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
# 1991-92 Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>THE COLLEGE</td>
<td>6</td>
</tr>
<tr>
<td>II.</td>
<td>STUDENT LIFE</td>
<td>8</td>
</tr>
<tr>
<td>III.</td>
<td>ADMISSION</td>
<td>11</td>
</tr>
<tr>
<td>IV.</td>
<td>FINANCES</td>
<td>14</td>
</tr>
<tr>
<td>V.</td>
<td>FINANCIAL AID</td>
<td>19</td>
</tr>
<tr>
<td>VI.</td>
<td>ACADEMIC POLICIES</td>
<td>25</td>
</tr>
<tr>
<td>VII.</td>
<td>DEGREE PROGRAMS</td>
<td>33</td>
</tr>
<tr>
<td>VIII.</td>
<td>CONTINUING EDUCATION</td>
<td>35</td>
</tr>
<tr>
<td>IX.</td>
<td>COURSE DESIGNATION GUIDE</td>
<td>37</td>
</tr>
<tr>
<td>X.</td>
<td>CURRICULUM</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>DIVISION OF ARTS AND SCIENCES</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>DIVISION OF BUSINESS</td>
<td>47</td>
</tr>
<tr>
<td></td>
<td>DIVISION OF HOTEL, RESTAURANT AND TOURISM MANAGEMENT</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>SCHOOL OF EDUCATION AND PROFESSIONAL STUDIES</td>
<td>55</td>
</tr>
<tr>
<td>XI.</td>
<td>COURSE DESCRIPTIONS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HONORS PROGRAM</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>DIVISION OF ARTS AND SCIENCES</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>DIVISION OF HOTEL, RESTAURANT AND TOURISM MANAGEMENT</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>SCHOOL OF EDUCATION AND PROFESSIONAL STUDIES</td>
<td>104</td>
</tr>
<tr>
<td>XII.</td>
<td>THE COLLEGE COMMUNITY</td>
<td>114</td>
</tr>
<tr>
<td>XIII.</td>
<td>ACADEMIC CALENDAR</td>
<td>123</td>
</tr>
<tr>
<td>XIV.</td>
<td>GENERAL INFORMATION</td>
<td>125</td>
</tr>
<tr>
<td>XV.</td>
<td>CAMPUS MAP</td>
<td>127</td>
</tr>
</tbody>
</table>
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 Hotel and Motel Association
- American Library Association
- Association of Collegiate Schools and Programs
- Association for Gerontology in Higher Education
- Association of Higher Education
- College Board
- Council for the Advancement and Support of Education
- Council on Hotel, Restaurant and Institutional Education
- European Council of International Schools
- Florida Association of College Registrars and Admissions Officers
- Florida Association for Counseling and Development
- Florida Association of Private College and University Admissions Officers
- Florida Association of Student Financial Aid Administrators
- Florida Hotel and Motel Association
- Florida Personnel and Guidance Association
- Florida Restaurant Association
- National Association of College Admissions Counselors
- National Association of Colleges and Universities Business Officers
- National Association of Intercollegiate Athletics
- National Association of Student Financial Aid Administrators
- National Association of Student Personnel Administrators
- National Restaurant Association
- Palm Beach Hotel and Motel Association
- State Board of Independent Colleges and Universities
- Southern Association of College Admissions Counselors
- Southern Association of Collegiate Registrars and Admissions Officers
- 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 international 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 the community regularly. A city of almost 200,000, Boca Raton is 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, Institutional Advancement, Admissions and Financial Aid.

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, 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, International Student Advisor, 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. 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 beds, two desks, chairs, bureaus, closets, bookcases, window blinds and a wash basin. All room accessories (drapes, rugs, bedspreads, lamps, etc.) are provided by the student. Each room is equipped for private telephone service and cable television. Public telephones are available in all residence halls. New students are as-
signed 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. The College also sponsors junior varsity programs in baseball and soccer. All student-athletes are required to attend seminars on substance abuse throughout the school year. 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.
International Student Support Services

A wide variety of services is provided for international students and support services range from advising international students on immigration regulations, academic, financial, and personal concerns to issuing forms and official documents students use while in the United States.

The International Student Advisor acts as a liaison between the various departments within the College community and the many different public and private agencies that have concern for the affairs of foreign nationals in the academic community.

International students join the College community from over one hundred nations and sometimes face overwhelming change in their environment. The International Student Advisor is an important resource on campus. Early in their stay in the United States, international students should visit the International Student Advisor.

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 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 $35.00 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 fifteen 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 counselors recommend such action. They must arrange with the high school to receive a high school diploma when they complete one semester (or one year) of college. They should apply early in the eleventh grade.

**International Students**

The College of Boca Raton is proud of the international character of its student body and welcomes students from other nations. All international students must be fluent in English before they enroll. Applicants will be asked to furnish proof that they can read, write, and speak English fluently. Such proficiency may be shown through the Test of English as a Foreign Language (TOEFL) which is administered by the College Board or by the Michigan Test of English Language Proficiency.

All transcripts of previous academic work must be translated into English before they are sent to the College.

Students admitted to the United States on a student visa must be full-time students and may not engage in off-campus employment without written permission of the United States 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. A statement indicating means of support while in attendance at the College is required for all international applicants.

International students 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.
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 United States 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. A statement indicating means of support while in attendance at the College is required for all international applicants.

International students 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) tests. Students may earn up to thirty credits from the General Examination and meet all the requirements of the freshman year. Information may be obtained by writing to CLEP, Box 6600, Princeton, New Jersey 08541. 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 Miller Analogies Test 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 $35.00 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

Tuition: $11,900 per year
Room ($2,600) and
Board ($2,100): 4,700 per year
Service Fee: 300 per year
Total: $16,900 per year

Payment of Fees

A PARENT AND/OR STUDENT MAY ELECT TO MAKE A SINGLE PAYMENT FOR THE ENTIRE ACADEMIC YEAR.

Dormitory Student

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Deposit</td>
<td>$200</td>
</tr>
<tr>
<td>Service Fee</td>
<td>300</td>
</tr>
<tr>
<td>Balance Due Before First Semester</td>
<td>11,700</td>
</tr>
<tr>
<td></td>
<td>$12,200</td>
</tr>
</tbody>
</table>

FOR THOSE ELECTING TO PAY PER SEMESTER, THE SCHEDULE IS AS FOLLOWS:

Day Student

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Deposit</td>
<td>$200</td>
</tr>
<tr>
<td>Service Fee</td>
<td>300</td>
</tr>
<tr>
<td>Balance Due Before First Semester</td>
<td>8,100</td>
</tr>
<tr>
<td></td>
<td>$8,600</td>
</tr>
</tbody>
</table>

Tuition Deposit

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Hall Deposit</td>
<td></td>
</tr>
<tr>
<td>Balance Due Before First Semester</td>
<td>Balance Due Before Second Semester</td>
</tr>
<tr>
<td></td>
<td>$8,600</td>
</tr>
</tbody>
</table>

The additional $150 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: $310.00 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 sixteen (16) credit hours per semester with a five (5) course load. Students taking more than sixteen (16) credit hours in a semester will be charged for the additional credit hours at the rate of $310.00.

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.
### Day Student

<table>
<thead>
<tr>
<th>Tuition Deposit</th>
<th>$200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Fee</td>
<td>$300</td>
</tr>
<tr>
<td>Balance Due</td>
<td>$11,700</td>
</tr>
<tr>
<td>Total</td>
<td>$12,200</td>
</tr>
</tbody>
</table>

**FOR THOSE ELECTING TO PAY PER SEMESTER, THE SCHEDULE IS AS FOLLOWS:**

### Dormitory Student

| Tuition Deposit | First Semester | $200 |
| Residence Hall Deposit | First Semester | $300 |
| Balance Due Before First Semester | $8,100 |
| Total | $8,600 |

| Tuition Deposit | Second Semester | $200 |
| Residence Hall Deposit | Second Semester | $300 |
| Balance Due Before Second Semester | $8,100 |
| Total | $8,600 |

### Day Student

| Tuition Deposit | First Semester | $200 |
| Balance Due Before First Semester | $6,050 |
| Total | $6,250 |

| Tuition Deposit | Second Semester | $200 |
| Balance Due Before Second Semester | $6,050 |
| Total | $6,250 |

The additional $150 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: $310.00 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 sixteen (16) credit hours per semester with a five (5) course load. Students taking more than sixteen (16) credit hours in a semester will be charged for the additional credit hours at the rate of $310.00.

### 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 $100.00 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** — $150.00 per credit hour; $25.00 registration fee per term.

**EVENING DEGREE PROGRAM** — $125.00 per credit hour; $25.00 registration fee per term.

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

**FUNERAL SERVICE PROGRAM** — $165.00 per credit hour.

**ENGLISH AS A SECOND LANGUAGE** — $35.00 application fee; $100.00 non-refundable deposit; tuition balance - resident: $2,315.00; commuter: $1,355.00.

### 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 $1,300.00 per semester 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 standards of scholarship and to dismiss or suspend any student for violation of the rules of the College or for any other reasonable cause. In view of the foregoing and since the College must make its financial commitments for the entire academic year, no reduction or refund of fees will be made in cases of dismissal or suspension of a student.

Withdrawal
Notification of withdrawal from the College for any reason must be made to the Registrar’s Office by filing the formal Request for Withdrawal form with the required signatures. 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
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 Withdrawal 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 (25) 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 (45) days from the first day of classes, 10 percent; after forty-five (45) days from the first day of classes, NO REFUND.

Flight Training Expenses
Students who elect the Flight Option will receive their ground-school instruction as part of the regular curriculum (Flight I-II-III-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) $1,420.00
15 Hours Solo (C-152) 690.00
Materials and Tests 405.00
Total $2,515.00

**Instrument Rating**

Minimum FAA Requirement (Part 141) 35 Hours
Flight Instruction (PA 28) $3,325.00
125 Hours Total Time (including time logged for Private Pilot) 325.00
Materials and Tests 325.00
Total $3,650.00

**Commercial Certificate**

Minimum FAA Requirement (Part 141) 190 Hours
100 Hours Solo $5,155.00
90 Hours Dual 7,781.00
Materials and Tests 950.00
Total $13,886.00

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.

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.

**V. FINANCIAL AID**

The College of Boca Raton participates in several financial aid programs. The purpose of these programs is to assist the applicants and their families. All financial aid is awarded contingent upon the applicant's financial need and all applicants must file a financial aid application. The financial aid available is typically awarded for the following academic year. Students are encouraged to apply as early as possible (prior to the entrance the following academic year). Tentative admission is granted if a student has filed all the required forms and has been accepted by the College. Students may also apply for state grants or loans which are open to them but must be encumbered by local banks.

Students receiving Title IV funding toward a degree program must complete this degree within three (3) regular semesters. Students receiving Title IV funding toward a degree program must complete this degree within three (3) regular semesters. Students receiving Title IV funding toward a degree program must complete this degree within three (3) regular semesters.

All students must successfully complete 12 credit hours during each academic year to continue the next academic year. Students may appeal these standards if they are unable to meet them due to extenuating circumstances (i.e., medical, death, divorce). Appeals must be made to Financial Aid for review by the Financial Aid Committee's decision. In addition, certain financial aid program achievements for renewal as follows:

- **Presidential Scholarship**  — 2.75 cumulative GPA at the end of the Spring semester.
- **College of Boca Raton Grant**  — 3.25 cumulative GPA at the end of the Spring semester.
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) or the College Scholastic Service (CSS). 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 progress towards a degree.

Students on financial aid will have their cumulative grade point averages evaluated at the end of the Spring semester each academic year. At that point, students must have a cumulative grade point average of 2.0. If students fall below 2.0, they will be placed on financial aid probation for the following academic year. Students will be allowed Title IV financial assistance during the probationary period. Students will be removed from probationary status if they bring their cumulative grade point average to a 2.0 or better.

