

Experience. 3 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 249  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, and legal aspects. 6 credit hours.

MSC 261  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.

MSC 262  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.

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.

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.

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.

PHYSICAL SCIENCE and LAB
Introduces the student to the achievements of physical sciences, understanding of the natural world and the physical forces that govern it. Includes chemistry, physics, astronomy. 4 credit hours.

METEOROLOGY and LAB
A scientific study of atmospheric principles, forecasting techniques, dissemination. The course includes certain topics included in weather operations. Lab work included. 4 credit hours.

GENERAL CHEMISTRY
An introductory course in the application of chemistry to everyday life, such topics as food and fiber, chemicals and the environment. Prerequisite: SCI 130. 4 credit hours.

PHYSICS I and LAB
A basic study of physics including mechanics, energy, heat, and the laws of motion. 4 credit hours.

GENERAL ANATOMY AND PHYSIOLOGY
This course is designed to develop basic anatomy and physiology studies in Funeral Services. Includes study of the body as a whole. Anatomy and physiology of the respiratory, circulatory, digestive systems. 4 credit hours.

MARINE BIOLOGY
An introductory study of the inhabitants, including marine aspects of the sea. Course may include a trip. Prerequisite: SCI 120. 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 I 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 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 a 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 250  PHYSICS II 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 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 TECHNOLOGY
An introduction to computer technology can be used as a tool in both study and work. The course prepares the student to understand, with the application of computer technology, to develop the skills necessary for a computer professional in both their professional and personal lives. 3 credit hours (for non-computer science majors).

TEC 205  FUNDAMENTALS OF COMPUTER ARCHITECTURE
An introductory study in computer systems design concepts of electronics with emphasis on the terminology, devices, and devices. Prerequisite: MAT 115.

TEC 220  MICROPROCESSORS
An introduction to the concepts related to specific microprocessors. Topics include fundamental system routines, arithmetic logic units, and microcomputers. Prerequisite: TEC 200. 4 credit hours.

TEC 260  COMPUTER ARCHITECTURE
A study of the internal design and structure of computers, and related to specific microprocessors. Topics include fundamental system routines, arithmetic logic units, and microcomputers. Prerequisite: TEC 200, TEC 315. 4 credit hours.

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

TEC 270  COMPUTER OPERATING SYSTEMS
A study of management of computer hardware, including the structure of the computer, and for practical system realizations. 4 credit hours.

TEC 280  STRUCTURED SYSTEM DESIGN
An analysis of the technology and the study of the design, testing and debugging of software in the specification of software development. The study includes the specification for computer hardware. Prerequisite: TEC 200, TEC 315. 4 credit hours.

TEC 310  ADVANCED DIGITAL SYSTEMS
An overview of computer systems, including computer hardware I.C. families and the design of computer hardware. I.C., their design and digital communication. 4 credit hours.
### INTRODUCTION TO ENVIRONMENTAL SCIENCE

A course on the relationship between organisms and their abiotic and biotic environments. Also reviewed are pollution and its effect on local environmental problems.

**LAB**

- **LAB 100**: Introduction to environmental science course. 4 credit hours.
- **LAB 111**: Introduction to environmental science with laboratory. 4 credit hours.

### TO COMPUTER TECHNOLOGY

A study of the fundamental logical concepts related to computer hardware engineering. Provides the fundamentals upon which specializations are later based.

**LAB**

- **LAB 200**: Computer engineering laboratory. 4 credit hours.
- **LAB 205**: Computer engineering laboratory. 4 credit hours.

### LANGUAGES I

Languages necessary for the study of structured procedures. Topics include the aspects of syntax, semantics, and control structures. Separate laboratory sessions include the programming of a popular microcomputer.

**LAB**

- **LAB 100**: Introduction to programming languages. 4 credit hours.
- **LAB 111**: Introduction to programming languages. 4 credit hours.

### LANGUAGES II

Languages necessary for the study of structured procedures. Topics include the aspects of syntax, semantics, and control structures. Separate laboratory sessions include the programming of a popular microcomputer.

**LAB**

- **LAB 200**: Introduction to programming languages. 4 credit hours.
- **LAB 205**: Introduction to programming languages. 4 credit hours.

