The College of Boca Raton is a proud college: on its philosophy of providing high standards while maintaining the real and genuine development of his own talents and his potential. Since college is as much an atmosphere for personal growth as it is to offer students an academic environment equal to the task, and study facilities equal to the task, and study will help assure well-rounded intellectual development. In return, we ask our students to work with us to achieve it in all phases.

We care deeply about your welfare as we work with you in developing the educational foundation for your career, as well as the personal values which you honorably in your daily living.

Education is not a commodity but a process which demands your wholehearted determination.

Ultimately, you are responsible for the College of Boca Raton. We are here to pledge our best efforts, as you pursue your academic and personal goals.
Message from the President

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

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

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

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

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

Donald E. Ross, President
Accreditation and Membership

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

- American Board of Funeral Service Education, Inc.
- American Council on Education
- American Conference of Academic Deans
- American Library Association
- Association of College Admissions Counselors
- Association for Higher Education
- College Entrance Examination Board
- Florida Association of Colleges and Universities
- Florida Personnel and Guidance Association
- Southeastern College Art Conference

Philosophy . . .
Where Tomorrow Begins Today

The College of Boca Raton seeks to provide an environment where the student's intellectual, emotional, social, and academic growth can flourish. It is designed to enter an academic environment of excellence, where the individual is considered a unique individual with a purpose to develop aptitudes and promote the humanizing, in preparation for real life. Students at the College live in an environment that encourages involvement in the community which surrounds us, and their achievements are considered a unique individual with the opportunity to work with each individual. The College cares deeply about recognizing and appreciating their potential, and motivation to strive to live up to their potential.
Philosophy . . .
Where Tomorrow Begins Today

The College of Boca Raton seeks to promote the development of each student's intellectual, emotional, social, and moral capabilities. Students enter an academic environment of excellence, with physical facilities and student activities which encourage personal growth. Each student is considered a unique individual with distinct goals. 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, Sensitive, 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 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. I and A-1-A. It is serviced by the major airports of West Palm Beach, Fort Lauderdale and Miami. The flight training facility is located at nearby Boca Raton Airport, an ideal field for private aircraft and charter flights.

History

The College of Boca Raton is an independent, four-year co-educational institution. It was founded in 1963 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.

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

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

LYNN STUDENT CENTER includes the dining room, chapel, auditorium, and 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 students.

Other residence halls include: Gail, 100 occupancy; Garwood, 200 occupancy; and Oakey, 199 occupancy.
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SYLVESTER HALL, named for Virginia and Harcourt Sylvester, Sr., is a three-story residence hall accommodating 120 students, contains sitting and recreation areas.

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...
cocurricular 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 cannot 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 qualified men and women, 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 a high school work, including graduation from high school,成绩单, along with formal evidence of completion of such as the General Equivalency Diploma. Applicants are also required to take the ACT or SAT, which are administered by the College Entrance Examination Board.

In addition, a letter of recommendation from a counselor is required. Great emphasis is placed on a student's performance in college and 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
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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.

### Tuition and Fees

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<tbody>
<tr>
<td>Tuition</td>
<td>$6,700 a year</td>
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<tr>
<td>Room and board</td>
<td>$3,200 a year</td>
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<tr>
<td>Total</td>
<td>$9,900</td>
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<tr>
<td>Service Fee</td>
<td>$ 200 a year</td>
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### Payment of Fees

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

#### Dormitory Student

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<tr>
<td>Tuition Deposit</td>
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<tr>
<td>Residence Hall Deposit</td>
<td>300</td>
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<td>Balance Due</td>
<td>$9,600</td>
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<tr>
<td>Total</td>
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#### Day Student

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

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<td>Payment Before</td>
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<td>First Semester</td>
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<tr>
<td>Tuition Deposit</td>
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<tr>
<td>Payment Before</td>
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entire year. For this reason it is understood that students are enrolled for the entire academic year or such portion as remains after the date of entrance.

All financial obligations must be satisfied before semester grade reports or transcripts of credit will be released. All statements as received are due and payable in full on or before the date shown on the statement.

### Tuition and Fees

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### 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**: $200
- **Residence Hall Deposit**: 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**: $200
- **Payment Before First Semester**: 3,350

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

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1,550</td>
</tr>
<tr>
<td>Room and Board</td>
<td>1,600</td>
</tr>
<tr>
<td>Service Fee</td>
<td>100</td>
</tr>
<tr>
<td>Deferred Payment Fee</td>
<td>100</td>
</tr>
<tr>
<td>Uniform Deposit</td>
<td>100 (payable to Hotel and refundable at end of program)</td>
</tr>
<tr>
<td>Student's Knife Set</td>
<td>65 (approximate)</td>
</tr>
</tbody>
</table>

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 an insurance company of their choice.
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
(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 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-II-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.

### Private Pilot

<table>
<thead>
<tr>
<th>Minimum FAA Requirement</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Hours Dual (C-152)</td>
<td>$930.00</td>
</tr>
<tr>
<td>20 Hours Solo (C-152)</td>
<td>620.00</td>
</tr>
<tr>
<td><strong>Total</strong>*</td>
<td><strong>$1,550.00</strong></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.

### Instrument Rating

| Flight Instruction (C-172) | $2,460.00 |

<table>
<thead>
<tr>
<th>Minimum FAA Requirement</th>
<th>Approximate Additional Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 Flight Hours (includes time logged for private pilot rating and instrument flight instruction)</td>
<td>$3,720.00</td>
</tr>
<tr>
<td>Total</td>
<td><strong>$6,180.00</strong></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.

### Commercial Rating

<table>
<thead>
<tr>
<th>Minimum FAA Requirement</th>
<th>Approximate Additional Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>250 Hours (includes time already logged)</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>10 Hours Dual* (Retractable Gear Aircraft)</td>
<td>480.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,730.00</strong></td>
</tr>
</tbody>
</table>

Financial aid is awarded contingent upon satisfactory academic standing and nor A student who is placed on academic prob will be allowed Title IV student financial during which time he/she must maintain that semester, or raise his/her grade to the required level.

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

### V. Financial Aid

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

Financial aid is awarded contingent upon satisfactory academic standing and not. A student who is placed on academic prob will be allowed Title IV student financial during which time he/she must maintain that semester, or raise his/her grade to the required level.

Students receiving Title IV funding for degree programs within three (3) academic semesters. Students receiving Title IV for bachelor degree programs within five (5) semesters. Students receiving Title IV for 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 analysis has been received from the College Scholarship Service, the College will determine the financial aid award and notify the student. If the student wishes to accept the award, he must notify the College within 15 days and submit the non-refundable $200 deposit. This deposit is credited to his account.
Minimum FAA Requirements
200 Hours 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 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.

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.

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

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

A student’s permanent record consists of the transcript, 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>Classified</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior</td>
<td>At least 90</td>
</tr>
</tbody>
</table>

**Part-Time Students**

A student registered for no more than two courses.

**Transfer Students**

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

**Admission to Classes**

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

**Audit**

A student who wishes to audit a course must receive permission from his/her faculty advisor and the instructor of the course, and, if in excess of a fifteen credit-hour load, permission from the
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:**
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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. 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.

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Audit

A student who wishes to audit a course must receive permission from his/her faculty advisor and the instructor of the course, and, if in excess of a fifteen credit-hour load, permission from the appropriate division chairperson. A student who officially audits a course, although not required to take examinations, is expected to attend class regularly and to participate in a manner which is agreeable to the instructor. An “AU” will be recorded on the permanent record of courses officially audited. A full-time student will not be charged for auditing a course. Students not enrolled on a full time basis will be charged an audit fee of $200 per course.

Cancellation of Courses

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

Change of Registration

Changes in registration are permitted only with the consent of the instructor involved and the student’s faculty advisor. Course additions or section changes must be made by the end of the first week of the semester. To drop or add or change a course section, the student must obtain the appropriate change form from the Office of the Recorder. The 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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A – Excellent
B – Good
C – Average
D – Lowest Passing Grade
F – Failure
XF – Failure Due to Excessive Absences

Other Symbols in Use (not included in computation of average):

WP – Officially withdrawn from the course with a passing grade (withdrawal notice received by the Recorder).
WF – Officially withdrawn from the course with a failing grade.
AU – Audit
R – Repeated
I – Incomplete
P – Pass (Used only for practicum courses)
NG – No grade

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

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

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

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

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

**Interim Report**

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

**Computation of Grade Point Average**

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

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

**Scholastic Average and Student Standing**

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

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

<table>
<thead>
<tr>
<th>Student</th>
<th>Cumulative Scholaristic Averages</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</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
“WP,” “WF” and “I” are excluded from the calculations.

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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 Scholastic Award: given at graduation to the students who have attained the highest cumulative average in their respective degree programs.

Residence and Degree Requirements

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

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 pursue the Bachelor of Science or Bachelor of Arts in Administration; the Bachelor of Science in History/Political Science, or Bachelor of Science in Engineering Technology in Electrical, Computer Engineering Technology in Electronics, or Bachelor of Science in Engineering Technology, Computer Science, and in Culinary Arts.
Honor Society eligibility requires graduates to have achieved a cumulative average of at least 3.50, with no incompletes, withdrawals, or grades below C.