If students complete a second academic year of attendance at this College, they must have a 2.0 cumulative grade point average at the end of the Spring semester to retain Title IV funding for the following academic year. There will not be a probationary semester.

Students receiving Title IV funding toward an Associate degree program must complete this degree within three (3) academic years (i.e., six (6) regular semesters). Students receiving Title IV funding towards a Bachelor's degree program must complete this degree within five (5) academic years (i.e., ten (10) regular semesters).

All students must successfully complete a minimum of six (6) semester hours during each academic year to continue receiving Title IV funding for the next academic year.

Students may appeal these standards if there has been undue hardship (i.e., medical, death, divorce). Appeals must be directed to the Office of Financial Aid for review by the Financial Aid Committee. Students will be notified by the Office of Financial Aid within thirty (30) days of the Financial Aid Committee's decision.

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

- Presidential Scholarship — 2.75 cumulative grade point average at the end of the Spring semester.
- College of Boca Raton Grant — 3.25 cumulative grade point average at the end of the Spring semester.
Academic Incentive Scholarship — 3.00 term grade point average each semester.

Athletic Scholarship — 2.0 cumulative grade point average.

Florida Programs — renewal students must have a 2.0 cumulative grade point average and have completed twenty-four (24) credit hours during two (2) semesters. Students would be eligible for one (1) probationary year if they fall below a 2.0 cumulative grade point average after the end of the Spring semester.

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 sixty (60) credit hours towards their degree to receive an award from any of the Florida programs. Students are responsible for registering on time and taking the exam before they complete sixty (60) credit hours.

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. If students withdraw any time during a semester ALL COLLEGE OF BOCA RATON grants and scholarship funds will be restored 100% to the College accounts. 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 Financial Aid Form (FAF) or a Family Financial Statement (FFS).

2. The FAF or FFS must be returned to the appropriate processing agency. The agency will process this form and send the College a report on what the family can be expected to contribute to the educational costs.

3. To expedite an award decision, students may mail a photocopy of the completed financial aid application to the College's Office of Financial Aid. A tentative award will be made until an official report is received from the processor.

4. Students should make sure that their transcripts and recommendations are on file at the College since no financial aid decisions are made until students have been accepted.

5. All transfer students must request a financial aid transcript to be sent to the College from all prior schools even if no financial aid was applied for or received.

6. When students have been accepted and the financial analysis has been received from the processing agency, 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 fifteen (15) days and submit a non-refundable deposit. This deposit is credited to their account.

7. Before federal financial aid funds can be credited to a student's account, information submitted on the FAF or FFS is sometimes verified. The College is responsible for coordinating this federal verification process. The Office of Financial Aid may request a copy of the parents' or student's tax returns along with other information in order to clarify the family's financial situation. All financial aid is awarded on the condition that the above information will be provided if requested. Upon receipt of the information, it is reviewed and compared with the information noted on the need analysis. If this new information changes data previously submitted, a revised financial aid award may be sent. Timely response to requests will avoid delays in an accurate assessment of need.

International Students

No federal or state aid is available to international students. Publications regarding grants and scholarships for international students are available in the Office of Financial Aid. All international students may complete a foreign student FAF application to determine eligibility for institutional funds.
21

Per

GSL)

$4,000

NDSL)

SEOG

PROGRAMS

Grant is a federal aid

Perkins

Pell

A Stafford Loan is available to

$2,300

The

The

Applicants do not apply for the

forms of aid.

meet college costs with the other

provides additional assistance to

those with severe need who cannot

award. The Supplemental Grant

file a separate application for this

mine eligibility for the

aid program, is also used to deter­

various programs and the family's

expected contribution.

FEDERAL

Pell Grant and Supplemental Edu­
cational Opportunity Grant

(EOG)

The Pell Grant is a federal aid

program for those with substantial

need. The grant may be worth up

to

6. When students have been

accepted and the financial analysis

has been received from the pro­
cessing agency, 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

fifteen (15) days and submit a non­
refundable deposit. This deposit is

credited to their account.

7. Before federal financial aid

funds can be credited to a student's

account, information submitted on

the FAF or FFS is sometimes veri­

fied. The College is responsible for

coordinating this federal verifica­
tion process. The Office of Finan­
cial Aid may request a copy of the

parents' or student's tax returns

along with other information in

order to clarify the family's finan­
cial situation. All financial aid is

awarded on the condition that the

above information will be provided

if requested. Upon receipt of the

information, it is reviewed and

compared with the information

noted on the need analysis. If this

new information changes data

previously submitted, a revised

financial aid award may be sent.

Timely response to requests will

avoid delays in an accurate assess­
ment of need.

International Students

No federal or state aid is availa­
able to international students.

Publications regarding grants and

scholarships for international stu­
dents are available in the Office of

Financial Aid. All international

students may complete a foreign

student FAF application to deter­
mine eligibility for institutional

funds.

Types of Financial Aid

 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.

FEDERAL

Pell Grant and Supplemental Edu­
cational Opportunity Grant

(EOG)

The Pell Grant is a federal aid

program for those with substantial

need. The grant may be worth up
to $2,300 a year depending on the

family's resources and the federal

funds actually available. The Fi­
nancial Aid Form (FAF) or the

Family Financial Statement (FFS),

which the College requires for its

coordination of need.

International Students

No federal or state aid is availa­
able to international students.

Publications regarding grants and

scholarships for international stu­
dents are available in the Office of

Financial Aid. All international

students may complete a foreign

student FAF application to deter­
mine eligibility for institutional

funds.

Types of Financial Aid

 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.

FEDERAL

Pell Grant and Supplemental Edu­
cational Opportunity Grant

(EOG)

The Pell Grant is a federal aid

program for those with substantial

need. The grant may be worth up

to $2,300 a year depending on the

family's resources and the federal

funds actually available. The Fi­
nancial Aid Form (FAF) or the

Family Financial Statement (FFS),

which the College requires for its

coordination of need.

International Students

No federal or state aid is availa­
able to international students.

Publications regarding grants and

scholarships for international stu­
dents are available in the Office of

Financial Aid. All international

students may complete a foreign

student FAF application to deter­
mine eligibility for institutional

funds.

Types of Financial Aid

 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.

FEDERAL

Pell Grant and Supplemental Edu­
cational Opportunity Grant

(EOG)

The Pell Grant is a federal aid

program for those with substantial

need. The grant may be worth up

to $2,300 a year depending on the

family's resources and the federal

funds actually available. The Fi­
nancial Aid Form (FAF) or the

Family Financial Statement (FFS),

which the College requires for its

coordination of need.

International Students

No federal or state aid is availa­
able to international students.

Publications regarding grants and

scholarships for international stu­
dents are available in the Office of

Financial Aid. All international

students may complete a foreign

student FAF application to deter­
mine eligibility for institutional

funds.

Types of Financial Aid

 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.

FEDERAL

Pell Grant and Supplemental Edu­
cational Opportunity Grant

(EOG)

The Pell Grant is a federal aid

program for those with substantial

need. The grant may be worth up

to $2,300 a year depending on the

family's resources and the federal

funds actually available. The Fi­
nancial Aid Form (FAF) or the

Family Financial Statement (FFS),

which the College requires for its

coordination of need.

International Students

No federal or state aid is availa­
able to international students.

Publications regarding grants and

scholarships for international stu­
dents are available in the Office of

Financial Aid. All international

students may complete a foreign

student FAF application to deter­
mine eligibility for institutional

funds.

Types of Financial Aid

 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.

FEDERAL

Pell Grant and Supplemental Edu­
cational Opportunity Grant

(EOG)

The Pell Grant is a federal aid

program for those with substantial

need. The grant may be worth up

to $2,300 a year depending on the

family's resources and the federal

funds actually available. The Fi­
nancial Aid Form (FAF) or the

Family Financial Statement (FFS),

which the College requires for its

coordination of need.

International Students

No federal or state aid is availa­
able to international students.

Publications regarding grants and

scholarships for international stu­
dents are available in the Office of

Financial Aid. All international

students may complete a foreign

student FAF application to deter­
mine eligibility for institutional

funds.
and a parental contribution factor. The College may help by directing them to a participating lender.

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.

College Work Study

Under this program, a student is assigned a job on campus depending on financial need and the availability of funds. Students usually work 8-12 hours per week. Pay rates start at $3.80 per hour. After four years of service, the pay rate can reach $4.25 per hour. The program is a mandatory component of the financial aid package unless unusual circumstances warrant that a student not participate in the program.

Florida Programs

Florida Tuition Voucher

Dependent students whose parents are residents of Florida or independent students who are residents of Florida for at least twelve months for other than educational purposes and meet academic and College Level Academic Skills Test (CLAST) requirements may be eligible to receive up to $1,150 per year from the State of Florida.

Florida Student Assistant Grant

The Florida Student Assistance Grant is based on financial need and the same residential, academic, and CLAST requirements as the Florida Tuition Voucher with grants up to $1,300 per year. The student must file the Florida FFS or the Florida FAF prior to April 15 to be considered for aid for the next academic year. NOTE: The CLAST exam is offered by the State Department of Education three times a year. A student must take the exam prior to completion of 60 credits.

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.

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
330 Stuart Street, #300
Boston, MA 02116
1-800-255-TERI

Knight Tuition Loan Plan
55 Boylston Street
Boston, MA 02116-9854
1-800-225-6783

The Tuition Plan
Concord, NH 03301
1-800-258-3640

INSTITUTIONAL PROGRAMS

Academic Incentive Scholarship Program

Scholarships range from one-quarter to full tuition for qualified graduates of high schools and community colleges in the state of Florida. To be considered for the scholarship, high school applicants must have at least a "B" average, and community college graduates must have a cumulative grade point average of at least 2.75 at the end of the sophomore year.

College of Boca Raton Grant

Grants are awarded to upper-class students who are worthy of scholarship consideration and in need of financial assistance. Average award is $1,000 per year. The grant is renewable if the student maintains a 3.25 cumulative grade point average each year.

Athletic Scholarships

Scholarships are available in men's soccer, baseball, tennis, and golf, and women's soccer, tennis, and golf. Awards range from $1,000 to $16,000 per year. A 2.0 grade point average is required to maintain the scholarship. Awards are initiated by the Coach and further approved by the Vice President for Student Services, the Athletic Director, the Vice President for Enrollment Management, and the Director of Financial Aid.

Presidential Scholarships

Scholarships are awarded to new students who are worthy of scholarship consideration and in need of financial assistance. Nominations are considered by the Scholarship Committee after acceptance to the College. Range of awards is $1,000 to $3,000 per year. A 2.75 cumulative grade point average is required for renewal each year.
Florida Student Assistant Grant

The Florida Student Assistance Grant is based on financial need and the same residential, academic, and CLAST requirements as the Florida Tuition Voucher with grants up to $1,300 per year. The student must file the Florida FAF prior to April 15 to be considered for aid for the next academic year. NOTE: The CLAST exam is offered by the State Department of Education three times a year. A student must take the exam prior to completion of 60 credits.

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.

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

Knight Tuition Loan Plan
55 Boylston Street
Boston, MA 02116-9854
1-800-225-6783

The Tuition Plan
Concord, NH 03301
1-800-258-3640

INSTITUTIONAL PROGRAMS

Academic Incentive Scholarship Program

Scholarships range from one-quarter to full tuition for qualified graduates of high schools and community colleges in the state of Florida. To be considered for the scholarship, high school applicants must have at least a “B” average, and community college graduates must have a cumulative grade point average of at least 2.75 at the end of the sophomore year.

College of Boca Raton Grant

Grants are awarded to upper-class students who are worthy of scholarship consideration and in need of financial assistance. Average award is $1,000 per year. The grant is renewable if the student maintains a 3.25 cumulative grade point average each year.