### 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.

**TEC 200**: Introduction to computer applications. 3 credit hours (for non-computer majors).

### 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.

**TEC 205**: Fundamentals of electronics. Prerequisite: MAT 115. 4 credit hours.

### MICROPROCESSORS

An introduction to the foundations and design concepts related to specific microprocessor architecture systems. Topics include fundamental machine language program routines, arithmetic logic, interrupts and advanced structures for practical system realizations.

**TEC 220**: Microprocessors. 4 credit hours.

### COMPUTER ARCHITECTURE

A study of the internal design features, components, operations, and manufacturing techniques related to microcomputers.

**TEC 260**: Computer architecture. Prerequisite: TEC 150. 4 credit hours.

### SYSTEM PROGRAMMING

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

**TEC 265**: System programming. 4 credit hours.

### COMPUTER OPERATING SYSTEMS

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

**TEC 270**: Computer operating systems. 3 credit hours.

### STRUCTURED SYSTEMS ANALYSIS

Analysis of the techniques used in the evaluation of systems and the study of the application of computer hardware and software in the specific domain of computer systems development. The study of business applications that lead to the specification for new information systems software and hardware.

**TEC 280**: Structured systems analysis. Prerequisite: TEC 155 or the combination: TEC 200, TEC 315. 3 credit hours.

### ADVANCED DIGITAL ELECTRONICS

Comprehension of 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.

**TEC 310**: Advanced digital electronics. Prerequisites: MAT 211, 4 credit hours.
TEC 315 INFORMATION SYSTEM STRUCTURES
An introduction to the concept of information systems and their interaction related to business problems. The course introduces the student to the form of structured information systems and provides a basis for students to specify and develop programs and systems using directed structured analysis and programming methods. Prerequisite: TEC 200. 3 credit hours.

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

TEC 325 DIAGNOSTIC/TROUBLESHOOTING
A course designed specifically to give the student a basic familiarity with contemporary diagnostic and troubleshooting techniques used in digital computers. Diagnostic programs are used and analyzed to aid in the set-up, test and integration of computer hardware. Prerequisites: TEC 260, 4 credit hours.

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

TEC 340 LINEAR INTEGRATED CIRCUITS
Study, analysis and application of state-of-the-art linear integrated circuits. Their use and characteristics in the development of modern electronic hardware. Emphasis on operational amplifiers, voltage regulators, oscillators, A/D, D/A and other communication related I.C.'s. Prerequisites: MAT 210, 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 350 BUSINESS APPLICATIONS
A study of currently available business and its management systems. Prerequisites: TEC 315, 3 credit hours.

TEC 360 DATA AND PROGRAMMING
Basic concepts of data structure. Includes algorithms in ex. Prerequisites: TEC 156, 3 credit hours.

TEC 410 ADVANCED CIRCUITS
An advanced course in new comprehension of the materials including Laplace transform and their applications. Prerequisites: MAT 312, 3 credit hours.

TEC 440 ADVANCED ELECTRICITY
Study, analysis and application of modern electronic techniques, modulators and demodulators for information transmission. Prerequisite: TEC 340, 3 credit hours.

TEC 445 DATA COMMUNICATIONS
Data transmission techniques and equipment including modems and communications software. Prerequisite: TEC 156, 4 credit hours.

TEC 460 COMPUTER DATA
An introduction to data structures and related to the use of computer. Prerequisite: TEC 220, 3 credit hours.

TEC 470 COMPUTER-AIDE
Principles and methods of computer-aided design in the design-oriented projects. Prerequisite: TEC 220, 3 credit hours.

TEC 481 SEMINAR IN ELECTRONICS
Current topics and trends in electronics. Prerequisite: TEC 220, 3 credit hours.
SYSTEM STRUCTURES
The concept of information systems and their relation to business problems. The course is designed to introduce students to the form of structured information as a basis for specifying and designing systems using directed structured programming methods. Prerequisite: TEC 200.

DATA PROCESSORS
Application of new and advanced processor technology. Emphasis is on rational hardware and application of instrumentation and control systems. Prerequisites: TEC 260.

DOUBLESHOOTING
Specifically to give the student a basic temporary diagnostic and troubleshooting digital computer. Diagnostic programs are aid in the set-up, test and integration. Prerequisites: TEC 260.

