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 individuals for developing their own talents and destinies.

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
1987-88
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Accreditation and Membership

The College of Boca Raton is accredited as a Level II 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
- Council for the Advancement and Support of Education
- Florida Association of Colleges and Universities
- Florida Personnel and Guidance Association
- National Association of Intercollegiate Athletics
- National Association of Student Personnel Administrators
- Southeastern College Art Conference

The College of Boca Raton admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
Philosophy . . .
Where Tomorrow
Begins Today

The College of Boca Raton seeks to promote the development of each student’s intellectual, emotional, social, and moral capabilities. Students enter an academic environment of excellence, with physical facilities and student activities which encourage personal growth. Each student is considered a unique individual with distinct goals. Aptitudes differ among students, and their achievements may differ. It is the College’s purpose to develop aptitudes and promote achievement through recognizing and challenging individual potential. The College believes in offering programs of study that are career-oriented to give students the competence and confidence to assume useful and rewarding roles in society. However, the institution further believes that the college experience must do more than prepare students to earn a living. It must involve them in the crucial questions of human existence, identity, meaning, and personal values. Thus, the liberal arts remain basic to the curriculum. It is our 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 as a commitment to that community, the College frequently involves its students in programs and courses related to community organizations and industries.

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

Location

The College is located in Boca Raton, on Florida's exclusive "Gold Coast." Boca Raton is one of the fastest growing cities in the country. Growth has been in major corporations such as IBM, Motorola, Siemens, Mitel, Sensormatic, Burroughs and Arvida, providing excellent opportunity for part time and full time employment. These corporations, along with others, acknowledge the tremendous economic potential that makes this area so desirable. Fort Lauderdale is twenty miles to the south and Palm Beach is twenty miles north. Greater Boca Raton is a city of 100,000, 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 Florida Turnpike, I-95, U.S. 1 and A-1-A. It is serviced by the major airports of West Palm Beach, Fort Lauderdale and Miami. The flight training facility is located at nearby Boca Raton Airport, an ideal field for private aircraft and charter flights.

History

The College of Boca Raton is an independent, four-year coeducational institution. It was founded in 1962 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 Educational program for personal fulfillment. Over nine hundred students from 38 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 semitropical 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.

The SCHMIDT COLLEGE CENTRE, named for Charles E. and Dorothy F. Schmidt, is a million dollar facility defining the entrance to the College. It includes the Office of the President, Admissions Office, Office of the Executive Vice President, Public Relations, Alumni, and Development Offices and the Provost's Office.

The ACADEMIC CENTER, located on the north end of the campus, provides classrooms, science labs and art studios. The two-story structure provides an academic atmosphere with all rooms opening onto a scenic courtyard.
The LYNN STUDENT CENTER includes the dining room, chapel, auditorium, and Collegetown, a recreation area which houses the bookstore, emporium, snack bar, post office, bank, and outdoor terrace for dining.

The 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 120,000 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, registrar and computer center. Three of the most up-to-date microcomputer classrooms contain IBM Personal Computers.

TRINITY HALL is a three-story residence hall accommodating 120 students and 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 Trinity 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.

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

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

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

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

Dean of Students

The Office of the Dean of Students is available to all students who need assistance in securing advice on college-related problems. The Dean also is responsible for maintaining an open line of communication between staff, students, and parents.

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 and includes a comprehensive tour of the Library to familiarize the student with contents and procedures.

Residence Halls
The three residence halls, Trinity, 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 necessary. 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 is to build a community atmosphere among the students in each hall. They also have the authority to refer to Student Services any student who is found in violation of campus rules.

Health Program
The objective of the student health program is to make students aware of the importance and advantage of good mental and physical health. The college 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, physical examination form, an immunization record, and an insurance statement. A registered nurse is on duty in the infirmary every weekday. She will make appointments with a local physician if necessary. Three full service hospitals are within a short distance of the College. Students with special problems (allergies, etc.) will be cared for by the nurse at the request of the parents or the family physician.

Student Activities
An expanding program of activities complements the academic program. The student chooses those activities which will contribute most to enjoyment and growth — student government, water ski club, service clubs, athletics, and numerous co-curricular organizations. For those whose interests are literary or managerial, there is a college newspaper and yearbook.
The College sponsors a number of cultural activities available to the local community as well as to students. Art exhibits, and fashion shows, organized and implemented by students, are frequently held on campus. Varied social activities include beach parties, dances, international festivals, films, pool parties, sports days, intramural sports, award dinners and informal entertainment in Collegetown.

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

Athletics

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

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

General Regulations

The College regards its students as responsible young adults and allows them considerable personal freedom. The rules and regulations are few — but they are firm, and violation of these rules may result in expulsion.

The possession or use of marijuana or any form of narcotic and/or hallucinogenic drug is expressly forbidden.

There are separate dormitories for the men and women with visitation privileges as specified by the College.

Absolutely no use of alcohol, regardless of age, is permissible in any public area in the dormitories or anywhere on campus. Students of legal age are permitted to use alcohol at special activities. Violation of this policy will result in disciplinary action.

There is no formal curfew for students. However, the campus maintains a full security system. An atmosphere of quiet and consideration for others is expected particularly in the evening hours. No pets are allowed. ROOMS MUST BE VACATED DURING THE THANKSGIVING, CHRISTMAS, EASTER AND SUMMER VACATIONS. In general the student's privacy is respected, but rooms may be entered and inspected to ensure proper maintenance and compliance with college regulations.

Automobiles are allowed on campus but must be registered with the Office of Student Services. Speeding, driving and/or parking on grass and similar violations will result in fines and in loss of the privilege of having a car on campus.

Damage to the dorm rooms will be billed to the students occupying them. Damage to other areas of the campus, when the responsibility can not be determined, will be charged to all students on a pro-rata basis. Damage to or theft of property belonging to the College or to students will be reported to
the Boca Raton Police Department for investigation.

The College of Boca Raton is a residential college and all freshman and sophomore students are required to live on campus except those who are living at home with their parents within commuting distance, and those who are married. Students in their junior or senior years may live off campus.
III. Admission

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, indicating 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. Your SAT or ACT 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 admission procedure outlined above. It is not necessary to submit a high school transcript if at least fifteen college credits have been successfully completed.

An official 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.

In general, transfer credit will be granted for all work completed in similar courses with a grade of C or better at other accredited colleges.

Early Admission

Students who wish to enter college directly after the eleventh grade may apply for early admission if their guidance counselors recommend such action. They
must arrange with the high school to receive a high school diploma when they complete one semester (or one year) of college. They should apply early in the eleventh grade.

International Students

The College of Boca Raton is proud of the international character of its student body and welcomes 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 previous academic work must be translated into English before they are sent to the College.

Students admitted to the United States on a student visa must be full time students and may not engage in off-campus employment without the written permission of the U.S. Immigration authorities.

Because no federal financial aid funds are available to international students, they must be prepared to pay full fees as listed in this catalog. They must also be aware that the campus is closed during vacation periods, and they must provide for their own off-campus housing at such times.

Advanced Placement and CLEP

The College of Boca Raton participates in the Advanced Placement Program and grants credit for knowledge and skills acquired outside of formal classroom experience. High school students who have taken the Advanced Placement tests and scored 3 or higher may earn both credit and placement in a higher level course.

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 student charges must be paid in full before the student is permitted to register or attend classes. All statements of account are due and payable in full on or before the date shown on the statement. As the College incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from tuition and 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. Furthermore, the College will not grant a degree, issue transcripts or release semester grades until all financial obligations have been satisfied.

Tuition and Fees

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<tbody>
<tr>
<td>Tuition</td>
<td>$7,300 per year</td>
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<tr>
<td>Room ($1800) and</td>
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<tr>
<td>Board ($1600)</td>
<td>3,400 per year</td>
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<tr>
<td>Total</td>
<td>$10,700 per year</td>
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<tr>
<td>Service Fee</td>
<td>200 per year</td>
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<td>$10,900 per 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>Service Fee</td>
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<td>Balance Due</td>
<td>10,200</td>
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<td>$10,900</td>
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Day Student

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

Dormitory Student

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<td>Tuition Deposit</td>
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<td>First Semester</td>
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<tr>
<td>Residence Hall Deposit</td>
<td>300</td>
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<tr>
<td>First Semester</td>
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<tr>
<td>Balance Due Before</td>
<td>5,050</td>
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<td>First Semester</td>
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<td>$5,550</td>
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Tuition Deposit

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<td>Second Semester</td>
<td>200</td>
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<tr>
<td>Residence Hall Deposit</td>
<td>300</td>
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<td>Second Semester</td>
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<tr>
<td>Balance Due Before</td>
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<td>Second Semester</td>
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Day Student

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<td>Tuition Deposit</td>
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<td>First Semester</td>
<td>$ 200</td>
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<td>Balance Due Before</td>
<td>3,650</td>
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<td>First Semester</td>
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<td>$3,850</td>
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Tuition Deposit

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<td>Second Semester</td>
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<td>Balance Due Before</td>
<td>3,650</td>
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<td>Second Semester</td>
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<td>$3,850</td>
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The additional $100 a semester is a deferred payment charge of the two (2) semester payment schedule.

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

Tuition: $100 per credit hour
(Part-time students may not register for more than 8 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.)

Late Registration

Approval must be obtained from the Provost in all cases of late registration. A fee of $25 will be charged for late registration.

Overloads

Regular College tuition is for 9 to 16 credit hours per semester, with a 5 course load. Students taking more than 16 credit hours per semester, with a 5 course load, will be charged for the additional credit hours per semester, at the rate of $100.00 per credit hour. Students taking more than 5 courses per semester will be charged for ALL credit hours assigned to that additional course(s).

Leap Program

Students enrolled in the Learning Enrichment Advancement Program (LEAP) are charged a fee of $950 per semester in addition to the regular College tuition charge. LEAP is a one-year program. Cost for the year (2 semesters) is $1900.00.