Athletic Scholarships

Scholarships are available in men's soccer, baseball, tennis, and golf, and women's soccer, tennis and golf. Awards range from $1,000 to $16,000 per year. A 2.0 grade point average is required to maintain the scholarship. Awards are initiated by the Coach and further approved by the Vice President for Student Services, the Athletic Director, the Vice President for Enrollment Management, and the Director of Financial Aid.

Presidential Scholarships

Scholarships are awarded to new students who are worthy of scholarship consideration and in need of financial assistance. Nominations are considered by the Scholarship Committee after acceptance to the College. Range of awards is $1,000 to $3,000 per year. A 2.75 cumulative grade point average is required for renewal each year.

Tuition Awards:

Grants are awarded based on financial need, a good scholastic record, and extenuating circumstances. Awards range from $400 to $3,000 per year. Applicants should make their requests through the Scholarship Committee.

College Financial Aid

Grants are awarded to those new students who are eligible for SEOG and/or Perkins Loan when those federal funds have been depleted. These institutional awards are based on the same criteria used to award the SEOG and the Perkins Loan.

PRIVATE SCHOLARSHIPS

Scholarships are available from 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. Contact the Office of Financial Aid for further information on the following private scholarships:

Boca Charities Scholarship Fund
Chauncey Cottrell Scholarship Fund
James J. and Lorraine Oussani Endowed Scholarship
Rolland and Lullis Ritter Scholarship Fund
John P. Langan Alumnus Scholarship
Ronald Maisen Scholarship
Bernadette O'Grady Alumna Scholarship
James J. Shickler Memorial Endowed Scholarship
Shamrock Society Scholarship
Van Gorden Scholarship Fund
REL/International Holiday Scholarship
Frederick Zimmerman Scholarship
Lois Pope Teacher Commitment Scholarships
VFW Post 10150 Scholarship
Veterans Benefits
The College of Boca Raton is approved for Veterans training.

Tax Law
Under current Internal Revenue Service regulations, any scholarships or grants that exceed tuition, fees, books, and supplies must be reported as taxable income on the student's tax return.

Renewal of Financial Aid
To have financial aid renewed, you must submit a new FFS or FAF each year, preferably by February 15. You must be in good standing at the College, both academically and socially.

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

College of Boca Raton projects include:
- Ronald Assaf Technical Labs
- Ronald and Kathleen Assaf Academic Center
- Lynn Residence, Health and Wellness Center (in progress)
- Lynn Student Center
- McCusker Sports Complex
- Lois Pope Center (in progress)
- The Ritter Building
- Charles E. and Dorothy F. Schmidt College Centre
- The University Club
  (The Christine Room)

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, mis-
Gifts and Bequests

All successful private colleges could not exist without the generous support of friends.

College of Boca Raton projects include:
Ronald Assaf Technical Labs
Ronald and Kathleen Assaf Academic Center
Lynn Residence, Health and Wellness Center
(in progress)
Lynn Student Center
McCusker Sports Complex
Lois Pope Center (in progress)
The Ritter Building
Charles E. and Dorothy F. Schmidt College Centre
The University Club
(The Christine Room)

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 admission, and semester grade reports. These are maintained in the Office of the Registrar. All documentation used in the admission and placement processes, while considered non-permanent, also is maintained in the Office of the Registrar 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 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 students 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 fifteen (15) credits for associate degree programs and thirty (30) credits for bachelor degree programs. Transfer students who already have completed at least thirty (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 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 student 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.

Audit

Students who wish to audit a course must receive permission from their faculty advisor and the instructor of the course and, if in excess of a fifteen (15) credit-hour load, permission from the appropriate Division Chairperson.

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 a proper payment, 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.

Part-Time Students

Part-time students who have not declared their intention or are not eligible to obtain a degree. Students seeking to matriculate into a degree 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 students also refers to students who are enrolled in courses for self-enrichment and who are not following any specific degree program requirements.

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.
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.

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 fifteen (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 have enrolled or for other reasons deemed necessary for course cancellation. No charge is made to a student for a registration change necessitated by such course cancellation.

Change of Registration
Changes in registration are permitted only with the consent of the instructor involved and the student's faculty advisor 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 (3) 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 (3) to five (5) 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 (3) 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 (9) credits, jeopardizes campus resident student status. The student is subject to eviction from the residence hall 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 (1) or more credit hours, although they generally will be valued at three (3) 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
- 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 (2) 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 (2) times.

A student who has not met the course requirements by the end of the semester may receive an "I." However, a student who is on academic probation is not eligible to receive a grade of "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 (2) 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 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.
involved. Any extensions must be approved in writing and filed with the Registrar. Independent studies may be proposed for one (1) or more credit hours, although they generally will be valued at three (3) 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)
- NG - No grade
- X - Administrative withdrawal due to excessive absences

A student who withdraws from a course during the first two (2) 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 (2) times.

A student who has not met the course requirements by the end of the semester may receive an "I." However, a student who is on academic probation is not eligible to receive a grade of "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 (2) 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 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 (3) credit course would be assigned twelve (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 coursework.
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>Hours</th>
<th>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 (5) 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 appeal if 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) (or guardian) and returned within the specified time period to the Office of the Provost. Should the student fail to meet 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 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 (1) 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 (1.0) 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.
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) (or guardian) 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 (1) 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 (3) 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 (2) faculty members, and be interviewed. Qualified students are invited to participate, but no more than fifteen (15) 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 (1) per week for seven (7) 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 (3) 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 achievement 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 (12) 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 (2) 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 students 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 (2) semesters or the equivalent) earning not less than thirty (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. Provost
2. Director of Admissions
3. Director of Financial Aid
4. Dean of Students
5. Director of Residential Life
6. Director of Counseling
7. Business Office
8. Librarian
9. Registrar

### Transcripts

Students who have paid all their College fees are entitled, upon request, to receive without charge, one (1) 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 programs leading to the Bachelor of Science and Bachelor of Professional Studies degrees and a limited number of programs leading to various Associate degrees. Through its Office of Continuing Education, the College offers academic programs which lead to the Bachelor of Arts and Bachelor of Science degrees. Specific concentrations are available 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
- Long-Term Care Administration
- Hotel and Restaurant Management
- Marketing
- Pre-Primary Education
- Primary Education
- 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:
- Behavioral Science
- Business Administration
- Hotel and Restaurant Management
- Marketing

### Associate Programs

The Associate in Science degree programs offered by the College include the following concentrations:
- Accounting
- Aviation Management
- Business Administration
- Club and Recreation Management
- Design
- Elementary Education
- Fashion Marketing
- Long-Term Care Administration
- Hotel and Restaurant Management
- Marketing

Bachelor of Professional Studies concentrations are available only to the working adult and include:
- Behavioral Science
- Business Administration
- Hotel and Restaurant Management
- Marketing
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 (2) semesters or the equivalent) earning not less than thirty (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. Provost
2. Director of Admissions
3. Director of Financial Aid
4. Dean of Students
5. Director of Residential Life
6. Director of Counseling
7. Business Office
8. Librarian
9. Registrar

Transcripts

Students who have paid all their College fees are entitled, upon request, to receive without charge, one (1) 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 Science 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
- Long-Term Care Administration
- Hotel and Restaurant Management
- Marketing

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:
- Behavioral Science
- Business Administration
- Hotel and Restaurant Management
- Marketing

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 - Eldercare Administration emphasizing the administration of eldercare facilities, agencies, and programs. The curriculum requires a total of thirty-six (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-
mend 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.

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 education, degree programs that lead to the Bachelor of Science in Business Administration, Behavioral Science, Management, and Marketing. These degree programs are designed for the adult having a minimum of five years professional experience.

In addition to these programs, a number of non-credit seminars and workshops, are made available to those desiring professional development, career enhancement, or economic stability. Specific information with regard to programs, course requirements, and dates of administration are contained in the Continuing Education Bulletin or 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 $35.00 must accompany the application.

2. Request official transcripts from all secondary schools and colleges previously attended be sent directly to the Office of Continuing Education (student grade reports are not acceptable evidence of record). Transcripts from non-United States schools must be submitted in a certified English translation.

3. Submit applications and the required supportive data to the Office of Continuing Education at least thirty (30) days prior to the date for which the applicant desires admission.

Experie...
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 Science in Administration and the Bachelor of Professional Studies with concentrations available in Business Administration, Behavioral Science, Hotel and Restaurant Management, and Marketing. These degree programs are open only to the working adult having a minimum of five years professional experience.

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

Inquires 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 to it the Office of Continuing Education, 3601 North Military Trail, Boca Raton, Florida 33431. A non-refundable fee of $35.00 must accompany the application.

2. Request official transcripts from all secondary schools and colleges previously attended be sent directly to the Office of Continuing Education (student grade reports are not acceptable evidence of record). Transcripts from non-United States schools must be submitted in a certified English translation.

3. Submit applications and the required supportive data to the Office of Continuing Education at least thirty (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 some 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. Courses will be listed on the transcript upon receipt of full payment.

3. The maximum number of experiential credits that can 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.
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 Curricula are common to all of the College's programs of study, except as noted (*) below.

CORE CURRICULUM (four-year programs)
- English Composition I-II 6 Cr.
- College Algebra 3
- Mathematics Elective (beyond Algebra) 3
- Public Forum 3
- Science Electives (with lab) 8
- Introduction to Computer Applications 3
- History or Behavioral Science Electives 6
- Humanities/Fine Arts Electives 6

Total Credits 38

CORE CURRICULUM (two-year programs)
- English Composition I-II 6
- College Algebra 3
- Science Elective (with lab) 4
- Introduction to Computer Applications 3
- History or Behavioral Science Elective 3
- Humanities/Fine Arts Elective 3

Total Credits 43

In addition to these core requirements, all freshmen must take the two-credit Freshman Seminar in their first semester.

* Because of requirements specified by the American Board of Funeral Service Education, the industry's accrediting agency, the core curriculum for that program differs slightly from the two-year core listed above. Please refer to page 44 for this core curriculum.

DIVISION OF ARTS AND DESIGN

ART & DESIGN

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Sp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I 1 3</td>
<td>ENG</td>
<td>A</td>
</tr>
<tr>
<td>A&amp;D 105 Drawing I 3</td>
<td>MATH</td>
<td>A</td>
</tr>
<tr>
<td>A&amp;D 120 Design Fundamentals I 3</td>
<td>CS</td>
<td>A</td>
</tr>
<tr>
<td>HUM 100 Intro to Humanities 3</td>
<td>A&amp;G</td>
<td>A</td>
</tr>
<tr>
<td>FRO 101 Freshman Seminar 2</td>
<td>Hist/Beh.Sci. Elective 3</td>
<td>A &amp; G</td>
</tr>
</tbody>
</table>

Total Credits 38

SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Sp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;D 210 Life Drawing I 3</td>
<td>A &amp; G</td>
<td>A</td>
</tr>
<tr>
<td>A&amp;D 225 Computer Graphics I 3</td>
<td>A &amp; G</td>
<td>A</td>
</tr>
<tr>
<td>A&amp;D 261 Color Theory I 3</td>
<td>A &amp; G</td>
<td>A</td>
</tr>
<tr>
<td>COA 110 Public Forum 3</td>
<td>Science Elective 4</td>
<td>A &amp; G</td>
</tr>
</tbody>
</table>

Total Credits 16

*For their professional studio major course, students may also take A&D 265.
A sound foundation in the liberal arts (general education to its many career-oriented programs. Communicators, creative thinkers, have the awareness of and appreciation for temporary national and global issues, then be expected to play an important role in common to all of the College's programs of study, non to all of the College's programs of study, 

**DIVISION OF ARTS AND SCIENCES**

**ART & 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>3</td>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 105</td>
<td>3</td>
<td>MAT 110</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 120</td>
<td>3</td>
<td>CSC 200</td>
<td>3</td>
</tr>
<tr>
<td>HUM 100</td>
<td>3</td>
<td>A&amp;D 106</td>
<td>3</td>
</tr>
<tr>
<td>FRO 101</td>
<td>3</td>
<td>A&amp;D 121</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 17

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;D 210</td>
<td>3</td>
<td>A&amp;D 211</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 225</td>
<td>3</td>
<td>A&amp;D 226</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 261</td>
<td>3</td>
<td>A&amp;D 262</td>
<td>3</td>
</tr>
<tr>
<td>COA 110</td>
<td>3</td>
<td>A&amp;D 267</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 16

Total Credits 63

*For their professional studio major course, students can select from A&D 145, A&D 223, A&D 265.