ORS/MICROCOMPUTERS
Organization, arithmetic, control and I/O concepts and interfacing. Emphasis on state-of-the-art high level digital equipment and state-of-the-art high level processor development systems. Prerequisites: TEC 280.

ATED CIRCUITS

UAGE PROGRAMMING
Concepts introduced in TEC 156 and machine and assembly language operations, symbolic addressing, and addressing are discussed. The use of symbolic addressing are introduced. Fundamentals are introduced to programming and real-time functions. Prerequisites: TEC 280.

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.

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.

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.

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

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.

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

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.

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 division chairperson. 3 credit hours.
TEC 485  COMPUTER CENTER OPERATIONS
Provides general knowledge about the major functions of the operations department of a computer center. Topics include data entry, data control, peripheral equipment operation, data storage and retrieval, report distribution, and job scheduling. Prerequisite: CS and CIS majors only. 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 division 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 division chairperson. 4 credit hours.

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, Arthur Landgren, Helen Ross, Frank A. Robino and Bill Shubin 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
Ronald Assaf
Chairman and President
Sensormatic Electronics Corp.
Boca Raton, Florida

Hugh Carville
President
National Leather Company
Johnstown, New York

Peter Coxhead
Commercial Airline Pilot
Boca Raton, Florida

Pat Hucker
President
Showcase Homes
Coral Springs, Florida

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

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

Dina McMenimen
Boca Raton, Florida
ENTER OPERATIONS

Knowledge about the major functions
of a computer center. Topics:
- data control
- peripheral equipment
- storage and retrieval
- report distribution
- etc. Prerequisite: CS and CIS majors only.

PRACTICUM

Students are assigned to area hi-tech companies for
on-the-job experience in their field of study.
Prerequisite: senior-year student in good standing and
advisor chairperson. 6 credit hours.

CREDIT

Students either individually or in project groups,
may earn credit in their own electronics or computer-oriented
majors: senior-year student in good standing and
advisor chairperson. 4 credit hours.

Marymount Manhattan College

Founded in 1962 as Marymount College
of Mary, a religious order that has
been in operation throughout the world.
In 1977, control of the college was
transferred to an independent board to
respond to the philosophy of the founders.

The Board of Overseers is responsible for the academic programs. These
Overseers have been established to provide guidance
and direction for the institution.

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

Hugh Carville
President
National Leather Company
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Boca Raton, Florida

Dina McMenimen
Boca Raton, Florida

Al Novak
Chairman and President
Novatronics
Pompano Beach, Florida

Emerson G. Reinsch
Chairman of the Board
Emerson G. Reinsch Co.
Arlington, Virginia

Donald E. Ross
President & Chief Executive Officer
College of Boca Raton
Boca Raton, Florida

David Rush
Chairman of the Board
ACR Electronics, Inc.
Hollywood, Florida

Bill Shubin
President, Commercial/Industrial Division
Arvida Corporation
Boca Raton, Florida

Clarence F. Smith
Retired Executive Vice President
Inland Container Co. of Indianapolis
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High Technology Advisory Board

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Chairman of the Board & President
Sensormatic Electronics Corporation
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Jack F. Daut
General Manager
IBM Corporation
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Avery H. Fonda
Senior Vice President
First National Bank in Palm Beach
Boca Raton, Florida

Paul Gralnick
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Bendix Avionics
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Trygve A. Ivesdal
President
Aptec Microsystems, Inc.
Deerfield Beach, Florida

MaryLou Lackey
Business Planning Manager and
Regional Director of State Relations
Motorola, Incorporated
Boynton Beach, Florida

Thomas Mayer
General Manager &
Vice President Operations
Mitel, Incorporated
Boca Raton, Florida

Al Novak
Chief Executive Officer
Novatronics Group, Inc.
Pompano Beach, Florida

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

Administration and Staff

Office of the President

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

Patricia Craig
Administrative Assistant
B.S.

Damari Victorero
Vice President for Research and Development
B.S.E.E., M.S.E.

Ronald Centner
Director, Community Relations
B.A.

Ann Rutherford
Secretary
B.A.