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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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<thead>
<tr>
<th>Fall</th>
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<th>Spring</th>
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<tbody>
<tr>
<td>ENG 101 English Composition</td>
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<td>ENG 102 English Comp./Studies in Literature</td>
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<tr>
<td>HUM 202 Ethics</td>
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<td>HUM 201 Logic</td>
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<td>HPS 111 World History I</td>
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<td>HPS 112 World History II</td>
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<tr>
<td>BEH 110 Intro. to Sociology</td>
<td>3</td>
<td>BEH 150 Intro. to Psychology</td>
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<tr>
<td>MAT 110 College Algebra</td>
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<td>TEC 200 Intro. to Computer Applications</td>
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SECOND YEAR

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<td>HUM 250 Great Issues I</td>
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<td>BEH 220 Family &amp; Society</td>
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<td>BEH 235 Contemporary Social Problems</td>
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<td>BEH 250 Developmental Psychology</td>
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<td>BEH 280 Research Methods in Behav. Science</td>
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THIRD YEAR

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<td>BEH 340 Demography and Urbanization</td>
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<td>BEH 310 Anthropology</td>
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<tr>
<td>BEH 355 Principles of Learning</td>
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<td>BEH 320 Human Motivation</td>
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FOURTH YEAR

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<th>Fall</th>
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<tbody>
<tr>
<td>HUM 400 Great Issues II</td>
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<td>BEH 440 Technology &amp; Society</td>
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<td>BEH 465 Personality Theory</td>
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<td>BEH 450 Minority Concerns</td>
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<td>BEH 490 Seminar in Psychology</td>
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<td>BEH 460 Abnormal Theory</td>
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<td>BEH 491 Seminar in Sociology</td>
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29
## B.S. in Health and Human Services Administration (Gerontology)

### First Year

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<tr>
<th>Fall</th>
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<th>Spring</th>
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<tr>
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<td>Foundations of</td>
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<td>Gerontology</td>
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<td>HHS 170</td>
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<td>BEH 110</td>
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<td>Intro. to</td>
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<td>History/Politi.</td>
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### Second Year

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<td>Death &amp; Dying</td>
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<td>COA 106</td>
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<td>Public Forum</td>
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### Winterim HHS 230

Social Gerontology 3 credits

### Third Year

<table>
<thead>
<tr>
<th>Fall</th>
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### Summer HHS 450

Counseling The Older Adult 3 credits

### Fourth Year

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<td>Activities For</td>
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<td>The Aged &amp; Infirn</td>
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<td>BUS 430</td>
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<td>HHS 495</td>
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<td>Residency II</td>
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<td>Electives</td>
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<tr>
<td>Residency I</td>
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### Winterim HHS 340

Adult Development & Aging 3 credits

### History/Politics

#### First Year

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#### Note

Completion of program's first three years leads to a Bachelor of Arts degree in Liberal Arts.
HUMAN SERVICES
ON (Gerontology)

FIRST YEAR

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

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<td>ART 106 Drawing II</td>
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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

HUMANITIES/FINE ART

FIRST YEAR

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NOTE: There are three vital areas of things.
A college graduate needs a
with the emphasis on technology
with ideas to improve the technical
relationships (people) to have.
The Humanities serves to help
still can achieve a mastery (for
to develop competency levels.
The need is articulated when
"The irony of the empirical
more valuable for anyone
education than to be able
to feel comfortable
think sequentially. The
disadvantage alongside
people as he does about
argues in court from a
who can connect legally
who employs wide-ranging
executive whose company
by an artistic ability to
company. For the
to be just as important in
these respects, the liberal
career preparation, to
by shortcircuiting the h
Social Art

Year
Spring
ENG 102 English Comp./Studies in Literature 3
HUM 221 Philosophy 3
BEH 150 Intro. to Psychology 3
ART 106 Drawing II 3
ART 120 Basic Design 3

Year
Spring
ART 242 Environmental Design 3
ART 265 Illustration 3
ART 267 Portfolio & Exhibition 3
Literature Elective 3
Elective 3

Electives
- Engineering Graphics
- Color Graphics
- Printmaking
- 3-D Design

Humanities/Liberal Arts

First Year

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Second Year

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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 shortcutting the humanities.”
PRE-ELEMENTARY EDUCATION

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

FIRST YEAR

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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.
EDUCATION

Corporates theory, personal growth, formal experience, with emphasis on the student toward a career in Early Learning.

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They consider this a terminal year (two sciences), and the development II, Health & Nutrition, 0 credits are required for y I - II.

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DIVISION OF BUSINESS

ACCOUNTING

FIRST YEAR

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SECOND YEAR

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35
# 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

**Fall** | **Cr.** | **Spring** | **Cr.**
--- | --- | --- | ---
ENG 101 English Composition | 3 | ENG 102 English Comp./Studies in Lit. | 3
MAT 110 College Algebra | 3 | ACC 102 Accounting II | 3
ACC 101 Accounting I | 3 | BUS 171 Economics II | 3
BUS 100 Intro. to Business | 3 | TEC 200 Intro. to Computer Applications | 3
BUS 170 Economics I | 3 | History/Behav. Science Elective | 3
| | | 15 | 15

**SECOND YEAR**

**Fall** | **Cr.** | **Spring** | **Cr.**
--- | --- | --- | ---
COA 110 Public Forum | 3 | COA 228 Business Commun. | 3
MAT 221 Probability & Statistics | 3 | MAT 115 Trigonometry & Analytic Geom. | 4
BUS 212 Business Law I | 3 | BUS 213 Business Law II | 3
| | | Science Elective | 4
| | | 16 | 15

**THIRD YEAR**

**Fall** | **Cr.** | **Spring** | **Cr.**
--- | --- | --- | ---
MAT 210 Calculus | 4 | BUS 340 Human Behavior in Organizations | 3
BUS 310 Legal Environment of Business | 3 | BUS 350 Human Resource Management | 3
BUS 320 Management Theory | 3 | BFI 311 Financial Management | 3
TEC 315 Information System Structures | 3 | Business or Computer Elective | 3
| | | 16 | 15

**FOURTH YEAR**

**Fall** | **Cr.** | **Spring** | **Cr.**
--- | --- | --- | ---
MAT 321 Statistical Applications | 3 | BUS 460 Business Policy | 3
BUS 420 Management Science | 3 | BFI 352 Money, Banking and Monetary Policies | 3
BUS 450 Business & Society Electives | 3 | Business Electives | 6
| | | 15 | 15

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

#### First Year

**Fall**
- **ENG 101** English Composition 3
- **History/Behav. Sci. Elective** 3
- **COA 110** Public Forum 3
- **BFM 100** Intro. Fashion Business 3
- **BFM 120** Textiles 3

**Spring**
- **ENG 102** English Comp./Studies in Literature 3
- **MAT 110** College Algebra 3
- **BFM 140** Fashion Coord. & Prod. 3
- **BFM 215** Fund. of Fashion Products 3
- **TEC 200** Intro. to Computer Applications 3

#### Second Year

**Fall**
- **COA 228** Business Commun. 3
- **BFM 225** Fashion Sales Promo. 3
- **Science Elective** 4
- **Fashion Elective** 3
- **Computer Elective** 3

**Spring**
- **MAT 221** Probability & Statistics 3
- **BFM 240** Fashion Buying 3
- **BFM 290** Practicum I 3
- **MKT 301** Principles of Marketing 3
- **Science Elective** 4

#### Third Year

**Fall**
- **BUS 310** Legal Environment of Business 3
- **BUS 315** Current Economic Issues 3
- **BUS 320** Management Theory 3
- **Accounting Elective** 3
- **History/Behav. Sci. Elective** 3

**Spring**
- **COA 240** Advertising 3
- **BUS 350** Human Resource Management 3
- **MKT 311** Marketing Mgmt. 3
- **MKT 315** Retail Management 3
- **Elective** 15

#### Fourth Year

**Fall**
- **MKT 321** Sales Management 3
- **MKT 430** Marketing Research 5
- **MKT 440** Marketing Strategy and Policy 3
- **Electives** 6

**Spring**
- **COA 355** Advert. & Promo. Strategies 3
- **COA 420** Principles of Public Relations 3
- **MKT 490** Practicum II 3
- **Marketing Elective** 3

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

---

### Hotel/Resta

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

**Second Year**
- **COA 110** Public Forum 3
- **MAT 110** College Algebra 3
- **HRM 245** Principles of Food Service or Elective
- **HRM 460** Industry Risk Mgmt. Elective

**Third Year**
- **ACC 301** Financial Accounting 3
- **MKT 301** Principles of Marketing 3
- **HRM 260** Law for Innkeepers 3
- **HRM 320** Physical Plant Mgmt. 3

**Fourth Year**
- **BUS 340** Human Behav. in Organizations 3
- **BUS 450** Business and Society 3
- **HRM 460** Industry Risk Mgmt. Elective 3

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

## First Year

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# Division of Science and Technology
## Computer Information Systems

### First Year

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<tbody>
<tr>
<td>ENG 101 English Composition</td>
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<td>MAT 115 Trigonometry-Analytic Geometry</td>
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### Second Year

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<tr>
<td>COA 301 Creative Thinking</td>
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<td>TEC 360 Data &amp; Programming Structures</td>
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<td>TEC 445 Data Communications</td>
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### Notes
- Course codes are abbreviated as follows: ENG, MAT, ACC, BUS, TEC, COA, BUS, TEC, COA.
- Credits are indicated for each course.
- The table provides a comprehensive view of the courses offered in the first, second, third, and fourth years of the Division of Science and Technology Computer Information Systems program.
# CULINARY ARTS

## FIRST YEAR

<table>
<thead>
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<tbody>
<tr>
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<td>CUL 212 Kitchen Rotation II</td>
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<td>CUL 110 Sanitation</td>
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<td>ENG 102 English Composition</td>
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<td>CUL 120 Methods of Food Preparation</td>
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<td>CUL 130 Cost Controls—Food</td>
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<td>CUL 131 Cost Controls—Labor</td>
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<td>CUL 140 Purchasing &amp; Receiving</td>
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<tr>
<td>CUL 150 Nutrition</td>
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<td>CUL 155 Menu Planning &amp; Writing</td>
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<tr>
<td>CUL 215 Kitchen Rotation III</td>
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<td>MAT 110 College Algebra</td>
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## SECOND YEAR

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<tr>
<td>CUL 160 Facilities Planning</td>
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<td>CUL 178 Dining Room &amp; Banquet Service</td>
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<td>CUL 172 Garde Manger</td>
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<td>CUL 291 Dining Room &amp; Banquet Rotation</td>
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### Winter

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<td>CUL 180 Beverage Service &amp; Controls</td>
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<td>CUL 216 Kitchen Rotation VI</td>
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## THIRD YEAR

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<tr>
<td>CUL 218 Kitchen Rotation VIII</td>
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<tr>
<td>CUL 280 Special Project</td>
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## NOTE:
The program in Culinary Arts covers the three years due to the specific starting and ending dates which meet the standards of the year-round schedule. A Christmas break of three days and an intensive examination of members of the faculty will be handled both at the local area functions of the program and the year-round schedule. Successful completion of the program will allow students to take the ACF's examination and become an executive chef.

## BACHELOR OF ARTS IN ADMINISTRATION

This program is open only to graduates of technical and professional programs other than Business Administration to complement their education.

### Fall

- BUS 315 Current Economic Issues
- ACC 301 Financial Accounting
- BUS 310 Legal Environment of Business
- BUS 320 Management Theory
- TEC 200 Intro. to Computer Applications

### Winter

- BUS 420 Management Science
- BUS 450 Business and Society
- TEC 315 Information System Structures
- Business Electives
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

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<td>ACC 302 Managerial Accounting</td>
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<td>BUS 310 Legal Environment of Business</td>
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<td>BUS 350 Human Resource Mgmt.</td>
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SENIOR YEAR

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<td>BUS 415 Economics &amp; Public Policy</td>
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43
# COMPUTER SCIENCE

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<td>TEC 470</td>
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## NOTE:

Eligibility for admission to the C.E.T. program is based on the following student categories:

1. Holders of the A.S., A.A.S., or A.A. degree in Literature.
2. Graduates of technical high schools with a formal articulation agreement in this field.

