Creating a "Pathway to the Future" . . .

A private, non-profit institution that has been in the business of delivering quality higher education since 1962, the College of Boca Raton is committed to providing value-oriented teaching excellence and personal attention to underscore the growth and development of each individual student.

Since we believe that the College experience is the sum of its parts, we work hard to assure that our environment is secure and friendly - with comfortable up-to-date physical facilities, a wide array of student services and activities to foster intellectual and social development, and a caring and committed faculty and staff to provide encouragement and support. In turn, we challenge our students to participate actively in the goals of the College and seek to realize their full potential as future young professionals and leaders.

We care deeply about the welfare and personal growth of each and every one of our students and should you attend the College of Boca Raton, we pledge to help you develop the skills and competencies necessary for a successful career, as well as the values and sensibilities to guide you honorably in your daily living.

We believe that education is a pathway to the future . . . one that can lead to exciting challenges and new horizons. It all depends on the commitment of the traveler and the experiences encountered along the way. We invite you to join us here at the College of Boca Raton as together we undertake a journey toward the realization of your potential.

Donald E. Ross, President
1990-91
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Accreditation and Membership

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

- American Association of Collegiate Registrars and Admissions Officers
- American Board of Funeral Service Education Inc.
- American Conference of Academic Deans
- American Council of Education
- American Library Association
- Association of Collegiate Schools and Programs
- Association for Gerontology in Higher Education
- Association of Higher Education
- College Entrance Examination Board
- Council for the Advancement and Support of Education
- Florida Association of Student Financial Aid Administrators
- Florida Personnel and Guidance Association
- National Association of Intercollegiate Athletics
- National Association of College Admissions Counselors
- National Association of Student Financial Aid Administrators
- National Association of Student Personnel Administrators
- State Board of Independent Colleges and Universities
- Southern Association of Student Financial Aid Administrators
- Southern Business Administration Association
- Southern 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, scholarship and loan programs, and athletic and other school-administered programs.
PHILOSOPHY

Dedicated to the development of each student's intellectual, moral, and social capabilities, the College of Boca Raton strives to maintain a positive, balanced environment in which committed faculty and staff, comfortable up-to-date facilities, and multifaceted student activities provide continual opportunities for personal growth.

We understand that individuals are unique - with their own special talents and aptitudes - and we believe in offering programs of study that promote career development while encouraging an understanding of the issues and complexities of human existence. This has been our mission since our founding in 1962, and the College is proud of its success in educating young men and women to assume positions of responsibility as competent professionals, as well as leaders who help to shape the fabric of our society.

Hence, our academic programs seek to underscore this balance, with a strong liberal arts core curriculum coupled with programs of study that are career-oriented and provide both theoretical and practical preparation that enables our graduates to enter their chosen professions with a clear understanding of expectations and objectives. As a manifestation of this emphasis, the College provides a number of excellent opportunities for students to become involved through course work and programs in community-related organizations and industries.

At the core of the College of Boca Raton is our dedication to students - their welfare, personal growth, and self-actualization. We believe that there is no limit to what individuals can achieve if they believe in themselves, have the understanding and skills necessary to reach their objectives, and are imbued with a sense of values for their worth and the world in which they live.

STATEMENT OF PURPOSE

The purpose of the College of Boca Raton is to promote development of the intellectual capabilities and the social, emotional, and moral ethos of its students. Recognizing that abilities differ, and that past performance may not be a true indicator of student capability and potential, the College accepts students of varying academic proficiency. The College, in helping students develop academically, is committed to meeting individual needs. In keeping with this purpose, the College is small by design, with a faculty and staff dedicated to personal interaction with students and to maintaining an environment conducive to personal growth.

The College's programs are structured to meet the needs of a changing society, one that virtually demands that graduates have not only the specialized knowledge to make a living but also the general knowledge and appreciation of humankind so necessary for a fulfilling life. Students at the College of Boca Raton receive both a sound career preparation and a solid
foundation in the liberal arts, each of which in its own way contributes to the professional and personal growth and development of its students.

The College of Boca Raton will continue to attract the traditional college-age student and remain primarily a residential college for such students. In addition, the College recognizes the need for its students to become more globally and culturally aware, and as a result actively seeks foreign students whose presence contributes to a multi-cultural campus environment.

The College also recognizes its responsibility to the community and to the growing number of adult learners. Consequently, the College offers degree programs and courses appropriate for the area's adult workforce, as well as a variety of personal and professional non-credit experiences for the community at large.

An ongoing program of evaluation and assessment will help ensure that the College of Boca Raton remains responsive to academic and community needs in achieving its purpose. The College will have fulfilled this purpose if its graduates leave with the knowledge, confidence, and competence necessary for life in the Twenty-first Century.
I. THE COLLEGE

Location

The College is located in Boca Raton on Florida's exclusive "Gold Coast," one of the fastest growing communities in the country providing excellent opportunities for part-time and full-time employment. Recognizing the tremendous economic potential of the area, new businesses and corporations are joining our community regularly. A city of almost 200,000, located halfway between Palm Beach and Fort Lauderdale, the College of Boca Raton is only three miles from the ocean, easily accessible from major roadways, and serviced by three major airports. Nearby Boca Raton Airport is an ideal field for private aircraft and charter flights. Amtrak and Tri-Rail provide a full schedule of rail service to Boca Raton.

History

Founded in 1962 by the Religious of the Sacred Heart of Mary as a junior college for women, the College of Boca Raton is an independent, four-year, coeducational institution. Since 1971, it has been under the control of a lay board which subscribes to the philosophies of its founders.

Offering both two- and four-year degree programs, a Master of Professional Studies, and a comprehensive Continuing Education program, the College enrolls over one thousand students from 40 states and 35 foreign countries.

Campus

The picturesque 123-acre campus (donated by the Arvida Corporation) is beautifully landscaped with a variety of tropical and semitropical plants and trees. 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 offices of the President, the Executive Vice President, the Provost, The Vice President for Institutional Advancement, and the Offices of Admissions and Continuing Education.

The RONALD & KATHLEEN ASSAF ACADEMIC CENTER, located at 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 University Club, dining room, chapel, auditorium, Faculty Club, and College Town, a recreation area including the bookstore, emporium, snack bar, post office, bank, and outdoor terrace for dining.

The LANDGREN CHAPEL is dedicated to the memory of Harold and Agnes 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 au-
dio-visual equipment and materials, including slides, film strips, records, and films. The building also houses the DE- HOERNLE LECTURE HALL, Business Office, Registrar's Office, Office of Financial Aid, and two of the College's four micro computer classrooms.

RITTER HALL, located west of the Library, is a classroom complex housing faculty offices for the Business Division as well as classrooms specifically dedicated to each major program within this division.

The ACADEMIC RESOURCE CENTER, located at the northwest section of the campus, contains classrooms, IBM PC's, and an area designated for study, both individually and in groups. This facility provides free tutorial assistance, particularly in English and mathematics, and computer assisted individual instruction.

TRINITY HALL is a three-story residence hall accommodating 120 women and contains sitting and recreation areas. Offices of the School of Education and Professional Studies, graduate faculty, Placement and Career Counseling, and the Personal Counseling Center are located here.

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 Assistants 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 students. It also houses faculty offices for the Arts and Sciences and Hotel, Restaurant and Tourism Management divisions.

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.
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 primarily emphasizes formal learning through instruction and study, it clearly recognizes students' needs - both personal and social. 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.

The Office of Student Services includes the Vice President for Administration and Student Services, the Assistant to the Vice President and Athletic Director, Dean of Students, Director of Counseling, Director of Student Activities, Director of Residence Life, Campus Chaplain, Director of Intramurals, College Nurse, Director of Financial Aid, Director of Security, Director of Housekeeping, Director of Buildings and Grounds, and Athletic Coaches.

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, personal, and social welfare are of primary concern. Counseling is provided on a private or group basis and records are maintained in strict confidence by the Director of Counseling. Students also are urged to consult their individual instructors, Resident 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 provides assistance in securing advice on college-related problems. The Dean is also 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 familiarizing 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 to assist them. Orientation for new students takes place before classes begin and includes discussion periods with each major program head.

Residence Halls

The three residence halls, Trinity, Patton, and Wixted, provide full living accommodations for 520 students. Each double room contains two Hollywood beds, two desks, chairs, bureaus, closets, bookcases, and a wash basin. All room accessories (drapes, rugs, bedspreads, lamps, etc.) are provided by the student. Public tele-
phones are available in all residence halls. New students are assigned to rooms and roommates by the Director of Residence Life who will make any adjustments necessary. Returning students choose their rooms and roommates. Through the cooperative efforts of all, a living environment rich with the joys of friendship and sharing add a new dimension to the learning experience.

Each living area in the residence halls has a Resident Assistant who is responsible for the overall function and operation 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.

All students are subject to the regulations and guidelines in this catalog and in the Student Handbook.

Health Program

The objective of the Health Service Office is to assist each student in maintaining good health. A registered nurse is present in the Health Service office who works in conjunction with community medical services to provide adequate health care. The Health Service Office provides treatment for minor ailments. When further care is needed, referrals are made to local physicians and health care agencies. There are three full service hospitals located within a short distance of the College campus. Each student must submit a Complete Medical Report before admission. This includes a health history, physical examination, and a record of immunizations.

Student Activities

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

Social activities include beach parties, dances, international festivals, films, pool parties, sports days, intramural sports, award dinners, and informal entertainment in Collegetown.

Individual interests, from the fine arts to professional football to gourmet dining, 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. All athletes are required to take a course on Substance Abuse during their first year at the College. In addition to intercollegiate sports, students are encouraged to participate in a wide range of intramural programs, including basketball, flag football, softball, tennis, and volleyball.

General Regulations

The College regards its students as responsible young adults and allows them considerable personal freedom. The rules and regulations 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 forbidden.

Absolutely no use of alcohol, regardless of age, is permissible in any public area in the residence halls 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 are separate residence halls for the men and women with visitation privileges as specified by the College. The College maintains a full security system.

There is no formal curfew for students; however, an atmosphere of quiet and consideration for others is expected particularly in the evening hours. In general the students' privacy is respected, but rooms may be entered and inspected to ensure proper maintenance and compliance with College regulations.

RESIDENCE HALLS MUST BE VACATED DURING THE THANKSGIVING, CHRISTMAS, SPRING, AND SUMMER VACATIONS.

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 loss of the privilege of having a car on campus.

Damage to or theft of property belonging to the College or to students will be reported to the Boca Raton Police Department for investigation.

Freshman and sophomore students are required to live on campus unless living at home with their parents within commuting distance or married. Students in their junior and 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.

Undergraduate Admission

All candidates for undergraduate admission must submit an official transcript of high school work, indicating graduation from a recognized high school, or 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 a 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 15 college credits have been successfully completed with at least a "C" average.

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, insofar as these courses fit the curriculum requirements for the student's intended major.

**Early Admission**

Students who wish to enter college directly after the eleventh grade may apply for early admission if their guidance counselor recommends 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 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. A foreign student counselor is available to assist international students in adjusting to life on an American college campus.
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 three 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. Information regarding specific test dates and locations is available in the College's Academic Resource Center, a CLEP Test site.

Graduate Admission

All candidates for graduate admission must have graduated from an accredited institution of higher education and hold at least the Bachelor's degree. Applicants are eligible for graduate level admission through the Office of Graduate Studies.

Candidates for graduate admission must submit an official transcript of undergraduate work to the Office of Graduate Studies indicating receipt of the Bachelor's degree from an accredited institution. In addition, official transcripts of all coursework completed beyond the Bachelor's degree are required.

Applicants are also required to take the Graduate Record Examination (GRE) and submit the official scores.

Two letters of recommendation from professionals in the Health and Human Services field who are familiar with the applicant's ability to pursue graduate level coursework are required in addition to a resume of work experience.

The completed application form, accompanied by the $25.00 non-refundable application fee, must be submitted to the Office of Graduate Studies at the College.

In addition to the above, candidates are required to complete a personal pre-admission examination arranged by the Office of Graduate Studies.
IV. FINANCES

Financial Regulations
All student charges must be paid in full before the student is allowed to register or attend classes. ALL STATEMENTS OF ACCOUNT ARE DUE AND PAYABLE IN FULL ON OR BEFORE THE DATE SHOWN ON THE STATEMENT. Since 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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<tr>
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<td>$10,900 per year</td>
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<td>Room ($2,400)</td>
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<tr>
<td>Board ($2,000)</td>
<td>4,400 per year</td>
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<tr>
<td>Service Fee</td>
<td>$200 per year</td>
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<td>Total</td>
<td>$15,500 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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<td>Tuition Deposit</td>
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<td>Service Fee</td>
<td>200</td>
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<td>Balance Due</td>
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<td>$11,100</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>
<td>$200</td>
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<td>Residence Hall Deposit</td>
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<td>First Semester</td>
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<td>Balance Due Before First Semester</td>
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<td>Balance Due Before Second Semester</td>
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<td>$7,850</td>
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Day Student

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<td>First Semester</td>
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<td>Balance Due Before First Semester</td>
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<td>$5,650</td>
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<tr>
<td>Balance Due Before Second Semester</td>
<td>5,450</td>
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<td>$5,650</td>
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The additional $100 per semester is a deferred payment charge required for the two (2) semester payment schedule.

NOTE: ALL TUITION DEPOSITS, SERVICE FEES, DEFERRED PAYMENT CHARGES, AND LAB FEES ARE NON-REFUNDABLE.
THE COLLEGE RESERVES THE RIGHT TO CHANGE, WITH OR WITHOUT NOTICE, ANY OF THE FEES PRINTED IN THIS CATALOG AND INCREASES SHOULD BE EXPECTED IN SUBSEQUENT YEARS.

Part-Time Students
Tuition: $295.00 per credit hour
Part-time students may not register for more than eight (8) hours in any semester.

Credit by Examination
$75 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 $25.00 will be charged for late registration.

Overloads
Regular College tuition is for nine (9) to 16 credit hours per semester with a five course load. Students taking more than five courses in a semester will be charged for the additional credit hours at the rate of $295.00.

Laboratory Fees
$30 - $200
Laboratory fees are charged for use of computer labs and certain other lab courses and texts as listed in the course descriptions and semester class schedules. Lab fees are non-refundable.

Graduation Fee
A graduation fee of $90.00 applies to ALL graduates and represents each graduate's share of expenditures related both to the individual graduate and to the graduating class. The fee is payable whether or not the graduate participates in Commencement. Included are costs pertaining to record verification, transcripts, diploma, commencement ceremony, and activities.

Special Programs Tuition/ Fees
GRADUATE PROGRAM — $133.00 per credit hour.
EVENING DEGREE PROGRAM — $125.00 per credit hour.
EXPERIENTIAL CREDIT — $25.00 per credit hour awarded.
FUNERAL SERVICE PROGRAM — $150.00 per credit hour.
ENGLISH AS A SECOND LANGUAGE — $35.00 application fee; $100.00 non-refundable deposit; tuition balance - resident: $2315.00; commuter: $1285.00.

Private Rooms
Private rooms are available on a first-come, first-served basis and the number available is limited. Students interested in living in a private room must indicate their desire to the Office of Student Services. The private room charge of $1200 is in addition to normal room charges and is payable in
advance. 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, Spring Break, and other holiday periods. All residence halls and dining facilities are closed during vacation periods.

**Books**

Textbooks may be purchased in Collegetown with cash or check. Other school and personal supplies are also 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. Insurance protection for personal effects should be obtained in conjunction with parents’ insurance or from an independent source.

**Automobiles**

Students may have 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 on campus. Damage to rooms and public areas of the dormitories and campus are assessed based on individual, joint, or group responsibility. The College 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. Charges for delinquent infirmary/medical expenses are made.

**Check Cashing Services**

The College bookstore handles student check cashing. Hours are 11:00 a.m. - 2:00 p.m. 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 having checks cashed 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 With-
drawal form with the required signatures. Student ID's must be returned to the Business Office at this time.

Refund policy
In cases of withdrawal from the College, a properly filed Request for Withdrawal form establishes the date to which the College refund schedule applies. It is also the responsibility of the student to make a written refund request to the Business Office before refunds will be made.

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

When a withdrawing student has been awarded financial aid, the financial aid program funds will be reimbursed to the appropriate agency in accordance with federal regulations. Priority will be given to the following federal student aid programs under Title IV: SEOG, Perkins Loans, PELL, Stafford Loans, and state grants.

This policy may result in a financial obligation to the College which is payable at the time of a student's withdrawal.

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 days from the first day of classes, NO REFUND.

ROOM CHARGES: prior to the date publicized as the arrival date for the 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 of 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 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-IV). Flight training is conducted at nearby Boca Raton Airport through Boca Flight Center, a training facility approved by the FAA under Part 141 of the FARs. Expenses related to flight training are not included in the regular tuition/fee structure. Flight training expenses are paid directly to Boca Flight Center. A minimum prepayment of $1500.00 for flight training will be required prior to the start of the Flight Option. Contact the Aviation Department for questions regarding Flight Option expenses.

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.