Judy Curtis
Secretary
B.A.

Office of Academic Affairs

Thomas P. Robinson
B.A., M.A., Ph.D.

James D. Matthews
Vice President
B.S., M.B.A., Ph.D. (candidate)

David J. Demko
Vice President
B.A., M.A., Ph.D.

John P. Cicero
A.B., M.B.A., Ph.D

John R. Pickering
B.A., M.A., Ph.D.

Sister Marie Fidelis Remski, IHM
A.B., M.A., Ph.D.

Richard Fonseca
B.Ed., M.S.

Judy Gage
A.A.S.

Nancy Adams
B.S., M.L.S.

Lynne Holloway
B.A., M.L.S.

Carol Dockswell
B.A., M.L.S.

Gail Silverstein
B.A.

Edith Whitlock

Marie Cullen

Office of Student Services

Gregory J. Malfitano
B.A., M.A.

Deborah E. Deschner
Dress
B.A., M.A., Ph.D.

John F. Huppe
B.S., M.Ed.

Fr. Martin Devereaux
B.S., B.A., M.S., Psy. D.

Ann L. Nelson
B.A.

Martin Horrigan
B.S.

Paul Turner
B.S., M.A

Roy Wingemansen
Acting
B.S., M.S., Ph.D

Harry Christensen

JoAnn Horton
B.S.

Catherine Mannix
B.A., R.N.
Office of Academic Affairs

Thomas P. Robinson ................................................. Provost
B.A., M.A., Ph.D.
James D. Matthews .......................... Vice President and Dean of Academic Affairs
B.S., M.B.A., Ph.D. (candidate)
David J. Demko .................... Vice President and Director, Institute on Aging
B.A., M.A., Ph.D.
John P. Cicero ............................................. Chairperson, Division of Business
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 Chairperson, Division of Science and Technology
A.B., M.A., Ph.D.
Richard Fonseca ................................. Dean of Continuing Education
B.Ed., M.S.
Judy Gage ............................. Administrative Assistant, Continuing Education
Nancy Adams .............................. Librarian
B.S., M.L.S.
Lynne Holloway ............................ Assistant Librarian
B.A., M.L.S.
Carol Dockswell ...................... Library Assistant
B.A., M.L.S.
Gail Silverstein ............................. Library Assistant
B.A.
Edith Whitlock .......................... Recorder
Marie Cullen ........................... Records Clerk
Office of Student Services

Gregory J. Malfitano .......................... Vice President for Administration and Student Services
B.A., M.A.
Deborah E. Deschner........................ Director of Counseling and Placement
B.A., M.A., Ph.D.
John F. Huffe .......................... Director of Student Advisement
B.S., M.Ed.
Fr. Martin Devereaux ......................... College Chaplain
B.S., B.A., M.S., Psy. D.
Ann L. Nelson .......................... Director of Student Activities
B.A.
Martin Horrigan .......................... Director of Security
B.S.
Paul Turner .......................... Athletic Coordinator
B.S., M.A.
Roy Wiggemansen .......................... Acting Athletic Director & Soccer Coach
Richard A. Thomas ......................... Golf Coach
B.S., M.S., Ph.D.
Harry Christensen .......................... Housing Manager and Baseball Coach
JoAnn Horton ......................... Financial Aid Director
B.S.
Catherine Mannix .......................... Nurse
B.A., R.N.
OFFICE OF EXECUTIVE VICE PRESIDENT

Gerald D. Carville .................. Executive Vice President
B.S.
Elizabeth M. 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.
Douglas A. Cohen ................... Admissions Counselor
B.S.
Louise J. Conca ..................... Receptionist
Nancy Reid ......................... Secretary
B.F.A.
Josephine Clemente ................. Clerical Assistant
Annette K. Tomlin .................. Business Manager
Sharon Norris ...................... Business Office Supervisor
Linda Witherwax .................... Bookkeeper
Sandra Marciano .................... Assistant Bookkeeper
Arthur E. Landgren ................ Director of Purchasing
B.B.A.
Mary Ann Ladika ................... Collegetown Manager
John M. Hall ....................... Print Shop Supervisor
B.S.