Entering students should consult with their teacher and the computer science faculty regarding their previous school. In some cases, additional courses may be required until all prerequisites are completed.
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

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<tr>
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<td>TEC 360 Data &amp; Prog. Structures</td>
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FOURTH YEAR

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<td>TEC 495 Senior Project</td>
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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

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<td>TEC 320 Advanced Microprocessors</td>
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<td>TEC 330 Microprocessors/ Microcomputers</td>
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FUNERAL SERVICE

To qualify for admission students must complete 30 semester hours of general core requirements.

GENERAL

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The Funeral Service coursework is structured to allow students to complete the program in a minimum of two years.

FUNERAL SERVICE

<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>SCI 160-161 Anatomy &amp; Physiology I-II (8 cr)</td>
<td></td>
</tr>
<tr>
<td>MSC 101 Intro. to Funeral Service (3 cr)</td>
<td></td>
</tr>
<tr>
<td>MSC 131 Principles of Funeral Service (3 cr)</td>
<td></td>
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<tr>
<td>MSC 150 Funeral Service Sanitation (3 cr)</td>
<td></td>
</tr>
<tr>
<td>SCI 150 General Chemistry (4 cr)</td>
<td></td>
</tr>
<tr>
<td>MSC 250 Pathology (3 cr)</td>
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</tr>
</tbody>
</table>

Graduates of this program are eligible to take the National Funeral Directors Examinations. They also can continue in the Professional Studies Program in Applied Funeral Service Education

(To qualify for admission students must complete 30 semester hours of upper division courses.)

(The Funeral Service program is a part of the 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
- Intro. to Psychology
- Intro. to Sociology
- College Algebra
- Business Law

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

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

(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
(Eldercare Administration)

Curriculum (43 credits)

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

Administration Core (3 credit courses):
1. Administration In Health & Human Services (HHS 500)
2. Personnel Management In Health & Human Services (HSS 510)
3. Managerial Accounting for Health & Human Services (HHS 520)
4. Legal Aspects of Health & Human Services (HHS 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 his 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
</tr>
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<td>ART</td>
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</tr>
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<tr>
<td>HHS</td>
<td>Health and Human Services</td>
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<tr>
<td>HPS</td>
<td>History/Political Science</td>
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<tr>
<td>HRM</td>
<td>Hotel/Restaurant</td>
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<tr>
<td>HUM</td>
<td>Humanities</td>
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<tr>
<td>IBT</td>
<td>International Business and Trade</td>
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<td>LAN</td>
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<td>MAT</td>
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through its Continuing Education Bachelor of Professional Administration. In addition, seminars, workshops, and are offered for professional the semester for which the applicant desires admission.

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**IX. Course Descriptions**

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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.

ACC 302 MANAGERIAL ACCOUNTING
An introduction to systems, budgeting and decision-making. Prerequisite: ACC 212. 3 credit hours.

ACC 321 FEDERAL TAX
A course covering accounting for individuals and business purposes. Emphasis is on tax return in accounting regulations. 3 credit hours.

ACC 331 COST ACCOUNTING
A course emphasizing accounting procedures applied controlling operations, accountant's role and standard costs, budgeting and inventory. Prerequisite: ACC 212. 3 credit hours.

ACC 361 ADVANCED ACCOUNTING
An advanced course covering ventures, segments, combinations, not-for-profit enterprises, the specialized accountant's role and standard costs, budgeting and inventory. Prerequisite: ACC 212. 3 credit hours.

ACC 441 AUDITING
A course presenting the practice in audit engagements and professional ethics of auditing. Prerequisite: ACC 331. 3 credit hours.

ACC 471 ACCOUNTING
A course providing understanding of their role in business organizations and understanding of with the application of the use of computer systems. Prerequisite: senior. 3 credit hours.

ACC 481 CURRENT ISSUES
An examination of current practice. Also covered are controversial issues with emphasis on how situation shapes the practice. Prerequisite: senior. 3 credit hours.
ACCOUNTING I

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

ACCOUNTING II

Les of Accounting I. A study of and procedures as applied to the different forms of business enterprises. 3 credit hours.

ACCOUNTING I

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

ACCOUNT 321

FEDERAL TAXATION

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

ACCOUNT 331

COST ACCOUNTING

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

ACCOUNT 361

ADVANCED ACCOUNTING

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

ACCOUNT 441

AUDITING

A course presenting the audit standards and techniques used in audit engagements, the nature of audit evidence, professional ethics, audit reports, statistical testing and auditing. Prerequisite: ACC 212. 3 credit hours.

ACCOUNT 471

ACCOUNTING SYSTEMS

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

ACCOUNT 481

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.

53
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 photographic techniques of processing color in photography. 3 credit hours.

ART 232  COLOR PHOTOGRAPHY
Advanced study in the processing of color photographic techniques with certain other as paired laboratories. Prerequisite: ART 231. 3 credit hours.

ART 242  THREE-DIMENSIONAL DESIGN
The basic aspects of interiors, architecture and planning, are explained in the use of diverse projects. Students will work in one of the above courses. 3 credit hours.

ART 250  SCULPTURE
An exploration of the sculptor's materials and in stone carving, clay, and water mediums. 3 credit hours.

ART 253  PRINTMAKING
A "hands on" experience exploring the process of reproducing graphic art through the off-set press, block printing, serigraphy, etc. 3 credit hours.

ART 255  CERAMICS
Basic techniques of firing and glazing, in addition to the technical skills of shaping. 3 credit hours.

ART 261  PAINTING AND SCULPTURE
Through the use of the live model and combining basic technical skill students are provided with the opportunity to create an ideal maximum freedom of expression for communicating through graphic design. 3 credit hours.

ART 265  ILLUSTRATION
An advanced drawing course including all of the specialized tools and techniques of illustrating book jackets, record covers, etc. 3 credit hours.

ART 267  PORTFOLIO
The graduating student is given an opportunity to select projects and prepare past works. The projects are composed of original designs, to round out the individual's personal style. The student is helped to prepare a comprehensive collection of drawings which is composed and displayed in a student exhibit in the art department. The student is not limited in the exhibition. 3 credit hours.
students visualize their thoughts into the fundamentals of drawing, free-hand drawing of objects. 3 credit hours.

the fundamentals of drawing, including perspective and basic skills are stressed.

A study of line, form, color and texture, organization of these elements into a work is aimed toward guiding students to a form of expression for communicating 3 credit hours.

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.

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.

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.

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

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.

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

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.

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

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.
### AVIATION MANAGEMENT

**AVM 101  AIR TRANSPORTATION**
A survey of the entire spectrum of aviation, its evolution from balloons to supersonic transports and space travel, its contemporary situation and problems and its potential. 3 credit hours.

**AVM 110  FLIGHT THEORY I**
Basic flight theory which prepares the student for the FAA private pilot examination. Included are aircraft performance, systems, FARs, use of charts and flight computer, radio navigation and aviation weather. Flight training and successful completion of all requirements for the private pilot rating are involved. 4 credit hours.

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

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

**AVM 310  FLIGHT INSTRUCTIONAL METHODS**
Methodology and requirements of flight instruction which prepare the student for the FAA flight instructor's examination. Flight training and successful completion of all requirements for the commercial flight instructors rating are involved. 4 credit hours.

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

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

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

**AVM 440  AIRLINE MANAGEMENT**
An analysis of the airline industry. Operations, service, maintenance, safety, personnel, and the environment. 3 credit hours.

**AVM 481  AVIATION SELECTION**
A series of analyses of the student's aptitudes and interests to determine the requirements for specific career opportunities in the field of aviation. 3 credit hours.

### BEHAVIORAL SCIENCE

**BEH 110  INTRODUCTION TO PSYCHOLOGY**
A survey course in the science of human behavior and mental processes. 3 credits.

**BEH 150  PSYCHOLOGY**
A study of the science of human behavior and mental processes. 3 credits.

**BEH 160  CHILD DEVELOPMENT I**
A survey of the developmental aspects of childhood from conception to 5 years of age. 3 credits.

**BEH 161  CHILD DEVELOPMENT II**
A survey of the developmental aspects of childhood from 5 years of age to maturity. 3 credits.

**BEH 220  FAMILY AND CONTEMPORARY LIFE**
Study of the institution of the family and relationships including concerns, intern, and divorce are discussed. 3 credits.

**BEH 235  CONTEMPORARY PSYCHOLOGY**
A presentation of current psychological concepts. Analysis of such issues as addiction, development, learning, and social psychology. 3 credits.

**BEH 250  DEVELOPMENTAL PSYCHOLOGY**
A study of biological, social, and psychological development from conception to adulthood. 3 credits.
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.

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

INTRODUCTION TO SOCIOLOGY

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

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.

CHILD DEVELOPMENT I

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

CHILD DEVELOPMENT II

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

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.

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.