Laboratory Fees

$20 — $100
Charged for use of computer labs and certain other lab courses and texts as listed on the course schedule. Lab fees are non-refundable.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>COA 101</td>
<td>Study Skills lab</td>
<td>$100</td>
</tr>
<tr>
<td>HRM 250</td>
<td>Quantity Food Management lab</td>
<td>$60</td>
</tr>
<tr>
<td>HRM 480</td>
<td>Catering/Gourmet Foods lab</td>
<td>$60</td>
</tr>
<tr>
<td>ART 225</td>
<td>Computer Graphics lab</td>
<td>$30</td>
</tr>
<tr>
<td>ART 230</td>
<td>Photography lab</td>
<td>$30</td>
</tr>
<tr>
<td>ART 231</td>
<td>Advanced Photography lab</td>
<td>$30</td>
</tr>
<tr>
<td>ART 330</td>
<td>Color Photography lab</td>
<td>$30</td>
</tr>
<tr>
<td>SCI 104</td>
<td>Botany I lab</td>
<td>$30</td>
</tr>
<tr>
<td>SCI 105</td>
<td>Botany II lab</td>
<td>$30</td>
</tr>
<tr>
<td>SCI 110</td>
<td>Biology I lab</td>
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<tr>
<td>SCI 111</td>
<td>Biology II lab</td>
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<tr>
<td>SCI 125</td>
<td>Meteorology lab</td>
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<tr>
<td>SCI 130</td>
<td>General Chemistry I lab</td>
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<tr>
<td>SCI 131</td>
<td>General Chemistry II lab</td>
<td>$30</td>
</tr>
<tr>
<td>SCI 150</td>
<td>Physics I lab</td>
<td>$30</td>
</tr>
<tr>
<td>SCI 155</td>
<td>Physics II lab</td>
<td>$30</td>
</tr>
<tr>
<td>SCI 156</td>
<td>Introduction to Computer Tech</td>
<td>$30</td>
</tr>
<tr>
<td>SCI 200</td>
<td>Microprocessors lab</td>
<td>$30</td>
</tr>
<tr>
<td>SCI 220</td>
<td>Advanced Microprocessors lab</td>
<td>$30</td>
</tr>
<tr>
<td>SCI 325</td>
<td>Diagnostic/Troubleshooting lab</td>
<td>$30</td>
</tr>
</tbody>
</table>

13
CSC 330 Microprocessors/Microcomputers lab fee-$30.00
CSC 345 Assembly Language Programming lab fee-$30.00
CSC 355 Business Applications Software lab fee-$30.00
CSC 360 Software Engineering lab fee-$30.00
CSC 445 Data Communications lab fee-$30.00
CSC 455 C Programming Language lab fee-$30.00

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. Private room charges are $900 per semester, payable in advance, and student is assigned a room, or placed on a waiting list. If a private room is not available, refund of the private room charge will be 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.

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.
Check Cashing Service
The bookstore handles student check cashing. Hours are posted in Collegetown. The maximum amount permitted is $50.00 per check per day per student. A fee of $20.00 is charged for a check returned for any reason. Returned checks are not redeposited. The privilege of cashing checks will be revoked after one check is returned. Students must present their I.D. card when cashing a check. No third party checks will be honored.

Dismissal
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 in cases of dismissal or suspension of a student.

Withdrawal
Notification of withdrawal from the College for any reason must be made to the Registrar’s Office by filing the formal Request for Withdrawal form with the required signatures.

Refund Policy
In cases of withdrawal from the College, a properly filed Request for Withdrawal form establishes the date to which the College's refund schedule applies. It is also the responsibility of the student to make a written refund request to the Business Office before any refunds will be made. Any student asked to withdraw from the College for disciplinary reasons will receive no refund. Refunds normally require four to six weeks for processing.

REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL SEMESTER CHARGES PAYABLE, AFTER DEDUCTION FOR NON-REFUNDABLE DEPOSITS AND OTHER NON-REFUNDABLE FEES SUCH AS LAB FEES, SERVICE FEES AND DEFERRED PAYMENT CHARGES.

Calculation of Refundable Amounts
TUITION: prior to the date publicized as the first day of classes, 100 percent; within seven (7) days from the first day of classes, 75 percent; within fourteen (14) days from the first day of classes, 50 percent; within twenty-five (25) days from the first day of classes, 25 percent; after twenty-five (25) days from the first day of classes, NO REFUND.

ROOM CHARGES: prior to the date publicized as the arrival date for new students, 100 percent; after that date, NO REFUND.

BOARD CHARGES: prior to the date publicized as the arrival date for new students, 100 percent; from the arrival date for new students to the date publicized as the first day of classes, 80 percent; within seven (7) days from the first day of classes, 75 percent; within twenty-one (21) days from the first day of classes, 50 percent; within thirty (30) days from the first day of classes, 25 percent; within forty-five (45) days from the first day of classes, 10 percent; after forty-five (45) days from the first day of classes, NO REFUND.
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 Piper Warrior at a slightly higher hourly rate.

Private Pilot.

<table>
<thead>
<tr>
<th>Minimum FAA Requirement (Part 141)</th>
<th>35 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate Cost</td>
<td></td>
</tr>
<tr>
<td>20 Hours Dual (C-152)</td>
<td>$1,140.00</td>
</tr>
<tr>
<td>15 Hours Solo (C-152)</td>
<td>555.00</td>
</tr>
<tr>
<td>Total*</td>
<td>$1,695.00</td>
</tr>
</tbody>
</table>

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

Instrument Rating

<table>
<thead>
<tr>
<th>Minimum FAA Requirement (Part 141)</th>
<th>35 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Instruction (PA 28)</td>
<td>$2,695.00</td>
</tr>
<tr>
<td>125 Flight Hours</td>
<td></td>
</tr>
<tr>
<td>(includes time logged for private pilot rating and instrument flight instruction) approximate additional cost</td>
<td>$3,025.00</td>
</tr>
<tr>
<td>Total</td>
<td>$5,720.00</td>
</tr>
</tbody>
</table>

Commercial Rating

<table>
<thead>
<tr>
<th>Minimum FAA Requirement (Part 141)</th>
<th>190 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Instruction (PA 28)</td>
<td></td>
</tr>
<tr>
<td>(includes time already logged)</td>
<td></td>
</tr>
<tr>
<td>Approximate Additional Cost</td>
<td></td>
</tr>
<tr>
<td>25 Hours Solo</td>
<td>$925.00</td>
</tr>
<tr>
<td>10 Hours Dual* (*Retractable Gear Aircraft)</td>
<td>970.00</td>
</tr>
<tr>
<td>Total</td>
<td>$1,895.00</td>
</tr>
</tbody>
</table>

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

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

The College of Boca Raton participates in most Title IV financial aid programs. The purpose of these programs is to supplement the resources of the applicant and his/her 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 American College Testing Program (ACT). Aid is generally awarded in a combination of loan, employment, and/or grant. Students are also encouraged to apply for any state grants or loans which are open to them and to investigate educational loans from local banks.

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

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

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

2. The Financial Aid Form must be completed and returned to the American College Testing Program. The ACT 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 American College Testing Program, 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 a non-refundable deposit. This deposit is credited to his account.

5. No federal 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 $2,100 a year depending on the family's resources and the federal funds actually available. The Family Financial Statement (FFS) which the College requires for its aid programs is also used to determine eligibility for the SEOG Grant, so the student does not have to file a separate application for this award. The Supplementary Grant provides additional assistance to those with severe need who can not meet college costs with the other forms of aid.

National Direct Student Loan (NDSL)

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

College Work Study Program

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

Guaranteed Student Loan (GSL)

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

Most states have grant and loan programs for state residents which may be used to attend out-of-state colleges. Investigate these through your high school guidance office or by contacting the Department of Education in your state capital.

Tuition Loan Plans

Parents who prefer to meet educational costs out of monthly income may do so through the programs of several educational loan companies such as:

- College Aid Plan, Inc.
  1030 E. Jefferson Blvd.
  South Bend, Ind. 46624
- The Tuition Plan, Inc.
  Concord, New Hampshire 03301

Veterans' Benefits

The College of Boca Raton is approved for Veterans Training.

Florida Tuition Voucher

Students who are residents of Florida for at least two years may be eligible to receive from $850 to $1,000 an academic 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 Family Financial Statement 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 Technical Labs
- Boca Charities Scholarship Fund
- Robert Cavalear Scholarship Fund
- Chauncey Cottrell Scholarship Fund
- Eugene M. Lynn Student Center
- McCusker Sports Complex
- Rolland and Lullis Ritter Scholarship Fund
- Charles E. and Dorothy F. Schmidt College Centre
- Shamrock Society
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 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 Registrar.

A student's permanent record consists of the transcript, application for admittance, and semester grade reports. These are maintained in the Office of the Registrar. 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 intention 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 Registrar 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>
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 Registrar.

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 has 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 Registrar. The form must be signed by both the instructor and faculty advisor. The completed form, accompanied by the necessary payment ($5.00 per change), should be presented to the Business Office. To change 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 with the approval of the appropriate division chairperson.

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.

Appropriate request forms for Independent and Directed Study are available in the Registrar's Office. Signatures denoting approval by the academic advisor, supervising faculty member, and appropriate division chairperson 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 extensions must be approved in writing and filed with the Registrar.

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

Grading System

Faculty members have the responsibility of providing the College with an individual evaluation of the work of each student in their classes. Final course grades are entered on the student's permanent college record at the close of each semester or session. The grading system of the College of Boca Raton is as follows:

A — Excellent
B — Good
C — Average
D — Lowest Passing Grade
F — Failure
XF — Failure Due to Excessive Absences

Other Symbols in Use (not included in computation of average):
WP — Officially withdrawn from the course with a passing grade (withdrawal notice received by the Registrar).