### Private Pilot

| Minimum FAA Requirement (Part 141) | 35 Hours |
| Approximate Cost               |          |
| 20 Hours Dual (C-152)           | $1,380.00 |
| 15 Hours Solo (C-152)           | 660.00    |
| **Total**                      | **$2,040.00** |

### Instrument Rating

| Minimum FAA Requirement (Part 141) | 35 Hours |
| Flight Instruction (PA 28)         | $3,045.00 |
| 125 Flight Hours                   |          |
| (includes time logged for private pilot rating and instrument flight instruction) approximate additional cost | 3,660.00 |
| **Total**                          | **$6,705.00** |

### Commercial Rating

| Minimum FAA Requirement (Part 141) | 190 Hours |
| (includes time already logged)     |          |
| Approximate Additional Cost        |          |
| 45 Hours Solo                      | $1,700.00 |
| 20 Hours Dual*                     | 2,040.00  |
| (*Retractable Gear Aircraft)       |          |
| **Total**                          | **$3,740.00** |

The curriculum lists Flight Theory and Training I-II-III-IV in the first two years. Students are not bound by this schedule and may complete their ratings’ requirements at any time prior to graduation. Additional courses leading to the multi-engine and flight instructor ratings are available as electives.

Please note that even though the minimum total time required by FAA regulations is 35 hours, the average time for a private certificate is 50-55 hours. Cost estimates should be adjusted accordingly. The total estimated cost to obtain the commercial certificate should still remain the same because of the requirement to have 190 hours for the commercial.

New students who elect the Flight Option will begin flight training approximately three weeks after beginning the first semester. Prior to starting flight training, a $1500 deposit will be required by the flight training facility. Students may then charge against this account, but must always keep a positive balance. Any unused part of this deposit will be refunded by the flight training facility in the event of withdrawal from the Flight Option.

Students entering the Flight Option with prior flight training and pilot certificates will be evaluated for placement in the flight training program.

All prices are subject to change and an attempt will be made to notify enrolled students prior to the change.
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 applicants and their families. 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 academic year). 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.

Standards of Satisfactory Academic Progress for Financial Aid

Financial aid is awarded contingent upon the recipient's maintaining satisfactory academic standing and normal progress toward a degree. Students are placed on financial aid probation if they drop below a 2.0 cumulative grade point average after their first semester. Students must obtain a cumulative 2.0 grade point average by the end of the second semester. If the students have completed their second academic year of attendance at this College, they must maintain a 2.0 cumulative grade point average at all times to retain their Title IV funds. There will not be a probationary semester.

Students receiving the 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 if they are full-time students (i.e., 12 credit hours or more).

Students receiving Title IV funding must successfully complete a minimum of six (6) semester hours during each semester if they are three-quarter time students (i.e., 9-11 credit hours).

Students receiving Title IV funding must successfully complete a minimum of three (3) semester hours during each regular semester if they are half-time students (i.e., 6-8 credit hours).

Students may appeal these standards if there has been undue hardship. Appeals must be directed to the Financial Aid Office.

In addition, certain financial aid programs require special academic achievements for renewal as follows:

- Presidential Scholarship - 2.75 term grade point average each semester.
- College of Boca Raton Grant - 3.25 term grade point average each semester.
- Athletic Scholarship - 2.0 cumulative grade point average
- Florida Programs - 2.0 cumulative grade point average, 24 credit hours during two semesters, and 2.0 previous term grade point average. (Students may receive Florida aid if they have one previous term below 2.0. Florida
aid will be terminated for two previous terms below 2.0. Renewal students may have only one previous term cumulative grade point average below a 2.0.

The standards of satisfactory academic progress apply to the following programs:

- Pell Grant
- Supplemental Educational Opportunity Grant
- Perkins Loan
- Stafford Loans
- Supplemental Loan for Students
- Parental Loan for Undergraduate Students
- College Work Study Programs

The Florida College Level Academic Skills Test (CLAST)

Florida residents who are upcoming juniors must pass the CLAST before earning 60 credit hours towards their degree to receive an award from any of the Florida programs.

Withdrawal and Refund of Aid to Financial Aid Accounts

If a student withdraws from the College of Boca Raton and the withdrawal results in cancelled charges of tuition, fees, room, and board and if financial aid has been used to pay all or any portion of the charges, the federal financial aid programs from which the funds were disbursed will be refunded to the appropriate agency in accordance with a formula required by federal regulations. This policy may result in a financial obligation to the College which is payable at the time of withdrawal.

Procedure

1. Any accepted applicants for admission who indicate on their applications that they are seeking financial aid will be sent a Family Financial Statement (FFS).
2. The FFS must be completed and returned to the American College Testing Program. 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. Students should make sure that their transcripts and recommendations are on file at the College since no financial aid decisions are made until a student has been accepted.
4. When students have 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 students. If students wish to accept the award, they must notify the College within 15 days and submit a non-refundable deposit. This deposit is credited to their account.
5. No federal financial aid is available to international students. However, publications are available in the Office of Financial Aid regarding grants and scholarship opportunities for non-citizens.

Type of Awards

Applicants do 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 $2,200 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 program, is also used to determine eligibility for the SEOG Grant so students do not have to file a separate application for this award. The Supplementary Grant provides additional assistance to those with severe need who cannot meet college costs with the other forms of aid.

Perkins Loan (formerly NDSL)

The Perkins Loan program provides low interest loans to students who demonstrate need. Repayment of the loan begins nine 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

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

Stafford Loans (formerly GSL)

A Stafford Loan is available to students who demonstrate financial need. The maximum allowed for the first two years of undergraduate study is $2,625 per year and after two years, it is $4,000 per year. 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 in which they are considered a resident. The College may help by directing them 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 contact the Department of Education in your state capital.

Parental Loan for Undergraduate Students (PLUS)
Supplemental Loan for Students (SLS)

These loans are not based on financial need but must be within the cost of attendance determined by the College. The maximum interest rate is 12%. The amount a parent or an independent student may borrow is $4,000 per year. Applications may be obtained at any lending institution. The College may also help by directing students to a participating lender.

Education Loan Programs

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

TERI Supplemental Loan Program
Educational Resource Institute
330 Stuart Street, #300
Boston, MA 02116
1-800-255-TERI

Collegeaire
PO Box 723355
Atlanta, GA 30339
1-404-822-1651

The Tuition Plan
Concord, NH 03301
1-800-258-3640
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 and meet the academic and College Level Academic Skills Test requirements may be eligible to receive from $850 to $1,150 an academic year from the State of Florida. Contact the Office of Financial Aid for an application form and further requirements.

Institutional Scholarships

Presidential - 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 the Office of Admissions. Nominations will be considered by the Scholarship Committee. Awards average $1,000 a year.

College of Boca Raton Grant - returning students who are worthy of scholarship consideration and in need of financial assistance should submit a petition to the Vice President for Enrollment Management. The petitions will be considered by the Scholarship Committee. Awards average $1000 a year.

Academic Incentive - The College provides a number of scholarship awards ranging from one-quarter tuition to full tuition for qualified high school graduates and graduates of community colleges in Palm Beach, Broward, and Dade Counties. Information on these awards may be obtained from the Office of Admissions.

Athletic - Athletic scholarships are available in men's soccer, baseball, tennis, and golf, as well as women's soccer, tennis, and golf. Awards range from $1,000 to $14,000 per year. Students must contact the Athletic Director for further information.

Tax Law

Current tax law may require that all or part of the financial awards be taxable to the recipient.

Renewal of Financial Aid

To have financial aid renewed, students must submit a new FFS each year. They must be in good standing at the College, both academically and socially.

Private Scholarships

Scholarships are made available by private organizations or individuals for students with academic promise. Selection of recipients and award amounts are determined by the College or the donor, or both.

Application information and deadlines can be obtained through the Office of Financial Aid.

Boca Charities Scholarship Fund - a scholarship is awarded to an outstanding senior student from a Boca Raton high school.

Chauncey Cottrell Scholarship Fund - a scholarship is awarded to a Hotel/Restaurant Management major with an outstanding academic record. Van Gordon Scholarship Fund - a scholarship is awarded in recognition of potential for successful academic achievement.

James J. and Lorraine Ouissani Endowed Scholarship - a scholarship is awarded to assist a student exhibiting academic achievement and social merit in business.
James J. Shickler Memorial Endowed Scholarship - a scholarship is awarded to a student in good standing who is in need of financial assistance.

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

College of Boca Raton projects include:
Ronald Assaf Technical Labs
Eugene M. Lynn Student Center
McCusker Sports Complex
Charles E. and Dorothy F. Schmidt College Centre
Ronald and Kathleen Assaf Academic Center
The Christine Room in The University Club
The Ritter Building
VI. ACADEMIC POLICIES

Student Responsibility
Each student is responsible for a knowledge of, and adherence to, the regulations covering registration, withdrawal, degree plan, curriculum and 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 with this legislation.

Certain information is considered public and is released at the College'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 College of Boca Raton 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 is considered non-permanent and is maintained in the Office of Student Services during the student's period of enrollment.

Academic Advisement
Academic counseling for the 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 students records might result in their being advised to consider a more appropriate program of study.

Each new student is assigned a faculty advisor, usually the program head of the student's major, who assists in course selection and scheduling. Each new freshman is assigned to a section of FR0 101, Freshman Orientation, and the instructor serves as the advisor/mentor for that group of students during the freshman year.

The Director of Placement and Career Counseling assists students
with their career selection and works with seniors in career and job placement.

Classification of Students
Students are classified as matriculated or non-matriculated students:

1. Matriculated Student:
Matriculated students are students who have demonstrated competence for collegiate study, have met all admission requirements, and have declared their intention to obtain a degree. In some cases, students may be undecided concerning their degree areas. In order for both the student and the 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 and 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:
Non-matriculated students are full- or part-time students who have not declared their intention or are 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>0-31</td>
</tr>
<tr>
<td>Sophomore</td>
<td>32-62</td>
</tr>
<tr>
<td>Junior</td>
<td>63-92</td>
</tr>
<tr>
<td>Senior</td>
<td>At least 93</td>
</tr>
</tbody>
</table>

Transfer Students
Transfer students are also classified according to the above scale. Classification is determined by the number of transfer credits accepted by the College of Boca Raton.

Part-time Students - Undergraduate
Any student registered for no more than eight (8) credit hours.

Part-Time Students - Graduate
A graduate student is considered to have part-time status if registered for no more than six (6) credit hours.

Admission to Classes
Registered students are permitted to enter class only after obtaining financial clearance from the Business Office and completing the formal registration process.
Audit

Students who wish to audit a class must receive permission from their faculty advisor and the instructor of the course and, if in excess of a 15 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 $450.00 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 and for freshmen, also the Dean of Freshmen. Course addition 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 the 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 to less than three courses requires the approval of the Division Chairperson and the Provost.

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 record of the attendance of each student. Exceeding the allowable number of class absences subjects the student to a grade of “X” (administrative withdrawal due to excessive absences) which is not 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 and have those credits apply to their College of Boca Raton degree program must receive prior written permission from their division chairperson. Only credit hours transfer, not grades.

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 course load to less than three courses without written permission of their Division Chairperson and the Provost.

A full-time student who receives a grade of “X” for excessive absences, which results in the student then being enrolled in fewer than nine credits, 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. Students should pursue study with direction from their 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-on-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 an Independent or Directed 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 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 at the College of Boca Raton is as follows:

A - Excellent
B - Good
C - Average
D - Lowest Passing Grade
F - Failure
Other Symbols in use (not included in computation of average):
W - Officially withdrawn from the course
AU - Audit
R - Repeated
I - Incomplete
P - Pass (used only for selected practicum courses and internship courses)
NP - Not pass (used only for selected practicum courses)
NR - Grade not reported
NG - No grade
X - Administrative withdrawal due to excessive absences

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 school between the third and tenth week of the semester will receive a “W.” A student may withdraw
from a specific required course no more than two times.

A student who is passing a course, but has not met the course requirements by the end of the semester will receive an "I." The grade of "I" reflects neither passing nor failing work and it 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 selected practicum courses to students whose work record and other course requirements reflect non-failing quality. Prior arrangements must be made with the instructor of the class for this option. The credit hours will be recorded, but it will not be used in the calculation of the grade point average.

A grade of "NP" which designates non-passing quality will be given in selected practicum courses. Neither the credit hours nor any quality points will be entered in a student's record.

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. A temporary grade of "NR" is recorded if an instructor fails to list the grade prior to the time the grade reports are prepared and mailed. The actual course grade will be recorded as soon as possible, pending receipt of grades.

Interim Reports

At the mid-term point in each semester, students doing marginal or failing work in lower division classes will receive an interim report informing them of their poor performance. The Registrar will inform the parents of dependent 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

Thus, a grade of "A" in a three 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 "AU," "I," "NG," "NP," "NR," "P," "W," and "X" are excluded from the calculations.

Hotel, Restaurant, and Tourism Management students receive a letter grade for internship course-work.
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 and 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:

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Cumulative Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 17</td>
<td>1.40</td>
</tr>
<tr>
<td>18 - 32</td>
<td>1.60</td>
</tr>
<tr>
<td>33 - 48</td>
<td>1.80</td>
</tr>
<tr>
<td>More than 48</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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 the 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.

No student may be considered as a candidate for a degree who does not have a 2.0 cumulative grade point average.

Dismissal

A student is subject to academic dismissal immediately following a second consecutive semester on academic probation. Students who receive notification of academic dismissal will be allowed one option should they wish to return. Accompanying the dismissal notice will be a letter of agreement which contains a set of conditions for re-enrollment. If the dismissed student wishes to return, the agreement must be signed by the student and parent(s) and returned within the specified time period to the Office of the Provost. Should the student during the next semester meet all of the conditions, continued enrollment will be permitted, but conditions will be applied until such time as the student's AGPA reaches 2.00. Should the student during the next semester fail to meet one or more of the conditions, a dismissal automatically will follow, with no option or appeal permitted.

Students who were dismissed for academic reasons and elected not to return conditionally, may apply for re-admission through the Office of Admissions after completing the equivalent of one full semester at another accredited institution and attaining a minimum 2.00 AGPA. Students in this category should contact the Office of Admissions for further information on re-applying. Such applications will be reviewed by the Admissions Committee, but the College cannot guarantee acceptance.

Transfer Credits

The College of Boca Raton will accept credits in transfer from other institutions under the following conditions:

1. Transfer credit will be awarded only for those courses in which the final grade was "C" or better with the understanding that, if a particular course does not meet specific curriculum or elective requirements in the planned program of study, the student may need to take more than the minimum number of courses stipulated...
in the chosen program of study in order to graduate.

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 a student has submitted a school catalog and a course syllabus for each course to be evaluated. In certain cases competency testing may be required.

5. Students should keep in mind that only course credits transfer, not course grades. Grades of courses taken elsewhere are not considered in determining the student's grade point average at the College of Boca Raton.

Repeat Courses

Where a course has been repeated because of failure, both the original and the 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.

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 AGPA will be affected only if the course is repeated at the College of Boca Raton.

Honors Program

A series of three one-credit honors seminars is available to students who have attained a cumulative grade point average (AGPA) of at least 3.25. To be considered, students must formally apply, provide letters of recommendation from two faculty members, and be interviewed. Qualified students are invited to participate, but no more than fifteen students are permitted in a seminar group. Topics to be included in the Honors Seminars are determined by the students themselves following confirmation of participants. The sessions, one per week for seven weeks, are team-taught by faculty. Participants are not charged for the extra credit in which they are enrolled.

The final offering in the series is a three-credit capstone honors seminar which synthesizes earlier work and includes, from an interdisciplinary perspective, critical issues that have affected human-kind.

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, "X's," "NG's," or grades below "C" at the close of the semester and who has achieved a grade point average of 3.25 or higher for the semester, is placed on the Academic Honors List for that semester. 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 have achieved Honor status for two consecutive semesters and whose aggregate grade point average is at least 3.50 are eligible for membership in the College Honor Society. Students who have achieved Honor Society distinction and whose aggregate grade point average is at least 3.75 are eligible for the President's Honor Society. Continuing membership in these Honor organizations is dependent on a student's aggregate grade point average.

At Commencement, students attaining the standards designated below will be graduated with honors:

- **Cum Laude**: 3.50-3.64
- **Magna Cum Laude**: 3.65-3.79
- **Summa Cum Laude**: 3.80-4.00

**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 student exhibiting extraordinary service and commitment to the College.

**The Scholastic Award**: given at graduation to the student who have attained the highest cumulative average in their respective academic divisions.

**The James J. Oussani Award**: given to the student who has been judged to be most innovative and motivated in completing a degree program.

**The Medina McMenimen Bickel Fashion Marketing Award**: given to the graduating senior who exhibits outstanding leadership and the potential for a successful career in Fashion Marketing.

**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 30 semester hours in academic residence at the College of Boca Raton, uninterrupted by any work at another institution, in order to be eligible for a degree from the College of Boca Raton.

**Withdrawal from the College**

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

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

**Transcripts**

Students who have paid all of their College fees are 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 select from a number of academic programs leading to the Bachelor of Science and Bachelor of Arts degrees and a limited number of programs leading to various Associate degrees. Through its Office of Continuing Education, the College offers for working adults academic programs which lead to the Bachelor of Professional Studies and Bachelor of Nursing degrees. Specific concentrations are listed below:

Bachelor Degree Programs
Bachelor of Science concentrations are available in:
- Accounting
- Aviation Management (with Flight Option)
- Business Administration
- Club and Recreation Management
- Design
- Elementary Education
- Fashion Marketing
- Health and Human Services
- Health Care Administration
- Hotel and Restaurant Management
- Marketing
- Tourism and Travel Management

Bachelor of Arts concentrations are available in:
- Behavioral Science/Psychology, Sociology
- Communications
- History/Political Science
- Humanities

Bachelor of Professional Studies concentrations are available only to the working adult and include:
- Accounting
- Behavioral Science
- Business Administration
- Health and Human Services
- Hotel and Restaurant Management
- Marketing
- Bachelor of Science in Nursing

Associate Degree Program
The two-year programs are structured to permit students to proceed easily into a related four-year program.
The Associate of Arts is available in Art, Fashion Marketing, and Liberal Arts.
The Associate of Science is available in Funeral Service and Pre-Primary Education.