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

**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>3</td>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>HPS 111</td>
<td>3</td>
<td>HUM 101</td>
<td>3</td>
</tr>
<tr>
<td>BEH 110</td>
<td>3</td>
<td>BEH 150</td>
<td>3</td>
</tr>
<tr>
<td>COA 110</td>
<td>3</td>
<td>MAT 110</td>
<td>3</td>
</tr>
<tr>
<td>HUM 221</td>
<td>3</td>
<td>HUM 100</td>
<td>3</td>
</tr>
<tr>
<td>FRO 101</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 301</td>
<td>3</td>
<td>Creative Thinking or Logic</td>
<td>3</td>
</tr>
<tr>
<td>HUM 201</td>
<td>3</td>
<td>American History I</td>
<td>3</td>
</tr>
<tr>
<td>HPS 221</td>
<td>4</td>
<td>Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**THIRD YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6</td>
<td>Behavioral Sci. Electives (2)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Humanities Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**FOURTH YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6</td>
<td>Behavioral Sci. Electives (2)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Electives (3)</td>
<td>9</td>
</tr>
</tbody>
</table>

Total Credits 124

COMMUNICATIONS

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>BEH 110</td>
<td>3</td>
</tr>
<tr>
<td>BEH 150</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>3</td>
</tr>
<tr>
<td>COA 101</td>
<td>3</td>
</tr>
<tr>
<td>HUM 100</td>
<td>3</td>
</tr>
<tr>
<td>FRO 101</td>
<td>2</td>
</tr>
</tbody>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 221</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 225</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 231</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 265</td>
<td>3</td>
</tr>
</tbody>
</table>

**THIRD YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA 350</td>
<td>3</td>
</tr>
<tr>
<td>COA 310</td>
<td>3</td>
</tr>
<tr>
<td>COA 410</td>
<td>3</td>
</tr>
<tr>
<td>COA 440</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA 325</td>
<td>3</td>
</tr>
<tr>
<td>COA 440</td>
<td>3</td>
</tr>
<tr>
<td>COA 410</td>
<td>3</td>
</tr>
</tbody>
</table>

**FOURTH YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;D 105</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 120</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 231</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 265</td>
<td>3</td>
</tr>
</tbody>
</table>

Communications students should select Photography or Business.

ART/PHOTOGRAPHY

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;D 105</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 120</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 231</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 40
### COMMUNICATIONS

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<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>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>BEH 110</td>
<td>Intro. to Sociology</td>
<td>3</td>
<td>intro. to Computer</td>
<td>3</td>
</tr>
<tr>
<td>BEH 150</td>
<td>Intro. to Psychology</td>
<td>3</td>
<td>Applications</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
<td>COA 110</td>
<td>3</td>
</tr>
<tr>
<td>COA 101</td>
<td>Fundamentals of</td>
<td>3</td>
<td>ART 230</td>
<td>3</td>
</tr>
<tr>
<td>HUM 100</td>
<td>Intro. to Humanities</td>
<td>3</td>
<td>COA 120</td>
<td>3</td>
</tr>
<tr>
<td>FRO 101</td>
<td>Freshman Seminar</td>
<td>2</td>
<td>Introduction to</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
<td>Journalism</td>
<td>15</td>
</tr>
</tbody>
</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 221</td>
<td>Probability and</td>
<td>3</td>
<td>COA 220</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 225</td>
<td>Computer Graphics I</td>
<td>3</td>
<td>intro. to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>HUM 221</td>
<td>Hist./Pol.Sci. Elective</td>
<td>3</td>
<td>Creative Thinking</td>
<td>3</td>
</tr>
<tr>
<td>Minor Course</td>
<td>3</td>
<td>Hist./Pol.Sci. Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Science Elective</td>
<td>4</td>
<td>Science Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
<td>Minor Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td>Minor Course</td>
<td>16</td>
</tr>
</tbody>
</table>

#### THIRD YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA 325</td>
<td>Writing for Visual</td>
<td>3</td>
<td>COA 360</td>
<td>3</td>
</tr>
<tr>
<td>COA 310</td>
<td>Oral Interpretation</td>
<td>3</td>
<td>COA 340</td>
<td>3</td>
</tr>
<tr>
<td>COA 350</td>
<td>Communications Law</td>
<td>3</td>
<td>COA 370</td>
<td>3</td>
</tr>
<tr>
<td>Minor Course</td>
<td>3</td>
<td>Audio-Visual Production or</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
<td>Video Production</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>Minor Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

#### FOURTH YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA 410</td>
<td>Small Group</td>
<td>3</td>
<td>COA 470</td>
<td>3</td>
</tr>
<tr>
<td>COA 440</td>
<td>Public Relations</td>
<td>3</td>
<td>COA 475</td>
<td>3</td>
</tr>
<tr>
<td>Minor Course</td>
<td>3</td>
<td>Senior Communications Project or</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Electives (2)</td>
<td>6</td>
<td>Internship</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>Electives (3)</td>
<td>9</td>
</tr>
</tbody>
</table>

**Communications Minor**

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

**ART/PHOTOGRAPHY**

- A&D 105 Drawing I
- A&D 120 Design Fundamentals I
- A&D 231 Advanced Photography
- A&D 265 Illustration I
- Art or Photography Elective

**BUSINESS**

- BUS 250 Principles of Management
- 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></th>
<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>
<td>ENG 102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>HUM 100</td>
<td>Intro. to Humanities</td>
<td>3</td>
<td>A&amp;D 130</td>
<td>Hist. of Inter. Design</td>
</tr>
<tr>
<td>A&amp;D 100</td>
<td>Interior Design I</td>
<td>3</td>
<td>A&amp;D 230</td>
<td>Photography</td>
</tr>
<tr>
<td>A&amp;D 105</td>
<td>Drawing I</td>
<td>3</td>
<td>A&amp;D 106</td>
<td>Drawing II</td>
</tr>
<tr>
<td>A&amp;D 120</td>
<td>Design Fundamentals I</td>
<td>3</td>
<td>A&amp;D 121</td>
<td>Design Fundamentals II</td>
</tr>
<tr>
<td>FRO 101</td>
<td>Freshman Seminar</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cr.</strong></td>
<td><strong>17</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;D 200</td>
<td>Interior Design II</td>
<td>3</td>
<td>CSC 200</td>
<td>Intro. to Computer</td>
</tr>
<tr>
<td>A&amp;D 240</td>
<td>Drafting I</td>
<td>3</td>
<td>A&amp;D 241</td>
<td>Drafting II</td>
</tr>
<tr>
<td>A&amp;D 325</td>
<td>Historical Restoration</td>
<td>3</td>
<td>A&amp;D 320</td>
<td>Interior Design Rendering</td>
</tr>
<tr>
<td></td>
<td>Hist./Beh. Sci. Elective</td>
<td>3</td>
<td>MAT 110</td>
<td>College Algebra</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
<td></td>
<td>Elective</td>
</tr>
<tr>
<td><strong>Total Cr.</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;D 225</td>
<td>Computer Graphics I</td>
<td>3</td>
<td>A&amp;D 331</td>
<td>Advanced Textiles</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Art Appreciation</td>
<td>3</td>
<td>A&amp;D 440</td>
<td>Photog. of Interiors</td>
</tr>
<tr>
<td>MAT 221</td>
<td>Probability &amp; Statistics</td>
<td>4</td>
<td>COA 110</td>
<td>Public Forum</td>
</tr>
<tr>
<td></td>
<td>Science Elective</td>
<td></td>
<td></td>
<td>Science Elective</td>
</tr>
<tr>
<td><strong>Total Cr.</strong></td>
<td><strong>16</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### FOURTH YEAR

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;D 400</td>
<td>Interior Design IV</td>
<td>3</td>
<td>A&amp;D 435</td>
<td>Furnishings, Finishes and Materials</td>
</tr>
<tr>
<td>A&amp;D 312</td>
<td>Furniture Arrangement</td>
<td>3</td>
<td>A&amp;D 436</td>
<td>Furniture Manufacturing</td>
</tr>
<tr>
<td>A&amp;D 450</td>
<td>Codes &amp; Standards</td>
<td>3</td>
<td>A&amp;D 485</td>
<td>Internship</td>
</tr>
<tr>
<td></td>
<td>Hist./Beh. Sci. Elective</td>
<td>3</td>
<td>A&amp;D 490</td>
<td>Portfolio &amp; Exhibition Elective</td>
</tr>
<tr>
<td></td>
<td>Mathematics Elective</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cr.</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 124

---

### GRAPHIC DESIGN

#### THIRD YEAR

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;D 310</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 345</td>
<td>Rendering Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 350</td>
<td>Layout and Production</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 360</td>
<td>Corporate Identity</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Cr.</strong></td>
<td><strong>15</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### FOURTH YEAR

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;D 425</td>
<td>Advanced Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 465</td>
<td>Professional Practices</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 470</td>
<td>Advanced Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D 485</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Cr.</strong></td>
<td><strong>15</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 124

---

This general concentration consists of any tracks (Graphic Design, Interior Design) and which together total 124 credits.
ESIGN

Available tracks: Design, Graphic Design, or Interior Design tracks during the first two years.

DESIGN, INTERIOR DESIGN

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 130 Hist. of Inter. Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 230 Photography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 106 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 121 Design Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>CSC 200 Intro. to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 241 Drafting II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 320 Interior Design Rendering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>MAT 110 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 226 Computer Graphics II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 331 Advanced Textiles</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 440 Photog. of Interiors</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>COA 110 Science Forum</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH YEAR</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 425 Advanced Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 465 Professional Practices</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 470 Advanced Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>A&amp;D 485 Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

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

General Core Curriculum:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BEH 110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>BEH 150</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCI 130</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CSC 200</td>
<td>Introduction to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Accounting I</td>
<td>3</td>
</tr>
</tbody>
</table>

Credits: 22

Related Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA 110</td>
<td>Public Forum</td>
<td>3</td>
</tr>
<tr>
<td>SCI 160</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>SCI 161</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

Credits: 14

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSC 101</td>
<td>Introduction to Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>MSC 137</td>
<td>Principles of Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>MSC 150</td>
<td>Funeral Service Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>MSC 210</td>
<td>Thanatology</td>
<td>3</td>
</tr>
<tr>
<td>MSC 220</td>
<td>Funeral Service Law</td>
<td>1</td>
</tr>
<tr>
<td>MSC 240</td>
<td>Funeral Home Management</td>
<td>5</td>
</tr>
<tr>
<td>MSC 252</td>
<td>Microbiology, Pathology</td>
<td>3</td>
</tr>
<tr>
<td>MSC 261</td>
<td>Embalming</td>
<td>4</td>
</tr>
<tr>
<td>MSC 262</td>
<td>Embalming II</td>
<td>4</td>
</tr>
<tr>
<td>MSC 270</td>
<td>Restorative Art</td>
<td>4</td>
</tr>
<tr>
<td>MSC 281</td>
<td>Funeral Service Seminar</td>
<td>2</td>
</tr>
<tr>
<td>MSC 291</td>
<td>Funeral Service Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