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 Reports
At the mid-term point in each semester, students doing marginal or failing work in lower division classes (100 — 200 level) will receive an interim report informing them of their poor performance.

The Dean of Students will inform 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 = 4 points for each credit
B = 3 points for each credit
C = 2 points for each credit
D = 1 point for each credit
F = 0 points
XF = Failure Due to Excessive Absences

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.

Scholastic Average and Student Standing
A cumulative record of the quality point standing of each student will be maintained. Students who fail to meet minimum standards (see below) will be placed on academic probation. Their enrollment
may be terminated if satisfactory progress is not made.

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

- **Freshman**
  - 0 — 29 Semester Hours 1.80
- **Sophomore, Junior, Senior**
  - More than 29 Semester Hours 2.00

A student on academic probation may elect to enroll in the normal full time load of five courses, but failing work at the mid-term point in any course may cause the student to be withdrawn from a course.

Although students on academic probation are prohibited from participating in any intercollegiate competition and from seeking or holding student government and/or class offices, they may participate regularly in extra-curricular activities insofar as this participation does not impair their studies.

A 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.

During the 1985-86 academic year a Study Skills class (COA 101) was introduced. The class is required of all incoming students who are admitted on academic probation. It is a one credit course. In the class, specific techniques for effective studying, organization, note-taking, reading, test-taking, and writing skills are taught. The class is taught with the goal of overcoming deficits in the above area. A lab fee of $100 is charged for this course.

A limited number of students with specific learning disadvantages (or disabilities) enroll in a special program designed to assist them with learning problems. The LEAP Program (Learning Enrichment Advancement) was initiated in the Fall, 1986-87 academic year. LEAP is a one-year program. Cost for the year is $1900.00 ($950.00 per semester).

**Dismissal**

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 are dismissed by action of the Academic Standards Committee may appeal to the Academic Appeals Committee. If the dismissal is upheld by the Academic Appeals Committee, the student may subsequently reapply for admission through the Office of Admissions 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. The 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 because of 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. The student’s GPA will be affected only if the course is repeated at the College of Boca Raton.

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. The student’s GPA will be affected only if the course is repeated at the College of Boca Raton.

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 Registrar. These forms must be signed by the appropriate representative(s) of the following offices:

1. Dean of Students
2. Guidance Counselor
3. Director of Housing
4. Provost
5. Librarian
6. Business Office
7. Executive Vice President
8. Registrar

**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. 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 Funeral Service.

Bachelor Degree Programs

Bachelor of Science in Liberal Arts options available in:
- Behavioral Science
- History/Political Science
- Pre-Law

Bachelor of Science in Health & Human Services

Bachelor of Science in Computer Science

Bachelor of Science in Computer Information Systems

Bachelor of Science in Administration options available in:
- Accounting
- Aviation Management (with Flight Option)
- Business Administration
- Fashion Marketing
- Hotel/Restaurant Management
- Marketing

Bachelor of Science in Professional Studies

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

The Bachelor of Science in Liberal Arts includes a large selection of core and elective courses and provides the student the option to specialize in History/Political Science, Behavioral Sciences and Humanities.

Associate Degree Program

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.

Students may pursue an Associate of Arts in Business and elect one of the following areas: Business Administration, Fashion Marketing and Hotel/Restaurant Management. The Associate of Arts in Liberal Arts provides options in Art, Pre-Elementary Education and Liberal Arts. An Associate of Science degree in Funeral Service 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 emphasizing the administration of eldercare facilities, agencies, and programs. The curriculum requires a total of 40 graduate credit hours.
DIVISION OF HUMANITIES

BEHAVIORAL SCIENCE PROGRAM
PSYCHOLOGY-SOCIOLOGY

FIRST YEAR

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>101 Composition I</td>
<td>3</td>
<td>ENG 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HPS</td>
<td>111 World History I</td>
<td>3</td>
<td>HUM 101 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>BEH</td>
<td>110 Sociology</td>
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<td>BEH 150 Psychology</td>
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13 or 15

(1) Completion of 62 hours qualifies the student for an A.A. degree in Liberal Arts.

(2) Upper Division Behavioral Science Electives are:

- Anthropology
- Family/Society
- Cont. Social Probl.
- Personality Theory
- Human Motivation
- Research Methods
- Urban Sociology
- Into. Appl. Counsel
- Appl. Counseling
- Prin. of Learning
- Social Psychology
- Abnormal Psychology
- Minority Concerns
- Tech/Society
- Seminar Psychology
- Seminar Sociology

*Humanities Electives include course offerings in the following areas: Art, Photography, English, History, Political Science, Health and Human Services, Sociology, and Psychology.
## HISTORY/POLITICAL SCIENCE

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Or Community Service Practicum 13 or 15
(1) Completion of 62 hours qualifies the student for an A.A. degree in Liberal Arts.

(2) History/Political Science Electives are:

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<td>American History II</td>
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*Humanities Electives include course offerings in the following areas: Art, Photography, English, History, Political Science, Health and Human Services, Sociology, and Psychology.
## HUMANITIES/LIBERAL ARTS

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(1) Students can choose a major by taking 24 hours above freshman level in the following areas: History/Political Science and Behavioral Science (Sociology and Psychology).

(2) Completion of 62 hours qualifies the student for an A.A. degree in Liberal Arts.

*Humanities Electives include course offerings in the following areas: Art, Photography, English, History, Political Science, Health and Human Services, Sociology, and Psychology.
### ART/COMMERCIAL ART

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<td>ART 105 Drawing I</td>
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<td>ART 120 Basic Design</td>
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<td>ART 210 Life Drawing</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

- Painting & Color
- Photography
- Environmental Graphics
- Engineering Graphics
- Color Graphics
- 3-D Design
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.

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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 I and/or Marriage & Family. In this case, 60 credits are required for graduation.
2. The recommended sciences are Biology I-II.
## DIVISION OF BUSINESS

### ACCOUNTING

#### FIRST YEAR

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# AVIATION MANAGEMENT
(Flight Option Available)

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

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

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

**FIRST YEAR**

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**THIRD YEAR**

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<td>HRM 330 Hospitality Indus. Accounting</td>
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**FOURTH YEAR**

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<td>HRM 360 Hospitality Personnel and Training</td>
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<td>HRM 470 Convention &amp; Sales Management</td>
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<td>HRM 480 Catering/Gourmet Foods</td>
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**NOTE:** Completion of the program's first two years qualifies the student for an Associate of Arts in Business, concentration in Hotel/Restaurant Management.
## MARKETING

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**NOTE:** Completion of program’s first two years qualifies the student for an Associate of Arts in Business, concentration in Business Management.
DIVISION OF SCIENCE AND TECHNOLOGY
COMPUTER INFORMATION SYSTEMS

**FIRST YEAR**

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<td>MAT 115 Trigonometry-Analytic Geometry</td>
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**SECOND YEAR**

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**FOURTH YEAR**

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## COMPUTER SCIENCE

### FIRST YEAR

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FUNERAL SERVICE

To qualify for admission students must have completed eighteen (18) semester hours of general core requirements at the College of Boca Raton or any other accredited college or university.

GENERAL CORE COURSES

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<td>Public Speaking</td>
<td>Intro. to Sociology</td>
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<td>Business Law</td>
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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. Entry dates are September, January, and May.

FUNERAL SERVICE CURRICULUM

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<td>MSC 101</td>
<td>Intro. to Funeral Service</td>
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<td>MSC 131</td>
<td>Principles of Funeral Service</td>
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<td>MSC 150</td>
<td>Funeral Service Sanitation</td>
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<td>SCI 130</td>
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<td>MSC 250</td>
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<td>MSC 261-262</td>
<td>Embalming I-II</td>
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<td>MSC 240</td>
<td>Funeral Home Management</td>
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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)
# BACHELOR OF PROFESSIONAL STUDIES
## IN ADMINISTRATION

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

### JUNIOR YEAR

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<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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### BACHELOR OF SCIENCE
### HEALTH AND HUMAN SERVICES (GERONTOLOGY)

#### FIRST YEAR

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<td>ENG 102 English Composition</td>
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<tr>
<td>SCI 110 Biology I &amp; and Lab History/Poli Science Elective</td>
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#### SECOND YEAR

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<tr>
<th>Fall</th>
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<tbody>
<tr>
<td>HHS 210 Death and Dying</td>
<td>3</td>
<td>MAT 221 Probability &amp; Statistics</td>
<td>3</td>
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<td>COA 110 Public Forum</td>
<td>3</td>
<td>Literature Elective</td>
<td>3</td>
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<tr>
<td>MAT 110 College Algebra</td>
<td>3</td>
<td>HHS 290 Gerontology Practicum Elective</td>
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<td>BUS 212 Business Law</td>
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#### WINTERIM

| HHS 230 Social Gerontology | 3 Cr. |

#### THIRD YEAR

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<th>Fall</th>
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<tbody>
<tr>
<td>ACC 201 Principles of Accounting I</td>
<td>3</td>
<td>HHS 350 Mental Health &amp; Aging</td>
<td>3</td>
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<tr>
<td>CSC 200 Intro. To Computer Applications</td>
<td>3</td>
<td>BEH 349 Intro. To Applied Counseling</td>
<td>3</td>
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<tr>
<td>BUS 350 Human Resource Management</td>
<td>3</td>
<td>MAT 321 Statistical Application</td>
<td>3</td>
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<td>BUS 340 Organizational Behavior</td>
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<td>BFI 311 Financial Management</td>
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#### SUMMER

| HHS 450 Counseling The Older Adult | 3 Cr. |

#### FOURTH YEAR

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<th>Fall</th>
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<th>Spring</th>
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<tbody>
<tr>
<td>HHS 460 Health Gerontology</td>
<td>3</td>
<td>HHS 495 Administrative Residency II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 320 Principles of Management</td>
<td>3</td>
<td>Elective</td>
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<tr>
<td>HHS 490 Administrative Residency I</td>
<td>3</td>
<td>Elective</td>
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<td>9</td>
<td>HHS 420 Activities for Aged &amp; Infirm</td>
<td>3</td>
</tr>
</tbody>
</table>