FACULTY

DIVISION OF HUMANITIES

John R. Pickering (Chairperson) ........ History/Political Science
B.A., Stetson University
M.A., Florida State University
Ph.D., University of Denver
Joel J. Blaustein ................... Psychology
B.A., University of Buffalo
Ph.D., City University of New York
Sr. Rose Bowen ..................... English and Humanities
B.A., St. Mary's Dominican College
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
M.Ed., Ph.D. (candidate) Florida Atlantic University

James Chrysler ..................... Secretary
B.A., Baldwin-Wallace University
M.Ed., St. Lawrence University
Ed.D., University of New Mexico
Robert J. Curran ................... B.A., M.A., Fordham University
Deborah Deschner ................. B.A., Beloit College
M.A., Ph.D., California School of Professional Psychology
Fr. Martin Devereaux .............. B.A., St. Mary's Seminary
B.A., University of Notre Dame
M.A., Barry University
Ph.D., Nova University
Michael Edwards ................... B.A., Ohio Wesleyan University
M.A., Syracuse University
Bettyrose Factor .................. B.S., Central Connecticut State University
M.A., St. Joseph's College
Richard Fonseca ................... B.Ed., University of Miami
M.S., Barry University
Joseph Gillie ...................... B.A., Averett College
M.A., Portland State University
Ellen Kirbert ...................... B.S., Cornell University
M.S., Florida State University
Diane Mattiace ................. B.A., M.A., University of Florida
Edward Newhouse ............... B.A., Wake Forest University
B.S., University of Michigan
M.F.A., Wayne State University
Ph.D., Florida State University
John Patton ...................... B.A., Wake Forest University
B.A., M.A., Florida Atlantic University
Ernest Ransbach ............... B.S., University of Michigan
M.F.A., Wayne State University
Diane Richard-Allerdyce ........ B.A., M.A., Florida Atlantic University
Ph.D. (candidate) Florida Atlantic University

DIVISION OF BUSINESS

John P. Cicero (Chairperson) ........... A.B., University of Rochester
M.B.A., Ph.D., Syracuse University
Edward Adams ................... B.A., M.S., University of Florida
M.B.A., Florida State University

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James Chrysler .................................................. Behavioral Science
---------------------------------- Adjunct Instructor
B.A., Baldwin-Wallace University
M.Ed., St. Lawrence University
Ed.D., University of New Mexico
Robert J. Curran ............................................ Philosophy
B.A., M.A., Fordham University
Assistant Professor
Deborah Deschner ........................................... Counseling
B.A., Beloit College
Assistant Professor
M.A., Ph.D., California School of Professional Psychology
Fr. Martin Devereaux ........................................ Behavioral Science
B.S., St. Mary's Seminary
Assistant Professor
B.A., University of Notre Dame
M.A., Barry University
Ph.D., Nova University
Michael Edwards ............................................ Speech
B.A., Ohio Wesleyan University
Adjunct Instructor
M.A., Syracuse University
B.S., Central Connecticut State University
Assistant Professor
M.A., St. Joseph's College
Richard Fonseca ............................................. Humanities
B.Ed., University of Miami
Assistant Professor
M.S., Barry University
Joseph Gillie .................................................. Speech
B.A., Averett College
Adjunct Instructor
M.A., Portland State University
Ellen Kirbert .................................................. Pre-Elementary Education
B.S., Cornell University
Assistant Professor
M.S., Florida State University
Diane Mattiace ................................................ Technical Writing
B.A., M.A., University of Florida
Adjunct Instructor
Edward Newhouse ........................................... English
B.A., Calvin College
Assistant Professor
M.A., Western Michigan University
Ph.D., Ball State University
John Patton .................................................... Social Sciences
B.A., Wake Forest University
Instructor
B.A., M.A., Florida Atlantic University
Ernest Ranspach .............................................. Art
B.S., University of Michigan
Associate Professor
M.F.A., Wayne State University
Diane Richard-Allerdyce ................................. English
B.A., M.A., Florida Atlantic University
Instructor
Ph.D. (candidate) University of Florida