Credits: 38

Total Credits 74

HISTORY/POLIT

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>HPS 111</td>
<td>World History I</td>
</tr>
<tr>
<td>BEH 110</td>
<td>Intro. to Sociology</td>
</tr>
<tr>
<td>COA 110</td>
<td>Public Forum</td>
</tr>
<tr>
<td>HUM 221</td>
<td>Intro. to Philosophy</td>
</tr>
<tr>
<td>FRO 101</td>
<td>Freshman Seminar</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 301</td>
<td>Creative Thinking or</td>
</tr>
<tr>
<td>HUM 201</td>
<td>Logic</td>
</tr>
<tr>
<td>HPS 221</td>
<td>American History I</td>
</tr>
<tr>
<td>Science Elective</td>
<td></td>
</tr>
<tr>
<td>Literature Elective</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
</tr>
</tbody>
</table>

THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hist/Pol.Sci.Elective (2)</td>
<td>(200 level or above)</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>(200 level or above)</td>
</tr>
<tr>
<td>Language Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hist/Pol.Sci.Electives (2)</td>
<td>(300 level or above)</td>
</tr>
<tr>
<td>Elective</td>
<td>(200 level or above)</td>
</tr>
<tr>
<td>Electives (2)</td>
<td>(300 level or more)</td>
</tr>
</tbody>
</table>

Total Credits:

44
## HISTORY/POLITICAL SCIENCE

### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<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>HPS 111 World History I</td>
<td>3</td>
<td>HUM 101 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>BEH 110 Intro. to Sociology</td>
<td>3</td>
<td>BEH 150 Intro. to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>COA 110 Public Forum</td>
<td>3</td>
<td>MAT 110 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>HUM 221 Intro. to Philosophy</td>
<td>3</td>
<td>HUM 100 Intro. to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>FRO 101 Freshman Seminar</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>17</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 301 Creative Thinking or Logic</td>
<td>3</td>
<td>CSC 209 Intro. to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>HUM 201 American History I</td>
<td>3</td>
<td>HPS 112 World History II</td>
<td>3</td>
</tr>
<tr>
<td>HPS 221 Science Elective</td>
<td>3</td>
<td>BUS 171 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Literature Elective</td>
<td>3</td>
<td>Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hist/Pol.Sci.Elective (2) (200 level or above)</td>
<td>6</td>
<td>Hist/Pol.Sci.Elective (2) (200 level or above)</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Elective (200 level or above)</td>
<td>3</td>
<td>Humanities Elective (200 level or above)</td>
<td>3</td>
</tr>
<tr>
<td>Language Elective</td>
<td>3</td>
<td>Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hist/Pol.Sci.Electives (2) (300 level or above)</td>
<td>6</td>
<td>Hist/Pol.Sci.Electives (2) (300 level or above)</td>
<td>6</td>
</tr>
<tr>
<td>Elective (200 level or above)</td>
<td>3</td>
<td>Electives (2) (300 level or above)</td>
<td>3</td>
</tr>
<tr>
<td>Electives (2) (300 level or more)</td>
<td>6</td>
<td>Elective (300 level or above)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### 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>
<td>ENG 102</td>
</tr>
<tr>
<td>HPS 111</td>
<td>World History I</td>
<td>3</td>
<td>HUM 101</td>
</tr>
<tr>
<td>BEH 110</td>
<td>Intro. to Sociology</td>
<td>3</td>
<td>BEH 150</td>
</tr>
<tr>
<td>COA 110</td>
<td>Public Forum</td>
<td>3</td>
<td>MAT 110</td>
</tr>
<tr>
<td>HUM 221</td>
<td>Intro. to Philosophy</td>
<td>3</td>
<td>HUM 100</td>
</tr>
<tr>
<td>FRO 101</td>
<td>Freshman Seminar</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

### SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPS 221</td>
<td>American History I</td>
<td>3</td>
<td>CSC 200</td>
</tr>
<tr>
<td>HUM 301</td>
<td>Creative Thinking or</td>
<td>3</td>
<td>HPS 112</td>
</tr>
<tr>
<td>HUM 201</td>
<td>Logic</td>
<td>3</td>
<td>BUS 171</td>
</tr>
<tr>
<td></td>
<td>Science Elective</td>
<td>4</td>
<td>ENG 260</td>
</tr>
<tr>
<td></td>
<td>Literature Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective (200 level or above)</td>
<td>3</td>
<td>Humanities Elective (200 level or above)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives (2)</td>
<td>6</td>
<td>Humanities Electives (2)</td>
<td>6</td>
</tr>
<tr>
<td>Language Elective</td>
<td>3</td>
<td>Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective (200 level or above)</td>
<td>3</td>
<td>Elective (200 level or above)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

### FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Electives (2) (300 level or above)</td>
<td>6</td>
<td>Humanities Electives (2) (300 level or above)</td>
<td>6</td>
</tr>
<tr>
<td>Electives (3)</td>
<td>9</td>
<td>Electives (3)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

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

Total Credits 124
### ACCOUNTING

#### 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>3</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>3</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BUS 170</td>
<td>3</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ACC 200</td>
<td>3</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>FRO 101</td>
<td>2</td>
<td>Freshman Seminar</td>
<td>2</td>
</tr>
<tr>
<td>HUM 100</td>
<td>3</td>
<td>Intro. to Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 212</td>
<td>3</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>COA 110</td>
<td>3</td>
<td>Public Forum</td>
<td>3</td>
</tr>
<tr>
<td>MAT 221</td>
<td>3</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ACC 311</td>
<td>4</td>
<td>Intermediate Acctg. I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 315</td>
<td>3</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 228</td>
<td>3</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 321</td>
<td>3</td>
<td>Federal Taxation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 451</td>
<td>3</td>
<td>Acctg. for Non-Profit Organizations</td>
<td>3</td>
</tr>
<tr>
<td>ACC 471</td>
<td>3</td>
<td>Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 422</td>
<td>3</td>
<td>Quantitative Business Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 450</td>
<td>3</td>
<td>Business and Society Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 128
# AVIATION MANAGEMENT

## 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>
<td>ENG 102</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
<td>BUS 171</td>
</tr>
<tr>
<td>BUS 170</td>
<td>Microeconomics</td>
<td>3</td>
<td>CSC 200</td>
</tr>
<tr>
<td>AVM 101</td>
<td>Flight Theory and Training I</td>
<td>3</td>
<td>AVM 111</td>
</tr>
<tr>
<td>AVM 110</td>
<td>(or Elective)</td>
<td>4 (3)</td>
<td>COA 110</td>
</tr>
<tr>
<td>FRO 101</td>
<td>Freshman Seminar</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>18 (17)</td>
<td></td>
</tr>
</tbody>
</table>

## SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201</td>
<td>Accounting I</td>
<td>3</td>
<td>ACC 202</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Law I</td>
<td>3</td>
<td>BUS 250</td>
</tr>
<tr>
<td>AVM 210</td>
<td>Flight Theory and Training II</td>
<td>4 (3)</td>
<td>BUS 213</td>
</tr>
<tr>
<td>AVM 215</td>
<td>(or Elective)</td>
<td>4 (3)</td>
<td>AVM 215</td>
</tr>
<tr>
<td>AVM 225</td>
<td>Meteorology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AVM 340</td>
<td>Science Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17 (16)</td>
<td></td>
</tr>
</tbody>
</table>

## THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 220</td>
<td>Methods of Calculus</td>
<td>4</td>
<td>BFI 311</td>
</tr>
<tr>
<td>MAT 221</td>
<td>Probability and Statistics</td>
<td>3</td>
<td>AVM 340</td>
</tr>
<tr>
<td>CSC 315</td>
<td>Management Information Systems</td>
<td>3</td>
<td>BUS 430</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

## FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 422</td>
<td>Quantitative Business Analysis I</td>
<td>3</td>
<td>BUS 423</td>
</tr>
<tr>
<td>BUS 450</td>
<td>Business and Society</td>
<td>3</td>
<td>AVM 440</td>
</tr>
<tr>
<td>AVM 345</td>
<td>Air Traffic Operations</td>
<td>3</td>
<td>AVM 481</td>
</tr>
<tr>
<td>AVM 345</td>
<td>Elective</td>
<td>3</td>
<td>Business Elective</td>
</tr>
<tr>
<td>AVM 345</td>
<td>Elective</td>
<td>3</td>
<td>Business Elective</td>
</tr>
<tr>
<td>BUS 450</td>
<td>(300 level or above)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 128 (125)

---

# BUSINESS ADMINISTRATION

## 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>
<td>ENG 102</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
<td>BUS 171</td>
</tr>
<tr>
<td>BUS 170</td>
<td>Hist./Beh. Sci. Elective</td>
<td>3</td>
<td>FRO 101</td>
</tr>
<tr>
<td>FRO 101</td>
<td>Freshman Seminar</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>18 (17)</td>
<td></td>
</tr>
</tbody>
</table>

## SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201</td>
<td>Accounting I</td>
<td>3</td>
<td>ACC 201</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Law I</td>
<td>3</td>
<td>BUS 250</td>
</tr>
<tr>
<td>MAT 221</td>
<td>Probability and Statistics</td>
<td>3</td>
<td>MAT 221</td>
</tr>
<tr>
<td>MAT 221</td>
<td>Business Law II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

## THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 350</td>
<td>Human Resource Mgmt.</td>
<td>3</td>
<td>BUS 350</td>
</tr>
<tr>
<td>BUS 228</td>
<td>Communication Mgmt.</td>
<td>3</td>
<td>CSC 315</td>
</tr>
<tr>
<td>CSC 315</td>
<td>Management Information Systems</td>
<td>3</td>
<td>CSC 315</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

## FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 422</td>
<td>Quantitative Business Analysis II</td>
<td>3</td>
<td>BUS 423</td>
</tr>
<tr>
<td>BUS 450</td>
<td>Business and Society Policy</td>
<td>3</td>
<td>BUS 450</td>
</tr>
<tr>
<td>BUS 450</td>
<td>Elective</td>
<td>3</td>
<td>BUS 450</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 128 (125)
# BUSINESS ADMINISTRATION

## 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>3</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>3</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BUS 170</td>
<td>3</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 200</td>
<td>3</td>
<td>Hist./Beh.Sci.Elective</td>
<td>3</td>
</tr>
<tr>
<td>AVM 111</td>
<td>3</td>
<td>Flight Theory</td>
<td>3</td>
</tr>
<tr>
<td>BUS 171</td>
<td>3</td>
<td>Humansities Elective</td>
<td>3</td>
</tr>
<tr>
<td>AVM 200</td>
<td></td>
<td>Freshman Seminar</td>
<td>2</td>
</tr>
<tr>
<td>FRO 101</td>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Credits 128 (125)**

## SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201</td>
<td>3</td>
<td>Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250</td>
<td>3</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>3</td>
<td>Prin. of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT 221</td>
<td>3</td>
<td>Probability</td>
<td>3</td>
</tr>
<tr>
<td>MAT 220</td>
<td>3</td>
<td>Probability</td>
<td>3</td>
</tr>
<tr>
<td>MAT 221</td>
<td>3</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>COA 110</td>
<td>3</td>
<td>Public Forum</td>
<td>3</td>
</tr>
<tr>
<td>AVM 200</td>
<td></td>
<td>Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>AVM 315</td>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Credits 128 (125)**

## THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 350</td>
<td>3</td>
<td>Human Resource Mgmt,</td>
<td>3</td>
</tr>
<tr>
<td>MAT 220</td>
<td>4</td>
<td>Methods of Calculus</td>
<td>3</td>
</tr>
<tr>
<td>BUS 228</td>
<td>3</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CSC 315</td>
<td>3</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT 221</td>
<td>3</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 450</td>
<td>3</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>AVM 200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVM 215</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVM 481</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Credits 128 (125)**

## FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 415</td>
<td>3</td>
<td>Economic and Public Policy</td>
<td>3</td>
</tr>
<tr>
<td>BUS 422</td>
<td>3</td>
<td>Quantitative Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 450</td>
<td>3</td>
<td>Business and Society Policy</td>
<td>3</td>
</tr>
<tr>
<td>BUS 423</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 460</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 481</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Credits 128 (125)**