Graduate Degree Program
The College of Boca Raton offers a Master of Professional Studies Degree in Health and Human Services - Eldercare Administration emphasizing the administration of eldercare facilities, agencies, and programs. The curriculum requires a total of 36 graduate credit hours.

Pre-Law
Although the College offers no formal major in Pre-Law, it is essential that students considering law school be aware of 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 recom-
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, students aspiring to the profession of law may select any major they wish. 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 students considering law school should realize that admission to law school is very selective. To enter the profession, they should be individuals who plan to continue learning throughout their lives. The law school student must also have a high undergraduate grade point average; if a student’s grade point average (through the junior year) is below a “B,” he or she 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 in 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 Office of Continuing Education, degree programs that lead to the Bachelor of Professional Studies (BPS), with concentrations available in Business Administration, Behavioral Science, Health and Human Services, Hotel and Restaurant Management, Accounting, and Marketing. These degree programs are open only to the working adult having a minimum of five years professional experience. Also available for registered nurses, currently licensed and practicing in the State of Florida, is a uniquely designed upper division program which leads to the Bachelor of Science in Nursing. This program is designed specifically for those nurses who are graduates of an accredited nursing program either in a community college or a nurse’s training hospital.

In addition to these programs, a number of non-degree courses, including seminars and workshops, are made available to the community for purposes of professional development, career enhancement, and personal enrichment. Specific information with regard to programs, curriculum, procedures, and requirements are contained in the Continuing Education Bulletin, obtained through the Office of Continuing Education.

Procedure

Inquiries and applications for admission may be obtained either by mail or in person at the Office of Continuing Education, or by telephoning (407) 994-0775. When applying for admission:

1. Complete the application form and mail or bring it to the Office of Continuing Education, 3601 North Military Trail, Boca Raton, Florida 33431. 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.

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

Experiential Credit

The College of Boca Raton recognizes that under certain circumstances working adult students by virtue of their professional experience may have accumulated the equivalent of college credit work. The College will award experiential credit in accordance with the following guidelines:

1. The credit-hour fee is dependent upon the specific number of college credits awarded and is payable upon notification of the award.

2. Credits will be listed on the transcript upon receipt of full payment.

3. The maximum number of experiential credits that will be awarded is thirty (30).

4. Students may also receive credit for certain military experience/education upon evaluation of proper documentation in accordance with the American Council on Educational Guidelines.

5. Credit will be awarded for
experience that can be equated to courses listed in the College of Boca Raton catalog. Specific criteria are contained in the Continuing Education Bulletin.

**English as a Second Language**

The program is open to those who desire to learn English in order to prepare themselves for further study or professional work. The only restriction on prospective students is the minimum age of 17. Students need not have applied or been accepted by the College into a degree program to be eligible for the Intensive English. However, students who do apply for the College of Boca Raton must successfully pass the TOEFL with a minimum score of 500. Space availability may prevent the College from accepting all who apply for this program. It is advisable for interested students to apply as soon as possible.

**Non-Degree Courses**

The Office of Continuing Education also offers non-credit computer courses, e.g., Introduction to MS-DOS, WORDPERFECT, LOTUS 1-2-3, and a variety of computer seminars and workshops. Courses and guidance to businesses and corporations in the training of their personnel are also available.

**Tuition and Fees**

**EVENING DEGREE PROGRAM** — $125.00 per credit hour.

**EXPERIENTIAL CREDIT** — $25.00 per credit hour awarded.

**ENGLISH AS A SECOND LANGUAGE** — Application fee of $35.00; non-refundable deposit of $100.00; tuition balance — resident student: $2450.00; commuter student: $1420.00.
IX. COURSE DESIGNATION GUIDE

Division of Arts and Sciences

ART Art
BEH Behavioral Science
COA Communications
DES Design
ENG English
HPS History/Political Science
HUM Humanities
LAN Languages
MAT Mathematics
MSC Funeral Service
NUR Nursing
SCI Sciences

Division of Business

ACC Accounting
AVM Aviation Management
BFI Banking and Finance
BFM Fashion Marketing
BUS Business Administration
CSC Computer Science
MKT Marketing
SBA Small Business Administration

Division of Hotel, Restaurant, and Tourism Management

CRM Club and Recreation Management
HRM Hotel and Restaurant Management
TTA Tourism and Travel Management

School of Education and Professional Studies

EDU Education
HHS Health and Human Services

COURSE NUMBER GUIDE

All courses which are included in the regular curriculum of the College are listed following the Curriculum section of this catalog. 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
5-6-7 - Graduate Courses
X. CURRICULUM

The College believes that a sound foundation in the liberal arts (general education) is an essential complement to its many career-oriented programs. If graduates are to be effective communicators, creative thinkers, have the ability to work well with others, and have an awareness of and appreciation for peoples, cultures, and contemporary national and global issues, then this general core of courses can be expected to play an important role in today’s higher education.

The Core Curriculums are common to all of the College’s programs of study.

CORE CURRICULUM (four-year programs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I-II</td>
<td>6</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective (beyond Algebra)</td>
<td>3</td>
</tr>
<tr>
<td>Public Forum</td>
<td>3</td>
</tr>
<tr>
<td>Science Electives (with lab)</td>
<td>8</td>
</tr>
<tr>
<td>Introduction to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>History or Behavioral Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>Humanities/Fine Arts Electives</td>
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<td><strong>Total Credits</strong></td>
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CORE CURRICULUM (two-year programs)

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<thead>
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<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
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<td>Introduction to Computer Applications</td>
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In addition to these core requirements, all freshmen must take the two-credit Freshman Seminar in their first semester.
### DIVISION OF ARTS AND SCIENCES

### ART

#### FIRST YEAR

<table>
<thead>
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<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ART 105 Drawing I</td>
<td>3</td>
<td>MAT 110 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>DES 120 Design Fundamentals I</td>
<td>3</td>
<td>CSC 200 Intro to Computer</td>
<td>3</td>
</tr>
<tr>
<td>HUM 100 Intro to Humanities</td>
<td>3</td>
<td>Applications</td>
<td></td>
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<tr>
<td>FRO 101 Freshman Seminar</td>
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<td>ART 106 Drawing II</td>
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</tr>
<tr>
<td></td>
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<td>DES 121 Design Fundamentals II</td>
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#### SECOND YEAR

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<th>Spring</th>
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<tbody>
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<td>ART 210 Life Drawing I</td>
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<td>ART 211 Life Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 261 Color Theory I</td>
<td>3</td>
<td>ART 262 Color Theory II</td>
<td>3</td>
</tr>
<tr>
<td>COA 110 Public Forum</td>
<td>3</td>
<td>ART 267 Portfolio and</td>
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<td>16</td>
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</table>

**Total Credits 63**

*For their professional studio major course, students can select from ART 145, ART 223, ART 265.*
# BEHAVIORAL SCIENCE (PSYCHOLOGY/SOCIOLOGY)

## FIRST YEAR

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<th>Spring</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
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<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HPS 111 World History I</td>
<td>3</td>
<td>HUM 101 Art Appreciation</td>
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</tr>
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<td>BEH 110 Intro. to Sociology</td>
<td>3</td>
<td>BEH 150 Intro. to Psychology</td>
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<td>COA 110 Public Forum</td>
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<td>MAT 110 College Algebra</td>
<td>3</td>
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<td>HUM 221 Intro. to Philosophy</td>
<td>3</td>
<td>HUM 100 Intro. to Humanities</td>
<td>3</td>
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<td>FRO 101 Freshman Seminar</td>
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## SECOND YEAR

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<th>Spring</th>
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<tr>
<td>HUM 301 Creative Thinking or</td>
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<td>CSC 200 Intro. to Computer Applications</td>
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<tr>
<td>HUM 201 Logic</td>
<td></td>
<td>HPS 112 World History II</td>
<td>3</td>
</tr>
<tr>
<td>HPS 221 American History I</td>
<td>3</td>
<td>BUS 171 Macroeconomics</td>
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<tr>
<td>Literature Elective</td>
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<td>Elective</td>
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<tr>
<td>Humanities Elective</td>
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## THIRD YEAR

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<th>Spring</th>
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<td>Behavioral Sci. Electives (2)</td>
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<td>(200 level or above)</td>
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<td>Humanities Elective</td>
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<td>(200 level or above)</td>
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<tr>
<td>Language Elective</td>
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<td>Literature Elective</td>
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## FOURTH YEAR

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<th>Cr.</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Behavioral Sci. Electives (2)</td>
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<td>Behavioral Sci. Electives (2)</td>
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<td>(300 level or above)</td>
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**Total Credits 124**
## COMMUNICATIONS
### FIRST YEAR

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<tbody>
<tr>
<td><strong>ENG 101</strong></td>
<td>English Composition I</td>
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<td><strong>ENG 102</strong></td>
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<td><strong>BEH 150</strong></td>
<td>Intro. to Psychology</td>
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<td><strong>CSC 200</strong></td>
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<td><strong>MAT 110</strong></td>
<td>College Algebra</td>
<td>3</td>
<td><strong>COA 110</strong></td>
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<td><strong>BEH 110</strong></td>
<td>Intro. to Sociology</td>
<td>3</td>
<td><strong>ART 230</strong></td>
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<tr>
<td><strong>COA 101</strong></td>
<td>Fundamentals of Communications</td>
<td>3</td>
<td><strong>COA 120</strong></td>
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<tr>
<td><strong>HUM 100</strong></td>
<td>Intro. to Humanities</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>FRO 101</strong></td>
<td>Freshman Seminar</td>
<td>2</td>
<td></td>
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### SECOND YEAR

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<th>Fall</th>
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<th>Spring</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td><strong>MAT 221</strong></td>
<td>Probability and Statistics</td>
<td>3</td>
<td><strong>COA 220</strong></td>
</tr>
<tr>
<td><strong>DES 225</strong></td>
<td>Computer Graphics I</td>
<td>3</td>
<td><strong>HUM 221</strong></td>
</tr>
<tr>
<td></td>
<td>Hist./Pol.Sci. Elective</td>
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<td><strong>HUM 301</strong></td>
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<td>Minor Course</td>
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### THIRD YEAR

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<tr>
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<td>Writing for Visual Media</td>
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<td><strong>COA 360</strong></td>
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<td><strong>COA 310</strong></td>
<td>Oral Interpretation</td>
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<td><strong>COA 340</strong></td>
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<td><strong>COA 350</strong></td>
<td>Communications Law and Ethics</td>
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### FOURTH YEAR

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<tr>
<td><strong>COA 410</strong></td>
<td>Small Group Communications</td>
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<td><strong>COA 470</strong></td>
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<td><strong>COA 440</strong></td>
<td>Public Relations</td>
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<td><strong>COA 475</strong></td>
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<tr>
<td></td>
<td>Electives (2)</td>
<td>6</td>
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</tr>
</tbody>
</table>

**Communications Minor**

Communications students should select a minor (5 courses/15 credits) either in Art/Photography or Business.

**ART/PHOTOGRAPHY**

| ART 105 | Drawing I |
| DES 120 | Design I |
| ART 231 | Advanced Photography |
| ART 265 | Illustration I |

Art or Photography Elective

**BUSINESS**

| BUS 250 | Principles of Management |
| MKT 250 | Principles of Marketing |
| BUS 228 | Business Communications |
| MKT 350 | Advertising |
| BUS 340 | Organizational Behavior |

Total Credits 124
DESIGN

Students must select one of the three available tracks: Design, Graphic Design, or Interior Design. Coursework is identical for all three tracks during the first two years.

DESIGN, GRAPHIC DESIGN, INTERIOR DESIGN

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>HUM 100</td>
<td>Intro. to Humanities</td>
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<td>CSC 200</td>
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<td>HUM 101</td>
<td>Art Appreciation</td>
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<td>ART 105</td>
<td>Drawing I</td>
<td>3</td>
<td>MAT 110</td>
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<tr>
<td>DES 120</td>
<td>Design Fundamentals I</td>
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<td>ART 106</td>
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INTERIOR DESIGN

Students in this program will be required to be student correspondent members of the American Society of Interior Designers (ASID) and The Interior Design Association of Florida (IDAF).

THIRD YEAR

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Total Credits 124
# GRAPHIC DESIGN

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Total Credits 124

# DESIGN

This general concentration consists of any combination of courses from the other two tracks (Graphic Design, Interior Design) and Electives that fulfill curricular requirements, which together total 124 credits.

Total Credits 124
FUNERAL SERVICE

To qualify for admission, students must have completed 15 credit hours of general core requirements at the College of Boca Raton or another accredited college or university.

General Studies Requirements: (15 credits)
- ENG 101 English Composition I 3
- ENG 102 English Composition II 3
- BEH 110 Introduction to Sociology 3
- BEH 150 Introduction to Psychology 3
- COA 110 Public Forum 3

Related Science Requirements: (12 credits)
- SCI 130 General Chemistry 4
- SCI 160 Anatomy and Physiology I 4
- SCI 161 Anatomy and Physiology II 4

Funeral Service Requirements: (38 credits)
- MSC 101 Introduction to Funeral Service 3
- MSC 131 Principles of Funeral Service 3
- MSC 150 Funeral Service Sanitation 3
- HHS 210 Death and Dying 3
- MSC 220 Funeral Service Law 1
- MSC 225 Microbiology 3
- MSC 240 Funeral Home Management 5
- MSC 250 Pathology 3
- MSC 261 Embalming I 4
- MSC 262 Embalming II 4
- MSC 270 Restorative Art 4
- MSC 281 Funeral Service Seminar 2
- MSC 291 Practicum 3

Total Degree Credits 68
# HISTORY/POLITICAL SCIENCE

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**Total Credits 124**
## HUMANITIES/LIBERAL ARTS

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NOTE: Completion of curriculum of first two years qualifies the student for an A.A. Degree in Liberal Arts.

Total Credits 124
## DIVISION OF BUSINESS

### ACCOUNTING

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Total Credits 129
# AVIATION MANAGEMENT

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Total Credits 125-128
# BUSINESS ADMINISTRATION

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Total Credits 125
# FASHION MARKETING

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Total Credits 124

Completion of curriculum of first two years qualifies the student for an Associate of Arts degree in Fashion Marketing.

*Select Marketing Electives from:* MKT 321, 322, 351, 355, 360, 425, 481.
## MARKETING

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### Total Credits 125
# DIVISION OF HOTEL, RESTAURANT, and TOURISM MANAGEMENT

## HOTEL and RESTAURANT MANAGEMENT

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**Total Credits 128**
# TOURISM AND TRAVEL MANAGEMENT

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Total Credits 124
# CLUB AND RECREATION MANAGEMENT

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Total Credits 126
## SCHOOL OF EDUCATION AND PROFESSIONAL STUDIES
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# PRE-PRIMARY EDUCATION
## ASSOCIATE DEGREE

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Total Credits 126
HEALTH CARE ADMINISTRATION
(Long-Term Care)

The Bachelor of Science in Health Care Administration offers academic preparation for professional career opportunities in the administration and management of programs and services in long-term care facilities, community agencies, and hospital settings. The program of study has a specialized focus on long-term care administration.

The degree program is designed for health care leaders of the future who are committed to implementing and managing programs in facilities throughout the continuum of health care such as: retirement communities, adult day care, life care residencies, hospice and other community organizations, home health agencies, adult congregate living facilities and skilled nursing centers.

In addition, students will be able to pursue graduate studies in eldercare administration, or health care administration, social work, counseling or rehabilitation.

Special Option: To qualify for the state nursing home administrator licensure as specified by the Florida Department of Professional Regulation Board of Nursing Home Administrators, the student is required to complete a 650 hour Undergraduate College-Affiliated Residency.