DEVELOPMENTAL PSYCHOLOGY

A study of biological, cognitive and personality development from conception to old age. 3 credit hours.
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<th>Course Code</th>
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<th>Credit Hours</th>
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<tr>
<td>BEH 280</td>
<td>Research Methods in Behavioral Science</td>
<td>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.</td>
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<tr>
<td>BEH 310</td>
<td>Introduction to Anthropology</td>
<td>A survey of the principles and area of study related to anthropology, including physical, social and cultural anthropology. 3 credit hours.</td>
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<td>BEH 320</td>
<td>Human Motivation</td>
<td>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.</td>
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<tr>
<td>BEH 340</td>
<td>Demography and Urbanization</td>
<td>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.</td>
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<tr>
<td>BEH 349</td>
<td>Introduction to Applied Counseling</td>
<td>Focus on developing counseling competencies and specialized skills and techniques used in counseling process for individuals and groups. 3 credit hours.</td>
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<tr>
<td>BEH 351</td>
<td>Applied Counseling</td>
<td>In-depth counseling competencies include face-to-face counseling under supervision. 3 credit hours.</td>
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<tr>
<td>BEH 355</td>
<td>Principles of Learning</td>
<td>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.</td>
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<tr>
<td>BEH 360</td>
<td>Social Psychology</td>
<td>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.</td>
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<tr>
<td>BEH 440</td>
<td>Technology</td>
<td>Psychological, economic and social structural trends in architecture. 3 credit hours.</td>
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<tr>
<td>BEH 450</td>
<td>Minority Concerns</td>
<td>A study of the socio-cultural concerns in contemporary society, discussed, inter-group communication, to further maximize scope internationally. 3 credit hours.</td>
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<tr>
<td>BEH 460</td>
<td>Abnormality</td>
<td>A study of maladaptive behavior patterns, procedures used to diagnose psychopathological disorders, schizophrenia, personality disorders. 3 credit hours.</td>
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<tr>
<td>BEH 465</td>
<td>Personality</td>
<td>A study of the major theories, including self-theory, self-awareness and learning theory. 3 credit hours.</td>
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<tr>
<td>BEH 490</td>
<td>Seminar in Psychology</td>
<td>A study of selected topics in psychology. 3 credit hours.</td>
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<tr>
<td>BEH 491</td>
<td>Seminar in Sociology</td>
<td>A study of selected topics in sociology. 3 credit hours.</td>
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<tr>
<td>BFI 311</td>
<td>Financial Management</td>
<td>The theories, principles and applications in modern business, with emphasis on investment banking, investment decisions with specific reference to equity and debt analysis. 3 credit hours.</td>
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<tr>
<td>BFI 321</td>
<td>Investment</td>
<td>Role of investment banking and related financial instruments, and the security developments in this field. 3 credit hours.</td>
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</tbody>
</table>
ODS IN BEHAVIORAL SCIENCE
Course in which students learn principles related to the design, performance, and analysis of experimental research. Such as classroom discussion, the performance of laboratory setting and the writing of and analyze the experiments.

ANTHROPOLOGY
Is the study of human culture, clothing, social and cultural hours.

TECHNOLOGY AND SOCIETY
Psychological, economic and sociological aspects of the technology explosion. The effect of computers on social life and urban planning are also highlighted. 3 credit hours.

MINORITY CONCERNS
Survey of the socio-historical perspective in the area of minority concerns in contemporary society. Cross-cultural dialog models discussed, inter-group relations emphasized. Suggested ways to further maximize use of human resources nationally and internationally. 3 credit hours.

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

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

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

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

FINANCIAL MANAGEMENT
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.

INVESTMENTS
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.
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 and the quality of materials and children's apparel. The accessories industry as the home, focusing on merchandising. 3 credit hours.

BFM 225 FASHION SALES PRINCIPLES
A study of the basic principles of fashion. An analysis of merchandise assortments and motivation of consumers in buying are incorporated as the retail marketing methodology for the effective presentation of a complete sale. 3 credit hours.

BFM 240 FASHION BUYING
The student focuses on buying techniques in the sale of merchandise assortments. Motivation of consumers in buying are analyzed. Retail buying and the web. 3 credit hours.

BFM 270 FASHION INDUSTRY SEMINAR
The seminar, held in a new building, includes trips to the city and seminars in the fields of sales, apparel design, journalism, providing a work. Discussion and analysis of topics of concern to the fashion industry and retailers. Enrollment by permission of instructor. 3 credit hours.

BFM 280 FASHION SEMINAR
Discussion and analysis of the fashion industry with emphasis on current events. The case study method and demonstrations and visual decision-making process from prior fashion marketing. Enrollment by permission of instructor. 3 credit hours.

BFM 290 PRACTICUM
This course summarizes the work experience with work experience with supervision of the instructor. The student gains practical experience. Enrollment by permission of instructor. 3 credit hours.
AND MONETARY POLICY
Sources of money, domestic and international systems, monetary and banking institutions and markets, commercial and monetary theory and policy and their policy. 3 credit hours.

FISCAL POLICY
The rationale for government expenditures; methods of financing government taxing, borrowing, creating money and means of financing them upon the economy. 3 credit hours.

INVESTMENTS AND FINANCE
Principles and principles in the management and control of real estate and real estate financing, including methods for financing different types of real

TO THE FASHION BUSINESS
Economics and social factors that influence fashion goods are explored. The student will develop an understanding of the fashion business, trends, terminology and basic sales, developing a total awareness of the fashion business world. 3 credit hours.

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

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

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

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

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

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

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

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

BUS 171  ECONOMICS II
Introduces the student to the basic principles of macroeconomic concepts and their importance in our economy. Concepts include national income, total consumption, total investment and the influence of the nation's economy upon contemporary social problems. 3 credit hours.

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

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

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

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

BUS 315  CURRENT ECONOMIC ISSUES
An analysis of specific economic problems dealing with poverty, economic development, international economics and other contemporary issues. 3 credit hours.
UTI ON
RITION TO BUSINESS
student to the broad area of business. Topics
management, business operations, financial
quantitative methods, marketing management al business. 3 credit hours.

I
student to the basic principles of micro-
concerned with the interrelationship of
tness firms, industries, consumers, workers
es of production that comprise a modern
it hours.

II
student to the basic principles of macroeconomi	heir importance in our economy. Concepts
income, total consumption, total investment
of the nation's economy upon contemporary
3 credit hours.

W I
business law with primary attention given
ncy, negotiable instruments and sales.

W II
business law topics with emphasis on
tion, personal and real property, estates and
it hours.

NMENT OF BUSINESS
the nature of law and the formation and
principles, the role of society, the legal
ch business operates, government taxation,
cense, competition and labor-management
pt of property and its creation, transfer
our business society. Prerequisite: BUS 212,
sion of instructor. 3 credit hours.

OMIC ISSUES
ic economic problems dealing with
development, international economics and
issues. 3 credit hours.

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

BUS 340 HUMAN BEHAVIOR IN ORGANIZATIONS
Analysis of organizational behavior based upon theory and
research in the behavior sciences and applied to management of
organizations. Concepts include human motivation, structural,
environmental and social factors influencing behavior,
lict, leadership style and factors involving the dynamics
of organizations. Prerequisite: BUS 320. 3 credit hours.

BUS 350 HUMAN RESOURCE MANAGEMENT
A comprehensive study of the practice of modern manpower
agement. Areas of concentration include employee
ruitment, placement and development, performance
raisal techniques, compensation systems, employee
ents design and training program design and evaluation.
Prerequisite: BUS 320. 3 credit hours.

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

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

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

BUS 450 BUSINESS AND SOCIETY
Analysis of forces external to the firm which influence its
gals, structure and operation. Includes legal and regulatory
straints, the social, political, technological factors that
fluence 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.
POLICY
Determination and implementation of policy in business organizations, including the
level company policy in such functional areas as marketing and production are studied.
BUS 320 and senior standing.

COMMUNICATION
Effective communication. Emphasis is on the use of spoken language in the creation of
interpersonal communication, especially in groups. 3 credit hours.

WRITING
Planning and writing effective business communications. Assignments include written
technical notes to specialized forms. Prerequisite: ENG 101. 3 credit hours.

DEVELOPMENTAL COMMUNICATION
Communication processes and practices underlying interpersonal communication. Beginning with an exploration
of the nature and effects of organization structure and role-based communication behaviors,
motivation. Techniques in written and oral communication are included. Prerequisite: ENG 101.

FILM
Exploration of the nature of the American film. The course embraces emergent
taneous experiential methods as well as discussion. Prerequisite: COA 110 and
60. 3 credit hours.

TECHNICAL WRITING
Writing technical information and concepts. Prerequisite: COA 225. 3 credit hours.

CULINARY ARTS

CUL 100 INTRODUCTION TO FOOD SERVICE
An in-depth study of the various types of food service operations, including various kitchen and operation
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;
sauteing; broiling; grilling; 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; performance 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 mixed drink service, 
including methods, procedures, determining 
a desired beverage cost; dish washing, equipment 
Manager; Head Bartender. 2 credit hours.

CUL 190  MANAGEMENT TRAINING
Discussion of the Boca Raton Hotel and Club Food 
Service Department Heads: included are the duties and 
functions of the Management Team during the Management 
CUL 211 thru CUL 218

CUL 231  DINING ROOM AND BANQUET SERVICE
Rotation
Students will receive hands-on experience in various 
areas of food purchasing, preparation, etc. 
Kitchen AM; Garde Manager; 
Bake Shop PM; Fortune Tower Restaurant AM; Knights 
Tower Restaurant; Club 
Preparation; Purchasing; 
Storeroom; Steward; Executive Chef. 
Students will function as Bus 
Boy 1 
During this training cycle, students will follow a work 
schedule as written by the Hotel administration and will be 
evaluated by the Executive Chef. Students will receive 
3 credit hours.

CUL 250  MANAGEMENT TRAINING
Students will receive hands-on experience in various 
areas of the Hotel and Club Food Service Department Heads: Food 
Manager; Convention Manager; 
Four Lions Restaurant Manager; 
Beverage Manager, Purchasing 
Captain; Executive Chef; 
Gourmet Deli. Students will follow a work schedule 
written by the Executive Chef. 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 weekend 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 enrollment. 3 credit hours.

ENG 101  ENGLISH COMPOSITION
A course in clear, effective writing. Students develop 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 in the context of literature. Students study the principles of writing through the use of library materials and sources. 3 credit hours.

ENG 210  DRAMA LITERATURE
A study of classic dramatic works from Aeschylus, Sophocles, Shakespeare, 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 prose and film scripts. Prerequisite: ENG 102. 3 credit hours.

ENG 350  STUDIES IN POETRY
A survey of the genre focusing on the poet's craft. Opportunity is given for the writing of original poetry. 3 credit hours.
PROJECTS

Assigned the task of choosing a site for a
...ction; selecting the staff, equipment, and
...urchasing and receiving procedures;
...orms in anticipation of opening the
...ork must be accomplished using the proper
...cted in their required sequence.

CATION

AND PRACTICES OF

TEACHING

ons for young children, including principles
...e development of scientific, creative,
...cepts. The course is supplemented
...itions in pre-elementary settings.

MATERIALS AND ACTIVITIES

the pre-elementary curriculum and the
...erials and activities for each of the
...redit hours.

ACTIVITIES

doping and using meaningful strategies
...n language arts experiences.

ACTIVITIES

principles and concepts that help maintain
...th health. 3 credit hours.

ACTIVITIES

doping and using meaningful strategies
...n experiences in the fields of
...ience. 3 credit hours.

ACTIVITIES

use of music and art forms as a learning
...entary setting, with emphasis on
...s of music, acquiring basic skills with
...he use of art supplies and techniques
...y environment. 3 credit hours.

PRE-ELEMENTARY EDUCATION

acher competency at the pre-elementary
...atic observation, participation and
...ision in a pre-elementary classroom.
...r own transportation to the pre-
...erequisite: permission of instructor.
..." of sophomore year. 3 credit hours.