Total Credits 125
## FASHION MARKETING

### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<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>MAT 110 College Algebra</td>
<td>3</td>
<td>BFM 140 Fashion Coordination and Production</td>
<td>3</td>
</tr>
<tr>
<td>BFM 100 Intro. to Fashion Business</td>
<td>3</td>
<td>CSC 200 Intro. to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BFM 120 Textiles</td>
<td>3</td>
<td>COA 110 Public Forum</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 250 Prin. of Marketing Business Communications</td>
<td>3</td>
<td>BFM 230 Retailing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 228 Business</td>
<td>3</td>
<td>BFM 240 Fashion Buying</td>
<td>3</td>
</tr>
<tr>
<td>BFM 225 Fashion Sales Production</td>
<td>3</td>
<td>BFM 290 Practicum</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Science Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Fashion Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201 Accounting I</td>
<td>3</td>
<td>BUS 212 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 170 Microeconomics</td>
<td>3</td>
<td>BUS 350 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250 Prin. of Management</td>
<td>3</td>
<td>MKT 311 Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 305 Consumer Behavior Science Elective</td>
<td>3</td>
<td>MKT 221 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFM 430 Fashion Marketing Research</td>
<td>3</td>
<td>BFM 490 Internship</td>
<td>3</td>
</tr>
<tr>
<td>BFM 460 Fashion Marketing Strategy and Policy</td>
<td>3</td>
<td>*Marketing Elective</td>
<td>3</td>
</tr>
<tr>
<td>CSC 315 Management Information Systems</td>
<td>3</td>
<td>Fashion Elective</td>
<td>3</td>
</tr>
<tr>
<td>MKT 350 Advertising Humanities Elective</td>
<td>3</td>
<td>Hist./Beh.Sci.Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

## FIRST YEAR

<table>
<thead>
<tr>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BFM 140 Fashion Coordination and Production</td>
<td>3</td>
</tr>
<tr>
<td>CSC 200 Intro. to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>COA 110 Public Forum</td>
<td>3</td>
</tr>
<tr>
<td>BFM 215 Fundamentals of Fashion Products</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 170 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Hist./Beh. Sci. Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>FRO 101 Freshman Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 171 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>COA 110 Public Forum</td>
<td>3</td>
</tr>
<tr>
<td>COA 200 Intro. to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Hist./Beh.Sci. Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

## SECOND YEAR

<table>
<thead>
<tr>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFM 230 Retailing</td>
<td>3</td>
</tr>
<tr>
<td>BFM 240 Fashion Buying</td>
<td>3</td>
</tr>
<tr>
<td>BFM 290 Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250 Prin. of Management</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

## THIRD YEAR

<table>
<thead>
<tr>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 212 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 311 Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 221 Probability and Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 305 Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAT 220 Methods of Calculus</td>
<td>4</td>
</tr>
<tr>
<td>BUS 350 Human Resource Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>Comp. Sci. Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

## FOURTH YEAR

<table>
<thead>
<tr>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFM 490 Internship</td>
<td>3</td>
</tr>
<tr>
<td>*Marketing Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 430 Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>BUS 422 Quantitative Business Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BUS 450 Business and Society</td>
<td>3</td>
</tr>
<tr>
<td>MKT 350 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Marketing Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

## Credits

Total Credits: 125
### Hotel and Restaurant Management

#### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>3</td>
<td>HRM 172</td>
<td>3</td>
</tr>
<tr>
<td>HRM 100</td>
<td>3</td>
<td>HRM 163</td>
<td>3</td>
</tr>
<tr>
<td>HRM 130</td>
<td>3</td>
<td>TTA 120</td>
<td>3</td>
</tr>
<tr>
<td>HRM 140</td>
<td>3</td>
<td>Hist./Beh. Sci. Elective</td>
<td>3</td>
</tr>
<tr>
<td>FRO 101</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits: 15**

#### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 243</td>
<td>3</td>
<td>CSC 200</td>
<td>3</td>
</tr>
<tr>
<td>HRM 260</td>
<td>4</td>
<td>HRM 255</td>
<td>3</td>
</tr>
<tr>
<td>HRM 261</td>
<td>4</td>
<td>BUS 212</td>
<td>3</td>
</tr>
<tr>
<td>HRM 360</td>
<td>2</td>
<td>HUM 100</td>
<td>3</td>
</tr>
<tr>
<td>HRM 347</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits: 16**

#### Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA 110</td>
<td>3</td>
<td>HRM 311</td>
<td>3</td>
</tr>
<tr>
<td>MAT 221</td>
<td>3</td>
<td>HRM 370</td>
<td>3</td>
</tr>
<tr>
<td>ACC 261</td>
<td>3</td>
<td>HRM 361</td>
<td>6</td>
</tr>
<tr>
<td>HRM 310</td>
<td></td>
<td>COA 305</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 16**

#### Fourth Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 481</td>
<td>3</td>
<td>HRM 490</td>
<td>3</td>
</tr>
<tr>
<td>HRM 375</td>
<td>3</td>
<td>Hist./Beh. Sci. Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Electives (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits: 15**

Total Credits: 128
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST YEAR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
<td>ENG 102</td>
</tr>
<tr>
<td></td>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
<td>HUM 100</td>
</tr>
<tr>
<td></td>
<td>HRM 130</td>
<td>Prin. of Hospitality, Organ. &amp; Mgmt.</td>
<td>3</td>
<td>HRM 163</td>
</tr>
<tr>
<td></td>
<td>HRM 100</td>
<td>Introduction to Hospitality Indust.</td>
<td>3</td>
<td>TTA 170</td>
</tr>
<tr>
<td></td>
<td>TTA 120</td>
<td>Touristic Geography</td>
<td>3</td>
<td>TTA 130</td>
</tr>
<tr>
<td></td>
<td>Freshman Seminar</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>SECOND YEAR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>AVM 100</td>
<td>Air Transportation</td>
<td>3</td>
<td>TTA 200</td>
</tr>
<tr>
<td></td>
<td>CSC 200</td>
<td>Intro. to Computer Applications</td>
<td>3</td>
<td>TTA 230</td>
</tr>
<tr>
<td></td>
<td>HRM 255</td>
<td>Customer Service Strategies</td>
<td>3</td>
<td>BUS 212</td>
</tr>
<tr>
<td></td>
<td>BUS 212</td>
<td>Business Law I</td>
<td>3</td>
<td>COA 110</td>
</tr>
<tr>
<td></td>
<td>HUM 100</td>
<td>Intro. to Humanities</td>
<td>3</td>
<td>Science Elective</td>
</tr>
<tr>
<td></td>
<td>Science Elective</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>THIRD YEAR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>MAT 221</td>
<td>Probability and Statistics</td>
<td>3</td>
<td>TTA 385</td>
</tr>
<tr>
<td></td>
<td>ACC 201</td>
<td>Accounting I</td>
<td>3</td>
<td>COA 305</td>
</tr>
<tr>
<td></td>
<td>BUS 213</td>
<td>Business Law II</td>
<td>3</td>
<td>Hist./Beh.Sci. Elective</td>
</tr>
<tr>
<td></td>
<td>TTA 380</td>
<td>World Tourist Attractions</td>
<td>3</td>
<td>Electives (2)</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>FOURTH YEAR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>TTA 480</td>
<td>Wholesale Tour Systems</td>
<td>3</td>
<td>TTA 400</td>
</tr>
<tr>
<td></td>
<td>TTA 483</td>
<td>Comparative Tourism</td>
<td>3</td>
<td>TTA 490</td>
</tr>
<tr>
<td></td>
<td>Hist./Beh.Sci. Elective</td>
<td>3</td>
<td>Electives (3)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Electives (2)</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>128</td>
<td></td>
<td>124</td>
<td></td>
</tr>
</tbody>
</table>
# CLUB AND RECREATION MANAGEMENT

## FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>ENG 102</td>
<td>3</td>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>MAT 113</td>
<td>3</td>
<td>MAT 113</td>
<td>3</td>
</tr>
<tr>
<td>HRM 100</td>
<td>HRM 163</td>
<td>3</td>
<td>HRM 163</td>
<td>3</td>
</tr>
<tr>
<td>HRM 130</td>
<td>HRM 172</td>
<td>3</td>
<td>HRM 172</td>
<td>3</td>
</tr>
<tr>
<td>HUM 100</td>
<td>HUM 121</td>
<td>3</td>
<td>HUM 121</td>
<td>3</td>
</tr>
<tr>
<td>FRO 101</td>
<td>FRO 101</td>
<td>2</td>
<td>FRO 101</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>17</td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

## SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA 110</td>
<td>HRM 255</td>
<td>3</td>
<td>HRM 255</td>
<td>3</td>
</tr>
<tr>
<td>HRM 243</td>
<td>HRM 260</td>
<td>3</td>
<td>HRM 260</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>CRM 275</td>
<td>3</td>
<td>CRM 275</td>
<td>3</td>
</tr>
<tr>
<td>CRM 250</td>
<td>MAT 221</td>
<td>3</td>
<td>MAT 221</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>16</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

## THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 310</td>
<td>HRM 311</td>
<td>3</td>
<td>HRM 311</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
<td>CRM 300</td>
<td>3</td>
<td>CRM 300</td>
<td>3</td>
</tr>
<tr>
<td>CRM 325</td>
<td>CRM 330</td>
<td>3</td>
<td>CRM 330</td>
<td>3</td>
</tr>
<tr>
<td>CRM 365</td>
<td>CRM 340</td>
<td>3</td>
<td>CRM 340</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>16</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

## FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRM 370</td>
<td>CRM 480</td>
<td>3</td>
<td>CRM 480</td>
<td>3</td>
</tr>
<tr>
<td>HRM 375</td>
<td>CRM 490</td>
<td>3</td>
<td>CRM 490</td>
<td>3</td>
</tr>
<tr>
<td>CRM 425</td>
<td></td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>COA 305</td>
<td></td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>15</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Total Credits 126
# SCHOOL OF EDUCATION AND PROFESSIONAL STUDIES

**Elementary Education Elementary Concentration (1-6)**

## 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>3</td>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>3</td>
<td>COA 110</td>
<td>3</td>
</tr>
<tr>
<td>HUM 100</td>
<td>3</td>
<td>CSC 200</td>
<td>3</td>
</tr>
<tr>
<td>EDU 101</td>
<td>3</td>
<td>HRM 163</td>
<td>3</td>
</tr>
<tr>
<td>FRO 101</td>
<td>2</td>
<td>HPS 250</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BEH 110</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EDU 101</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HRM 172</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CRM 150</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CRM 275</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CRM 340</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT 221</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

## SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 240</td>
<td>3</td>
<td>EDU 219</td>
<td>3</td>
</tr>
<tr>
<td>EDU 315</td>
<td>3</td>
<td>EDU 316</td>
<td>3</td>
</tr>
<tr>
<td>EDU 330</td>
<td>3</td>
<td>EDU 210</td>
<td>3</td>
</tr>
<tr>
<td>BEH 160</td>
<td>3</td>
<td>BEH 205</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EDU 212</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EDU 220</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EDU 420</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EDU 461</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HRM 311</td>
<td>3</td>
</tr>
</tbody>
</table>

## THIRD YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 317</td>
<td>3</td>
<td>EDU 318</td>
<td>3</td>
</tr>
<tr>
<td>EDU 212</td>
<td>3</td>
<td>EDU 213</td>
<td>3</td>
</tr>
<tr>
<td>EDU 220</td>
<td>3</td>
<td>MAT 221</td>
<td>3</td>
</tr>
<tr>
<td>EDU 420</td>
<td>3</td>
<td>BEH 260</td>
<td>3</td>
</tr>
<tr>
<td>EDU 461</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

## FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 480</td>
<td>6</td>
<td>EDU 480</td>
<td>6</td>
</tr>
<tr>
<td>EDU 414</td>
<td>3</td>
<td>EDU 255</td>
<td>3</td>
</tr>
<tr>
<td>BEH 355</td>
<td>3</td>
<td>EDU 350</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HRM 311</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>126</strong></td>
<td></td>
</tr>
</tbody>
</table>

Credits 126
## First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HUM 100</td>
<td>Intro. to Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BEH 101</td>
<td>Intro. to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FRO 101</td>
<td>Freshman Seminar</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hist./Pol. Sci. Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COA 110</td>
<td>Public Forum</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSC 200</td>
<td>Intro. to Computer &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HPS 250</td>
<td>World Affairs &amp; Geography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BEH 110</td>
<td>Intro. to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 101</td>
<td>Intro. to Education</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits 18**

## Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>EDU 240</td>
<td>Language Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 315</td>
<td>Reading I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 330</td>
<td>Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BEH 160</td>
<td>Child Development &amp; Education</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Science Elective</td>
<td></td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>EDU 105</td>
<td>Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 317</td>
<td>Science-Elementary Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 219</td>
<td>Social Studies-Elementary School</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BEH 205</td>
<td>Child Development &amp; Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Science Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits 16**

## Third Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>EDU 210</td>
<td>Elementary School Curriculum</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 212</td>
<td>Art-Elementary School</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 220</td>
<td>Physical Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 420</td>
<td>Educational Measurement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 461</td>
<td>Survey of Exceptionalities</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>EDU 318</td>
<td>Mathematics-Elementary School</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 213</td>
<td>Music-Elementary School</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT 221</td>
<td>Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 316</td>
<td>Reading II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits 15**

## Fourth Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>EDU 480</td>
<td>Student Teaching</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>EDU 414</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BEH 355</td>
<td>Principles of Learning</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>EDU 480</td>
<td>Student Teaching</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>EDU 255</td>
<td>Health &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 350</td>
<td>Education Media &amp; Library</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits 15**

**Total Credits 127**
Elementary Education
Pre-Primary Concentration (Pre-K)

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST YEAR</td>
<td>ENG 101 English Composition I</td>
<td>3</td>
<td>MAT 110 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HUM 100 Intro. to Humanities</td>
<td>3</td>
<td>HPS 250 World Affairs &amp; Geography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 101 Intro. to Psychology</td>
<td>3</td>
<td>BEH 110 Intro. to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FRO 101 Freshman Seminar</td>
<td>2</td>
<td>EDU 101 Intro. to Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>cr. total: 17</td>
<td></td>
<td>cr. total: 18</td>
<td></td>
</tr>
<tr>
<td>SECOND YEAR</td>
<td>EDU 105 Early Childhood Education</td>
<td>3</td>
<td>EDU 111 Principles &amp; Programming-Pre-Primary</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 211 Language Arts-Pre-Primary</td>
<td>3</td>
<td>EDU 330 Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 315 Reading I</td>
<td>3</td>
<td>EDU 219 Social Studies-Elementary School</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BEH 160 Child Development I</td>
<td>3</td>
<td>BEH 205 Child Development II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>cr. total: 16</td>
<td></td>
<td>cr. total: 16</td>
<td></td>
</tr>
<tr>
<td>THIRD YEAR</td>
<td>EDU 230 Creative Activities</td>
<td>3</td>
<td>EDU 250 Math/Science-Pre-Primary</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 212 Art-Elementary School</td>
<td>3</td>
<td>EDU 213 Music-Elementary School</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 220 Physical Education-Elementary</td>
<td>3</td>
<td>MAT 221 Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>School</td>
<td></td>
<td>EDU 420 Educational Measurement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EDU 461 Survey of Exceptions</td>
<td>3</td>
<td>EDU 461 Survey of Exceptions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>cr. total: 15</td>
<td></td>
<td>cr. total: 15</td>
<td>15</td>
</tr>
<tr>
<td>FOURTH YEAR</td>
<td>EDU 480 Student Teaching</td>
<td>6</td>
<td>EDU 480 Student Teaching</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>EDU 414 Children's Literature</td>
<td>3</td>
<td>EDU 255 Health &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BEH 355 Principles of Learning</td>
<td>3</td>
<td>EDU 350 Education Media &amp; Library</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>cr. total: 15</td>
<td></td>
<td>cr. total: 15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Credits 127</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## PRE-PRIMARY EDUCATION ASSOCIATE DEGREE

### 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>3</td>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>COA 110</td>
<td>3</td>
<td>CSC 200</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>3</td>
<td>EDU 105</td>
<td>3</td>
</tr>
<tr>
<td>BEH 150</td>
<td>3</td>
<td>BEH 160</td>
<td>3</td>
</tr>
<tr>
<td>FRO 101</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 111</td>
<td>3</td>
<td>EDU 250</td>
<td>3</td>
</tr>
<tr>
<td>Principles &amp;</td>
<td></td>
<td>Pre-Primary</td>
<td></td>
</tr>
<tr>
<td>Programming-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Primary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU 240</td>
<td>3</td>
<td>EDU 290</td>
<td>3</td>
</tr>
<tr>
<td>Language Arts</td>
<td></td>
<td>Pre-Primary</td>
<td></td>
</tr>
<tr>
<td>Pre-Primary Ed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU 230</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative Activities</td>
<td>3</td>
<td>Practicum</td>
<td>3</td>
</tr>
<tr>
<td>Hist./Pol. Sci. Elective</td>
<td>3</td>
<td>Electives (3)</td>
<td>9</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 63

## HEALTH CARE AD. (Long-Term Care)

The Bachelor of Science in Health Care Adm. is designed to prepare students for professional career opportunities in the administration of health care services in long-term care facilities, community agencies, healthcare organizations, and related businesses. The degree program is designed for health care administrators implementing and managing programs in facilities such as: retirement communities, adult day care centers, home health agencies, nursing centers. In addition, students will be able to pursue goals in health care administration, social work, counseling, and law.

**Special Option:** To qualify for the state nursing home administrator license, the student is required to complete a College-Affiliated Residency.

### Curriculum

**A. General Core Requirements:** (40 credits)

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 110</td>
<td>3</td>
<td>MAT 221</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>3</td>
<td>MAT 220</td>
<td>3</td>
</tr>
<tr>
<td>COA 110</td>
<td>3</td>
<td>COA 200</td>
<td>3</td>
</tr>
<tr>
<td>CSC 200</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRO 101</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B. General Elective Requirement (3 credits)**

Free Elective

**C. Related Business Requirements:** (24 credits)

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201</td>
<td>3</td>
<td>ACC 202</td>
<td>3</td>
</tr>
<tr>
<td>ACC 202</td>
<td>3</td>
<td>MKT 250</td>
<td>3</td>
</tr>
<tr>
<td>MKT 250</td>
<td>3</td>
<td>BUS 228</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250</td>
<td>3</td>
<td>BUS 340</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350</td>
<td>3</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>CSC 315</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D. Related Humanities Requirements:** (6 credits)

- HUM 201
- or
- HUM 221
- or
- HUM 301

- Log
- or
- Intr
- or
- Cre
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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 221</td>
<td>Probability and Statistics</td>
<td>3</td>
</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>
<td>3</td>
</tr>
<tr>
<td>Science Electives (with lab)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>History/Sci. Electives (2)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Humanities Electives (2)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>FRO 101</td>
<td>Freshman Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

B. General Elective Requirement (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Elective (I)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

C. Related Business Requirements: (24 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 202</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>BUS 250</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>CSC 315</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

D. Related Humanities Requirements: (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 201</td>
<td>Logic</td>
<td>3</td>
</tr>
<tr>
<td>or HUM 221</td>
<td>Intro. to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>or HUM 301</td>
<td>Creative Thinking</td>
<td>3</td>
</tr>
</tbody>
</table>
### E. Related Behavioral Science Requirements: (6 credits)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEH 110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>BEH 150</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

### F. Health and Human Services Requirements: (48 credits)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHS 100</td>
<td>Health Care and Social Services Delivery Systems</td>
<td>3</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>HHS 240</td>
<td>Medical-Legal Aspects of Health Care Administration</td>
<td>3</td>
</tr>
<tr>
<td>HHS 290</td>
<td>Field Practicum in HHS</td>
<td>3</td>
</tr>
<tr>
<td>HHS 300</td>
<td>Research Methods in HHS</td>
<td>3</td>
</tr>
<tr>
<td>HHS 320</td>
<td>Public Policy in Long-Term Care</td>
<td>3</td>
</tr>
<tr>
<td>HHS 350</td>
<td>Mental Health and Aging</td>
<td>3</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>HHS 491</td>
<td>Administrative Residency II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits 124**

---

**MASTER OF PROFESSIONAL STUDIES in Health and Human Services (Eldercare Administration)**

This comprehensive program offers academic preparation for successful employment in retirement communities, adult congregate living facilities, and other long-term care and eldercare environments. Students will learn the administration of programs, services, and facilities successfully employed in retirement communities, adult congregate living facilities, and other long-term care and eldercare environments.

#### INTRODUCTORY CORE

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHS 501</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>GHS 502</td>
<td>Methods in Eldercare Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

#### ADMINISTRATIVE CORE (3 credits each)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHS 505</td>
<td>Administration</td>
<td>3</td>
</tr>
<tr>
<td>GHS 510</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>GHS 520</td>
<td>Legal Aspects</td>
<td>3</td>
</tr>
<tr>
<td>GHS 530</td>
<td>Geriatrics</td>
<td>3</td>
</tr>
</tbody>
</table>

#### AGING CORE (3 credits each)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHS 540</td>
<td>Geriatrics</td>
<td>3</td>
</tr>
<tr>
<td>GHS 550</td>
<td>Psychology of Aging</td>
<td>3</td>
</tr>
<tr>
<td>GHS 560</td>
<td>Social Policy</td>
<td>3</td>
</tr>
<tr>
<td>GHS 590</td>
<td>Elder Care</td>
<td>3</td>
</tr>
</tbody>
</table>

#### SERVICE DELIVERY CORE (3 credits each)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHS 600</td>
<td>Elder Care I</td>
<td>3</td>
</tr>
<tr>
<td>GHS 610</td>
<td>Elder Care II</td>
<td>3</td>
</tr>
</tbody>
</table>

#### RESIDENCY CORE

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHS 700</td>
<td>Administration <em>For Licenses</em></td>
<td>3</td>
</tr>
<tr>
<td>GHS 710</td>
<td>Administration <em>For Licenses</em></td>
<td>3</td>
</tr>
</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 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.

#### INTRODUCTORY CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHS 501</td>
<td></td>
<td>Introduction to Eldercare Administration</td>
<td></td>
</tr>
<tr>
<td>GHS 502</td>
<td></td>
<td>Methods in Eldercare Research</td>
<td></td>
</tr>
</tbody>
</table>

#### ADMINISTRATIVE CORE (3 credits each)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHS 505</td>
<td></td>
<td>Administration in HHS I</td>
<td></td>
</tr>
<tr>
<td>GHS 510</td>
<td></td>
<td>Administration in HHS II</td>
<td></td>
</tr>
<tr>
<td>GHS 520</td>
<td></td>
<td>Managerial Finance and Reimbursement for HHS</td>
<td></td>
</tr>
<tr>
<td>GHS 530</td>
<td></td>
<td>Legal Aspects of HHS</td>
<td></td>
</tr>
</tbody>
</table>

#### AGING CORE (3 credits each)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHS 540</td>
<td></td>
<td>Sociology of Aging</td>
<td></td>
</tr>
<tr>
<td>GHS 550</td>
<td></td>
<td>Geriatrics</td>
<td></td>
</tr>
<tr>
<td>GHS 560</td>
<td></td>
<td>Psychology of Aging</td>
<td></td>
</tr>
<tr>
<td>GHS 590</td>
<td></td>
<td>Social Policy</td>
<td></td>
</tr>
</tbody>
</table>

#### SERVICE DELIVERY CORE (3 credits each)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHS 600</td>
<td></td>
<td>Eldercare I</td>
<td></td>
</tr>
<tr>
<td>GHS 610</td>
<td></td>
<td>Eldercare II</td>
<td></td>
</tr>
</tbody>
</table>

#### RESIDENCY CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHS 700</td>
<td></td>
<td>Administrative Residency in Eldercare (500 hours)</td>
<td></td>
</tr>
<tr>
<td>GHS 710</td>
<td></td>
<td>Administrative Residency in Long Term Care (500 hour) — For Licensure Eligibility</td>
<td></td>
</tr>
</tbody>
</table>

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
ELDERCARE ADMINISTRATION

ADMISSION POLICY

All candidates for admission to the MPS in Eldercare 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 $35.00 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 two 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 Miller Analogies Test and submit scores.
7. Complete a personal pre-admission interview.
8. Complete a written essay.