Curriculum

A. General Core Requirements: (40 credits)

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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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</tr>
<tr>
<td>MAT 221</td>
<td>Probability and Statistics</td>
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</tr>
<tr>
<td>COA 110</td>
<td>Public Forum</td>
<td>3</td>
</tr>
<tr>
<td>CSC 200</td>
<td>Intro. to Computer Applications</td>
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<tr>
<td>SCI 110</td>
<td>Biology I and II</td>
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<td>SCI 130</td>
<td>Chemistry I and II</td>
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<tr>
<td>FRO 101</td>
<td>Freshman Seminar</td>
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B. General Elective Requirement (3 credits)

Free Elective (1) 3

C. Related Business Requirements: (24 credits)

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ACC 202</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<tr>
<td>MKT 250</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 228</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>BUS 250</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>BUS 340</td>
<td>Organizational Behavior</td>
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<td>BUS 350</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>CSC 315</td>
<td>Management Information Systems</td>
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D. Related Humanities Requirements: (3 credits)

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<thead>
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<tr>
<td>HUM 201</td>
<td>Logic</td>
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<tr>
<td>HUM 221</td>
<td>Intro. to Philosophy</td>
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</tr>
<tr>
<td>HUM 301</td>
<td>Creative Thinking</td>
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E. Related Behavioral Science Requirements: (6 credits)

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<tr>
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<tr>
<td>BEH 110</td>
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</tr>
<tr>
<td>BEH 150</td>
<td>Introduction to Psychology</td>
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F. Health and Human Services Requirements: (48 credits)

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<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
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<tr>
<td>HHS 100</td>
<td>Health Care and Social Services Delivery Systems</td>
<td>3</td>
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<tr>
<td>HHS 120</td>
<td>Health Care Administration I</td>
<td>3</td>
</tr>
<tr>
<td>HHS 121</td>
<td>Health Care Administration II</td>
<td>3</td>
</tr>
<tr>
<td>HHS 170</td>
<td>Health Care Delivery in Long-Term Care</td>
<td>3</td>
</tr>
<tr>
<td>HHS 210</td>
<td>Change and Loss Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>HHS 230</td>
<td>Social Gerontology</td>
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<tr>
<td>HHS 240</td>
<td>Medical-Legal Aspects of Health Care Administration</td>
<td>3</td>
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<tr>
<td>HHS 290</td>
<td>Field Practicum in HHS</td>
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<tr>
<td>HHS 300</td>
<td>Research Methods in HHS</td>
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<tr>
<td>HHS 320</td>
<td>Public Policy in Long-Term Care</td>
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<tr>
<td>HHS 350</td>
<td>Mental Health and Aging</td>
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<tr>
<td>HHS 370</td>
<td>Financial Reporting and Reimbursement Systems in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HHS 420</td>
<td>Therapeutic and Supportive Programs for the Elderly</td>
<td>3</td>
</tr>
<tr>
<td>HHS 460</td>
<td>Health in the Later Years</td>
<td>3</td>
</tr>
<tr>
<td>HHS 490</td>
<td>Administrative Residency I and</td>
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</tr>
<tr>
<td>HHS 491</td>
<td>Administrative Residency II</td>
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</tbody>
</table>

Total Credits 124
MASTER OF PROFESSIONAL STUDIES (MPS) in Health and Human Services (Eldercare Administration)

This comprehensive program offers academic preparation for professional careers in the administration of programs, services, and facilities across the spectrum of health care for the elderly. Our graduates are successfully employed in retirement communities, home health, adult day care, senior centers, adult congregate living facilities, and health care centers:

ADMINISTRATIVE CORE (3 credits each)

HHS 500  Administration in HHS I
HHS 510  Administration in HHS II
HHS 520  Managerial Finance and Reimbursement for HHS
HHS 530  Legal Aspects of HHS

AGING CORE (3 credits each)

HHS 540  Sociology of Aging
HHS 550  Geriatrics
HHS 560  Psychology of Aging
HHS 590  Social Policy*

SERVICE DELIVERY CORE (3 credits each)

HHS 600  Eldercare I
HHS 610  Eldercare II
HHS 630  Methods in Eldercare Research

OPTIONS FOR MPS CANDIDATES:

A. Administrative Residency (3 credits)
   HHS 700  Graduate Administrative Residency In Eldercare
   (200 hrs) or
   HHS 710  Graduate Administrative Residency In Long-Term Care (500hrs) - for licensure eligibility

B. Practicum (3 credits)
   HHS 750  Special Project in Gerontological Practice

C. Thesis (6 credits)*
   HHS 775  Thesis
   *NOTE: HHS 590 Social Policy is not required if Thesis option selected.

Total Credits 36

The College of Boca Raton is accredited by the Southern Association of Colleges and Schools as a Level III Institution:
GRADUATE STUDIES
MASTERS OF PROFESSIONAL STUDIES IN
HEALTH AND HUMAN SERVICES
ADMINISTRATION

ADMISSION POLICY

All candidates for admission to the MPS in Health and Human Services-Elder Care Administration must hold at least a Bachelor's Degree from an accredited institution of higher education. Applicants are required to complete the following:

ADMISSION PROCEDURES

1. Submit the official admission application form with a non-refundable $25.00 admission fee payable to the College of Boca Raton.
2. Arrange to have official transcripts forwarded to the Office of Graduate Studies. Unofficial copies of transcripts submitted by students cannot be accepted.
3. Submit three letters of recommendation from professionals in your field. Use the Recommendation Forms provided.
4. Forward a resume of work experience to the Office of Graduate Studies.
5. Forward a copy of your professional licensure if available.
6. Complete the Graduate Record Examination and submit scores.
7. Complete a personal pre-admission interview.
8. Complete a written essay.

Applicants will be notified by letter from the Office of Graduate Studies regarding their admission to Graduate Studies at the College of Boca Raton. At the time of admission to the program, the student will be assigned a faculty advisor for consultation on matters of course registration and plan of study.

ALL OF THE ABOVE ITEMS MUST BE DIRECTED TO THE ATTENTION OF THE OFFICE OF GRADUATE STUDIES.

The Graduate Admissions Committee may recommend students for conditional admission. Conditional admission requires the student to achieve at least a 3.0 GPA in the first nine (9) credit hours of graduate work at the College of Boca Raton in order to continue in the program.
FRO 101  
**FRESHMAN SEMINAR: THE COLLEGE EXPERIENCE**  
Designed to increase students’ success by assisting in obtaining the knowledge and skills necessary to reach their educational objectives. Topics in this course include the nature of education, time planning, test-taking, communication skills, study techniques, question-asking skills, college procedures, resources and services, and personal issues that face many college students. 2 credits. (Note: This course required of all first semester freshman.)

HONORS PROGRAM

**HNR 295**  
**HONORS SEMINAR I**  
Open to sophomores and above who meet certain academic average standards, by recommendation and invitation of a faculty honors committee. Special topics to be covered will be selected by the students involved and team-taught by faculty. Enrollment limited to 15 students. 1 credit hour.

**HNR 395**  
**HONORS SEMINAR II**  
Open to juniors and seniors who have completed HNR 295 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students. 1 credit hour.

**HNR 495**  
**HONORS SEMINAR III**  
Open to seniors who have completed HNR 395 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students. 1 credit hour.

**HNR 496**  
**HONORS SEMINAR ON GREAT ISSUES**  
Open to seniors who have completed HNR 495 and continue to meet the requisite academic average standards. This capstone course of the honors program synthesizes the work in the earlier honors courses and includes, from an interdisciplinary perspective, critical issues that have affected humankind. Enrollment limited to 15 students. 3 credit hours.
DIVISION OF ARTS AND SCIENCES

ART 105  DRAWING I
A course designed to help students visualize their thoughts into drawings, beginning with the fundamentals of 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 145  ENVIRONMENTAL DESIGN
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  GRAPHICS I
Provides instruction 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. 3 credit hours.

ART 210  LIFE DRAWING I
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 and proportion. 3 credit hours.

ART 211  LIFE DRAWING II
A continuation of ART 210. 3 credit hours.

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

ART 230  PHOTOGRAPHY
Fundamentals of photography, including picture-taking, developing, and print-making. Lab fee - $30.00. 3 credit hours.

ART 231  ADVANCED PHOTOGRAPHY
Further study of photography as an art form; includes use of color in photography, experimentation in composition, and techniques of processing. Lab fee - $30.00. 3 credit hours.
ART 261  COLOR THEORY I
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 262  COLOR THEORY II
A continuation of ART 261. 3 credit hours.

ART 265  ILLUSTRATION
An advanced drawing class stressing personal and 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 Art evaluates and prepares past work for a portfolio. The portfolio is to consist of original work and 35mm slides. New work is produced to round out the individual "portfolio personality." A resume is composed and printed. All of the work is then presented in a student exhibition during final exam week. The student designs and prints posters, invitations, and programs for the exhibition. 3 credit hours.

ART 310  ART HISTORY I
Prehistoric to 19th Century (1850): Bronze Age Crete, the development of Greek Civilization, Dark Ages, Renaissance, Baroque, David, and the Classical Tradition. 3 credits.

ART 311  ART HISTORY II
1850 to the present: Impressionism, Post Impressionism, Cubism, Dada, Surrealism, Abstract, Action, Pop, Conceptual, Recent Figurative Art. 3 credits.

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. Lab fee - $30.00. 3 credit hours.
BEHAVIORAL SCIENCE

BEH 110 INTRODUCTION TO SOCIOLOGY
A survey course designed to introduce the student to the science of sociology. Introduction to fundamental concepts of social relationships and group life. Culture, social institutions, and deviance are discussed. 3 credit hours.

BEH 150 INTRODUCTION TO PSYCHOLOGY
A study of the scopes and methods of psychology with a view to understanding the human organism, the basic phases of human behavior, and the relevance of psychology in contemporary society. 3 credit hours.

BEH 160 CHILD DEVELOPMENT I
A survey of the major concepts and theories of child development from infancy through middle childhood. 3 credit hours.

BEH 205 CHILD DEVELOPMENT II
A survey of the major concepts and theories of child development during adolescence. 3 credit hours.

BEH 210 INTRODUCTION TO ANTHROPOLOGY
A survey of the principles and area of study related to anthropology including physical, social, and cultural anthropology. Emphasis on cultural anthropology. 3 credit hours.

BEH 220 FAMILY AND SOCIETY
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.

BEH 225 HUMAN SEXUALITY
Anatomy and physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality will be explored in this course. 3 credit hours.

BEH 235 CONTEMPORARY SOCIAL PROBLEMS
A presentation of methods of identifying social problems. Analysis of such problems as crime, youth, drug abuse, discrimination, and disadvantage, family disorganization, ecology, and armed conflict are discussed. Prerequisite: BEH 110. 3 credit hours.

BEH 260 PERSONALITY THEORY
A study of the major theories which are concerned with the composition and the determinants of the human personality. The theories examined include: psychoanalytic theories, self-theory, self-actualization theory, trait theories, and social learning theory. 3 credit hours.
HUMAN MOTIVATION  
A study of the major theories (clinical as well as experimental) which are concerned with the “why” of human behavior. The theories examined include: psychoanalytical theory, cognitive-consistency theories, achievement motivation theory, and attribution theory. 3 credit hours.

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

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, instrumental conditioning, observational learning, and memory. 3 credit hours.

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.

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

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

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

COMMUNICATIONS

FUNDAMENTALS OF COMMUNICATIONS  
Introduction to mass media and its role in society in its historical and contemporary functions. Topics include mass media industries’ organization and operations, economics, responsibilities and ethics, and career considerations in the field. 3 credit hours.

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

INTRODUCTION TO JOURNALISM  
The nature, language, mechanics, and ethics of reporting. An overview of journalistic style and techniques, plus practical experience (writing for student newspaper). 3 credit hours.
PHOTOJOURNALISM
Photojournalism as practiced in contemporary print media. Students plan and produce assignments mixing photography and text, with emphasis on the interrelationships of words and pictures. Prerequisites: ART 230, COA 120 3 credit hours.

TECHNICAL WRITING
A practical course in planning and writing effective technical and business communications. Assignments include written projects from basic technical notes to specialized forms of research. Prerequisite: ENG 102. 3 credit hours.

INTERPERSONAL COMMUNICATION
This course examines the nature of the communication process as it occurs in the "one-to-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 the emergent structure and spontaneous experiential methods as well as traditional lecture/discussion. Prerequisite: COA 110 3 credit hours.

ORAL INTERPRETATION
Narrative, dramatic, and lyric modes of interpreting and delivering published material such as poetry, story excerpts, and other creative and expository genres, with emphasis on oral presentation techniques. Prerequisite: COA 110. 3 credit hours.

WRITING FOR VISUAL MEDIA
Principles and practice of scriptwriting for film, television, and other audiovisual media. Students develop several scripts in standard formats and script an original program. Prerequisite: ENG 102. 3 credit hours.

ADVERTISING WRITING
Writing advertising copy and designing effective layouts. Creating ads, motivating readers, building campaigns, writing and rewriting, preparing roughs and comps. Prerequisite: ENG 102. 3 credit hours.

COMMUNICATIONS LAW AND ETHICS
Legal and ethical aspects of mass communications practices, including libel law, advertising law, invasion of privacy, copyright and trademark law, first amendment aspects, and Freedom of Information Act. 3 credit hours.

COMMUNICATIONS THEORY AND DESIGN
Interpersonal and mass communication theories and designs, including perception, verbal and nonverbal elements, context, intention and effects. Projects emphasize strategies for creating effective verbal and visual messages through print and media. 3 credit hours.
A-V PRODUCTION
Introduction to materials and techniques of making multi-image programmed media. Students create treatments and storyboard scripts and photographs, record and mix sound tracks, and program a multi-media presentation. Prerequisite: ART 230. 3 credit hours.

VIDEO PRODUCTION
Introduction to equipment, principles and techniques of making video programs. Students plan, script, storyboard and record brief to medium length video presentations. Prerequisite: ART 230. 3 credit hours.

SMALL GROUP COMMUNICATION
Interaction of discussion and idea presentation within small groups, emphasizing effective direct oral communication in the immediate dynamics of various small audiences and interest groups. Prerequisite: COA 110. 3 credit hours.

PUBLIC RELATIONS
Defines and conceptualizes the history, ethics, and techniques of molding favorable public opinion through print and non-print mass media. Includes relationships among publicity, public relations, and mass media. 3 credit hours.

PRESENTATION DESIGN AND TECHNIQUES
Principles and practice of designing and delivering effective presentations incorporating verbal and audiovisual elements. Students design, prepare, and deliver individual and team presentations to a small audience. Prerequisites: COA 110, ART 220 or 325. 3 credit hours.

SENIOR COMMUNICATIONS PROJECT
Practical application of principles and practices learned; the student plans, designs, and delivers a senior project presentation utilizing the most effective mixture of verbal and nonverbal media. Prerequisites: Senior standing, permission of instructor. 6 credit hours.

SENIOR INTERNSHIP
Practical work experience in a mass communications business such as advertising or public relations agency, communications departments of firms, media sales departments and sales promotion agencies. Instructor and sponsor oversee and evaluate student work. Prerequisites: Senior standing, 3.0 average or higher. 6 credit hours.
DESIGN

DES 120  DESIGN FUNDAMENTALS I
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.

DES 121  DESIGN FUNDAMENTALS II
A continuation of DES 120, 3 credit hours.

DES 225  COMPUTER GRAPHICS I
An introduction to the variety of graphics that can be generated by computers. Hands-on experience producing computer generated graphics. Lab fee - $30.00. 3 credit hours.

DES 226  COMPUTER GRAPHICS II
A continuation ART 225. Lab fee - $30.00. 3 credit hours.

DES 300  INTERIOR DESIGN I
Development of a firm understanding of design concepts, space planning, furnishing, color schemes and how they apply to our everyday environment, along with instruction on presentation boards and problem solving skills. 3 credit hours.

DES 301  INTERIOR DESIGN II
A practical application of perspective employed in the creation of interior design projects with emphasis on proxemics as it applies to both residential and contract design. Presentation boards and maquettes are required. Prerequisite: DES 300. 3 credit hours.

DES 310  FURNITURE ARRANGEMENT AND SPACE PLANNING
The study of creating spaces that will be practical and comfortable and will serve their intended purpose. Color, lighting, and ergonomics will be covered. 3 credit hours.

DES 320  HISTORY OF INTERIOR DESIGN AND ARCHITECTURE
A survey course tracing development of interiors in relationship to architectural history from ancient Egypt to the present time. 3 credit hours.

DES 325  HISTORICAL RESTORATION AND PRESERVATION
The study of interiors with historical significance, abroad and from the National Register of Historic Places. Field trips included. 3 credit hours.

DES 330  ADVANCED TEXTILES
The study of fabrics, their construction, color, finishes and special characteristics as applied to interiors. 3 credit hours.
DES 340  **DRAFTING I**  
Study of and practice in basic drafting skills and visualizations in the interior design field. Includes student drafting of perspective drawing and floor plans. 3 credit hours.

DES 341  **DRAFTING II**  
Development of more technical drafting skills including orthographic projections, and furniture designing. 3 credit hours.

DES 345  **RENDERING TECHNIQUES I**  
The materials, techniques, and methods used in advertising and graphic design; figure indication and the preparation of roughs and comprehensives for visual presentation. 3 credit hours.

DES 346  **RENDERING TECHNIQUES II**  
Continuation of DES 346. 3 credit hours.

DES 350  **LAYOUT AND PRODUCTION**  
Layout and production of mechanical art work for printing process, including layout mechanics and skills, photoscaling and typography. 3 credit hours.

DES 360  **CORPORATE IDENTITY**  
A trademark is a graphic symbol that identifies a particular company. The course shows how to research and evaluate information about a company to develop a formal and representative design concept. Paper stock, color, and coordination are discussed for developing a corporate stationery package. Students present a slide show introducing and explaining their concept before the class, simulating a boardroom environment. 3 credit hours.

DES 365  **CREATIVE COPYWRITING**  
An opportunity for students to add verbal skills to their visual ones. Stylistic and professional guidelines for writing good, clean copy and for creating strong advertising concepts are discussed. 3 credit hours.

DES 400  **INTERIOR DESIGN III**  
Advanced projects in creative problem solving to do with selections, lighting, installation, and estimating that would arise in the workplace between client, designer, workmen, and suppliers. Presentation boards required. Prerequisite: DES 301. 3 credit hours.