#### WINTERIM

| HHS 340 Adult Development & Aging     | 3 Cr. |

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GRADUATE DEGREE PROGRAM
MASTER OF PROFESSIONAL STUDIES
IN HEALTH AND HUMAN SERVICE
(Eldercare Administration)

Curriculum (40 credits)

Aging Core (2 credit courses) (Student selects 16 credits):
1. Mental Health & Aging (HHS 535)
2. Activities for the Aged and Infirm (HHS 542)
3. Counseling The Older Adult (HHS 545)
4. Health Gerontology (HHS 546)
5. Special Topics in Gerontology and Geriatrics (HHS 590)
6. Advances in Clinical Gerontology (HHS 591)
7. Advances in Geriatrics (HHS 592)
8. Advances in Sociology of Aging (HHS 593)
9. Advances in Psychology of Aging (HHS 594)

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

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

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

For this reason, the student aspiring to the profession of law may select any major he wishes. There is no such thing as a prescribed pre-law curriculum; however, the pre-law student should take care to undergird any field of study with challenging courses in mathematics, natural sciences and the humanities. Courses recommended by most law schools include literature and advanced writing courses, history, political science, accounting, economics, mathematics, and any other courses that demand analytical or verbal ability. The bachelor of science in liberal arts can be geared to prepare a student for law school.

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) 994-0775. 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 Descriptions

Course Designation Guide

ACC — Accounting
ART — Art/Commercial Art
AVM — Aviation Management
BEH — Behavioral Sciences
BFI — Banking and Finance
BFM — Fashion Marketing
BUS — Business Administration
COA — Communications
CSC — Computer Science
PRE — Pre-Elementary Education
ENG — English
HHS — Health and Human Services
HRM — Hotel/Restaurant Management
HPS — History/Political Science
HUM — Humanities

IBT — International Business and Trade
LAN — Languages
MAT — Mathematics
MKT — Marketing
MSC — Funeral Service
SCI — Sciences

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
ACCOUNTING

ACC 201 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 202 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 201. 3 credit hours.

ACC 311 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. Prerequisite: ACC 202. 4 credit hours.

ACC 312 INTERMEDIATE ACCOUNTING II
A continuation of Intermediate Accounting I 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 311. 4 credit hours.

ACC 321 FEDERAL TAXATION I
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. Prerequisite: ACC 202. 3 credit hours.

ACC 331 COST ACCOUNTING
A course emphasizing cost accounting concepts, analyses and procedures applied as a managerial tool for planning and controlling operations of a business. Topics include the accountant's role in the organization, basic cost principles, standard costs, budgeting, direct costs, overhead, job order costing and inventory evaluation. Prerequisite: ACC 202. 3 credit hours.

ACC 451 ACCOUNTING FOR NOT-FOR-PROFIT ORGANIZATIONS
The accounting theory and practice of non-profit organizations including hospitals, schools, and state and local governments. 3 credit hours.
ACC 452  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.

ACC 461  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 312. 4 credit hours.

ACC 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.

ACC 480  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 361. 3 credit hours.

ACC 481  ADVANCED TOPICS IN ACCOUNTING
Selected topics in accounting are researched and discussed with emphasis on current trends in accounting practice. 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. Prerequisite: AVM 110. 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 rating are involved. Prerequisite: AVM 210. 4 credit hours.

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

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

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

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

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

AVM 481  AVIATION SEMINAR
A series of analyses and discussions of contemporary management problems in aviation. Individual student research and reports are required. Guest speakers are utilized. 3 credit hours.
ART/COMMERCIAL ART

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

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

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

ART 145 ENVIRONMENTAL GRAPHICS
Basic theory and techniques of environmental design in a two-dimensional form. Areas of interest include interior design, landscape, architecture, and urban planning. 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 225 COMPUTER GRAPHICS
An introduction to the variety of graphics that can be generated by computers. Lecture demonstrations using slides, film, and computers. Hands-on experience producing computer generated graphics. 3 credit hours. ($30.00 lab fee.)
ART 230  PHOTOGRAPHY  
Fundamentals of photography, including picture-taking, developing and print-making. 3 credit hours. ($30.00 lab fee.)

ART 231  ADVANCED PHOTOGRAPHY  
Further study of photography as an art form; includes use of color in photography, experimentation in composition and techniques of processing. 3 credit hours. ($30.00 lab fee.)

ART 242  THREE-DIMENSIONAL DESIGN  
Materials and methods for building three-dimensional forms are explained and demonstrated. Areas of interest range from abstract sculpture in stone carving to three-dimensional models of products to architectural models. Students develop three-dimensional projects from those offered in one of the above areas based on their individual interests. 3 credit hours.

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

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

ART 267  PORTFOLIO AND EXHIBITION  
The graduating student majoring in Commercial Art evaluates and prepares past work for a portfolio. The portfolio is to consist of original work and 35mm slides. New work is produced to round out the individual "portfolio personality." A resume is composed and printed. All of the work is then presented in a student exhibition during final exam week. The student designs and prints posters, invitations and programs for the exhibition. 3 credit hours.

ART 330  COLOR PHOTOGRAPHY  
Advanced study in the use of color in photography; includes processing of color negatives and slides. Coordinated work with certain other art and fashion classes is required. Prerequisite: ART 231. 3 credit hours. ($30.00 lab fee.)

BEHAVIORAL SCIENCE

BEH 110  INTRODUCTION TO SOCIOLOGY  
A survey course designed to introduce the student to the science of sociology. Fundamental concepts and terminology used in the field; description and analysis of social relationship and group life; culture change; the process of social interaction. 3 credit hours.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BEH 150</td>
<td>INTRODUCTION TO PSYCHOLOGY</td>
<td>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.</td>
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<td>BEH 160</td>
<td>CHILD DEVELOPMENT I</td>
<td>A survey of the major concepts and theories of child development from infancy through middle childhood. 3 credit hours.</td>
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<tr>
<td>BEH 161</td>
<td>CHILD DEVELOPMENT II</td>
<td>A survey of the major concepts and theories of child development during adolescence. 3 credit hours.</td>
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<tr>
<td>BEH 210</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 220</td>
<td>FAMILY AND SOCIETY</td>
<td>Study of the institutional character of the family, its history and relationship to other institutions. Problems for premarital concerns, internal dynamics of family life, children and divorce are discussed. 3 credit hours.</td>
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<td>BEH 235</td>
<td>CONTEMPORARY SOCIAL PROBLEMS</td>
<td>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.</td>
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<td>BEH 260</td>
<td>PERSONALITY THEORY</td>
<td>A study of the major theories which are concerned with the composition and the 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.</td>
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<td>BEH 270</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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<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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</table>
BEH 340  URBAN SOCIOLOGY
Social influences on growth, distribution and composition of population are explored, and demographic tools introduced; discussion of density problems in the psychological, geographical and sociological realm. Emphasis on social variables involved in urban structures and urban planning problems. 3 credit hours.

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

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

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

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

BFM 490  INTERNSHIP
Advanced on-the-job experience. Prerequisite: Senior standing - permission of program coordinator. 3-9 credit hours.

BEH 370  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.

BEH 380  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.

BEH 390  TECHNOLOGY AND SOCIETY
Psychological, economic and sociological aspects of the technology explosion. The effect of computers on social life and social structures; the future and “future shock.” New trends in architecture, urban planning are also highlighted. 3 credit hours.

BEH 490  SEMINAR IN PSYCHOLOGY
A study of selected and specialized topics in the field of psychology. 3 credit hours.
BEH 491  SEMINAR IN SOCIOLOGY
A study of selected and specialized topics in the field of sociology. 3 credit hours.

BANKING AND FINANCE

BFI 311  CORPORATE FINANCE
The theories, practices, procedures and problems involved in modern corporate financial management; financial analysis common to investment and business financial management decisions with special attention on the analysis of corporate equity and debt securities. Prerequisite: ACC 201. 3 credit hours.

BFI 321  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. Prerequisite: BFI 311. 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. Prerequisite: ACC 201. 3 credit hours.

BFI 362  PUBLIC FINANCE
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. Prerequisite: ACC 201. 3 credit hours.

BFI 451  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. Prerequisite: ACC 201. 3 credit hours.

FASHION MARKETING

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

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

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

**BFM 215**  
**FUNDAMENTALS OF FASHION 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.

**BFM 225**  
**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.

**BFM 240**  
**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.

**BFM 270**  
**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.
BFM 280  FASHION SEMINAR
Discussion and analysis of advanced topics relative to fashion, with emphasis on current market situation 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.

BFM 290  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.

BFM 490  INTERNSHIP
Advanced on-the-job experience. Prerequisite: Senior standing - permission of program coordinator. 3-9 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. This is an elective course for NON-BUSINESS MAJORS ONLY. 3 credit hours.

BUS 170  MICROECONOMICS
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  MACROECONOMICS
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. Prerequisite: BUS 212. 3 credit hours.
PRINCIPLES OF MANAGEMENT
A study of the development of managerial thought and an analysis of managerial functions. Consideration is given to functions of planning, organizing, coordinating and controlling in the practice of supervisory and middle management. 3 credit hours.

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.

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. This is an elective course for NON-BUSINESS MAJORS ONLY. 3 credit hours.

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

ORGANIZATIONAL BEHAVIOR
Analysis of organizational behavior based upon theory and research in the behavior sciences and applied to management of organizations. Concepts include human motivation, structural environmental and social factors influencing behavior, conflict, leadership style and factors involving the dynamics of organizations. Prerequisite: BUS 250. 3 credit hours.