DIVISION OF BUSINESS

John Cicero (Chairperson) ................................. Management
A.B., University of Rochester
Associate Professor
M.B.A., Ph.D., Syracuse University
Edward Adams ................................................ Business Administration
B.A., M.S., University of Florida
Adjunct Instructor
M.B.A., Florida State University
Benjamin H. Chodash .......................................................... Business Law  
J.D., Rutgers University  
Adjunct Professor  
Frank Cocheo ................................................................. Hotel/Restaurant Management  
A.A.S., Culinary Institute of America  
Adjunct Instructor  
B.S., Florida International University  
A. Alfred Fink ................................................................. Business Law  
L.L.B., Rutgers University  
Judge (Ret.), Circuit Court of New Jersey  
Charles F. Fletcher .......................................................... Economics and Finance  
B.S., Bethune-Cookman College  
Adjunct Assistant Professor  
M.S., State University of New York, Binghamton  
Richard C. Grout ............................................................ Culinary Arts  
Certified Executive Chef  
Assistant Professor  
James D. Matthews .......................................................... Management and Accounting  
B.A., St. Lawrence University  
Associate Professor  
M.B.A., North Texas State University  
Ph.D. (candidate) Florida State University  
James P. Miller ............................................................... Management and Accounting  
B.A., St. Lawrence University  
Associate Professor  
M.A., Catholic University of America  
M.B.A., Syracuse University  
Ph.D., American University  
Elton K. Morice ............................................................. Aviation  
B.S. Worcester Polytechnic Institute  
Commercial Flight Instructor  
Thomas P. Robinson ....................................................... Management  
B.A., Brooklyn College  
Professor  
M.A., Ph.D., New York University  
Robert Seiwell ............................................................... Accounting  
B.S., Webb Institute  
Assistant Professor  
M.Ed., George Mason University  
M.A., Central Michigan University  
Certified Public Accountant  
J. Gregory Service ............................................................. Business and Hotel Law  
A.A., Broward Community College  
Adjunct Instructor  
B.B.A., Florida Atlantic University  
J.D., University of Miami  
Donna Sullivan ............................................................... Fashion Merchandising  
B.S., University of Vermont  
Assistant Professor  
M.S., Florida Atlantic University  
Carolyn A. Spencer .......................................................... Accounting and Finance  
B.S., Bryant College  
Assistant Professor  
M.B.A., University of Massachusetts, Amherst  
Theodore F. Veskosky ....................................................... Hotel/Restaurant Management  
B.S., State University of New York, Albany  
Associate Professor  
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  
Professor  

Ronald K. Aiello ............................................................. A.A., Union College  
B.A., Monclair State College  
Licensed Funeral Director  
Elizabeth Bates ............................................................. B.S., Southern Connecticut State College  
M.S., Ph.D. (candidate) Nova University  
John A. Chew ............................................................... B.Ed., University of Miami  
Licensed Funeral Director  
Frederick Cichocki ......................................................... B.S., M.S., University of Miami  
Ph.D., University of Michigan  
Gregg Cox ................................................................. B.S., University of Florida  
M.Ed., Florida Atlantic University  
Ed.D. (candidate) Florida Atlantic University  
Ann M. Crawford .......................................................... B.S., M.S., Florida State University  
Ed.D. (candidate) Northern Illinois University  
Arlene Cross ............................................................... R.N., Philadelphia General Hospital  
B.S., M.Ed., Temple University  
Ed.D., Nova University  
Dale Kloss ................................................................. B.S., Defiance College  
Ph.D., University of Beverly Hills  
Andrew B. McNeill .......................................................... B.S., Clemson University  
Antoin N. Nahas ............................................................ B.S., M.S., New Jersey Institute of Technology  
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  
M.S., University of Southern California  
Ph.D. (candidate) Nova University  

INSTITUTE ON AGING

David J. Demko ........................................................... Vice President  
B.A., M.A., West Virginia University  
Ph.D., University of Michigan  
Robert McKinlay .......................................................... B.S., Eastern Michigan University  

98
Ronald K. Aiello ................................. Business Law
A.A., Union College Adjunct Professor
B.A., Montclair State College
Licensed Funeral Director

Elizabeth Bates ................................. Economics and Finance
B.S., Southern Connecticut State College Adjunct Assistant Professor
M.S., Ph.D. (candidate) Nova University