DES 401  **INTERIOR DESIGN IV**  
A knowledge of technical skills applied in the preparation of a professional portfolio with emphasis on individual career objectives in Interior Design. Prerequisite: DES 401. 3 credit hours.

DES 410  **INTERIOR DESIGN RENDERING**  
Interior delineation and techniques exploring a variety of media. 3 credit hours.
DES 425 ADVANCED COMPUTER GRAPHICS
The creative use of computer images. An exploration of the potentials and limitations of computer images for artistic, commercial, and educational uses. Hands-on experience with microcomputers used as another tool for the artist/designer. Emphasis on the use of existing graphics software, quality of images, communication effectiveness, and the innovative application of aesthetic visuals. Prerequisite: DES 226. 3 credit hours.

DES 431 TEXTILE DESIGN
Using computer graphics and more conventional methods. Graphic designs as applied to the textile industry. 3 credit hours.

DES 435 FURNISHINGS, FINISHES, AND MATERIALS SELECTION
The study of alternative materials, accessories, finishes, framing, artwork, sculpture, and other furnishings. Student will be required to complete projects demonstrating how such items alter the design of interiors. 3 credit hours.

DES 436 FURNITURE MANUFACTURING AND FINISHING
Studies of furniture manufacturing plants and the latest finishing techniques. 3 credit hours.

DES 440 PHOTOGRAPHY OF INTERIORS
Students will photograph and analyze outstanding and award winning interiors in the Boca Raton, Palm Beach areas, with attention to color, lighting, and overall effect. Prerequisite: ART 230. 3 credit hours.

DES 450 CODES AND STANDARDS
Study of building, fire, and safety codes relating to Interior Design. 3 credit hours.

DES 460 SIGNAGE DESIGN I
Designing signs from billboards to bulletin boards, from doorways to roadways. Designing for the appropriate materials and technology. 3 credit hours.

DES 465 PROFESSIONAL PRACTICES
Ethical and legal proposals, contracts, work-orders, patents, copy-rights and trademarks. 3 credit hours.

DES 470 ADVANCED GRAPHIC DESIGN
Design as it relates to visual communications. Typography, symbol, image, and visual organization are considered in the context of contemporary practice. 3 credits hours.

DES 472 TYPOGRAPHY
Typographic forms studied as both visual and verbal means of communication. 3 credit hours.
DES 480  DESIGN PRESENTATION
Techniques for marketing and project proposals. Direct viewing presentations, projected visual presentations, AV presentations and preparing AV material. 3 credit hours.

DES 485  INTERNSHIP
Under the direction of the Art/Design faculty, the student has the opportunity to pursue experience with practicing professionals in the Boca Raton area. 3 credit hours.

DES 490  PORTFOLIO AND EXHIBITION
Culmination project of all skills students’ mastered during the four year program applicable to the students’ design track. 3 credit hours.

DES 491  PORTFOLIO
An outgoing portfolio, representative of the student’s work, will be assembled by the student with the guidance and approval of the Art/Design faculty. 3 credit hours.

DES 492  GRAPHICS PRACTICUM
Individual project where the instructor acts as client and critic. Student follows through from proposal and contract to final presentation. 3 credit hours.

ENGLISH

ESL 100  ESL READING/WRITING
This course emphasizes reading/writing for foreign students to prepare for college-level composition skills through vocabulary development and interpretation of reading passages. Students utilize vocabulary and develop good expository essays in response to the readings. Individualized work is required in the lab. Lab fee - $200.00. 3 hours of instruction, 1 hour of lab.

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 I
A course in clear, effective expression that 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 II/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. Prerequisite: ENG 101. 3 credit hours.
ENG 211 THE SHORT STORY
A survey of major short story writers and themes. 3 credit hours.

ENG 230 STUDIES IN AMERICAN LITERATURE I
A study of major American authors through 1865 with an emphasis on Romanticism. 3 credit hours.

ENG 240 STUDIES IN BRITISH LITERATURE I
A study of the major British authors up to the Neo-Classical Period. 3 credit hours.

ENG 255 TOPICS IN LITERATURE I
A study of selected themes in poetry, prose, and drama. 3 credit hours.

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

ENG 300 THE BIBLE AS LITERATURE
An investigation of literary forms used in the Scriptures, such as parable, allegory, lyric poetry, as well as dramatic, narrative, midrashic, apocalyptic, and prophetic modes. 3 credit hours.

ENG 312 THE MODERN NOVEL
A study of significant American, British, and Continental novels from the 18th Century to the present. 3 credit hours.

ENG 320 WORLD DRAMA
A study of dramatic literature from the Greeks to the present including such dramatists as Sophocles, Shakespeare, Moliere, Ibsen, Pirandello, and Miller. 3 credit hours.

ENG 330 STUDIES IN AMERICAN LITERATURE II
A study of major American authors from 1865 to the present, emphasizing the movement from Naturalism to Realism to the Modern. 3 credit hours.

ENG 340 STUDIES IN BRITISH LITERATURE II
A study of the major British authors from the Neo-Classical Period to the present. 3 credit hours.

ENG 350 STUDIES IN POETRY
A survey of the genre focusing on various forms of poetry found in Eastern and Western cultures. 3 credit hours.

ENG 355 TOPICS IN LITERATURE II
A study of selected themes and styles in the poetry, prose, and drama of world authors. 3 credit hours.
ENG 410  BIOGRAPHY AND AUTOBIOGRAPHY
A study in ancient and modern biographies and autobiographies of individuals who have contributed to the historical and cultural development of society. 3 credit hours

ENG 460  GREAT BOOKS II
An interdisciplinary course in which students read, discuss, and report on selected works from the Great Books list compiled by the Humanities Faculty. 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 an 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 340  SINO/SOVIET HISTORY
Mid-19th and 20th Century survey of social, cultural, political, and economic development of People's Republic of China and Russia. 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 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. 3 credit hours.

HPS 470  AMERICAN FOREIGN POLICY
Discussion of the evolution of America's position in world affairs and the critical issues pertaining to the United States' foreign policy today. 3 credit hours.

HPS 471  THE AMERICAN PRESIDENT
Discussion of presidential power and functions, relationship with Congress, political party involvement, public personality, and leadership. Selected presidents are used as examples. 3 credit hours.

HPS 475  CONTEMPORARY INTERNATIONAL RELATIONS
Study of basic social, political, economic, cultural, and foreign policy issues facing the world community of the present. 3 credit hours.

HPS 482  HISTORY SEMINAR
A series of analyses and discussions of contemporary problems in history. Individual student research and reports are required. 3 credit hours.

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

HUM 100 INTRODUCTION TO HUMANITIES
Principal arts and ideas of Western cultural ages from Classical Greco-Roman to Contemporary, as expressed through painting, sculpture, architecture, music, and writings. 3 credit hours.

HUM 101 ART APPRECIATION
An introductory course approached through ideas rather than 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 characteristics 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. Lab fee - $30.00. 3 credit hours.

HUM 120 BALLET TECHNIQUE I
Basic techniques and terminology of classical ballet, incorporating dance history, music appreciation, and concepts of anatomy. No former training necessary. 3 credit hours.

HUM 121 BALLET TECHNIQUE II
Intermediate technique and terminology of classical ballet. Dance history, music appreciation, and concepts of anatomy are incorporated into the course. Prerequisite: 2-3 years of ballet or modern training or HUM 120. 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 are emphasized. 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 humankind, 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 300  GREAT ISSUES

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 ideas helped to shape American law, politics, morals, aesthetics, and educational structures. 3 credit hours.

HUM 399  COMMUNITY AWARENESS
An integral part of a liberal arts education is to engender a sense of responsibility. It is the purpose of this course to create such an opportunity through a pre-approved community service project. Prerequisite: junior or senior standing. 1-3 credit hours.

FOREIGN LANGUAGES
LAN 100  FRENCH I
Fundamental course in the four skills of listening, speaking, reading, and simple writing. Basic grammar and vocabulary supplemented by audio-visual materials. 3 credit hours.

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

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

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

MAT 101  ELEMENTARY ALGEBRA
A course designed for those students who lack the necessary background to immediately address college algebra. Topics include real number systems, radicals, graphing, and solving simple equations. No math credit is given for this course; however, it can be used as elective credit. 3 credit hours.

MAT 110  COLLEGE ALGEBRA
Topics include linear and quadratic functions, polynomial functions, systems of equations and inequalities, matrices, and determinants. Prerequisite: MAT 101 or completion of two years of high school algebra. 3 credit hours.

MAT 115  TRIGONOMETRY AND ANALYTIC GEOMETRY
A course designed for those students planning to take calculus. Topics include trigonometric functions, identities and equations, solutions of right and oblique triangles, and topics of plane and analytic geometry. Prerequisite: MAT 110. 4 credit hours.

MAT 200  METHODS OF CALCULUS
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.

MAT 221  PROBABILITY AND STATISTICS
A course designed to introduce the methods of probability and statistics. Topics include laws of large numbers, discrete and continuous distributions, and sums of random variables. 3 credit hours.

MAT 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 221. 3 credit hours.

FUNERAL SERVICE

MSC 101  INTRODUCTION TO FUNERAL SERVICE
A survey of the evolution of funeral services and a review of basic principles of funeral service. Included are fundamental requirements, 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 embalmer and funeral directors related to preservation and protection of public health. Included are the various regulatory procedures, responsibilities, and functions of applicable local, state, and federal agencies. 3 credit hours.

MSC 210  THANATOLOGY
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.

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 225  MICROBIOLOGY
Designed to recognize disease conditions requiring special handling of human bodies and equipment. Includes study of physiological, clinical, and microbiological abnormalities which occur to create negative changes in normal anatomy and physiology. 3 credit hours.

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, computer applications, and applied merchandising. 5 credit hours.

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

MSC 261  EMBALMING I
A 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. Lab fee - $30.00. 4 credit hours.

MSC 262  EMBALMING II
Practical application of the cognitive and manipulative embalming skills as they relate to the anatomy, pathology, and chemistry of embalming. Special consideration is given to sanitation, special treatment, and embalming difficulties related to microbiological and traumatic deaths. Lab fee - $30.00. 4 credit hours.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Lab Fee</th>
<th>Credit Hours</th>
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<tr>
<td>MSC 270</td>
<td>RESTORATIVE ART</td>
<td>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. Lab fee - $30.00. 4 credit hours.</td>
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<td>MSC 281</td>
<td>FUNERAL SERVICE SEMINAR</td>
<td>A continuous survey of the numerous changes and articulations within the domain of the 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.</td>
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<td>MSC 291</td>
<td>PRACTICUM</td>
<td>On-site professional experience in a funeral home under the direct supervision of a licensed funeral director. 3 credit hours.</td>
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<td>SCI 110</td>
<td>BIOLOGY I - THE BIOLOGICAL WORLD AND LAB</td>
<td>Introduction to the life-supported systems of nature, emphasizing the diversity and adaptations of organisms in evolutionary perspectives. Lab fee - $30.00. 4 credit hours.</td>
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<td>SCI 111</td>
<td>BIOLOGY II - BIOLOGICAL PATTERN AND PROCESS AND LAB</td>
<td>Introduction to the operation of life-supported systems at all levels of organization, from biochemical to ecological. Prerequisite: SCI 110. Lab fee - $30.00. 4 credit hours.</td>
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<td>SCI 130</td>
<td>GENERAL CHEMISTRY I and LAB</td>
<td>An introductory course in the basic principles of chemistry, including elements, compounds, molecular, and atomic structure. Prerequisite: MAT 110. Lab fee $30.00. 4 credit hours.</td>
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<tr>
<td>SCI 131</td>
<td>GENERAL CHEMISTRY II and LAB</td>
<td>A basic study of organic chemistry. Students review the application of chemistry to our modern world. Included are such topics as food farm chemistry, the study of household chemicals, and the chemistry of drugs and cosmetics. Prerequisite: SCI 130. Lab fee - $30.00. 4 credit hours.</td>
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SCI 160  ANATOMY AND PHYSIOLOGY I AND LAB
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, circular, and digestive systems. Lab fee $30.00. 4 credit hours.

SCI 161  ANATOMY AND PHYSIOLOGY II AND LAB
Continuation of Anatomy and Physiology I with studies of the nervous, respiratory, excretory, endocrine, and reproductive systems. Lab fee $30.00. 4 credit hours.

SCI 230  INTRODUCTION TO ENVIRONMENTAL STUDIES AND LAB
Energy-systems approach to human and wild environments, integrating physical, biological, and behavioral perspectives. Prerequisite: one college level science course. Lab fee $30.00. 4 credit hours.
DIVISION OF BUSINESS

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 statements. 3 credit hours.

ACC 202  PRINCIPLES OF ACCOUNTING II
Continuation of Accounting I. A study of accounting principles and procedures as applied to partnerships and corporations, including the statement of cash flows. The course then moves into managerial accounting with emphasis on costs, branch accounting, variable and absorption costing, and budgets. 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 include long-term liabilities, corporate accounting, income tax allocation, cash flow statements, changing accounting methods, financial statement analysis, pensions, leases, and non-current investments. 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 NON-PROFIT ORGANIZATIONS
The accounting theory and practice of non-profit organizations including hospitals, schools, and state and local governments. Prerequisite: ACC 312. 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 shape this thought. Prerequisite: senior standing, ACC 312. 3 credit course.

ACC 461 ADVANCED ACCOUNTING
An advanced accounting course dealing with partnerships, ventures, segment and interim financial reporting, business combinations, multinational companies, bankruptcy, and 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: ACC 312, CSC 315. 3 credit hours.

ACC 480 AUDITING
A course representing the audit standards and techniques used in audit engagements, the nature of audit evidence, professional ethics, audit reports, statistical testing, and auditing. Prerequisite: ACC 471. 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. Prerequisite: ACC 461. 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 AND TRAINING I
Provides the student with knowledge, skill, and the aeronautical experience necessary to meet the requirements for solo flight in a single engine-land class airplane. 4 credit hours. (3 credit hours without flight training).

AVM 111 FLIGHT THEORY AND TRAINING II
Prepares the student for the FAA written examination, oral test, and the flight test required for the private certificate with an airplane category and single engine and class rating. Prerequisite AVM 110. 4 credit hours. (3 credit hours without flight training).
AVM 125  METEOROLOGY
A scientific study of atmospheric phenomena, weather principles, forecasting techniques, and weather information dissemination. The course is required of all aviation students and certain topics included are oriented toward flight operations. 3 credit hours.

AVM 210  FLIGHT THEORY AND TRAINING III
Advanced flight theory which begins preparing the student for the FAA instrument rating and the FAA commercial pilot certificate. Prerequisite: AVM 111. 4 credit hours.

AVM 215  FLIGHT THEORY AND TRAINING IV
Continues the training required for the FAA instrument rating and the commercial pilot certificate. Prepares the student for the FAA written test, oral test, and flight test for the instrument rating and the commercial pilot certificate. Prerequisite: AVM 210. 4 credit hours.

AVM 310  FLIGHT INSTRUCTION METHODS AND PROCEDURES
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, and 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 410  MULTI-ENGINE TRAINING
Coursework and flight training required for attaining a multi-engine land class rating that supplements an existing pilot certificate. 3 credits.
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, labor relations, strategic planning, all included in a major student project. 3 credit hours.

AVM 481  AVIATION SEMINAR  
A series of discussions and analyses of contemporary management problems in aviation. Individual student research and reports are required. Guest speakers are utilized. 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 to the analysis of corporate equity and debt securities. Prerequisite: ACC 201 and ACC 202. 3 credit hours.

BFI 321  INVESTMENTS  
Role of investment banking in the financial organization, investment banking houses, relations of investment banking to other financial institutions, regulation of investment banking and the security markets, and current problems and developments in investment banking. Prerequisite: ACC 201. 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 the fashion resources and the scope of fashion career opportunities. Economic 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 the 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 applications, 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 field 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 430  FASHION MARKETING RESEARCH
Study of marketing research methods utilized in the fashion industry. Topics include the structuring of data collection and analysis, forecasting of fashion trends, research project design, and interpretation of results. Prerequisites: MKT 311 and MAT 221. 3 credit hours.

BFM 460  FASHION MARKETING STRATEGY AND POLICY
A project-oriented course focusing on analysis, establishing objectives, budgeting, media selection, and design. A culmination of prior fashion marketing coursework dealing with multi-media strategies used to market fashion apparel and accessories. Prerequisite: BFM 430. 3 credit hours.

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

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.

BUS 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 102. 3 credit hours.

BUS 250  PRINCIPLES OF MANAGEMENT
A study of the development of managerial thought and an analysis of managerial functions. Consideration is given to the functions of planning, organizing, coordinating, and controlling in the practice of supervisory and middle management. 3 credit hours.

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

BUS 340  ORGANIZATIONAL BEHAVIOR
Analysis of organizational behavior based upon theory and research in the behavioral sciences and applied to management of organizations. Concepts include human motivation, structural environment and social factors influencing behavior, conflict, leadership style, and factors involving the dynamics of organizations. Prerequisite: BUS 250. 3 credit hours.
BUS 350  HUMAN RESOURCE MANAGEMENT
A comprehensive study of the practice of modern manpower management. Areas of concentration include employee recruitment, placement, and development, performance appraisal techniques, compensation systems, employee benefits design, and training program design and evaluation. Prerequisite: BUS 250. 3 credit hours.