HUMAN RESOURCE MANAGEMENT
A comprehensive study of the practice of modern manpower management. Areas of concentration include employee recruitment, placement and development, performance appraisal techniques, compensation systems, employee benefits design and training program design and evaluation. Prerequisite: BUS 250. 3 credit hours.

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

QUANTITATIVE BUSINESS ANALYSIS I
Application of quantitative analysis to business problems. Topics include: probability concepts, forecasting, decision, making use probabilities under certainty and uncertainty, cost volume-profit analysis, inventory. EOQ models and MRP models. Prerequisite: MAT 221.
BUS 423  QUANTITATIVE BUSINESS ANALYSIS II
A continuation of the application of quantitative analysis to business problems. Topics include: linear programming, simplex method, networking, integer programming, simulation, queuing theory and Markor analysis. Prerequisite: BUS 422.

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

BUS 450  BUSINESS AND SOCIETY
Analysis of forces external to the firm which influence its goals, structure and operation. Includes legal and regulatory constraints, the social, political, technological factors that influence managerial and non-managerial behavior in the firm and the firm's impact on society. Prerequisites: BUS 250, BUS 340, BUS 350. 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 250, BFI 311, and senior standing. 3 credit hours.

BUS 481  BUSINESS SEMINAR
Special topics in Business to be selected as appropriate in the semester the course is offered. Prerequisites will vary and permission of instructor is required. 3 credit hours.

COMMUNICATIONS

COA 101  STUDY SKILLS AND EFFECTIVE READING
Study skills and effective reading is a course for those who wish to acquire a variety of study strategies, or to improve study habits consistent with their learning styles. Throughout the course, the student uses a textbook from a course he is enrolled in to learn how to directly apply the strategies modeled. This wholistic approach is emphasized through organization of time and ideas. There are no prerequisites. The course offers one hour of credit, and offers individual instruction. A student may enroll more than once without credit if further progress is desired. ($100 lab fee). 1 credit hour.

COA 103  DEVELOPMENTAL WRITING
Develops learning strategies in written and oral communication on the college level. Prerequisite to English skills. 1 credit hour.
COA 104  EFFECTIVE READING/STUDY SKILLS
Helps learning disability students with integration into college level environment through improved communication skills, assertiveness, decision making, networking in the college or community at large, study and organizational skills. 1 credit hour.

COA 107  MATH AND PROBLEM SOLVING
Develops basic strategies and skills in math, science and basic analytical thinking. Introduces students to fundamentals of the subject matter. Prerequisites to Math skills. 1 credit hour.

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

PRE 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.

PRE 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.

PRE 130 LANGUAGE ARTS ACTIVITIES
Emphasis on developing and using meaningful strategies for involving children in language arts experiences. 3 credit hours.

PRE 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.

PRE 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.

PRE 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 writing, grammar, and sentence structure as a prerequisite for ENG 101 when required. Students must pass this class with a "C" in order to qualify for ENG 101. 3 credit hours.

ENG 101 ENGLISH COMPOSITION
A course in clear, effective expression which is designed to develop ability in composition. Students study the essay and are trained in the use of library materials for preparing research papers. 3 credit hours.
ENG 102  ENGLISH COMPOSITION/STUDIES IN LITERATURE
A course in effective writing, emphasizing analysis of works of literature. Students study the various literary genres and do critical reading and writing. 3 credit hours.

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

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

ENG 230  STUDIES IN AMERICAN LITERATURE
A study of major American authors. 3 credit hours.

ENG 240  STUDIES IN BRITISH LITERATURE
A study of major British authors. 3 credit hours.

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

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

ENG 320  WORLD DRAMA
A study of classic dramatic literature from Sophocles to the present. 3 credit hours.

ENG 350  STUDIES IN POETRY
A survey of the genre focusing on various forms of poetry. 3 credit hours.

ENG 355  TOPICS IN LITERATURE II
Advanced studies in various genres of literature. 3 credit hours.

ENG 410  BIOGRAPHY
A study in ancient and modern biographies. 3 credit hours.

ENG 460  GREAT BOOKS II
An interdisciplinary approach in which students will read and report on selected works from the Humanities Division's Great Books list. 3 credit hours.
**HEALTH AND HUMAN SERVICES (Gerontology)**

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

**HHS 170 ELDERCARE 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 230 SOCIAL GERONTOLOGY**  
Examines the individual and group needs of the older population. Emphasis is placed on such problems as income, employment, housing, transportation, isolation, nutrition and institutionalization. Also included are techniques for needs assessment, planning, service delivery and development. 3 credit hours.

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

**HHS 290 GERONTOLOGY PRACTICUM**  
Emphasis is on program development in this practicum. Students identify a problem related to aging or older people. Then, through the application of their knowledge and skills in gerontology, students develop a proposal for problem resolution. Acceptable projects include such assignments as needs assessment methodology, program plans, policy analysis, 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 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 490 and HHS 495  ADMINISTRATIVE RESIDENCY I AND II
Emphasis is placed on facility administration in this residency. Upon assignment to an eldercare facility, the student works through the various departments of the facility, reviewing functions as well as the policies and procedures governing them. Satisfactory/unsatisfactory marks are awarded in lieu of letter grades. 6 credit hours.

GRADUATE PROGRAM INSTITUTE ON AGING
CORE (all 2 credit courses)

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.

HHS 590 SPECIAL TOPICS IN GERONTOLOGY AND GERIATRICS
The study of a special area in gerontology and geriatrics. Topics will vary and reflect contemporary gerontological theory and practices.

HHS 591 ADVANCES IN CLINICAL GERONTOLOGY
This course will address the issues surrounding stress from the perspective of the professional helper, the lay caregiver and the patient/client themselves. We will deal with the societal, organizational, interpersonal and intrapsychic dynamics of stress and ways to manage it.

HHS 592 ADVANCES IN GERIATRICS
Emphasis in this course is on the current advances in theories, research and practice in geriatric medicine. Aspects included are cardiovascular disease, arthritis, metabolic changes, nutrition, pulmonary function, diabetes, hypertension, Alzheimer's Disease, and cancer.

HHS 593 ADVANCES IN SOCIOLOGY OF AGING
An examination of recent sociological research on aging and its implications on theory and practice. The course will discuss service delivery systems, program planning and evaluation, social policy, legislation, and social problems.
Critical review of environment-aging research examining environmental components as they affect the well-being and mental health of institutionalized and community-based elderly residents.

ADMINISTRATION CORE (all 3 credit courses)

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

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

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

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

SERVICE DELIVERY CORE (all 3 credit courses)

HHS 600  ELDERCARE 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  ELDERCARE 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  ELDERCARE 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, gero-psychology) 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. Also including the Renaissance and Reformation. 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  20TH CENTURY WORLD
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 to the present. 3 credit hours.
HPS 225 AMERICAN GOVERNMENT
An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions and the impact of government policies on national and international issues. 3 credit hours.

HPS 230 SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES
A topical approach to key political and social events that have impact on American culture. 3 credit hours.

HPS 250 GEOGRAPHY AND WORLD AFFAIRS
Introduction to the interplay of geography on political and cultural events. Emphasis on current events. 3 credit hours.

HPS 320 LATIN AMERICAN HISTORY
A comprehensive course that examines major historical/geographical/social features of Latin America, past and present. 3 credit hours.

HPS 330 THE THIRD WORLD
An examination of the historical development of selected Asian and African countries and the current economic, social and cultural conditions influencing their areas. 3 credit hours.

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

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

HPS 360 THE AMERICAN EXPERIENCE
A view of the historical and contemporary America as seen through the “eyes” of various disciplines, e.g., social and behavioral sciences, science and technologies, film and humanities. 3 credit hours.

HPS 460 WORLD EXPERIENCE
A view of the historical and contemporary world as seen through “one’s eyes” or various disciplines. e.g., social and behavioral sciences, science and technologies, arts, film, and humanities.

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 190  INTERNSHIP I
250 Hours of field work in hotels, restaurants, institutions, or clubs. The field experience will emphasize selected aspects of personnel management, and will be accompanied by readings, reports, journals, and faculty conferences. Prerequisite: consent of the instructor. 3 credit hours.

HRM 244  PROPERTY MANAGEMENT
An introduction to housekeeping management stressing employee training, recordkeeping and supervisory responsibilities. Studied are the various functions of the housekeeping department, health and safety and cost control measures. Prerequisite: HRM 140. 3 credit hours.

HRM 245  PRINCIPLES OF FOOD PRODUCTION
The application of scientific principles to the manipulative techniques of food production. Explains the techniques and procedures of quality food production, providing the princi-
ples underlying the selection, composition and preparation of the major food products. Laboratory provided for practice with basic and more complex recipes. Prerequisite: HRM 150.
3 credit hours.

HRM 250 QUANTITY FOOD MANAGEMENT
A course designed to provide the food service student with the necessary management skills to plan and operate quantity food operation. Included are quantity recipe planning and costing, purchase specifications writing, production systems and methods, and related inventory and cost control systems. Prerequisites: HRM 150 and HRM 245. 3 credit hours. Lab fee $60.00.

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

HRM 270 HOSPITALITY MARKETING AND SALES
Sales planning, promotion and publicity, advertising and the types of internal and outside sales programs needed in the hospitality industry are emphasized. Prerequisite: MKT 301. 3 credit hours.

HRM 280 TOURISM MANAGEMENT
An introduction to the broad fields of travel and tourism. Covers tourism components, supply and demand, marketing techniques for tourism and operational aspects of tourism management. 3 credit hours.

HRM 290 INTERNSHIP II
250 Hours of field work in hotels, restaurants, institutions, or clubs. The field experience will emphasize computer applications, and cost control procedures and will be accompanied by readings, reports, journals, and faculty conferences. Prerequisite: consent of instructor. 3 credit hours.