ENGLISH

ENG 100 ENGLISH SKILLS

A course in basic grammar, sentence structure and reading
...prehension specifically designed for students needing
...edial work prior to enrolling in English Composition.
... credit hours.

ENG 101 ENGLISH COMPOSITION

A course in clear, effective expression which is designed to
...elop abilities in composition. Students study prose
...astpieces (with emphasis on the essay) and are trained in
...e use of library materials for preparing research papers.
... credit hours.

ENG 102 ENGLISH COMPOSITION/STUDIES

IN LITERATURE

A course in effective writing, emphasizing analysis of works of
...ature. Students study the various literary genres and do
...ritical reading and writing. 3 credit hours.

ENG 210 DRAMA LITERATURE

A study of classic dramatic literature, including the works
...schylus, Sophocles, Euripides, Shakespeare, Racine,
...iere, Sheridan, and Ibsen. Prerequisite: ENG 101
...ENG 102. 3 credit hours.

ENG 211 THE SHORT STORY

A survey of major short story writers and themes.
...erequisite: 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
...ENG 102. 3 credit hours.

ENG 230 STUDIES IN AMERICAN LITERATURE

Intensive analysis of a period in American literature.
...redit 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
...nd 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.
...portunity is given for the students to compose own poetry.
... 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. Developmental life cycle approaches are utilized. Psychological aspects of normative change are emphasized. Cognition, perception, attention given to health, 3 credit hours.

**HHS 350 MENTAL HEALTH AND ACTIVITIES**
A survey of the mental health on psychological and social aspects of mental health and illness. Included are components of mental health programs. 3 credit hours.

**HHS 420 ACTIVITIES FOR THE AGING**
Survey of therapeutic programs in geriatric care and/or mental disabilities. Emphasis is placed in therapeutic milieu therapy and music therapy. 3 credit hours.

**HHS 450 COUNSELING THE AGING**
Examines the fundamental principles and skills related to special concerns such as bereavement, widows, and chronic illness. Principles and group counseling are utilized. 3 credit hours.

**HHS 460 HEALTH GERONTOLOGY**
Provides students with an understanding of the processes of aging and how to deal with the problems given to preventive measures. The implications for the aged, the family examined. 3 credit hours.

**HHS 495 ADMINISTRATIVE GERONTOLOGY**
Emphasis is placed on facility management. Upon assignment to an administrative unit, the student will gain through the various departments, working knowledge of the facility. The residency course culminates with an organizational unit exam. Satisfactory pass in lieu of letter grades.
SERVICES (Gerontology)

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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 AND HUMAN SERVICES
This course examines the basic principles of management and their application in human service organizations. This is accomplished through an examination of the functional elements of the management process. Emphasis is placed on organizing, staffing, directing and controlling.

HHS 510  PERSONNEL MANAGEMENT AND HUMAN SERVICES
A review of the major areas of personnel management and replacement, compensation, labor relations, and employee benefits and motivation is viewed from the position of the human resource manager.

HHS 520  MANAGERIAL ACCOUNTING AND HUMAN SERVICES
Introduction to the financial accounting and management accounting systems. The framework of cost accounting and its interrelationship to managerial decision-making is covered.

HHS 530  LEGAL ASPECTS OF HUMAN SERVICES
This course is designed to provide the student with the application of legal principles to the human service system. Topics discussed include Patient's Rights; Admissions and Discharges; Malpractice; Liability of Hospitals; Medical-moral problems.

HHS 540  COMPUTER APPLICATIONS IN HUMAN SERVICES
Introduction to computer applications. Surveys the applications of computer technology to human services. Surveys the applications of computer technology to human services.

SERVICE DELIVERY CORE (all 2 credit courses)

HHS 600  ELDER CARE I (Coronado Residential Facilities)
A review of various community service facilities for the elderly. The facility's role and relationship to other community resources. Staffing, services, unique aspects of residential programs and code compliance.
INSTITUTE ON AGING

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

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

Special Topics in Gerontological Service
This course may involve several options. Students may elect to do a directed-study or special research project or may engage in a clinical (e.g. nursing, social work, gerontology) or administrative practicum under faculty supervision.

HHS 700  Administrative Residency. 3 credit hours.

HHS 750  Special Project in Gerontological Practice. 3 credit hours.

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

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

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

HPS 221  AMERICAN HISTORY I
A general examination of the social, political, cultural and economic history of the United States from the “New World” to the Civil War. 3 credit hours.

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

HPS 233  AMERICAN HISTORY III
Survey of American history.

HPS 225  AMERICAN GOVERNMENT AND POLITICAL SCIENCE
An examination of the political process, political power, national parties, judicial functions and the role of national and international politics.

HPS 230  SOCIAL AND POLITICAL PHILOSOPHY
A topical approach to key issues and international events that have shaped world history. 3 credit hours.

HPS 250  GEOGRAPHY AND HUMAN SETTLEMENT
Introduction to the interrelationships of geographical and cultural events. Emphasis on cultural ecology and demographics.

HPS 320  LATIN AMERICAN HISTORY
A comprehensive course on Latin American history, political economy and social and cultural development. The accent is on the cultural unity of the hemisphere. 3 credit hours.

HPS 330  THE THIRD WORLD
An examination of the social, economic and political conditions of Asian and African countries that have emerged as independent states. 3 credit hours.

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

HPS 350  COMPARATIVE POLITICAL ECONOMY
An examination of the political and economic development of the developing world. 3 credit hours.

HPS 360  THE AMERICAN CONSTITUTION
A view of the historical development of the American Constitution through the “eyes” of behavioral sciences, social sciences, political science and humanities. 3 credit hours.
Health Care Facilities

The services and facilities that serve the facilities as Health Maintenance organizations include acute care hospitals, skilled nursing facilities, services, and unique architectural compliance.

Principles of Administration

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

Service

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

Gerontological Practice. 3 credit hours.

American History

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, responsibilities. Studies in housekeeping departmental procedures and controls. 3 credit hours.

HRM 245  PRINCIPLES OF FOOD AND BEVERAGE SERVICE
The application of scientific techniques of food preparation procedures of quality management principals underlying the preparation of the major foods. Prerequisite: HRM 150.

HRM 250  PROPERTY MANAGEMENT PRACTICUM
Students are assigned to practical field experience under the guidance of instructors. 3 credit hours.

HRM 260  QUANTITY FOODS
A course designed to prepare students for restaurant and food operation. Includes costing, purchase specifications, systems and methods. Prerequisite: HRM 100.

HRM 270  LAW FOR INNS.
An analysis of the legal environment for the hospitality industry; common law and statutory regulations concerning employees and property and other legal relations. 3 credit hours.

HRM 280  HOSPITALITY MANAGEMENT PRACTICUM
Sales planning, financial control of the hospitality industry. Types of internal and external controls. Prerequisite: MKT 301. 3 credit hours.

HRM 290  TOURISM MANAGEMENT
An introduction to the planning and management techniques for tourism management. 3 credit hours.

PRACTICUM
Students are assigned to practical field experience under the guidance of instructors.
GN POLICY
Citation of America's position in world issues pertaining to the United States' credit hours.

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

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

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 140. 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.

PRACTICUM
Students are assigned to establishments for practical field experience. Prerequisites: sophomore status and permission of instructor. 3 credit hours.
HRM 320 PHYSICAL PLANT MANAGEMENT
The basic engineering theories of electricity, lighting, refrigeration, air conditioning and acoustics are considered in relation to management problems associated with the physical aspects of the property. Capital investment, operating expenses, repair and maintenance costs are emphasized along with efficiency control, renovation and replacement of equipment. 3 credit hours.

HRM 330 HOSPITALITY INDUSTRY ACCOUNTING
Industry methods include a study of the uniform system of accounting recommended by the American Hotel and Motel Association, Club Managers Association and the National Restaurant Association, with emphasis on the flow of transactions from initial source to special journals and ledgers to the preparation and interpretation of financial statements. Departmentalized costing procedures, internal controls and the auditing process are also studied. Prerequisite: ACC 30. 3 credit hours.

HRM 340 SECURITY MANAGEMENT
Problems related to the security of persons, physical belongings and the physical premises involving interior and exterior design of the property, legal liability, insurance protection, electronic, mechanical, personnel and financial control are studied with a practical view toward resolving operational losses. 3 credit hours.

HRM 360 HOSPITALITY PERSONNEL AND TRAINING
Focus is on application of human resources development principles to 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.

HRM 380 HOSPITALITY PURCHASING
Describes the development and implementation of an effective hospitality purchasing program, focusing on the role of the purchasing department and the buyer, generation of specifications and the use of forms and control techniques. 3 credit hours.

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

HRM 460 INDUSTRY RISK
The principle types of industry risk are considered, including peril insurance policies forms, burglary, crime, interruption, marine or fire adjustment of losses. 3 credit hours.

HRM 470 CONVENTION AND MEETING MANAGEMENT
Defines the scope and role of the industry market. Explains the function and roles of patrons and explains the development and management of an event. Prerequisite: HUM 105. 3 credit hours.

HRM 480 CATERING/GOURMET MANAGEMENT
Introduces students to the skills required to manage a catering department and the role of the manager in the field of catering. Prerequisite: HUM 101. 3 credit hours.

HRM 481 SEMINAR
Industry leaders from the hospitality industry are invited to present seminars. Topics include case studies, effective management, personal and professional development, etc. 3 credit hours.

HUMANITIES

HUM 101 ART/MUSIC AND THE HUMAN EXPERIENCE
An introduction to art and music through the study of the historical and cultural traditions of art and music. Prerequisite: HUM 101. 3 credit hours.

HUM 105 ACTING II
Fundamental acting techniques in the theatre and on film. Prerequisite: HUM 101. 3 credit hours.

HUM 110 STAGECRAFT
Classes in scenic design, lighting, stage makeup, stage management and stagecraft. Prerequisite: HUM 101. 3 credit hours.
MANAGEMENT

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

INDUSTRY ACCOUNTING

A study of the uniform system of accounting developed by the American Hotel and Motel Association and the National Restaurant Association. Emphasis is on the flow of revenue to special journals and on and interpretation of financial statements. Internal control process are also studied. 3 credit hours.

PROTECTION

Security of persons, physical belongings, involving interior and exterior legal liability, insurance protection, personnel and financial control are included toward resolving operational problems.

CONVENTION AND TRAINING

Human resources development operations including advanced cost control, the supervisor model and the concepts of improving personnel and flow, selection of equipment, systems techniques. 3 credit hours.