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

BUS 422  QUANTITATIVE BUSINESS ANALYSIS I
Application of quantitative analysis to business problems. Topics include: probability concepts, forecasting, decision, making use of probabilities under certainty and uncertainty, cost volume-profit analysis, inventory. EOQ models. Prerequisite: MAT 221. 3 credit hours.

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 Markoff analysis. Prerequisite: BUS 422. 3 credit hours.

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

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. Lab fee - $30.00. 3 credit hours.

CSC 250  SPREADSHEET DESIGN AND APPLICATION
Concepts and principles of spreadsheet programs and their use in the manipulation and management of numerical data are explored. The course is directed toward students in all disciplines. Available commercial software packages are reviewed. Activities in the course include constructing advanced financial spreadsheets models, printing graphs from spreadsheets, searching and sorting spreadsheet databases, and automating spreadsheet options with macro programs. Prerequisite: CSC 200. Lab fee - $30.00. 3 credit hours.

CSC 300  DATA BASE SYSTEMS AND MANAGEMENT
This course is a study of data base concepts, systems, and management techniques for microcomputer systems. Examination of query languages, data definition and manipulation techniques, including relational, hierarchical and network approaches to data base management systems. A survey of available software and public and commercial data base services and practice in the application of microcomputer packages is included. Prerequisite: CSC 200. Lab Fee - $30.00. 3 credit hours.

CSC 315  MANAGEMENT INFORMATION SYSTEMS
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. Prerequisites: CSC 200 and BUS 250. Lab fee - $30.00. 3 credit hours.

MARKETING

MKT 250  PRINCIPLES OF MARKETING
Introduces the student to a broad functional understanding of marketing. Topics include buyer behavior, product planning, channels of distribution, price policies, and promotional activities. 3 credit hours.

MKT 260  RETAILING
Examination of the organization and operation of retail establishments. Concentration is placed on markup, pricing, stock turn, sales and stock planning, and the selling of services as well as goods. 3 credit hours.
MKT 305  CONSUMER BEHAVIOR
A study of what causes the consumer to purchase or not to purchase goods. The course focuses on consumer branding, the product adoption process, the impact of current issues (leisure time, working women, and the elderly) 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, and 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 350. 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. Prerequisite: 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 students 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. Prerequisite: 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 PLANNING
A culmination of prior marketing coursework which focuses upon strategies for marketing ideas, products, and services. This product-oriented course emphasizes product analysis, segmentation, and strategy objectives including implementation and controls. Prerequisites: MKT 430 and senior standing. 3 credit hours.

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

SMALL BUSINESS ADMINISTRATION

SBA 310  INTRODUCTION TO SMALL BUSINESS MANAGEMENT
A study of how small businesses and entrepreneurial ventures are started. The course concentrates on formulating a basic understanding of small businesses and new business ventures. Particular emphasis is given to recognizing and evaluating new opportunities and how to begin gathering resources for those that prove viable. 3 credit hours.

SBA 400  FINANCING SMALL BUSINESS AND ENTREPRENEURIAL VENTURES I
An introduction to the study of financing small businesses and entrepreneurial ventures. Emphasis will be on introducing government sources, commercial banking sources, investment banking, and other potential venture capital sources. The student will develop a financial business plan to present to a financial institution. Prerequisites: ACC 202, SBA 310. 3 credit hours.
SBA 401  **FINANCING SMALL BUSINESS AND ENTREPRENEURIAL VENTURES II**
A continuation of the process of financing small businesses and entrepreneurial ventures. This course will emphasize specific issues such as going public, selling out, acquisitions, bankruptcy, different legal forms of organizations, and taxes. Prerequisite: SBA 400. 3 credit hours.

SBA 430  **MANAGING GROWING BUSINESSES**
An emphasis on the necessary changes in management strategies as a business grows from its inception through maturity. Prerequisite: SBA 310. 3 credit hours.

SBA 450  **MANAGING FAMILY BUSINESSES**
Emphasis on particular problems associated with family businesses such as taxes, estate planning, financing, and contractual agreements. Prerequisite: ACC 321, SBA 401. 3 credit hours.
DIVISION OF HOTEL, RESTAURANT, AND TOURISM MANAGEMENT

HOTEL AND RESTAURANT MANAGEMENT

HRM 100  INTRODUCTION TO HOSPITALITY INDUSTRY
The growth and progress of the hospitality industry. How clubs, hotels, motels, and restaurants are organized, financed, and operated. The industry's opportunities and future trends are stressed. 3 credit hours.

HRM 130  PRINCIPLES OF HOSPITALITY ORGANIZATION AND MANAGEMENT
Examines the skills specific to managing hospitality operations. Includes management responsibilities, operational responsibilities, and the personal and professional demands of management. 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. 3 credit hours.

HRM 163  TRAINING AND SUPERVISORY DEVELOPMENT
Presents a framework for training and coaching, training for positive results, task and job development, how to hire trainable employees, individual and group training methods, how to develop training programs, attitude and motivation, coaching, and counseling. 3 credit hours.

HRM 172  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. 3 credit hours.

HRM 243  HOSPITALITY PURCHASING MANAGEMENT
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 255  CUSTOMER SERVICE STRATEGIES
An emphasis on the development of policies and strategies pertaining to the execution of good customer service. It also provides the techniques and methods to train personnel in the implementation of standards relating to customer service. Evaluation methods focusing on consumers, their needs, and the skills needed to anticipate these needs as well as developing solutions to customer problems and complaints. 3 credit hours.
HRM 260  FOOD SERVICE OPERATIONS I
The application of management techniques to the areas of food production and dining room service. Students will be placed in The University Club to gain practical application of these techniques. 4 credit hours.

HRM 261  FOOD SERVICE OPERATIONS II
This course is designed to teach the student the principles of menu planning and design in various types of food service operations. The University Club will provide a laboratory for the marketing and testing of these menus. Prerequisite HRM 260. 4 credit hours.

HRM 300  SPECIAL TOPICS
The hotel and food service fields are constantly changing due to new technology and avenues for their expansion and management. The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hospitality industry. 3 credit hours.

HRM 310  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 311  HOSPITALITY INDUSTRY ACCOUNTING
Presents managerial accounting concepts and explains how they apply to specific operations within the hospitality industry; includes understanding financial statements, budgeting, operational costs, internal control, planning cash flow, incorporates the latest revision to the uniform system of accounts. Emphasis is placed on the need for and use of timely and relevant information as a vital tool in the management process. Prerequisite: ACC 201. 3 credit hours.

HRM 313  BAR MANAGEMENT
Emphasis in this course is placed on the product and the manager's role and responsibilities in developing and operating a facility serving alcoholic beverages. Maximum sales potential through use of existing facilities is stressed. Lab fee - $30.00. 3 credit hours.

HRM 314  WINE APPRECIATION
This course considers the major wines and wine regions of the world, with special emphasis on American, French, German, Italian, and Spanish products. Evaluation by tasting is an integral part of the course. Lab fee - $30.00. 3 credit hours.
HRM 315  COMPUTER SYSTEMS IN THE HOSPITALITY INDUSTRY
Offers an overview of automation in both lodging properties and food service operations. Includes an introduction to computer systems - hardware, software, software applications, and system selection, computer-based hotel property management systems - PMS front office applications, PMS back office applications, and PMS interfaces, computer-based restaurant management systems - RMS service applications, RMS management applications, and automation advances. Prerequisite: CSC 200. Lab fee - $30.00. 3 credit hours.

HRM 320  HOSPITALITY ENGINEERING SYSTEMS
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 347  SANITATION MANAGEMENT
Details the fundamentals of sanitation for food service employees and covers practical guidance in safe food handling without neglecting the scientific principles underlying good sanitation practices. 3 credit hours.

HRM 355  FINANCIAL ANALYSIS AND PLANNING
An examination of the financial statements of several types of businesses in the hospitality industry. The methods of analysis are discussed, including cash budgeting, forecasting of revenue and expenses, capital expenditure planning and break-even point studies. The case study method will be used. Prerequisite: HRM 311. 3 credit hours.

HRM 360  FOOD SERVICE OPERATIONS III
Beverage management systems will be covered in this advanced course. The areas of selection, procurement, receiving, storage, controlling, preparation, and service will be taught for different types of food service operations. The University Club will provide the real world setting for this course. Prerequisite HRM 261. 4 credit hours.

HRM 361  FOOD SERVICE OPERATIONS IV
Introduces the student to the competencies necessary for Haute Cuisine menu planning and service. Advanced topics will be covered in the areas of dining room service, menu planning and design, and beverage service. Catering of different types of functions will be covered as well. The University Club will be utilized as a learning laboratory. Prerequisite HRM 360. 4 credit hours.
SECURITY MANAGEMENT
Problems related to the security of persons, physical belongings, and the physical premises involving interior and exterior design of the property, legal liability, insurance protection, electronic mechanical, personnel, and financial control are studied with a practical view toward resolving operational losses. 3 credit hours.

STRATEGIC MARKETING PLANNING IN THE HOSPITALITY INDUSTRY
Examines strategic marketing, the concept and the process, how to conduct research for strategic planning, target marketing, positioning strategy, advertising, and evaluation of case studies. Prerequisite: HRM 172. 3 credit hours.

HOSPITALITY PERSONNEL MANAGEMENT INDUSTRY
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. 3 credit hours.

SUPERVISORY AND LEADERSHIP DEVELOPMENT IN HOTEL AND RESTAURANT OPERATIONS
An incident approach is used to provide a cross-section of supervisory situations that have faced hospitality management. Emphasis is given to particular situations involving leadership development, ethical behavior, and social responsibility. Prerequisite: HRM 163. 3 credit hours.

HOSPITALITY LABOR RELATIONS
Topics include organizational behavior, personnel selection, placement, supervision, job evaluation, wage and salary administration, motivation, morale, and union management relations. Case studies and role playing are integral parts of the course. Prerequisite: HRM 375. 3 credit hours.

FOOD SERVICE EQUIPMENT AND LAYOUT DESIGN
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.

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. 3 credit hours.
HRM 481  SEMINAR IN HOTEL AND RESTAURANT MANAGEMENT
Advanced topics related to the management and operation of hotels and restaurants will be discussed. Contemporary topics and trends, as well as current research will be covered. 3 credit hours.

HRM 490  INTERNSHIP
1200 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: permission of instructor. 3 credit hours.

HRM 495  INDEPENDENT STUDY IN HOSPITALITY
Independent research projects or other approved phases of research or independent study. Prerequisite: permission of instructor. 3 credit hours.

TOURISM AND TRAVEL MANAGEMENT

TTA 100  INTRODUCTION TO TOURISM AND TRAVEL
An overview of the travel business from its origins in ancient times to the present, including the dimensions of the various segments of the industry - hotels, the airlines, shipping, rail, and vehicular travel. Foreign and domestic tourism and business travel will be included. 3 credit hours.

TTA 120  TOURISTIC GEOGRAPHY
An examination of the touristic areas of the most important travel destinations. Travel destinations, current development of travel world wide, attracting individuals, pleasure groups, and business conventions. 3 credit hours.

TTA 130  AIRLINE TRANSPORTATION AND RESERVATION SYSTEMS
Thorough instruction on the use and application of the Official Airline Guide... the North American Edition, the World Wide Edition, and the Travel Planner. Airline transportation and ticketing is one of the most important facets of the tourist industry. Also covered are the new changes that have occurred in the era of deregulation and that of the Airline Reporting Corporation as against the Air Traffic Conference of America. 3 credit hours.
TRAVEL AGENCY ADMINISTRATION
The course is designed to acquaint the student with the often complicated day-to-day inner workings of a travel agency and their managerial problems... tracing the efforts prior to and opening an agency, to its establishment, approval, and growth. 3 credit hours.

SPECIAL TOPICS
The tourism and travel industry is constantly changing due to new technology and avenues for expansion and management. The purpose is to select special topics that are not covered in existing courses and expose students to recent developments and future research in the industry. 3 credit hours.

LAND TRANSPORTATION AND RESERVATION SYSTEMS
An examination of land transportation from its origin to modern times, including the effects of rail, coach, truck, and automotive modes throughout the world. The development of major world wide rail systems and the phenomenal growth of automotive travel are explored. 3 credit hours.

TRAVEL AGENCY OPERATIONS
An examination of the procedures involved in planning, developing, and implementing a total travel marketing campaign. Topics will include all aspects of travel and tourism, advertising and promotion, including newspapers, magazines, radio, television, direct mail, directories, and other media, as well as procedures for maintaining good public relations. 3 credit hours.

SHIPPING AND CRUISES
An analysis of the modern shipping and cruise industries, the passenger liner and its emergence as a total faction entity including its interrelationship with airlines, hotels, and tour operators and travel agencies. 3 credit hours.

TRAVEL INDUSTRY LAW
An examination of in-house legal issues with employees, clients, and suppliers as well as in-depth study of different contracts beyond the agency is essential to successful operation. 3 credit hours.

WORLD TOURIST ATTRACTIONS
A geographical, social, cultural, political, and economic analysis of the major tourist areas in the world and investigation into historical foundations and developments that have contributed to, or have had an impact upon, an area's offerings to the tourist market and their reasons for choosing such destinations. 3 credit hours.
TTA 385 TOURISM PLANNING AND DEVELOPMENT
A detailed analysis of the immense proportions of world tourism, spanning the processes of long-range planning and management strategies that insure tourism's proper development within the economic, political, and social sectors. Topics range from a market analysis and conceptual planning to site development, transportation, accommodations, and support industries. 3 credit hours.

TTA 410 INTERNATIONAL CUSTOMS AND MANNERS
This course is designed to acquaint the student with international cultural behavior. The professional travel counselor enriches any foreign journey immeasurably by helping the traveler understand and enjoy one of the important facets of the trip - the people, their customs, and manners. Specifically, the course includes conversational patterns, dining, bargaining, dress, and particularly the development of skills on how to make friends in a foreign culture. 3 credit hours.

TTA 472 WHOLESALE TOUR SYSTEMS
An in-depth examination of the tour industry, including a detailed study of package tours, escorted tours, costing, marketing, and planning. Included in the study is the creation of an individual, fully escorted tour from start to finish. 3 credit hours.

TTA 475 COMPARATIVE TOURISM
An in-depth study and evaluation of national and international tourism policies, foreign countries, and analysis of the political, geographical, agricultural, religious, and socioeconomic status of the targeted areas. 3 credit hours.

TTA 481 SEMINAR IN TOURISM AND TRAVEL
Current topics and developments within the hospitality industry with emphasis on career development in tourism and travel. Resume preparation, interview simulations, role playing, and industry employment will be explored. Prerequisite: senior status. 3 credit hours.

TTA 490 INTERNSHIP
1200 Hours of field work in travel offices, tourism bureaus, airlines, shipping companies, wholesalers, tour operators, or hotels. The field experience will emphasize computer applications and cost control procedures and will be accompanied by readings, reports, journals, and faculty conferences. Prerequisite: permission of the instructor. 3 credit hours.

TTA 495 INDEPENDENT STUDY IN TOURISM
Independent research projects or other approved phases of research or independent study. Prerequisite: permission of the instructor. 3 credit hours.
INTRODUCTION TO CLUB MANAGEMENT
A survey of the history, organizational structure, future direction, and career choices in golf clubs, country clubs, sports clubs, yacht/boating clubs, city clubs, civic clubs, and military clubs and operations. 3 credit hours.

ADVANCED SPORTS SKILLS I
This course focuses on the development of methods, techniques, and form as supervised by a professional instructor. It is intended to develop students' playing abilities and sharpen their skills and talent. Students can elect Golf or Tennis as a concentration. 3 credit hours.

ADVANCED SPORTS SKILLS II
Continuation of CRM 150. 3 credit hours.

METHODS OF TEACHING SPORTS
A professional sports management intensive-course covering the techniques and methods of teaching sports such as golf, swimming, and tennis. 3 credit hours.

SPECIAL TOPICS
Selected special topics that complement regular course material and expose students to recent developments and trends that impact club and recreation operations. 3 credit hours.

CLUB OPERATIONS
The management of the club environment contrasted with the traditional profit motivated segments of the hospitality industry will be emphasized. Organization and operation of clubs including special problems in social and recreational aspects, membership, and taxes will also be included. 3 credit hours.

HEALTH FACILITY MANAGEMENT
The study of administrative theory, responsibilities, personnel supervision, and operational functions of a health facility manager. Programs and equipment utilized in the facility will be studied in depth. 3 credit hours.

RECREATION FACILITIES
This course provides an understanding of recreational facilities and the layout of space allocation both indoors and outdoors. Emphasis is placed on equipment, construction, and maintenance of facilities. 3 credit hours.

TURF AND LANDSCAPE MANAGEMENT
Basic care and maintenance of fine turfgrass, trees, shrubs, and ornamental plants used on golf courses and recreational areas. 3 credit hours.
CRM 370  **RECREATION SUPERVISION**  
Leadership styles appropriate in area of recreational activities are identified and studied. Topics include the supervision of various types of recreational facilities and programs. 3 credit hours.

CRM 425  **CLUB FACILITIES MANAGEMENT**  
Basic principles of graphic communication as a management tool are covered as they relate to club property management. Physical plant organization and internal spatial relationships common to clubs are stressed. 3 credit hours.