HRM 320 PHYSICAL PLANT MANAGEMENT
The basic engineering theories of electricity, lighting, refrigeration, air conditioning and acoustics are considered in relation to management problems associated with the physical aspects of the property. Capital investment, operating expenses, repair and maintenance costs are emphasized along with efficiency control, renovation and replacement of equipment. 3 credit hours.

HRM 330 HOSPITALITY INDUSTRY ACCOUNTING
Industry methods include a study of the uniform system of accounting recommended by the American Hotel and Motel Association, Club Managers Association and the National Restaurant Association, with emphasis on the flow of transactions from initial source to special journals and ledgers to
the preparation and interpretation of financial statements. Departmentalized costing procedures, internal controls and the auditing process are also studied. Prerequisite: ACC 301. 3 credit hours.

**HRM 340 安全管理**

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 饭店人员与培训**

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 饭店采购**

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 390 实习 III**

250 Hours of field work in hotels, restaurants, institutions, or clubs. The field experience will emphasize accounting procedures, and will be accompanied by readings, reports, journals, and faculty conferences. Prerequisite: consent of instructor. 3 credit hours.

**HRM 450 食品服务工程学**

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 行业风险管理**

The principle types of risk techniques are identified and considered, including the tools of risk management and loss prevention. Emphasis is placed on fire, casualty and multiple peril insurance policies as law of contracts, fire insurance forms, burglary, crime and liability coverage, business interruption, marine insurance, workers' compensation, bonds, adjustment of losses and the operations of insurance companies. 3 credit hours.
HRM 470  CONVENTION AND SALES MANAGEMENT
Defines the scope and various segments of the convention market. Explains what is required to meet the individual needs of patrons and explores methods and techniques that lead to the development and implementations of more competitive service. Prerequisite: HRM 270. 3 credit hours.

HRM 480  CATERING/GOURMET FOODS
Introduces students to competencies necessary for Garde Manager, Haute Cuisine menu planning and organizing the Catering Department. Meal course production, garni selection, and preparation and cost control methods are presented. Prerequisite: HRM 250. 3 credit hours. Lab fee $60.00.

HRM 481  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.

HRM 490  INTERNSHIP IV
250 Hours of field work in hotels, restaurants, institutions, or clubs. The field experience will emphasize marketing techniques, and will be accompanied by readings, reports, journals, and faculty conferences. Prerequisite: consent of instructor. 3 credit hours.

HUMANITIES

HUM 101  ART APPRECIATION
An introductory course approached through ideas rather than through chronology. Using modern and contemporary art as a focal point and moving back and forth in time, the course brings out subjects, themes and stylistic tendencies that relate the present to the past. The characteristic intrinsic to each art form is explored. 3 credit hours.

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

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

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

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

HUM 221 INTRODUCTION TO PHILOSOPHY
A study of the basic schools of philosophy and their close relationship with contemporary times and the problems which confront mankind, both collectively and individually. 3 credit hours.

HUM 230 WORLD RELIGIONS
A comparative study of the world's great religions and their impact separately and collectively on the world today. 3 credit hours.

HUM 250 GREAT ISSUES I (Lower Division)
An interdisciplinary approach dealing with such topics as "The Nature of Man," "Education: Ends and Means," "War and Peace," and "Tyranny and Freedom." Course will be team-taught. 3 credit hours.

HUM 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 350 AMERICAN PHILOSOPHY
A study of the major insights of American philosophers including Edwards, Pierce, James, Royce, etc. The course will deal with the ways their (plus others) ideas helped to shape American law, politics, morals, aesthetics, and educational structures. 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.

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.
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 underdeveloped economies, problems of stabilizing international commodity markets and balance of payments problems of the United States and other selected countries. 3 credit hours.

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

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

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.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>MAT 101</td>
<td>MATH FUNDAMENTALS</td>
<td>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.</td>
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<tr>
<td>MAT 110</td>
<td>COLLEGE ALGEBRA</td>
<td>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.</td>
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<tr>
<td>MAT 115</td>
<td>TRIGONOMETRY AND ANALYTIC GEOMETRY</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 117</td>
<td>PRE-CALCULUS</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 200</td>
<td>METHODS OF CALCULUS</td>
<td>A descriptive introduction to the methods and applications of differentiation and integration. Primarily for business and social science majors. Prerequisite: MAT 110. 4 credit hours.</td>
</tr>
<tr>
<td>MAT 210</td>
<td>CALCULUS I</td>
<td>A first course in calculus covering differentiation of algebraic and trigonometric functions, differentials, derivatives, logs and exponential functions. Prerequisite: MAT 115. 4 credit hours.</td>
</tr>
<tr>
<td>MAT 211</td>
<td>CALCULUS II</td>
<td>A follow-up to MAT 210 covering integration, applications of integrations, differentiation and integration of inverse functions, limits and continuity. Prerequisite: MAT 210. 4 credit hours.</td>
</tr>
<tr>
<td>MAT 221</td>
<td>PROBABILITY AND STATISTICS</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 250 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 MARKETING
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 250. 3 credit hours.

MKT 311 MARKETING MANAGEMENT
The marketing function is viewed in the context of the company and society. Emphasis is on basic decision-making tools and analytic processes. Topics include consumer behavior, advertising and sales promotion, pricing, distribution channels, product policy. Prerequisite: MKT 250. 3 credit hours.

MKT 321 SALES MANAGEMENT
The role of personal selling in marketing mix, the selling process, analytical approaches to forecasting and planning, development and implementation of sales programs. Prerequisite: MKT 250. 3 credit hours.
MKT 322  PROFESSIONAL SELLING
A continuation of MKT 321, with greater emphasis placed on the development of selling techniques, territory penetration, presentations and closings. Prerequisites: MKT 250, MKT 321. 3 credit hours.

MKT 350  ADVERTISING
An overview of the promotional aspect of the marketing mix, including sales promotion and public relations. Emphasized are the interactions of these areas in advertising strategy planning. Also examined is the influence of advertising and its responsibilities to society. Course project required involving research, analysis and presentation. Prerequisite: MKT 250. 3 credit hours.

MKT 351  ADVANCED ADVERTISING STRATEGIES
This course is an extension of MKT 350, and takes the next step in more advanced advertising, and promotional plans and strategies. The student will be expected to produce an advertising plan by course end. Prerequisites: MKT 250, MKT 350. 3 credit hours.

MKT 355  MARKETING COMMUNICATIONS
A study of public relations practices and customer relations and topics relating to the functions of marketing. Public relations programs are developed based on current market research. Prerequisites: MKT 250, MKT 350. 3 credit hours.

MKT 360  MARKETING CHANNELS
The concept by which goods and services move through the marketplace is developed and introduced at each level; retail, wholesale and specialized distributors. Focus is on levels of inventory, supply and demand, and problems of physical distribution. Prerequisite: MKT 250. 3 credit hours.

MKT 425  INTERNATIONAL MARKETING
International marketing is designed around multinational companies, marketing, promotion, international distribution, product policy and development, and management strategy. Prerequisite: MKT 311. 3 credit hours.

MKT 430  MARKETING RESEARCH
Introduction to the techniques and tools of market research as an aid to decision-making. Topics include problem definition, research methods, research project design, results interpretation. Prerequisites: MKT 311, MAT 221. 3 credit hours.

MKT 455  INDUSTRIAL MARKETING
Marketing by commercial, governmental, institutional, and nonprofit organizations, with regard to their goods and services. Concentration is placed on promotion, strategy, pricing and management planning. Prerequisite: MKT 311. 3 credit hours.
MKT 460  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. Prerequisite: MKT 430 and senior standing. 3 credit hours.

MKT 481  ADVANCED MARKETING TOPICS
Independent course of study on a selected marketing topics that is typically a current controversial, or topical marketing application. Senior standing, topics must be arranged with professor. Prerequisites: MKT 460, senior standing, and permission of Instructor. Credits to be determined by course content.

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, sociology of funeral service, ethical obligations, at need counseling techniques and general merchandising. 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, pre-need counseling techniques and the theological needs of the family. 3 credit hours.

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

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

MSC 240  FUNERAL HOME MANAGEMENT
A survey of all aspects of the operation and management of a funeral home, based on the Federal Trade Commission/Rules and Regulatory business practices. Included are location selection and financing, construction and remodeling, recruitment and training of personnel, interior design and applied merchandising. 3 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. Lab fee $30.00.

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. Lab fee $30.00.

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. Lab fee $30.00.

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. Lab fee $30.00.

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. Lab fee $30.00.

SCI 110 BIOLOGY I and LAB
In-depth study involving scientific method, relation of biological principles of everyday life, factors controlling growth and development, appreciation of the critical significance of the life sciences in the modern world. 4 credit hours. Lab fee $30.00.

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. Lab fee $30.00.

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. Lab fee $30.00.

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. Prerequisite: MAT 110. 4 credit hours. Lab fee $30.00.

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. Lab fee $30.00.

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. Lab fee $30.00.
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 an 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 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. Lab fee $30.00.

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. Lab fee $30.00.

COMPUTER SCIENCE

CSC 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. Lab fee $30.00.

CSC 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: CSC 150. 4 credit hours. Lab fee $30.00.
CSC 156  COMPUTER LANGUAGES II
A continuation of course CSC 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: CSC 155. 4 credit hours. Lab fee $30.00.

CSC 200  INTRODUCTION TO COMPUTER APPLICATIONS
An introduction to computers and to how their application can be used as a tool in business and society. The course prepares the student to understand the many facets associated with the application of computers and provides an opportunity to develop the skills necessary to utilize computers as a tool in both their professional and personal environments. 3 credit hours (for non-computer majors). Lab fee $30.00.

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

CSC 220  MICROPROCESSORS
An introduction to the foundations and design concepts related to specific microprocessor architected systems. Topics include fundamental machine language program routines, arithmetic logic, interrupts and advanced structures for practical system realizations. 4 credit hours. Lab fee $30.00.