MANAGEMENT

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

INDUSTRY ACCOUNTING

A study of the uniform system of accounting developed by the American Hotel and Motel Association and the National Restaurant Association. Emphasis is on the flow of revenue to special journals and on and interpretation of financial statements. Internal control process are also studied. 3 credit hours.

CATERING/GOURMET FOODS

Introduces students to competencies necessary for Garde Manger, Haute Cuisine menu planning and organizing the Catering Department. Meal course production, garni selection, and preparation and cost control methods are presented. Prerequisite: HRM 250. 3 credit hours.

SEMINAR

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.

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.
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
Introduction to the theory with selected application policy, balance of payments and monetary system. 3 credit hours.

IBT 322  INTERNATIONAL ECONOMICS II
In-depth analysis of selected problems of internal and external approaches to the theory of international monetary and financial systems. Limit of three credit hours.

IBT 431  INTERNATIONAL TRADE
Development and use of trade for the analysis of effects on the balance of payments and national exchanges combined with payment adjustment. 3 credit hours.

IBT 441  INTERNATIONAL RELATIONS
Analysis of international environmental interac and organizational structures. 3 credit hours.

IBT 462  INTERNATIONAL DEVELOPMENT
International payments and financial systems, including the prewar and postwar development and problems. 3 credit hours.

FOREIGN LANGUAGES
LAN 100  FRENCH I
Fundamental course in reading and simple supplemented by a
**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, reform of the international monetary system, role of the General Agreement on Tariffs and Trade and the United Nations Conference on Trade and Development in expanding trade between developed and undeveloped economies, problems of stabilizing international commodity markets and balance of payments problems of the United States and other selected countries. 3 credit hours.

**IBT 431** INTERNATIONAL TRADE  
Development and use of the neoclassical theory of international trade for the analysis of tariffs, customs, unions and the effects of trade on the distribution of income and welfare. Analysis and use of the relations between the balance of payments and national income to study the roles 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, the prewar and postwar international monetary systems, new development and proposed reforms in international finance. 3 credit hours.

**FOREIGN LANGUAGES**

**LAN 100** FRENCH I  
Fundamental course in the four skills of listening, speaking, reading and simple writing. Basic grammar and vocabulary supplemented by audio-visual materials. 3 credit hours.
**LAN 101**  FRENCH II
Continuation of Elementary French I. Stress on building vocabulary and grammatical structure with practice for fluency. 3 credit hours.

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

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

**MATHEMATICS**

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

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

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

**MAT 312**  DIFFERENTIAL EQUATIONS
A follow-up to MAT 210 including trigonometric substitution, rules, solution of first order differential equations and the use of Laplace transforms. 4 credit hours.

**MAT 313**  NUMERICAL ANALYSIS
A follow-up to MAT 210 including solutions to systems of numerical methods, solution of ordinary first order differential equations. All examples and programming techniques. 4 credit hours.

**MAT 321**  STATISTICAL APPLICATIONS
A course designed to introduce students to probability and statistics. Topics include discrete and continuous random variables and probability and statistics. 3 credit hours.

**MARKETING**

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

**MKT 305**  CONSUMER MARKETING
A study of what can be done to increase product sales. Topics include product adoption, marketing strategy, development of marketing programs, consumer responses to marketing strategies.
Elementary French I. Stress on building grammatical structure with practice for fluency.

Elementary Spanish I. Stress on building grammatical structure with practice for fluency.

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.
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.

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.

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.

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.

PUBLIC RELATIONS
A study of public relations 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.

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.

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.

MARKETING SEMINAR
Prerequisites: MKT 430, 440, senior standing. 3 credit hours.

FASHION MARKETING PRACTICUM
Advanced on-the-job experience. 3 credit hours.
MANAGEMENT

Function is viewed in the context of the company's basic decision-making tools and its. Topics include consumer behavior, sales promotion, pricing, distribution channels, and credit hours.

GAGMENT

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

GAGEMENT

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

IONS

relation practices and customer relations to the function of marketing. Public are developed based on current market hours.

SEARCH

Techniques and tools of market research as making. Topics include problem definition, research project design, results credit hours.

ATEGY AND POLICY

For marketing coursework which focuses on strategies for the marketing ideas. Products, project-oriented course emphasizes environ-planning objectives, budgeting, selection messages. 3 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 250 PATHOLOGY

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

MSC 225 MICROBIOLOGY

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

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.
### MSC 270  
**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.

### MSC 281  
**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.

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

### SCIENCE  
#### SCI 104  
**BOTANY I and LAB**  
A study of the basic concepts of life as exemplified by the plant kingdom, in order to develop in the student an awareness and appreciation of the tremendous contribution of plants to our lives, personally, environmentally and economically. 4 credit hours.

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

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

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

### PHYSICAL SCIENCE and LAB  
Introduces the student to the achievements of physical science, understanding of the nature and the physical forces that from chemistry, physics, astronomy. 4 credit hours.

### SCI 125  
**METEOROLOGY and LAB**  
A scientific study of atmospheric principles, forecasting techniques, dissemination. The course includes certain topics included operations. Lab work includes. 4 credit hours.

### SCI 130  
**GENERAL CHEMISTRY**  
An introductory course in the application of chemistry to such topics as food and family chemicals and the chemical. Prerequisite: SCI 130. 4 credit hours.

### SCI 131  
**GENERAL CHEMISTRY**  
A basic study of organic chemistry including elements, compounds and the laws of motion. 4 credit hours.

### SCI 150  
**PHYSICS I and LAB**  
A basic study of physics, mechanics, analysis and the laws of motion. 4 credit hours.

### SCI 160  
**ANATOMY AND PHYSIOLOGY**  
This course is designed for the study of basic anatomy and physiology. Prerequisites: SCI 160. 4 credit hours.

### SCI 161  
**ANATOMY AND PHYSIOLOGY**  
Continuation of the above with an emphasis on respiratory, excretory, internal systems. 4 credit hours.

### SCI 215  
**MARINE BIOLOGY**  
An introductory study of marine inhabitants, including aspects of the sea. Corequisite: SCI 161. 4 credit hours.
ART

Techniques of anatomical sculpturing and they relate to restoration of the body to its color. Laboratory work will emphasize the use techniques and materials (e.g., wax, plaster, True grafting) and forensic anthropological tion. 4 credit hours.

VICE SEMINAR

Eye of the numerous changes and articulations of funeral service. Real-life experiences visitations, guest speakers and simulated services with special emphasis on student will participate in this series will receive course grade in final term. Requirements will be designated by program bit hours.

LAB

Concepts of life as exemplified by the order to develop in the student an awareness the tremendous contribution of plants rally, environmentally and economically.

LAB

Plant kingdom involving the angiosperms, evolution. Students will learn the basic ring in higher plants, their great communications and distribution.

LAB

Using scientific method, relation of to everyday life, factors controlling ment, appreciation of the critical sciences in the modern world.

LAB

Setting I dealing with heredity, embryology, with the unifying theme of aon of current related topics. 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 integrated whole. Anatomy and Physiology I describes the cellular and tissue structure and function, skeletal, muscular, circulatory and digestive systems. 4 credit hours.

SCI 161    ANATOMY AND PHYSIOLOGY II

Continuation of the above with studies of the nervous, respiratory, excretory, endocrine and reproductive systems. 4 credit hours.

SCI 215    MARINE BIOLOGY and LAB

An introductory study of the marine environment and its inhabitants, including the physical as well as the biological aspects of the sea. Course normally includes at least one field trip. Prerequisite: SCI 110, SCI 111. 4 credit hours.
SCI 230  INTRODUCTION TO ENVIRONMENTAL STUDIES
Energy-systems approach to human and wild environments, integrating physical, biological and behavioral perspectives. Prerequisite: one science course. 4 credit hours.

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

SCI 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 business. Prepares the student to understand with the application of computer technology to develop the skills necessary to be useful in both their professional and personal lives. 3 credit hours (for non-credit).

TEC 205  FUNDAMENTALS OF ELECTRONICS
An introductory electronics course covering basic concepts of electronics with a focus on terminology, devices, and applications. Prerequisite: MAT 115.

TEC 220  MICROPROCESSORS
An introduction to the fundamentals of computers related to specific microprocessors. Topics include fundamental concepts of assembly language code, arithmetic logic, memory, and input/output devices for practical system usage. Prerequisite: TEC 150.

TEC 260  COMPUTER ARCHITECTURE
A study of the internal architecture of microprocessors, operations, and microcomputer systems. Prerequisite: TEC 200, TEC 220.

TEC 265  SYSTEM PROGRAMMING
A study of computer operating systems, languages, job control language, and debugging techniques. Prerequisite: TEC 200, TEC 220.

TEC 270  COMPUTER OPERATING SYSTEMS
A study of management of computer systems, hardware, including input/output devices, and data storage. 3 credit hours.

TEC 280  STRUCTURED SYSTEMS ANALYSIS
Analysis of the techniques used in the development of computer systems and the study of the special hardware. Prerequisite: TEC 220.

TEC 310  ADVANCED DIGITAL PLANNING
Comprehension of the planning of digital program design, including the specification of I.C. families and the analysis of computer hardware. Prerequisite: TEC 220.
### INTRODUCTION TO ENVIRONMENTAL

Approach to human and wild environments, including biological and behavioral perspectives. 4 credit hours.

### LAB

Organisms in relation to their abiotic and biotic environments. Also reviewed are pollution and its effect on human and wild environments. 4 credit hours.

### TO COMPUTER TECHNOLOGY

Fundamental logical concepts related to computer hardware. Provides the fundamentals upon which specializations are later based. 4 credit hours.

### LANGUAGES I

Pseudo-code necessary for the study of structured programming. Topics include the aspects of syntax, semantics, and control structures. 3 credit hours.