John A. Chew ......................... Hotel/Restaurant Management
B.Ed., University of Miami Adjunct Instructor
Licensed Funeral Director

Frederick Cichocki ......................... Culinary Arts
B.S., M.S., University of Miami Associate Professor
Ph.D., University of Michigan

Gregg Cox ....................... Aviation
B.S., University of Florida Instructor
M.Ed., Florida Atlantic University
Ed.D. (candidate) Florida Atlantic University

Ann M. Crawford .............. Management and Accounting
B.S., M.Ed., Florida State University Associate Professor
Ed.D. (candidate) Northern Illinois University

Arlene Cross ..................... Biology
B.S., M.Ed., Temple University Adjunct Instructor
Ed.D., Nova University

Dale Kloss ..................... Management
B.S. Defiance College Instructor
Ph.D. University of Beverly Hills

Andrew B. McNeill ................. Accounting
B.S., Clemson University Instructor

Antoin N. Nahas ......................... Business and Hotel Law
B.S., M.S., New Jersey Institute of Technology Adjunct Instructor

Vincent R. Saurino ................. Fashion Merchandising
B.A., Grinnell College Instructor
M.S., Columbia University
Ph.D., University of Pennsylvania

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

Brenda Shryock ..................... Accounting and Finance
B.S., M.S., Purdue University Assistant Professor

Claude O. Simpson ...................... Biology
B.S., M.S., University of Southern California Adjunct Instructor
Ph.D. (candidate) Nova University

INSTITUTE ON AGING
David J. Demko ..................... Vice President and Director, Institute on Aging
B.A., M.A., West Virginia University Human Services and Gerontology
Ph.D., University of Michigan Associate Professor

Robert McKinlay ...................... Human Services and Gerontology
B.S., Eastern Michigan University Program Associate

INSTITUTE ON AGING
Helena Toner ................................................. Program Associate
B.S., M.S., University of Toronto
Barbara Buchholz ........................................ Communications Specialist
Institute on Aging
Institute on Aging
Louis L. Amato ............................................. Gerontology
B.S., New York University
M.D., New York University College of Medicine
Rita N. Gugel ............................................... Gerontology
B.S., Hartwick College
M.S., State University of New York (Oneonta)
Ph.D., New York University
Mary J. Harrison .......................................... Gerontology
B.S., M.P.A., Florida Atlantic University
Licensed Nursing Home Administrator
Paul R. Beatrice .......................................... Gerontology
B.S., Wright State University
M.P.A., University of Dayton
Sheila J. Hopkins ......................................... Gerontology
R.N., Beth Israel Hospital School of Nursing
B.S., Central Connecticut State College
M.S.N., University of Connecticut
Barbara S. Provan ........................................ Gerontology
B.S., Pennsylvania State University
M.A., Columbia University
Sterling H. Huntington ................................ Gerontology
M.D., Albany Medical College of Union University
Wilma L. Greenfield ..................................... Gerontology
B.A., Bennington College
M.S.W., D.S.W., University of California
Licensed Clinical Social Worker

XI. Academic Calendar

1986-87

September

2  New Students Arrive
3  Orientation Program
4  Returning Students and registration for all st
5  Fall Classes Begin

November

3-14  Early Registration for Winter Classes Begins
21  Thanksgiving Recess Begins
Dec. 1  Classes Resume

December

15-18  Final Examinations

January

5  Registration for Winter Classes Begins
23  Winterim Begins
27  Students Arrive
28  Registration
29

March

6  Honors Convocation
6-8  Homecoming and Parents
10  Classes Resumes
10-20  Early Registration for Summer Classes
April  Begins

April

20  Students Return
21

May

16-20  Final Exams
23  Commencement
25  Registration for Summer Classes Begins

June

12  Summer Session
### XI. Academic Calendar

#### 1986-87

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</tbody>
</table>
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, and licensed by the Florida State Board of Independent Colleges and Universities.

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.
a private, four-year co-educational institution by the Southern Association and is licensed by the Florida State Board of Trustees.

The College is committed to providing equal access to opportunity to all, regardless of sex, race, physical handicap. The College is governed by federal and state laws, regulations and policies that incorporate equal opportunity.