CSC 260  COMPUTER ARCHITECTURE
A study of the internal design features, components, operations, and manufacturing techniques related to microcomputers. Prerequisite: CSC 150. 4 credit hours.

CSC 265  SYSTEM PROGRAMMING
A study of computer operating systems, including assembly language, job control language, data management and debugging techniques. 4 credit hours.

CSC 270  COMPUTER OPERATING SYSTEMS
A study of management techniques for the control of computer hardware, including management of memory, processor, devices, and data. 3 credit hours.

CSC 280  STRUCTURED SYSTEMS ANALYSIS
Analysis of the techniques used in the evaluation of systems and the study of the application of computer hardware and software in the specific domain of computer systems development. The study of business applications that lead to the specification for new information systems software and hardware. Prerequisite: CSC 155 or the combination: CSC 200, CSC 315. 3 credit hours.
CSC 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: CSC 200. 3 credit hours.

CSC 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: CSC 220. 4 credit hours. Lab fee $30.00.

CSC 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: CSC 260. 4 credit hours. Lab fee $30.00.

CSC 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: CSC 320. 4 credit hours. Lab fee $30.00.

CSC 345  ASSEMBLY LANGUAGE PROGRAMMING
This course uses the concepts introduced in CSC 156 and CSC 220 to present machine and assembly language programming. Memonic operations, symbolic addresses, indexing, indirect addressing are discussed. The use of MACROS and symbolic addressing are introduced. Fundamental assembler language operations are introduced to construct high-level language and real-time functions. Prerequisite: CSC 156, CSC 280. 4 credit hours. Lab fee $30.00.

CSC 355  BUSINESS APPLICATIONS SOFTWARE
A study of currently available software systems related to business and its management and specific applications of these systems. Prerequisites: CSC 156, CSC 280. 4 credit hours. Lab fee $30.00.

CSC 360  SOFTWARE ENGINEERING
This course examines the software development life cycle. The emphasis is on planning and estimation techniques, analysis of computer-based systems and the software elements of design, coding, testing, and maintenance. 4 credit hours. Lab fee $30.00.
CSC 445  DATA COMMUNICATIONS
Data transmission techniques are studied with related topics, including modems and communications channels, communications software, distributed processing. Prerequisite: CSC 156. 4 credit hours. Lab fee $30.00.

CSC 455  C PROGRAMMING LANGUAGE
An in-depth examination of the C programming language. Topics include constructs, syntax and applications including operating systems, compilers and application packages. 4 credit hours. Lab fee $30.00.

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

CSC 470  COMPUTER-AIDED DESIGN
Principles and methods suited to problem-solving on the microcomputer. Topics include system modeling, curve fitting and design-oriented program methods. Prerequisite: MAT 211. 3 credit hours.

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

CSC 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.

CSC 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.

CSC 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 1963 as Marymount College by the Religious of Sacred Heart of Mary, a religious order that has schools and colleges throughout the world.

In 1971, 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 Colette 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 for the College in the academic programs. These boards have assisted the President in the growth and development of the institution.
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Cazenovia, NY

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Gage Rosica  
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Modular Computer Systems  
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President  
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Boca Raton, FL

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Boca Raton, FL

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Manager, Technical Education Operations
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Boca Raton, FL

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General Optics & Applied Technology Laboratory
United Technologies Research Center
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Ft. Lauderdale, FL

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Boca Raton, FL
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Sec'y/Treas., American Hotel Motel Assn.

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La Vieille Maison
Boca Raton, FL

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Cheers Wine Shop
Boca Raton, FL

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General Manager
Royce Hotel
West Palm Beach, FL

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President
REL Enterprises Inc.
Boca Raton, FL

Scott Morrison
President
Boca Raton Hotel & Club
Boca Raton, FL

Bill Ripple
General Manager
Fort Lauderdale Marriot Hotel
Fort Lauderdale, FL

Administration and Staff

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B.S.

Damari Victorero .................... Secretary
Office of Academic Affairs

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

James D. Matthews .................................................. Vice President & Dean of Academic Affairs
B.S., M.B.A., Ph.D. (candidate)

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

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

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B.S., M.L.S.

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

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

Doria C. V. Yeaman .................................................. Assistant to the Dean of
A.A., B.H.S.A., M.S. Continuing Education/Computer Center Coordinator

Daniel W. Morgan .................................................. Registrar
M.S.

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

Marie Cullen .......................................................... Assistant to Registrar

Thelma Erickson ..................................................... Clerical Assistant, Registrar

Mary Farone .......................................................... Director LEAP Program
B.A., M.S.Ed.

Ida Shipe ............................................................ Administrative Assistant, Provost
B.S.

Dale Finneran ............................................................ Faculty Secretary

Office of Student Services

Gregory J. Malfitano ................................................. Vice President for Administration
B.A., M.A. and Student Services

John F. Huffe ............................................................ Dean of Students
B.S., M.Ed.

Deborah E. Deschner .................................................. Director of Counseling and Placement
B.A., M.A., Ph.D.

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

Ann L. Nelson .......................................................... Director of Student Activities
B.A.

Martin Horrigan .......................................................... Director of Security
B.S.

Paul Turner ............................................................ Athletic Coordinator
B.S., M.A.

Roy Wiggemansen .................................................. Athletic Director and Soccer Coach

Richard A. Thomas .................................................. Golf Coach
B.S., M.S., Ph.D.
Evelyn Nelson ...................................... Director of Financial Aid  
B.S.
Mary Beth Ralston ................................... Financial Aid Counselor
Diamond Uhia......................................... Nurse  
R.N.
James Blankenship .................................. Director of Intramurals
Antonia Emmanuele ................................... Housing Manage  
B.A., M.A.
Jo Stevens ............................................. Secretary  
B.A.
Diane Ellis ............................................ Secretary  
B.A.
Pat Carville ......................................... Director of Buildings and Grounds
Faye Barberis ........................................ Director of Housekeeping

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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
Douglas A. Cohen .................................... Admissions Counselor  
B.A.
Nicole Rivet .......................................... Admissions Counselor  
B.A.
Louise J. Conca ...................................... Receptionist
Nancy Reid ............................................ Secretary  
B.F.A.
Rebecca Steinmann .................................. Clerical Assistant
Josephine Clemente ................................ Clerical Assistant
Alan Ross, Jr. ........................................ Controller  
B.S., C.P.A., Licensed in State of Delaware
Annette K. Tomlin ................................... Business Manager
Sharon Norris ........................................ Business Office Supervisor
Joanne Bradley ...................................... Accounts Receivable
Linda Witherwax ..................................... Bookkeeper
Arthur E. Landgren .................................. Director of Purchasing  
B.B.A.
Mary Ann Ladika .................................... Collegetown Manager
John M. Hall .......................................... Print Shop Supervisor  
B.S.
Jill Smelser .......................................... Mailroom
Janet L. Glitz .......................................... Director of Public Relations  
A.S.
Kimberly Snyder .................................... Clerical Assistant, Institutional Advancement
Barbara A. Kimball .................................. Receptionist
FACULTY
DIVISION OF HUMANITIES

John R. Pickering (Chairperson)  History/Political Science
   B.A., Stetson University  Professor
   M.A., Florida State University
   Ph.D., University of Denver

Joel J. Blaustein  Psychology
   B.A., University of Buffalo  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  Associate Professor
   M.Ed., Florida Atlantic University
   Ph.D. (candidate) Florida Atlantic University

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

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

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

Fr. Martin Devereaux  Behavioral Science
   B.S., St. Mary's Seminary  Assistant Professor
   B.A., University of Notre Dame
   M.A., Barry University
   Ph.D., Nova University

Michael Edwards  Speech
   B.A., Ohio Wesleyan University  Adjunct Instructor
   M.A., Syracuse University

Bettyrose Factor  English
   B.A., Central Connecticut State University  Assistant Professor
   M.A., St. Joseph's College

Mary Farone  Learning Disability
   B.A., SUNY Geneseo  Assistant Professor
   M.S., Nazareth College
   Ph.D. (candidate) Cornell University

Joseph Gillie  Speech
   B.A., Averett College  Adjunct Instructor
   M.A., Portland State University

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

Kathryn Krueger  English
   B.A., University of Arizona  Adjunct Instructor
   M.A., Florida Atlantic University
Edward Newhouse .................................................. English
B.A., Calvin College Assistant Professor
M.A., Western Michigan University
Ph.D., Ball State University

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

Ernest Ranspach .................................................... Art
B.S., University of Michigan Professor
M.F.A., Wayne State University

Diane Richard-Allerdycze ........................................ English
B.A., Florida Atlantic University Instructor
M.A., Florida Atlantic University
Ph.D. (candidate) University of Florida

DIVISION OF BUSINESS

John P. Cicero (Chairperson) .......................................Management
A.B., University of Rochester Professor
M.B.A., Syracuse University
Ph.D., Syracuse University

Edward Adams ...................................................... Business Administration
B.A., University of Florida Adjunct Instructor
M.S., University of Florida
M.B.A., Florida State University

Theodore J. Along .................................................. Management
A.S., Monroe Community College Associate Professor
B.S., Rochester Institute of Technology
M.B.A., Rochester Institute of Technology

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

Charles F. Fletcher .............................................. Economics and Finance
B.S., Bethune-Cookman College Adjunct Professor
M.S., State University of New York, Binghamton

Richard A. Kustin .................................................. Marketing
B.A., Queens College (CUNY) Associate Professor
M.B.A., Baruch College (CUNY)
D.B.A., Nova University

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

Elton K. Morice ...................................................... Aviation
B.S., Worcester Polytechnic Instructor
Commercial Flight Instructor

Charles T. Nachman ............................................... Hotel/Restaurant Management
A.S., Triton College Assistant Professor
B.A., Northeastern Illinois University
M.S.Ed., Chicago State University

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Thomas P. Robinson ................................................ Management
B.A., Brooklyn College
M.A., New York University
Ph.D., New York University