### LANGUAGES II

Use TEC 155, studying structured programming. Topics include the advanced aspects of recursive procedures and real-time considerations. 4 credit hours.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC 200</td>
<td>INTRODUCTION TO COMPUTER APPLICATIONS</td>
<td>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.</td>
<td>MAT 115 (for non-computer majors)</td>
<td>3</td>
</tr>
<tr>
<td>TEC 205</td>
<td>FUNDAMENTALS OF ELECTRONICS</td>
<td>An introductory electronics course covering the fundamental concepts of electronics with emphasis on the basic principles, terminology, devices, gates and integrated circuits.</td>
<td>MAT 115</td>
<td>3</td>
</tr>
<tr>
<td>TEC 220</td>
<td>MICROPROCESSORS</td>
<td>An introduction to the foundations and design concepts related to specific microprocessor architectures. Topics include fundamental machine language program routines, arithmetic logic, interrupts and advanced structures for practical system realizations.</td>
<td>TEC 150</td>
<td>4</td>
</tr>
<tr>
<td>TEC 260</td>
<td>COMPUTER ARCHITECTURE</td>
<td>A study of the internal design features, components, operations, and manufacturing techniques related to microcomputers.</td>
<td>TEC 150</td>
<td>4</td>
</tr>
<tr>
<td>TEC 265</td>
<td>SYSTEM PROGRAMMING</td>
<td>A study of computer operating systems, including assembly language, job control language, data management and debugging techniques.</td>
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</tr>
<tr>
<td>TEC 270</td>
<td>COMPUTER OPERATING SYSTEMS</td>
<td>A study of management techniques for the control of computer hardware, including management of memory, processor, devices, and data.</td>
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</tr>
<tr>
<td>TEC 280</td>
<td>STRUCTURED SYSTEMS ANALYSIS</td>
<td>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.</td>
<td>TEC 155 or the combination: TEC 200, TEC 315</td>
<td>3</td>
</tr>
<tr>
<td>TEC 310</td>
<td>ADVANCED DIGITAL ELECTRONICS</td>
<td>Comprehension comparison and interfacing of current digital I.C. families and their applications in instrumentation and computer hardware. Study, analysis and application of digital I.C., their design and organization in the development of digital communication and control.</td>
<td>MAT 211</td>
<td>4</td>
</tr>
</tbody>
</table>
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. Mnemonic operations, symbolic addresses, indexing, indirect addressing are discussed. The use of MACROS and symbolic addressing are introduced. Fundamental assembler language operations are introduced to construct high-level language and real-time functions. Prerequisites: TEC 156, TEC 280. 4 credit hours.

TEC 355 BUSINESS APPLICATION
A study of currently available business and its management systems. Prerequisites: TEC 156, 4 credit hours.

TEC 360 DATA AND PROGRAM
Basic concepts of data structures. Includes algorithms in ex.
Prerequisites: TEC 156, 4 credit hours.

TEC 410 ADVANCED CIRCUIT
An advanced course in new comprehension of the mai.
Prerequisites: MAT 312, 4 credit hours.

TEC 440 ADVANCED ELECT
Study, analysis and appl.
Prerequisites: TEC 156, 4 credit hours.

TEC 445 DATA COMMUNIC
Data transmission techin.
Prerequisites: TEC 156. 4 credit hours.

TEC 460 COMPUTER DATA
An introduction to data related to the design o.
Prerequisites: TEC 156, 3 credit hours.

TEC 470 COMPUTER-AIDE
Principles and method.
Prerequisites: TEC 156, 3 credit hours.

TEC 481 SEMINAR IN ELE
Current topics and tr.
Prerequisites: TEC 156, 3 credit hours.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>TEC 355</td>
<td>BUSINESS APPLICATIONS SOFTWARE</td>
<td>A study of currently available software systems related to business and its management and specific applications of these systems.</td>
<td>TEC 156, TEC 280</td>
<td>4</td>
</tr>
<tr>
<td>TEC 360</td>
<td>DATA AND PROGRAMMING STRUCTURES</td>
<td>Basic concepts of data structures such as queues, stacks, lists. Includes algorithms in existing programming languages.</td>
<td>TEC 156, TEC 280</td>
<td>4</td>
</tr>
<tr>
<td>TEC 410</td>
<td>ADVANCED CIRCUIT ANALYSIS</td>
<td>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.</td>
<td>MAT 312, TEC 340</td>
<td>4</td>
</tr>
<tr>
<td>TEC 440</td>
<td>ADVANCED ELECTRONIC COMMUNICATION</td>
<td>Study, analysis and application of communication systems, including basic concepts of analog and digital modulation techniques, modulators for generating various signals and demodulators for information recovery. Also included are radiation spectra for AM, FM, side-band and multiplexed waveforms.</td>
<td>TEC 240</td>
<td>4</td>
</tr>
<tr>
<td>TEC 445</td>
<td>DATA COMMUNICATIONS</td>
<td>Data transmission techniques are studied with related topics, including modems and communications channels, communications software, distributed processing.</td>
<td>TEC 156</td>
<td>4</td>
</tr>
<tr>
<td>TEC 460</td>
<td>COMPUTER DATA BASES</td>
<td>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.</td>
<td>TEC 380</td>
<td>3</td>
</tr>
<tr>
<td>TEC 470</td>
<td>COMPUTER-AIDED DESIGN</td>
<td>Principles and methods suited to problem-solving on the microcomputer. Topics include system modeling, curve fitting and design-oriented program methods.</td>
<td>MAT 211</td>
<td>3</td>
</tr>
<tr>
<td>TEC 481</td>
<td>SEMINAR IN ELECTRONICS/COMPUTERS</td>
<td>Current topics and trends in electronics and microcomputers utilizing outside readings, discussion groups, hi-tech facility visits and guest lectures.</td>
<td>senior-year student in good standing and approval of division chairperson.</td>
<td>3</td>
</tr>
</tbody>
</table>
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 include data control, peripheral equipment, storage and retrieval, report distribution, etc. Prerequisite: CS and CIS majors only.

PRACTICUM
Some projects are assigned to area hi-tech companies for on-the-job experience in their field of study. 1-year student in good standing and chairperson. 6 credit hours.

PROJECT
Other individually or in project groups, their own electronics or computer-oriented projects: senior-year student in good standing and chairperson. 4 credit hours.

Community
Marymount College of New York was founded in 1962 as Marymount College of Mary, a religious order that has spread throughout the world. In 1987 the college transferred control of the college to an independent Board of Trustees, which is responsible to the philosophy of the founders. Ronald Assaf, Chairman and President, leads a talented group of business and academic professionals. Bill Shubin serves as chairperson of the Board of Overseers, which is responsible for the growth and development of the institution.
High Technology Advisory Board

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

William C. Broeffle
Vice President & General Manager
IMC Corporation
Miami Lakes, Florida

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

Jack F. Daut
General Manager
IBM Corporation
Boca Raton, Florida

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

Paul Gralnick
General Manager
Bendix Avionics
Fort Lauderdale, Florida

Administration and Staff

Office of the President
Donald E. Ross .................................. President and Chief Executive Officer
B.A., M.S., L.L.D.
Patricia Craig ................................. Administrative Assistant
B.S.
Damari Victorero .............................. Secretary
B.S.E.E., M.S.E.E.
Ronald Centner ............................... Vice President for Research and Development
B.A.
Ann Rutherford .............................. Director, Community Relations
B.A.
Judy Curtis ................................ Secretary

Office of Academic Affairs
Thomas P. Robinson .......................... President
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 .......... B.A., 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 ....................... Director
B.A., M.A., Ph.D.
John F. Huffe ................................. 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 Wiegemans .................. .......................... Acting Director
Richard A. Thomas ......................... B.S., M.S., Ph.D
Harry Christensen ....................... .......................... Faculty
JoAnn Horton ............................... B.S.
Catherine Mannix .......................... B.A., R.N.
### Office of Academic Affairs

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Thomas P. Robinson</td>
<td>Provost</td>
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<td>B.A., M.A., Ph.D.</td>
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<tr>
<td>James D. Matthews</td>
<td>Vice President and Dean of Academic Affairs</td>
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<td>John P. Cicero</td>
<td>Chairperson, Division of Business</td>
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<td></td>
<td>A.B., M.B.A., Ph.D.</td>
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<tr>
<td>John R. Pickering</td>
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<td>Sister Marie Fidelis Remski, IHM</td>
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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.E.A.
Josephine Clemente ........................ Clerical Assistant
Alan Ross, Jr. ............................... Controller
B.S., C.P.A.
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
B.A.
John M. Hall ............................... Print Shop Supervisor
B.S.

FACULTY

DIVISION OF HUMANITIES

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B.A., Stetson University ........................ Associate Professor
M.A., Florida State University ..................
Ph.D., University of Denver ....................
Joel J. Blaustein .............................. Psychology
B.A., University of Buffalo .......................... Associate Professor
Ph.D., City University of New York ..............
Sr. Rose Bowen .............................. English and Humanities
B.A., St. Mary's Dominican College .......................... Associate Professor
M.A., Catholic University of America ............
M.A., University of Notre Dame ..................
Ph.D., Florida State University ..................
Jennifer Braaten .............................. Sociology and Social Sciences
B.S., University of Minnesota .......................... Assistant Professor
M.Ed., Ph.D. (candidate) Florida Atlantic University
Secretary
Director of Buildings and Grounds
Director of Housekeeping

PRESIDENT
Executive Vice President
Administrative Assistant
Dean of Admissions

Administrative Assistant
Assistant Dean of Admissions

Assistant Dean of Admissions
Admissions Counselor
Receptionist
Secretary
Clerical Assistant
Controller

Business Manager
Business Office Supervisor
Bookkeeper
Assistant Bookkeeper
Director of Purchasing

Collegetown Manager
Print Shop Supervisor

History/Political Science
Associate Professor

Psychology
Associate Professor

English and Humanities
Associate Professor

Sociology and Social Sciences
Assistant Professor

Atlantic University

James Chrysler
B.A., Baldwin-Wallace University
M.Ed., St. Lawrence University
Ed.D., University of New Mexico
Behavioral Science
Adjunct Instructor

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

Deborah Deschner
B.A., Beloit College
Counseling
Assistant Professor

Fr. Martin Devereaux
B.S., St. Mary's Seminary
Behavioral Science
Assistant Professor

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
Speech
Adjunct Instructor

Bettyrose Factor
B.S., Central Connecticut State University
English
Assistant Professor

M.A., St. Joseph's College

Richard Fonseca
B.Ed., University of Miami
Humanities
Assistant Professor

M.S., Barry University

Joseph Gillie
B.A., Averett College
Speech
Adjunct Instructor

M.A., Portland State University

Ellen Kirbert
B.S., Cornell University
Pre-Elementary Education
Assistant Professor

M.S., Florida State University

Diane Mattiace
B.A., M.A., University of Florida
Technical Writing
Adjunct Instructor

Edward Newhouse
B.A., Calvin College
English
Assistant Professor

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

John Patton
B.A., Wake Forest University
Social Sciences
Instructor

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

Ernest Ranspach
B.S., University of Michigan
Art
Associate Professor

M.F.A., Wayne State University

Diane Richard-Allerdice
B.A., M.A., Florida Atlantic University
English
Instructor