CRM 480  **SEMINAR**  
Advanced topics related to the management and operation of different types of club and recreational facilities will be discussed. Contemporary topics and trends, as well as current research will be covered. 3 credit hours.

CRM 490  **INTERNSHIP**  
1200 Hours of field work in appropriate club or recreational settings. The internship will emphasize personnel and marketing techniques and will be accompanied by readings, reports, journals, and faculty conferences. Prerequisite: permission of the instructor. 3 credit hours.
SCHOOL OF EDUCATION AND PROFESSIONAL STUDIES

ELEMENTARY AND PRIMARY EDUCATION

EDU 101 INTRODUCTION TO EDUCATION
An introduction to the historical, philosophical, and sociological foundations of education as well as the legal, social, financial, and political environment of schools. Field observation required. 3 credit hours.

EDU 105 EARLY CHILDHOOD EDUCATION
Philosophy and theories of early childhood education: physical, emotional, social, and mental development. Observation and participation required. 3 credit hours.

EDU 106 PRE-PRIMARY EDUCATION
A study of programs for young children, including principles and procedures for the development of scientific, creative, social, and cultural concepts. The course includes directed observations in pre-elementary settings. 3 credit hours.

EDU 110 PRINCIPLES AND PROGRAMMING IN EARLY CHILDHOOD
Practical considerations of basic principles, experiments, research, and trends related to early childhood education. Examination of materials and techniques of teaching and working with parents. 3 credit hours.

EDU 111 PRINCIPLES AND PROGRAMMING IN PRE-PRIMARY EDUCATION
An introduction to the pre-elementary curriculum and the development of materials and activities for each of the curriculum areas. Lab fee: $30.00. 3 credit hours.

EDU 201 PHILOSOPHY OF EDUCATION
This course examines basic philosophical positions in education and higher education. A personal philosophical position is developed. 3 credit hours.

EDU 205 HISTORY OF EDUCATION
The history of American education is traced. Current trends and practices implementing specific historical approaches are investigated. 3 credit hours.

EDU 210 ELEMENTARY SCHOOL CURRICULUM
Basic scope and sequence of the elementary school curriculum. Organizational, instructional, and staffing strategies for the elementary school. 3 credit hours.

EDU 211 LANGUAGE ARTS — ELEMENTARY SCHOOL
Methods and materials for teaching listening, speaking and writing skills in the elementary school. 3 credit hours.
EDU 212  **ART - ELEMENTARY SCHOOL**
Development of instructional skills, techniques, and strategies for teaching art in the elementary school. 3 credit hours.

EDU 213  **MUSIC - ELEMENTARY SCHOOL**
Designed to provide the student with competencies necessary for the development and implementation of music instruction in the elementary curriculum. 3 credit hours.

EDU 219  **SOCIAL STUDIES - ELEMENTARY SCHOOL**
Development of instructional skills, techniques, and strategies for teaching social studies as a mode of inquiry in elementary school. 3 credit hours.

EDU 220  **PHYSICAL EDUCATION - ELEMENTARY SCHOOL**
A study of the scope, structure, and sequence of the physical education curriculum for elementary school students. 3 credit hours.

EDU 230  **CREATIVE ACTIVITIES**
Introduction to the use of music and art 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. Lab fee - $30.00. 3 credit hours.

EDU 240  **LANGUAGE ARTS - PRE-PRIMARY**
Emphasis on developing strategies for involving pre-reading children in language arts experiences and encouraging pre-reading skills. Lab fee - $30.00 3 credit hours.

EDU 250  **MATH/SCIENCE — PRE-PRIMARY**
Emphasis is upon developing strategies for involving pre-reading children in experiences in mathematics and science. Lab fee - $30.00. 3 credit hours.

EDU 255  **HEALTH AND SAFETY**
A study of current health trends, problems, and issues including drug abuse, alcohol, smoking, disease, and other health related problems. Also included is instruction in CPR, the Heimlich maneuver, and innovative first aid techniques. Safety concerns related to a child's development and environment, as well as health screening techniques, are stressed. 3 credit hours.

EDU 280  **MONTESSORI PRACTICUM I**
Designed to give Montessori specialists one full term of student teaching in preparation for assuming position of classroom teacher or assistant in a Montessori environment. Students under supervision perfect observation techniques and gain further practice in presenting materials and activities to children in a classroom setting. 3 credit hours.
EDU 285  MONTESSORI PRACTICUM II
Designed to give Montessori specialists one full term of student teaching in preparation for subsequently assuming position of classroom teacher or assistant in a Montessori environment. Students under supervision perfect observation techniques and gain further practice in presenting materials and activities to children in a classroom setting. 3 credit hours.

EDU 314  LITERATURE - ELEMENTARY SCHOOL
Selection and use of children's books, story-telling, and creative writing for children in elementary school. 3 credit hours.

EDU 315  READING I - ELEMENTARY SCHOOL
Materials and approaches appropriate to learning to read. Emphasis will be on reading readiness, perceptual development, work attack skills, vocabulary, and comprehension. 3 credit hours.

EDU 316  READING II - ELEMENTARY SCHOOL
Focuses on the evaluative processes. Emphasis on proficiency in recognizing and diagnosing reading problems and prescribing and using a variety of appropriate methods and materials to increase reading performance. 3 credit hours.

EDU 317  SCIENCE - ELEMENTARY SCHOOL
Contemporary elementary science methods and materials, courses of study, and science texts are examined. Development and use of science teaching units included. 3 credit hours.

EDU 318  MATH - ELEMENTARY SCHOOL
Development and use of functional mathematical skills for elementary school teachers. Investigation of methods and materials for use in elementary school mathematics programs. 3 credit hours.

EDU 330  EDUCATION IN A MULTICULTURAL SOCIETY
A study of the multicultural dimensions of American society and their relationship to the educational process. International dimensions of curriculum will be examined. Ninety hours of field experience in schools is required. 4 credit hours.

EDU 350  EDUCATIONAL MEDIA
Development of competencies for effective selection and utilization of instructional media. Consideration of sources, selection, evaluation, and methods of implementing media. 3 credit hours.

EDU 360  PSYCHOLOGY OF EDUCATION
Factors influencing the general and special learner and the learning process are stressed, including recent research related to student learning. Implications of learning theories for curriculum, instruction, and classroom management. Field experiences in schools is required. 3 credit hours.
EDU 420 EDUCATIONAL MEASUREMENT AND EVALUATION
Development of instructional objectives and classroom assessment techniques; interpretation of standardized assessment techniques; interpretation of standardized tests using measurement results for evaluating student progress. Ninety hours of field experience in schools is required. 4 credit hours.

EDU 461 SURVEY OF EXCEPTIONALITIES
Basic concepts of the biological, genetic, psychological, and social foundations of handicapping conditions as they apply to classroom behavior. 3 credit hours.

EDU 480 STUDENT TEACHING
The structured practice of teaching under supervision in at least two schools. Requires the utilization of instructional knowledge, attitudes, and skills in elementary education instructional situations. 12 credit hours over two terms.

GERONTOLOGY/HEALTH AND HUMAN SERVICES

HHS 100 HEALTH CARE AND SOCIAL SERVICES DELIVERY SYSTEM
A survey of the programs, services, and facilities in the continuum of health care. Emphasis is placed on the interrelationships between institutions and agencies and their role in the prevention, diagnosis, and treatment of health problems. 3 credit hours.

HHS 110 PROGRAM PLANNING AND DEVELOPMENT
An introduction to program planning and development in the delivery of human services. Models of program planning, development, and delivery will be reviewed. Basic tools and techniques available to planners will be identified and selected skills developed. Issues related to ethics, power/authority, confidentiality, and accountability will be included. Students will apply the planning and development process to an individual project. 3 credit hours.

HHS 120 and 121 INTRODUCTION TO HEALTH CARE ADMINISTRATION I AND II
Fundamental theories, principles, and concepts of management are surveyed to prepare the student for a middle-management position in health care. Administrative theory and management principles are examined in their application to the organizational analysis of hospitals and health care facilities. 3 credit hours each.
HHS 170  HEALTH CARE DELIVERY IN LONG TERM CARE
An examination of intermediate and skilled care facilities as well as adult congregate living facilities. Attention is given to regulatory requirements, reimbursement policy, licensing, role and duties of administrators, staffing positions, therapeutic and support care and services, standards of health and safety as well as the architectural needs of the frail elderly. State codes and statutes are reviewed. 3 credits.

HHS 200  HEALTH CONCEPTS AND ISSUES
An analysis of basic concepts and principles of health with a focus on the dynamic construct for wellness. The student examines lifestyle choices, health information, and personal responsibility for health. 3 credit hours.

HHS 210  CHANGE AND LOSS ACROSS THE LIFESPAN
A study of the nature of loss, especially through death as experienced by children, adults, family, and friends. The meaning of personhood is critically examined in relation to clinical brain death, along with its implications to euthanasia and living wills. Emotional differences experienced in chronic illness versus sudden abrupt change are compared. 3 credit hours.

HHS 230  SOCIAL GERONTOLOGY
Examines the individual, group, and societal needs of the older population. Emphasis is placed on concepts and theoretical perspectives, factual information, research, social policy issues, and professional practice in the field of gerontology. Also included are historical aspects of aging, social support, income, employment, housing, institutionalization, retirement, death and dying, and health and social services for the elderly. 3 credit hours.

HHS 240  MEDICAL LEGAL ASPECTS OF HEALTH CARE ADMINISTRATION
An examination of basic principles of medical ethics and social responsibilities of the health and human services professional. Students discuss various ethical decisions in health care from legal and societal perspectives. 3 credit hours.

HHS 250  PERSONAL GROWTH AND HUMAN DEVELOPMENT
The study of human development from a life-span perspective: students explore how one stage of life relates to others. Emphasis is placed on understanding the whole person, how the historical and cultural influence development and the attainment of wellness in the physical, cognitive, and psychological domains. 3 credits.

HHS 255  NUTRITION, WEIGHT CONTROL, AND EXERCISE
An examination of basic principles of nutrition and the relationship between energy and weight control. Topics include energy balance, exercise, and behavior modification. Eating disorders such as anorexia nervosa and bulimia are explored. 3 credit hours.
PRACTICUM IN HEALTH AND HUMAN SERVICES
The student identifies an area of interest in Health or Human Services and develops the topic into a written project proposal. Upon approval, the project is implemented and evaluated. The course concludes with a seminar presentation and final paper. Letter grade assigned. 3 credit hours.

HEALTH, FITNESS, AND SPORTS
An analysis of the components of fitness with an emphasis on the basic principles of muscular strength and cardiovascular endurance. The effect of diet on physical endurance and performance is analyzed. Special concerns of athletes and conditions such as pregnancy physical handicaps, and arthritis are examined. 3 credit hours.

RESEARCH METHODS IN HEALTH AND HUMAN SERVICES
An examination of the methods of inquiry used in applied research in health and human services. Includes case studies, secondary analysis, survey research, needs assessments, evalu­ation research, epidemiological research, experimental design, and qualitative research. Other topics include resources for research, choosing a research problem, sampling, measurement issues, data analysis, and report presentation. Students design a research project and draft a research proposal. 3 credit hours.

GLOBAL PERSPECTIVES IN HEALTH AND NUTRITION
A study of the impact of cultural, political, economic, and geographic factors on health in various countries. Students examine the consequences of malnutrition and develop an awareness for comprehensive health and nutrition planning needs. 3 credit hours.

PUBLIC POLICY IN LONG TERM CARE
An examination of health care policy in long term care including the politics of aging and the aging network as well as financial and retirement programs. Major health care and medical programs are also reviewed. 3 credit hours.

HEALTH PROMOTION AND PLANNING
A review and critique of principles and practices for the solution of health education problems of special interest to adults, including the older adult learner. Examination of theories of motivation and human behavior. 3 credit hours.

MENTAL HEALTH AND AGING
A survey of mental health aspects of aging. Basic characteristics of various functional disorders are identified, along with prevalence, prevention, and treatment interventions. 3 credit hours.
SOCIAL POLICY
An examination of the policy-making process and the significance of national policies as they affect the distribution of social services. Frameworks for analyzing social policy are used to review and evaluate existing social programs and service delivery systems. Implications for change in policies at the national, regional, state, and local levels are discussed. Students will prepare a policy analysis. 3 credit hours.

FINANCIAL REPORTING, REVIEW, AND REIMBURSEMENT SYSTEMS IN HEALTH CARE
Aspects of modern hospital and health care organization financial management are concerned to prepare students for management roles in policy planning and control responsibilities. Investing capital, financing, and reporting are discussed. Cost reporting requirements of Medicare, Medicaid, and private third payers are analyzed. 3 credit hours.

THERAPEUTIC AND SUPPORTIVE PROGRAMS FOR THE ELDERLY
An examination of rehabilitative and restorative care and services, including therapeutic activity programming. 3 credit hours.

HEALTH IN THE LATER YEARS
A study of the biological theories and processes of aging. Major age-related diseases are discussed along with their implications for health and wellness. 3 credit hours.

ADMINISTRATIVE RESIDENCY I AND II
Emphasis is placed on facility administration in this residency. Upon assignment to an eldercare facility, the student rotates through the various departments of the facility, reviewing functions as well as the policies and procedures governing them. Pass-Fail Grading. 3 credit hours each.

UNDERGRADUATE ADMINISTRATIVE RESIDENCY IN LONG-TERM CARE
The student demonstrates professional competence in the administration of a nursing home facility approved for the internship placement. The internship shall cover the following six areas of practice as specified in Chapter 21Z-16.004 of the Florida Statutes for Nursing Home Administration: personnel, finance, marketing, physical resources, management, and resident care. Placement duties consist of a supervised departmental rotation, written log and evaluation as outlined by the guidelines for the course. The student presents a summary of the residency experience in a seminar format. 650 hours. Pass (P) or Unsatisfactory, No Pass (NP).
GRADUATE STUDIES
MASTER OF PROFESSIONAL STUDIES IN
HEALTH AND HUMAN SERVICE —
ELDERCARE ADMINISTRATION

ADMINISTRATION CORE

HHS 500  INTRODUCTION TO ELDERCARE
ADMINISTRATION
This course provides an overview of the field of Eldercare
Administration and identifies the various career opportunities
in Health and Human Services. Demographics of the elderly
are reviewed and biological, psychological, and social changes
experienced in old age are considered as they relate to utiliza­
tion and need for health care services. The continuum of
health and human services currently available to the elderly in
the United States is examined and strategies for meeting the
health care needs of this population in the 21st Century are
considered. 3 credit hours.

HHS 505  ADMINISTRATION IN HEALTH AND
HUMAN SERVICES I
This course examines health care organization in the United
States from a systems viewpoint with a focus on: 1) the extent
to which the nation is presently developing a unified “macro”
health care system; 2) a variety of “microsystem” settings;
and 3) the growing ethical, legal, and technological consider­
atations in health services organizations. This course examines
management functions, concepts, and principles along with
managerial roles, all within the context of the health services
organization. The administrative implications of a systems
approach are explored with the opportunity for students to
prepare schematic models of various sectors through case
studies to effectively solve problems utilizing management
theory. 3 credit hours.

HHS 510  ADMINISTRATION IN HEALTH AND
HUMAN SERVICES II
Management theory and principles are examined in their ap­
plication to the administrative process, linking executive level
administration with management functions at the unit or
department level in complex health care organizations. The
student explores in depth how formal structure, organiza­
tional policies, interprofessional practices, and program re­
sources are combined in making and implementing
departmental objectives. The complex health organizational
structure is examined in depth, including planning, regulation,
and other processes of control. Disease prevention and medi­
cal care will be examined, along with the social policy con­
cerned with relationships between these two major approaches
to health. Case studies are emphasized as a source of actual
problems illustrating operational conditions found in complex
health care settings. 3 credit hours.

HHS 520  MANAGERIAL FINANCE AND REIMBURSEMENT FOR
HEALTH AND HUMAN SERVICES
This course examines the problems of cost control in the
health care system, the principal sources and uses of health
care funds, the forces which have created this problem, and
the major approaches being tried today to deal with it. Evaluations will be made of the scope and quality of the health care institution's financial management based on appropriate financial records. Correlations between financial management techniques and other planning, implementing, and control techniques in real-life situations will be operationalized. Assessment of the financial methods of health care institutions and health services delivery systems will be examined. Quantitative techniques providing a structure for evaluating financial information will include ratio, vertical, horizontal, trend, and statistical analysis. 3 credit hours.

HHS 530 LEGAL ASPECTS OF HEALTH AND HUMAN SERVICES
This course involves the study of the corporate structure and legal liabilities of different types of health care institutions. The responsibilities and duties of health professionals and what action constitutes a breach of that duty are presented. Intentional and unintentional tort law is examined, including the health professional's grounds for defense in malpractice suits. Federal, state, and local statutes for the provision and regulation of health services and facilities form the legal framework for analysis. 3 credit hours.

AGING CORE

HHS 540 SOCIOLOGY OF AGING
An overview of the theoretical perspectives in the sociology of aging as well as the demographic and historical aspects of aging. Examines aging as a social structure in social support systems and in the family as well as living arrangements and the physical environment of the elderly. Work and leisure, retirement, and the economic status of the elderly as well as death, dying, and bereavement are also discussed. 3 credit hours.