Equal opportunity includes reasonable accommodation, access to course offerings, programs and activities, access to advising and health services, athletics programs and college employment. These rights and opportunities are not to be regarded as an irrevocable commitment by the College. The College reserves the right to impose probation on a student under certain circumstances. Any admission on the basis of fraud is void when the fraud is discovered.

The College reserves the right to impose probation on a student under certain circumstances. Any admission on the basis of fraud is void when the fraud is discovered. A student who does not meet the requirements of the College may be required to withdraw at any time under certain circumstances. Any admission on the basis of fraud is void when the fraud is discovered.

When the student is dismissed for unsatisfactory performance, there will be no refund of fees, charges or any other payments made to the College. The College will be entitled to any credit for work which he has completed. If the student is dismissed for a cause, there will be no refund of fees, charges or any other payments made to the College.

The operation of the College is subject to the control of the Florida Department of Education and the Florida State Board of Independent Colleges and Universities. Any act of God, strike, riot, disruption, or natural disaster beyond the control of the College, including any act of God, strike, riot, disruption, or natural disaster beyond the control of the College, will not affect the operation of the College.

The College reserves the right to re-enroll any student who has earned a degree from a college within the State of Florida. The State Board of Independent Colleges and Universities requires that any act of God, strike, riot, disruption, or natural disaster beyond the control of the College, including any act of God, strike, riot, disruption, or natural disaster beyond the control of the College, will not affect the operation of the College.

The College reserves the right to re-enroll any student who has earned a degree from a college within the State of Florida. The State Board of Independent Colleges and Universities requires that any act of God, strike, riot, disruption, or natural disaster beyond the control of the College, including any act of God, strike, riot, disruption, or natural disaster beyond the control of the College, will not affect the operation of the College.

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.

All 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 Business which are designed specifically. Sophomore requirements of any four-year associate programs are also structured. Knowledge to enter the job market after programs contain a rigorous core curriculum baccalaureate program.

The College of Boca Raton's own back-to meet the needs of a changing society, demand for skilled technologists, managers, and skilled in the field of human services. Situated industries are concentrated, the College's field, can both help meet community education. Similarly, as human service gerontology, become a central concern. Boca Raton graduates will be equipped to study in the behavioral or political sciences, career preparation, all students at the College baccalaureate programs, preparing them for community as well as to work in it.

The College's unique master's degree to meet the needs of a changing society, by affording professional in the rapidly expanding advanced degree while continuing to meet the needs of a changing society.

Community needs are recognized by the regular degree programs, but also by adult student can enroll in workshops, and a variety of non-credit and interests of local businesses and industries.

While the College will continue to work and will remain primarily a resource for the institution has widened its popular professional as well. However, whether the school graduate, or the working professional, or the non-degree-seeking learning essentially the same: to offer all students inside and outside the classroom. We students leave us, with confidence and their education or to enjoy a rewarding career, properly prepared.
Boca Raton is to promote the emotional, physical, and moral development among students. The College's purpose is to enable each student to achieve their potential and acquire the motivation, 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, generalists, and professionals in the field of human services. Situated in an area where high technology industries are concentrated, the College, by preparing its students in this field, can help meet community needs and offer viable career education. Similarly, as human services, particularly 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 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 College's unique master's degree program serves distinct community and area needs by affording an opportunity for the working professional in the rapidly expanding field of eldercare to achieve an advanced degree while continuing to work at their eldercare facility.

Community needs are recognized by the College, not only through its regular degree programs, but also through continuing education, by which the adult student can enroll in degree coursework, seminars, workshops, and a variety of non-credit courses geared to the special needs and interests of local businesses and 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 has widened its population to include the working professional as well. However, whether our student be the recent high school graduate, or the working professional enhancing his/her career potential, 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 (Collegetown)
4. Sylvester Hall
5. Wixted Hall
6. Patton Hall
7. Pool
8. Tennis Courts
9. Maintenance
10. Campus Security
11. Athletic Fields
12. Schmidt College Centre
1. Athletic Fields
2. Schmidt College Centre
3. Schmidt College Centre
4. Schmidt College Centre
5. Schmidt College Centre
6. Schmidt College Centre
7. Pool
8. Tennis Courts
9. Maintenance
10. Campus Security