Ph.D. (candidate) University of Florida

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John P. Cicero (Chairperson)
A.B., University of Rochester
Management
Associate Professor

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

Edward Adams
B.A., M.S., University of Florida
Business Administration
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  Adjunct Professor
Judge (Ret.), Circuit Court of New Jersey
J.D., Rutgers University  Adjunct Professor
Charles F. Fletcher  Economics and Finance
B.S., Bethune-Cookman College  Adjunct Assistant Professor
M.S., State University of New York, Binghamton
Richard G. Grout  Culinary Arts
Certified Executive Chef  Assistant Professor
James D. Matthews  Management and Accounting
B.S., St. Louis 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 Commercial Flight Instructor
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
B.S., Southern Connecticut State College
M.S., Ph.D. (candidate) Nova University
Elizabeth Bates  B.S., University of Florida
M.Ed., Florida Atlantic University
Ed.D. (candidate) Florida Atlantic University
B.A., M.S., University of Miami  Ph.D., University of Michigan
John A. Chew  B.Ed., University of Miami
Licensed Funeral Director
Frederick Cichocki  R.N., Philadelphia General Hospital
B.S., M.S., University of Miami  Ed.D. (candidate) Northern Illinois 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. McNell  B.S., Clemson University
Antoin N. Nahas  B.S., M.S., New Jersey Institute of Technology
Vincent R. Saurino  B.A., 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 Shroyock  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
Ph.D., University of Michigan

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
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<td>Ann M. Crawford</td>
<td>B.S., M.S., Florida State University</td>
<td>Biology/Chemistry</td>
<td>Assistant Professor</td>
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<tr>
<td></td>
<td>Ed.D. (candidate) Northern Illinois University</td>
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<tr>
<td>Arlene Cross</td>
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<td>Sciences</td>
<td>Adjunct Instructor</td>
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<tr>
<td>Dale Kloss</td>
<td>B.S., Defiance College</td>
<td>Funeral Service</td>
<td>Instructor</td>
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<td></td>
<td>Ph.D., University of Beverly Hills</td>
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<tr>
<td>Andrew B. McNeill</td>
<td>B.S., Clemson University</td>
<td>Electronics</td>
<td>Adjunct Instructor</td>
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<tr>
<td>Antoin N. Nahas</td>
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<td>Electronics</td>
<td>Adjunct Instructor</td>
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<tr>
<td>Vincent R. Saurino</td>
<td>A.B., Grinnell College</td>
<td>Funeral Service</td>
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<td></td>
<td>M.S., Columbia University</td>
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<td></td>
<td>Ph.D., University of Pennsylvania</td>
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<tr>
<td>Richard Schuster</td>
<td>B.M.E., City College of New York</td>
<td>Computer Science</td>
<td>Instructor</td>
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<td></td>
<td>M.B.A., St. John's University</td>
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<tr>
<td>Brenda Shryock</td>
<td>B.S., M.S., Purdue University</td>
<td>Mathematics</td>
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<tr>
<td>Claude O. Simpson</td>
<td>B.S., University of Southern California</td>
<td>Computer Science</td>
<td>Associate Professor</td>
</tr>
<tr>
<td></td>
<td>Ph.D. (candidate) Nova University</td>
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</table>

**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  
Program Associate
B.S., Eastern Michigan University  
Institute on Aging
Helena Toner .............................................. Program Associate
            B.S., M.S., University of Toronto
            Institute on Aging
Barbara Buchholz ........................................ Communications Specialist
            Institute on Aging
Louis L. Amato ........................................ Gerontology
            B.S., New York University
            Adjunct Instructor
            M.D., New York University College of Medicine
Rita N. Gugel ........................................ Gerontology
            B.S., Hartwick College
            Adjunct Instructor
            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
            Adjunct Instructor
            Licensed Nursing Home Administrator
Paul R. Beatrice ........................................ Gerontology
            B.S., Wright State University
            Adjunct Instructor
            M.P.A., University of Dayton
Sheila J. Hopkins ...................................... Gerontology
            R.N., Beth Israel Hospital School of Nursing
            Adjunct Instructor
            B.S., Central Connecticut State College
            M.S.N., University of Connecticut
Barbara S. Provan ...................................... Gerontology
            B.S., Pennsylvania State University
            Adjunct Instructor
            M.A., Columbia University
Sterling H. Huntington ................................ Gerontology
            M.D., Albany Medical College of Union University
            Adjunct Instructor
Wilma L. Greenfield .................................... Gerontology
            B.A., Bennington College
            Adjunct Instructor
            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 are registered for all spring classes
5

November

3-14 Early Registration for Winterim
21 Thanksgiving Recess Begins
21 Classes Resumed
Dec. 1

December

15-18 Final Examinations

January

5 Registration for Winterim Classes Begins
23 Winterim Ends
23 Students Arrive
27 Registration Begins
28 Spring Classes Resume
29

March

6 Honors Convocation
6-8 Homecoming and Parade
10 Classes Resume
10-20 Early Registration for Summer Session
April 10 Spring recess begins

April

20
21

May

16-20 Final Examination
23 Commencement
25 Registration for Summer Session
Classes Begin

June

12 Summer Session

100
### XI. Academic Calendar

#### 1986-87

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2</td>
<td>New Students Arrive</td>
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<tr>
<td>3</td>
<td>Orientation Program</td>
</tr>
<tr>
<td>4</td>
<td>Returning Students arrive and registration for all students</td>
</tr>
<tr>
<td>5</td>
<td>Fall Classes Begin</td>
</tr>
<tr>
<td>3-14</td>
<td>Early Registration for Winterim and Spring Classes Resume</td>
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<tr>
<td>21</td>
<td>Thanksgiving Recess Begins after last class</td>
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<tr>
<td>Dec. 1</td>
<td>Classes Resume</td>
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<tr>
<td>15-18</td>
<td>Final Examinations</td>
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<tr>
<td>5</td>
<td>Registration for Winterim/ Classes Begin</td>
</tr>
<tr>
<td>23</td>
<td>Winterim Ends</td>
</tr>
<tr>
<td>27</td>
<td>Students Arrive</td>
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<tr>
<td>28</td>
<td>Registration</td>
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<tr>
<td>29</td>
<td>Spring Classes Begin</td>
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<tr>
<td>6</td>
<td>Honors Convocation</td>
</tr>
<tr>
<td>6-8</td>
<td>Homecoming and Parents Weekend Classes Resume</td>
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<tr>
<td>10</td>
<td>Early Registration for Summer &amp; Fall</td>
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<tr>
<td>10-20</td>
<td>Spring recess begins after last class</td>
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<tr>
<td>April 10</td>
<td>Spring Session Begin</td>
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<td>20</td>
<td>Students Return</td>
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<td>21</td>
<td>Classes Resume</td>
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<td>May 16-20</td>
<td>Final Examinations</td>
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<td>23</td>
<td>Commencement</td>
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<tr>
<td>25</td>
<td>Registration for Summer Session/ Classes Begin</td>
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<td>June 12</td>
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#### 1987-88

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<td>Orientation Program</td>
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<td>Returning Students arrive and registration for all students</td>
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<td>11</td>
<td>Fall Classes Begin</td>
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<td>2-13</td>
<td>Early Registration for Winterim and Spring Classes Resume</td>
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<td>Thanksgiving Recess Begins after last class</td>
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<td>30</td>
<td>Classes Resume</td>
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<tr>
<td>December 18-22</td>
<td>Final Examinations</td>
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<td>January 4</td>
<td>Registration for Winterim/ Classes Begin</td>
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<td>22</td>
<td>Winterim Ends</td>
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<td>Students Arrive</td>
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<td>Spring Classes Begin</td>
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<td>Honors Convocation</td>
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<td>4-6</td>
<td>Homecoming and Parents Weekend Classes Resume</td>
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<td>8</td>
<td>Spring recess begins after last class</td>
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<tr>
<td>14-25</td>
<td>Early Registration for Summer &amp; Fall</td>
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<td>June 10</td>
<td>Summer Session Ends</td>
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</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, Department of Education, Tallahassee, 2009 Apalachee Parkway, Tallahassee, Florida 32301.
a private, four-year co-educational institution by the Southern Association accredited by the Florida State Board of Universities.

committed to providing equal access to opportunity to all, regardless of sex, race, physical handicap. The College is adherent to general and state laws, regulations and equal opportunity.

access and equal opportunity includes individual assistance, access to course offerings, programs and activities, access to advising and health services, athletics and clubs, jobs and internships, housing and transportation, financial aid and scholarships. Equal opportunity includes the right to be free from sex discrimination, sexual harassment and sexual violence.

are not to be regarded as an irrevocable contract with the College. The College reserves the right to withdraw at any time under certain conditions, such as violation of College regulations or unacceptable academic performance. The College reserves the right to impose probation on a student who fails an exam, is late for class, or commits any other violation of College rules.

Any admission on the part of the College is void when the fraud is discovered. The College reserves the right to revoke an admission at any time. Any refund of tuition, fees, charges or any other payments is subject to the discretion of the College. The College is not liable for any act of God, strike, riot, disruption, or other situation outside the control of the College.

of Boca Raton for any academic program not directly related to its mission. Students who are accepted to earn degrees at the College will be re-enrolled in any other program in which they were accepted.

earned from colleges within the State of Florida are automatically accepted by the College. State Board of Independent Colleges and Universities regulations requires the College to verify and recognize the credentials of any student seeking to transfer. Any student seeking to transfer must provide documentation of their academic record from the transferring institution. The College will evaluate the transferred credits for applicability to the student's program of study.

Department of Education, Tallahassee, Florida 32301. Any student interested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

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 programs in Business which are designed specifically to meet the needs of a changing society. These programs are structured to prepare students for the job market after completing their associate programs. The College of Boca Raton's own baccalaureate programs are also structured to meet the needs of a changing society. Associate programs of study in the behavioral or political sciences, as well as for career preparation, all students at the College will be properly prepared.

The College's unique master's degree programs meet the needs of a changing society. The College of Boca Raton's own baccalaureate programs prepare students for the job market after completing their associate programs. The College of Boca Raton graduates will be equipped to enter the job market after completing their associate programs of study in the behavioral or political sciences, as well as for career preparation, all students at the College will be properly prepared.

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Boca Raton is to promote the physical, emotional, and moral values differ, and therefore, there will be growth among students. The College's purpose is to match each student learns to acquire the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the motivation, and acquires the 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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
7. Pool
8. Tennis Courts
9. Maintenance
10. Campus Security
11. Athletic Fields
12. Schmidt College Centre