HHS 550 GERIATRICS
An overview of the anatomy and physiology of older adults as well as an examination of disease process and its manifestation in the elderly. Pharmacological and medical treatment interventions are reviewed and health behaviors as well as nutrition are discussed. The social service delivery system and utilization review as well as professional and medical ethics are examined. 3 credit hours.

HHS 560 PSYCHOLOGY OF AGING
An overview of the psychological theories of aging as well as the behavioral processes in aging, psychodynamics, personality, emotional and behavioral reactions, and needs as well as stressors of the elderly. Examines the psychology of patient care in terms of anxiety, depression, anger, apathy, and withdrawal as well as separation reactions, motivation, and drugs and alcohol. Reviews organic brain disorders and functional disorders of the elderly in terms of prevalence, symptoms assessment, and treatment. Discusses individual care planning. Examines rehabilitative and restorative care and services including therapeutic activity programming. 3 credit hours.
HHS 590 SOCIAL POLICY
An examination of the political aspects of aging in the United States as reflected in social policy. Historical and current legislative programming relevant to the aging is reviewed and analyzed. In addition, financial and retirement programs as well as major health care and medical programs are examined. 3 credit hours.

SERVICE DELIVERY CORE

HHS 502 METHODS IN ELDERCARE RESEARCH
An examination of the methods of inquiry within the framework of gerontological theory. Includes a critique of assessment issues, experimental studies, quantitative-descriptive studies, and exploratory studies as demonstrated in gerontological literature. Students design research projects and draft research proposals. 3 credit hours.

HHS 600 ELDERCARE I
An overview of the continuum of health care for the elderly and an evaluation of future needs. An in-depth examination of programs, agencies, and services including home health agencies, health maintenance organizations, day care programs, and palliative care facilities as well as specific social service programs. Attention is given to regulatory requirements, licensing, structural requirements, roles and duties of directors/managers, staffing patterns, therapeutic programming/services, and reimbursement. State codes and statutes are reviewed. 3 credit hours.

HHS 610 ELDERCARE II
Examination of adult congregate living facilities as well as intermediate and skilled care facilities. Attention is given to regulatory requirements, licensing, structural requirements, roles and duties of administrators, staffing patterns, therapeutic programming, and reimbursement. Therapeutic and support care and services are examined including individual care planning, interdisciplinary evaluation, and specific rehabilitative and restorative programs. Also examined are the standards of environmental health and safety including such areas as hygiene and sanitation, communicable diseases, management of isolation, accident prevention, drug handling and control as well as pertinent federal, state, and local health rules. State codes and statutes are reviewed. 3 credit hours.

RESEARCH

HHS 597 INDEPENDENT STUDY
Research on a specified problem/topic not covered in an existing course, to be defined by the individual student in consultation with the instructor who will guide the work. Prerequisites: Graduate status; approval by instructor and Dean. Variable credit: 1-3 hour.
HHS 700  **ADMINISTRATIVE RESIDENCY I**
The student completes a 500 contact hour placement within an eldercare facility. Placement duties consist of a supervised departmental rotation. Includes written reports and evaluations. 6 credit hours.

HHS 710  **ADMINISTRATIVE RESIDENCY II**
The student completes a 500 contact hour placement in an eldercare facility. 6 credit hours. Pass-Fail Grade Awarded.

HHS 770  **COMPUTER APPLICATIONS IN HHS**
An introduction to computers and how their application can be used as a tool in Health Care Administration in HHS. Skills necessary to utilize computers as a tool in the students professional career are developed. Open to graduate students only. 3 credit hours.
XI. THE COLLEGE COMMUNITY

Founders and Trustees

The College of Boca Raton was founded in 1962 as Marymount College by the Religious of the Sacred Heart of Mary, a religious order with 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. Sr. Colette Mahoney, Chairman; Richard P. McCusker, Vice Chairman; J. Donald Wargo, Secretary; Arthur Landgren, Treasurer; Hugh Carville, A. Richard Cohen, Christine Lynn, Eugene M. Lynn, Ray C. Osborne, Frank A. Robino, Helen Ross, 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 its academic programs. These boards have assisted the President in the growth and development of the institution.
Board of Overseers

Howard Aronson
Crystal Group, Inc.
Cazenovia, NY

Ronald Assaf
Chairman of the Board
Sensormatic Electronics Corp.
Deerfield Beach, Florida

George Barbar
The Barbar Group
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Medina McMenimen Bickel
Boca Raton, Florida

Peter Blum
Blums of Boca
Boca Raton, Florida

Peter Coxhead
Boca Raton, Florida

Charles P. Harrison
Lambda Novatronics
Fort Lauderdale, Florida

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Maass Brothers/Jordan Marsh
Boca Raton, Florida

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Lynn Insurance Co.
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Knight Enterprises, Inc.

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Boca Raton, Florida

Eugene Lynn
President
Lynn Insurance Co.
Boca Raton, Florida

Richard P. McCusker
Boca Raton, Florida

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President
Daniel J. Morgan & Associates
Boca Raton, Florida

James Oussani
President
The Staplex Company
Brooklyn, New York

Gabriel A. Rosica
Boca Raton, Florida

William T. Rutter
Area Executive
First Union National Bank of Florida
Boca Raton, Florida

Bill Shubin
President
Shubin Property Company
Boca Raton, Florida

Thomas E. Sliney, Jr.
Dilworth, Tylander,
Attorneys-At-Law
Boca Raton, Florida

Clarence F. Smith
Boca Raton, Florida
ADMINISTRATION

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

Gerald D. Carville, B.S.
Executive Vice President

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

OFFICE OF THE PRESIDENT

Donald E. Ross
President

Thomas P. Robinson, B.A., M.A., Ph.D.
Special Advisor to the President

Patricia H. Craig, B.S.
Administrative Assistant

OFFICE OF THE EXECUTIVE VICE PRESIDENT

Gerald D. Carville
Executive Vice President

Philip E. Weiss, B.A., C.P.A.
Comptroller

Annette Tomlin
Business Manager

Arthur E. Landgren, B.B.A.
Director of Purchasing

Elizabeth M. Dudeck
Personnel Coordinator

Angela B. Juliano
Administrative Assistant

OFFICE OF ACADEMIC AFFAIRS

James D. Matthews, B.S., M.B.A., Ph.D. (Candidate)
Provost

Roland Goddu, A.B., M.Ed., Ed.D.
Dean, School of Education and Professional Studies

Linsley DeVeau, B.S., M.Sc., Ed.D. (candidate)
Chairperson, Division of Hotel, Restaurant, and Tourism Management

N. Blaine Kauffman, B.A., M.A., Ph.D.
Chairperson, Division of Arts and Sciences

James P. Miller, B.A., M.A., M.B.A., Ph.D.
Chairperson, Division of Business

Gregg Cox, B.S., Ed.D
Dean of Freshmen

Lee Ross, B.S., M.S.
Special Assistant to the Provost

Kathleen Clunan, B.A., M.L.S.
Library Director

Carol Dockswell, B.A., M.L.S.
Senior Librarian/Public Services
Judith Alsdorf, B.A., M.A.
Librarian/Technical Services

Barbara Eberle
Administrative Assistant, Library

Patricia Dye, B.A., M.A.
Director, Academic Resource Center

Adrienne LePore
Administrative Assistant, Provost

Louise Sundermeier, B.S., B.P.S., M.Ed. (candidate)
Director, Career Counseling and Placement

Theresa Brown, B.S.
Registrar

Douglas Cohen, B.S.
Director of Continuing Education

Mary Tebes, B.A., M.A.
Assistant Director, Continuing Education

OFFICE OF STUDENT SERVICES

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

Paul S. Turner, B.S., M.A.
Assistant to Vice President and Athletic Director

John E. Hufe, B.S., M.Ed.
Dean of Students

Melinda Shoemaker, B.S., M.S.
Director of Counseling

Shada Overton, B.A., M.S.
Director of Student Activities

Thomas Heffernan, A.A., B.S.
Director of Residence Life

Rev. Martin C. Devereaux, B.S., B.A., M.S., Psy.D.
Chaplain

Evelyn Nelson, B.S.
Director of Student Financial Aid

Martin Horrigan, B.S.
Director of Security

Patrick Carville
Director of Buildings and Grounds

Mary Wilson
Supervisor of Housekeeping

OFFICE OF INSTITUTIONAL ADVANCEMENT

Nancy A. McGinn, B.S., M.A.
Vice President for Institutional Advancement

Christopher M. Biehn, B.A.
Director of Development/Alumni Relations

Janet L. Glitz, B.S.
Director of Institutional Relations

Cheryl Ciulei
Administrative Assistant
Institutional Advancement

Wanda V. Albertone
Assistant, Institutional Relations
OFFICE OF ADMISSIONS

Marilyn H. Ciccone, B.A., M.Ed.
Vice President for Enrollment Management

Steven W. Bird., B.A.
Regional Coordinator

Peter Coxhead, B.S.
Admissions Counselor

Maryann Crosta, A.A., B.A.
Admissions Counselor

Thomas C. Le Pere, B.S.
Admissions Counselor

Louise J. Conca
Administrative Assistant

Nancy Reid, B.F.A.
Enrollment Coordinator

FACULTY

Division of Arts and Sciences

N. Blaine Kauffman (Chairperson) .................................. Comparative Arts
   B.A., University of Illinois Professor
   M.A., St. Francis College
   Ph.D., Ohio University

Joel J. Blaustein .................................................. Psychology
   B.A., University of Buffalo Professor
   Ph.D., City University of New York

Frederick Blum ........................................................ . .. Art
   B.F.A., Parsons School of Design Adjunct Instructor
   M.F.A., Parsons School of Design

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., Florida Atlantic University

John A. Chew ................................................. Funeral Service
   B.Ed., University of Miami Associate Professor
   Licensed Funeral Director
   and Program Coordinator

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

Gregg Cox ....................................................... Mathematics
   B.S., University of Florida Professor
   Ed.D., (Candidate) Florida Atlantic University

Ann M. Crawford ........................................... Biology/Chemistry
   B.S., Florida State University Assistant Professor
   M.S., Florida State University
Arlene Cross ......................................................... Sciences
R.N., Philadelphia General Hospital Adjunct Instructor
B.S., Temple University
M.Ed., Temple University
Ed.D., Nova University

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

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

Antonia Emmanuele ................................................... English
B.A., New York University Instructor
M.A., Adelphi University

Robert M. Estes .................................................. Mathematics
B.A., University of Oklahoma Adjunct Instructor
M.A., New York University

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

Brad R. Gammon ................................................ Mathematics
B.S., Oakland University Adjunct Instructor

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

Irwin Grossman .............................................. Communications
B.A., M.A., Brooklyn College Adjunct Instructor

Rita N. Gugel ....................................... Health and Human Services
B.S., Hartwick College Associate Professor
M.S., State University of New York (Oneonta)
Ph.D., New York University

David W. Jarvi ................................................ Funeral Service
A.A., University of Minnesota Adjunct Instructor
Licensed Funeral Director

Edward Newhouse ................................................ English
B.A., Calvin College Associate Professor
M.A., Western Michigan University
Ph.D., Ball State University

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

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

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

Diane Richard-Allerdycy ............................................... English
B.A., Florida Atlantic University Assistant Professor
M.A., Florida Atlantic University
Ph.D., University of Florida
Joan Savage-Hutchinson ................................................... Art
B.E., University of Miami Instructor
M.A., Columbia University

Melinda Shoemaker .......................................... Behavioral Science
B.S., Nova University Adjunct Professor
M.S., Nova University

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

Division of Business

James P. Miller (Chairperson) ......................... Management and Accounting
B.A., St. Lawrence University Associate Professor
M.A., Catholic University of America
M.B.A., Syracuse University
Ph.D., American University

Elizabeth Bates .................................. Computer Science
B.S., Southern Connecticut State College Assistant Professor
M.S., Nova University
Ed.D., (Candidate) Nova University

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

Joel Fine ............................................................ Business
B.A., Albion College Adjunct Instructor

Duy Q. Huynh .................................................. Computer Science
B.S.E.E., University of Florida Adjunct Instructor
M.S.C.E., Florida Atlantic University

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

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

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

Diane Parkerson ................................................ Accounting
M.Acc., Florida Atlantic University, CPA Adjunct Instructor

Lisa Prue ......................................................... Accounting
B.A., Florida Atlantic University Instructor
M.Acc., Florida Atlantic University
Certified Public Accountant

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

Edward L. Stern ................................................ Marketing
B.S., New York University Adjunct Instructor
M.B.A., New York University

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

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Division of Hotel, Restaurant, and Tourism Management

Linsley T. DeVeau (Chairperson) .................. Hotel and Restaurant Management
B.S., University of Nevada at Las Vegas  Associate Professor
M.Sc., University of New Haven

Anthony Della Ventura ....................... Travel Agency Operations
Adjunct Instructor

Myrle Horn ...................................... Travel and Tourism Management
B.A., Florida Atlantic University  Instructor
B.S., Florida International University
M.Sc., Florida International University

Thomas Noble ................................. Hotel and Restaurant Management
B.S., Southern Connecticut State College  Assistant Professor
M.S., Southern Connecticut State College

Elliott Sacks ..................................... Restaurant and Food Management
Certified Executive Chef  Instructor

Richard Thomas ................................ Club and Recreation Management
B.S.,  Assistant Professor
M.Ed., Boston University
Ph.D., Florida State University

Christopher Zombas .......................... Hotel and Restaurant Management
A.S., University of Massachusetts  Adjunct Instructor
B.S., University of New Haven

School of Education and Professional Studies

Roland Goddu (Dean) .................. Teacher Education
A.B., Oblate College  Professor
M.Ed., University of Massachusetts
Ed.D., Harvard University

Lucia Grassi ..................................... Gerontology
B.A., Merrimack College  Assistant Professor
M.F.D., Boston College
Ed.D., Boston University

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

Rene Katsinas ................................. Gerontology
B.S., Fairleigh Dickinson University  Associate Professor
M.S. Southern Illinois University
Ph.D., Southern Illinois University

Ellen Kirbert .................................. Teacher Education
B.A., Cornell University  Assistant Professor
M.S., Florida State University

Helena Toner ................................ Gerontology
B.S., University of Toronto  Associate Professor
M.S., University of Toronto
Ed.D., Florida Atlantic University
XII. Academic Calendar

FALL SEMESTER 1990

August 29-30 Wed.-Thur. Faculty Orientation.

September
4 Tue. New Students arrive — 9:00 am-4:00 pm.
New Student Orientation begins.
Residence Halls open 9:00 am.
5 Wed. Returning Students arrive —
9:00 am-12 noon.
6 Thur. Registration for all categories of
non-preregistered Students—
9:30 am - 4:00 pm
7 Fri. Fall Semester classes begin for all Students.


November
1 Thur. Honors Convocation.
16 Fri. Thanksgiving recess begins after last class.
Residence Halls close 6:00 pm.
25 Sun. Students return to campus.
Residence Halls open 9:00 am.
26 Mon. Classes resume.

December 6 Thur. Last day for early registration for Spring
Semester.
13 Thur. Fall semester classes end.
14-15 Fri.-Sat. FINAL EXAMINATIONS.
17-18 Mon.-Tue. FINAL EXAMINATIONS.
19 Wed. Residence Halls close 12:00 noon.

SPRING SEMESTER 1991

1990
January 7 Mon. All Students arrive
Residence Halls open 9:00 am.
8 Tues. Registration for all categories of
non-pre-registered students 9:30 am-4:00 pm.
9 Wed. Spring Semester classes begin for all Students
21 Mon. Martin Luther King Day — Holiday
February 18 Mon. Presidents' Day Holiday.

March 1 Fri. Honors Convocation (First function of Parents' Weekend).
1-3 Fri.-Sun. Parents' Weekend.
4 Mon. Monday of Parents' Weekend — No day division classes held.
5 Tue. Classes resume.
22 Fri. Spring recess begins after last class. Residence Halls close 6:00 pm.

April 1 Mon. Students return to campus. Residence Halls open 9:00 am.
2 Tue. Classes resume.
25 Thu. Classes end for the Spring semester.
26-27 Fri.-Sat. FINAL EXAMINATIONS.
29-30 Mon.-Tue. FINAL EXAMINATIONS.

May 1 Wed. Non-graduating and non-summer Students check out by 12:00 noon.
4 Sat. Commencement. Residence Halls close 5:00 pm.

SUMMER SESSION 1991

24 Fri. Session A ends.
27 Mon. Memorial Day Holiday.
28 Tues. Registration for Session B. Classes begin.

June 14 Fri. Sessions B and C end.
28 Fri. Summer Sessions B and C end.
XIII. GENERAL INFORMATION

The College of Boca Raton is a private, four-year co-educational college, accredited as a Level III 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 extra-curricular 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 anytime 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 only paid part of his tuition and fees, the balance due to 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 reason 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 inter-
ested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

All students may obtain information on the College from the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32301.
XV. College of Boca Raton Campus

1. Schmidt College Centre
2. Wixed Hall
3. Baseball Fields
4. Assaf Academic Center
5. Library Building
6. Maintenance
7. The University Club
8. Lynn Student Center
9. Trinity Hall
10. Patton Hall

11. Academic Resource Center
12. Ritter Academic Center
13. Administration Offices
14. Administrative Offices
15. McCusker Sports Complex
16. Tennis Courts
17. Pool
18. Basketball Courts
19. Soccer Field