Christopher L. Schearer ........................................ Adjunct Professor
B.A., Moravian College
M.S., Marywood College
J.D., Nova University

Alfred R. Seigle ...................................................... Marketing
A.B., Union College
M.P.A., University of Michigan
Ph.D., Columbia University

Robert Seiwell .................................................... Accounting
B.S., Webb Institute
M.Ed., George Mason University
M.A., Central Michigan University
Certified Public Accountant

Hubert B. Shenkin .................................................. Business Law
B.S., City College of New York
M.B.A., City College of New York
J.D., Nova University

Carolyn A. Spencer .............................................. Accounting and Finance
B.S., Bryant College
M.B.A., University of Massachusetts, Amherst

Donna Sullivan .................................................. Fashion Merchandising
B.S., University of Vermont
M.S., Florida Atlantic University

Ronald A. Usiewicz ............................................. Hotel/Restaurant Management
B.S., Pennsylvania State University
M.S., University of Wisconsin
Ph.D., Kent State University

DIVISION OF SCIENCE AND TECHNOLOGY

Sister Marie Fidelis Remski (Chairperson) ..................... Biology/Botany
A.B., University of Michigan
M.A., University of Michigan
Ph.D., University of Michigan

Elizabeth Bates .................................................. Computer Science
B.S., Southern Connecticut State College
M.S., Nova University
Ph.D. (candidate) Nova University

Frederick Chichocki ............................................... Biology
B.S., University of Miami
M.S., University of Miami
Ph.D., University of Michigan

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

Ann M. Crawford ................................................ Biology/Chemistry
B.S., Florida State University
M.S., Florida State University
Ed.D. (candidate) Northern Illinois University
Brad R. Gammon ........................... Mathematics
B.S., Oakland University Adjunct Instructor
M.S., Michigan State University

Sam Karns .................................. Computer Science
B.A.S., Florida Atlantic University Adjunct Instructor

Gary Muller ................................ Computer Science
B.A., Rutgers University Technical Writing
M.A., Seton Hall University Adjunct Instructor

Antoin N. Hahas ......................... Computer Science
B.S., New Jersey Institute of Technology Assistant Professor
M.S., New Jersey Institute of Technology

June Nilson ................................ Mathematics
B.A., Taylor University Adjunct Instructor
M.A., Columbia University

Ralph Pipitone ................................ Computer Science
B.S., University of Illinois Adjunct Instructor

Joleen Rasmussen .......................... Computer Science
B.S., Michigan State University Adjunct Instructor
B.A., Michigan State University

Richard Schuster .......................... Computer Science
B.M.E., City College of New York Instructor
M.B.A., St. John’s University

Brenda Shryock ............................ Mathematics
B.S., Purdue University Adjunct Instructor
M.S., Purdue University

Robert Slossberg .......................... Computer Science
B.S., University of Maryland Adjunct Instructor

Clovis L. Tondo ............................ Computer Science
M.S.C., Southern Illinois Adjunct Instructor
University at Carbondale

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

John P. Cicero ......................... Professor
A.B., University of Rochester
M.B.A., Syracuse University
Ph.D., Syracuse University

Rita N. Gugel ............................. Associate Professor
B.S., Hartwick College Institute on Aging
M.S., State University of New York (Oneonta)
Ph.D., New York University

Helena Toner .............................. Assistant Professor
B.S., University of Toronto Institute on Aging
M.S., University of Toronto
Ph.D. (candidate) Florida Atlantic University
Louis L. Amato ........................................ Gerontology
B.S., New York University Adjunct Instructor
M.D., New York University College of Medicine

Mary J. Harrison ......................................... Gerontology
B.S., Florida Atlantic University Adjunct Instructor
M.P.A., Florida Atlantic University
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., University of California
D.S.W., University of California
Licensed Clinical Social Worker

Erskine Rogers ........................................... Gerontology
A.B., Boston University Adjunct Instructor
J.D., University of Miami School of Law

DIVISION OF CONTINUING EDUCATION

Ronald K. Aiello ......................................... Funeral Service
A.A., Union College Adjunct Instructor
B.A., Montclair State College
Licensed Funeral Director

John A. Chew ............................................. Funeral Service
B.Ed., University of Miami Assistant Professor
Licensed Funeral Director

Arlene Cross ............................................. Sciences
R.N., Philadelphia General Hospital Adjunct Instructor
B.S., Temple University
M.Ed., Temple University
Ed.D., Nova University

Dale Kloss ................................................ Funeral Service
B.S., Defiance College Adjunct Instructor
Ph.D., University of Beverly Hills

Andrew B. McNeill ...................................... Electronics
B.S., Clemson University Adjunct Instructor

Vincent R. Saurino ....................................... Funeral Service
A.B., Grinnell College Adjunct Instructor
M.S., Columbia University
Ph.D., University of Pennsylvania
**XI. Academic Calendar**

<table>
<thead>
<tr>
<th>1987-88</th>
<th>1988-89</th>
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<tbody>
<tr>
<td><strong>September</strong></td>
<td><strong>September</strong></td>
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<tr>
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<td>6</td>
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<td>9</td>
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<td>10</td>
<td>8</td>
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<tr>
<td>11</td>
<td>9</td>
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<tr>
<td><strong>New Students Arrive</strong></td>
<td><strong>Orientation Program</strong></td>
</tr>
<tr>
<td><strong>Returning Students Arrive and registration for all students</strong></td>
<td><strong>Fall Classes Begin</strong></td>
</tr>
<tr>
<td><strong>November</strong></td>
<td><strong>November</strong></td>
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<tr>
<td>2-13</td>
<td>10/31-11/11</td>
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<tr>
<td>20</td>
<td>18</td>
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<td>30</td>
<td>28</td>
</tr>
<tr>
<td><strong>Early Registration for Winterim/Spring</strong></td>
<td><strong>Thanksgiving Recess begins after last class</strong></td>
</tr>
<tr>
<td><strong>Classes Resume</strong></td>
<td><strong>Classes Resume</strong></td>
</tr>
<tr>
<td><strong>December</strong></td>
<td><strong>December</strong></td>
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<tr>
<td>18-22</td>
<td>17-21</td>
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<tr>
<td><strong>Final Examinations</strong></td>
<td><strong>Final Examinations</strong></td>
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<tr>
<td><strong>January</strong></td>
<td><strong>January</strong></td>
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<td>28</td>
<td>26</td>
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<tr>
<td><strong>Registration for Winterim</strong></td>
<td><strong>Classes Begin</strong></td>
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<tr>
<td><strong>Winterim Ends</strong></td>
<td><strong>Students Arrive</strong></td>
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<tr>
<td><strong>Registration</strong></td>
<td><strong>Spring Classes Begin</strong></td>
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<tr>
<td><strong>March</strong></td>
<td><strong>March</strong></td>
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<td>4-6</td>
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<td>14-25</td>
<td>6-17</td>
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<td>19-20</td>
<td>17</td>
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<tr>
<td>25</td>
<td><strong>Early Registration for Summer and Fall Homecoming</strong></td>
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<tr>
<td><strong>Spring Recess begins after last class</strong></td>
<td><strong>Honors Convocation</strong></td>
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<tr>
<td><strong>Parents Weekend</strong></td>
<td><strong>Students Return</strong></td>
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<tr>
<td><strong>Classes Resume</strong></td>
<td><strong>Classes Resume</strong></td>
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<tr>
<td><strong>April</strong></td>
<td><strong>April</strong></td>
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<td>27</td>
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<td>5</td>
<td>28</td>
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<tr>
<td><strong>Students Return</strong></td>
<td><strong>Classes Resume</strong></td>
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<tr>
<td><strong>Homecoming</strong></td>
<td><strong>Homecoming</strong></td>
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<td><strong>May</strong></td>
<td><strong>May</strong></td>
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<td>14-18</td>
<td>13-17</td>
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<td>21</td>
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<td>23</td>
<td>22</td>
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<tr>
<td><strong>Registration for Summer Session</strong></td>
<td><strong>Commencement</strong></td>
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<tr>
<td><strong>Classes Begin</strong></td>
<td><strong>Classes Begin</strong></td>
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<tr>
<td><strong>June</strong></td>
<td><strong>June</strong></td>
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<td>10</td>
<td>9</td>
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<tr>
<td><strong>Summer Session Ends</strong></td>
<td><strong>Summer Session Ends</strong></td>
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</tbody>
</table>
College of Boca Raton

The College of Boca Raton is a private, four-year co-educational college, accredited as a Level II 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, Florida 32301. Any student interested in practicing a regulated profession in Florida should contact the De-
Statement of Purpose

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

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

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

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

The College’s unique master’s degree program serves distinct community and area needs by affording an opportunity for the working professional in the rapidly expanding field of eldercare to achieve an advanced degree while continuing to work at their eldercare facility.

Community needs are recognized by the College, not only through its regular degree programs, but also through continuing education, by which the adult student can enroll in degree coursework, seminars, workshops, and a variety of non-credit courses geared to the special needs and interests of local businesses and residents.
While the College will continue to attract the traditional college age student and will remain primarily a residential college for such students, the institution has widened its population to include the working professional as well. However, whether our student be the recent high school graduate, or the working professional enhancing his/her career potential, or the non-degree-seeking local resident, our purpose remains essentially the same: to offer all students a total learning experience, both inside and outside the classroom. We will have fulfilled this purpose if students leave us, with confidence and competence, whether to continue their education or to enjoy a rewarding career for which they have been properly prepared.
XII. College of Boca Raton Campus

1. Academic Center
2. Library
3. Lynn Student Center
   (Collegetown)
4. Trinity Hall
5. Wixted Hall
6. Patton Hall
7. McCusker Sports Complex
8. Pool
9. Tennis Courts
10. Maintenance
11. Athletic Fields
12. Campus Security
13. Schmidt College Centre