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

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.

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.
STUDIES
PROFESSIONAL STUDIES IN ADMINISTRATION

ADMISSION POLICY
PS in Eldercare Administration must hold at least a
stitution of higher education. Applicants are required

APPLICATION PROCEDURES
ation form with a non-refundable $35.00 admission
Raton.
its forwarded to the Office of Graduate Studies. Admit
ication from professionals in your field. Use the
ce to the Office of Graduate Studies.
licensure if available.
and submit scores.
nterview.

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 stand­
ards. 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. En­
rollment 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 open­
ings 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 cap­
stone 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 & DESIGN

A&D 100  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.

A&D 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.

A&D 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.

A&D 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.

A&D 121  DESIGN FUNDAMENTALS II
A continuation of A&D 120. 3 credit hours.

A&D 130  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.

A&D 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.

A&D 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.

A&D 200  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: A&D 300. 3 credit hours.
IENCES

II

I

n understanding of design concepts, finishing, color schemes and how they apply environment, along with instruction on pre­

problem solving skills. 3 credit hours.

To help students visualize their thoughts con­
nuing with the fundamentals of drawing, ing of three dimensional objects. 3 credit

mercial drawing, including perspective and creative problems in composition. ation and basic skills are stressed. 3 credit

MENTS I

the study of line, form, color, and texture the organization of these elements into com­

is aimed toward guiding students to an of expression for communicating sign. 3 credit hours.

MENTS II

A&D 120. 3 credit hours.

ERIOR DESIGN AND

cing development of interiors in relation­

history from ancient Egypt to the present

AL DESIGN

hniques of environmental design in a two­ l Areas of interest include interior design, ture, and urban planning. 3 credit hours.

n to take basic three-dimensional objects understandable plan and elevation draw­ ppropriate indicators for size and materials.etch objects in a simple, three-dimensional visualizing” concepts from the imagination.

IGN II

action of perspective employed in the crea­ gn projects with emphasis on proxemics as residential and contract design. Presentation es are required. Prerequisite: A&D 300.
A&D 210  LIFE DRAWING I
Through the use of the live model, the course examines independent works of art and creation of a finished work. 3 credit hours.

A&D 211  LIFE DRAWING II

A&D 223  FASHION ILLUSTRATION
Developing awareness of design through color, fabrics, and designer's sketches with emphasis on creating. 3 credit hours.

A&D 225  COMPUTER GRAPHICS
An introduction to the variations created by computers. Hands-generated graphics. Lab fee.

A&D 226  COMPUTER GRAPHICS
A continuation of A&D 225.

A&D 230  PHOTOGRAPHY
Fundamentals of photography, developing, and print-making.

A&D 231  ADVANCED PHOTOGRAPHY
Further study of photography, emphasis on color in photography, exposure techniques of processing.

A&D 240  DRAFTING I
Study of and practice in applications in the interior design process, perspective drawing and

A&D 241  DRAFTING II
Development of more technical graphic projections, 3 credit hours.

A&D 261  COLOR THEORY I
Through the use of acrylics, basic technical skills and a ple opportunity exists for learning. 3 credit hours.

A&D 262  COLOR THEORY II
A continuation of A&D 261.

A&D 265  ILLUSTRATION
An advanced drawing of tools and technique record covers, etc. 3 credit hours.
**A&D 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 preparatory process in the creation of a finished work. Figure drawing stressing the use of light, and proportion. 3 credit hours.

**A&D 211**  
**LIFE DRAWING II**  
A continuation of A&D 210. 3 credit hours.

**A&D 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.

**A&D 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.

**A&D 226**  
**COMPUTER GRAPHICS II**  
A continuation of A&D 225. 3 credit hours.

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

**A&D 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.

**A&D 240**  
**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.

**A&D 241**  
**DRAFTING II**  
Development of more technical drafting skills including orthographic projections, and furniture designing. 3 credit hours.

**A&D 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.

**A&D 262**  
**COLOR THEORY II**  
A continuation of A&D 261. 3 credit hours.

**A&D 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.
A&D 267  PORTFOLIO AND EXHIBITION
The graduating student majoring in Art/Design 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.

A&D 300  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: A&D 200. 3 credit hours.

A&D 301  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.

A&D 302  ART HISTORY II
1850 to the present: Impressionism, Post Impressionism, Cubism, Dada, Surrealism, Abstract, Action, Pop, Conceptual, Recent Figurative Art. 3 credits.

A&D 303  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.

A&D 310  INTERIOR DESIGN RENDERING
Interior delineation and techniques exploring a variety of media. 3 credit hours.

A&D 311  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.

A&D 312  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: A&D 231. Lab fee - $30.00. 3 credit hours.

A&D 313  ADVANCED TEXTILES
The study of fabrics, their construction, color, finishes and special characteristics as applied to interiors. 3 credit hours.

A&D 314  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.

A&D 315  RENDERING TECHNIQUES II
Continuation of A&D 314. 3 credit hours.

A&D 316  LAYOUT AND PRO
Layout and production process, including layout and typography. 3 credit hours.

A&D 317  CORPORATE IDENTITY
A trademark is a graphic mark. The course information about a representative design concept is discussed for development. Students present a slide concept before the client. 3 credit hours.

A&D 318  CREATIVE COPYWRITING
An opportunity for student.copywriters to develop text, design, and print copy for corporate, commercial, and design projects. 3 credit hours.

A&D 320  INTERIOR DESIGN IV
A knowledge of technical specialty, professional portfolio design, and the objectives in interiors. 3 credit hours.

A&D 321  ADVANCED COMMERCE
The creative use of computers in commercial design, including commercial, and education on the use of microcomputers used in the design process. Emphasis on the use of computer graphics in design and in presentation of design solutions. 3 credit hours.

A&D 322  TEXTILE DESIGN
Using computer graphics to design and print fabrics. 3 credit hours.

A&D 323  FURNITURE SELECTION
The study of alternative design elements, artwork, sculpture, and materials used in the creation of interior exhibits. 3 credit hours.

A&D 324  FURNITURE MANUFACTURING TECHNIQUES
Studies of furniture manufacturing techniques.
EXHIBITION

A student majoring in Art/Design evaluates and prepares a portfolio. The portfolio is to consist of up to 35mm slides. New work is produced to present a portfolio personality. A resume is provided. All of the work is then presented in a final exam week. The student designs, invites, and programs for the event.

III

Creative problem solving to do with installation, and estimating that would occur between client, designer, workmen, and boards required. Prerequisite: A&D 330.

A&D 345

RENDERING TECHNIQUES II

Continuation of A&D 344. 3 credit hours.

A&D 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.

A&D 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.

A&D 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.

A&D 400

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: A&D 300. 3 credit hours.

A&D 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: A&D 226. 3 credit hours.

A&D 431

TEXTILE DESIGN

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

A&D 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.

A&D 436

FURNITURE MANUFACTURING AND FINISHING

Studies of furniture manufacturing plants and the latest finishing techniques. 3 credit hours.
A&D 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: A&D 230. 3 credit hours.

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

A&D 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.

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

A&D 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.

A&D 472  TYPOGRAPHY
Typographic forms studied as both visual and verbal means of communication. 3 credit hours.

A&D 480  DESIGN PRESENTATION
Techniques for marketing and project proposals. Direct viewing presentations, projected visual presentations, AV presentations and preparing AV material. 3 credit hours.

A&D 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.

A&D 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.

A&D 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.
OF INTERIORS
Graph and analyze outstanding and award winning interiors in the Boca Raton, Palm Beach areas, with emphasis on lighting, and overall effect. Prerequisite: 3 credit hours.

STANDARDS
Fire, and safety codes relating to Interior Design. 3 credit hours.

PRACTICES
Proposals, contracts, work-orders, patents, trademarks. 3 credit hours.

PHYSIC DESIGN
Designing for the appropriate materials and visual organization. 3 credits hours.

PHOTOGRAPHY
Designing and project proposals. Direct viewing, and visual presentation, AV material. 3 credit hours.

During the Art/Design faculty, the student has the opportunity to pursue experience with practicing professional designers in the Boca Raton area. 3 credit hours.

EXHIBITION
Exhibition and analyses of all skills students' mastered during the course applicable to the students' design track. 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 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.
BEH 270 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.

BEH 349 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.

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

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

BEH 370 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.

BEH 400 PROCESS: PERSONAL GROWTH PSYCHOLOGY
A study of personal growth and ways of dealing with choices and changes of life. References to several psychological disciplines are used as an holistic approach to understanding our individuality. A scholarly study of ways of transcending toward higher levels of personality integration. Pre-requisite: BEH 150. 3 credit hours.

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

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

COMMUNICATIONS

COA 101 FUNDAMENTALS OF COMMUNICATION
Introduction to mass media, industrial and contemporary mass media industries' organization and operations, and ethics, and career opportunities. 3 credit hours.

COA 110 PUBLIC FORUM
A practical study in effective oral presentation. The use of the medium of the spoken word to express the meaning and on interpersonal or group level. 3 credit hours.

COA 120 INTRODUCTION TO PHOTOGRAPHY
The nature, language, and tools of photography; overview of journalistic and art photography; experience (writing for publication) and project. 3 credit hours.

COA 220 PHOTOJOURNALISM
Photojournalism as a career field. Students plan and produce projects with text, with emphasis on design and pictures. Prerequisite: ENG 102. 3 credit hours.

COA 225 TECHNICAL WRITING
A practical course in technical and business writing and presentation using projects from basic technical research. Prerequisite: ENG 102. 3 credit hours.

COA 310 ORAL INTERPRETATION
Narrative, dramatic, and musical interpretation including live and in multimedia, and other creative and expression techniques. 3 credit hours.

COA 325 WRITING FOR VISUAL PRODUCTION
Principles and practical experience in producing and editing audio and video content in standard formats. Prerequisite: ENG 102. 3 credit hours.
COMMUNICATIONS

**COA 101**  
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.

**COA 110**  
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.

**COA 120**  
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.

**COA 220**  
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.

**COA 225**  
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.

**COA 310**  
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.

**COA 325**  
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisite(s)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA 340</td>
<td>ADVERTISING WRITING</td>
<td>Writing advertising copy and designing effective layouts. Creating ads, motivating readers, building campaigns, writing and rewriting, preparing roughs and comps.</td>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>COA 350</td>
<td>COMMUNICATIONS LAW AND ETHICS</td>
<td>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.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>COA 360</td>
<td>COMMUNICATIONS THEORY AND DESIGN</td>
<td>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.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>COA 370</td>
<td>VIDEO PRODUCTION</td>
<td>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.</td>
<td>ART 230</td>
<td>3</td>
</tr>
<tr>
<td>COA 371</td>
<td>A-V PRODUCTION</td>
<td>Introduction to equipment, principles and techniques of making video programs. Students plan, script, storyboard and record brief to medium length video presentations.</td>
<td>ART 230</td>
<td>3</td>
</tr>
<tr>
<td>COA 405</td>
<td>SMALL GROUP COMMUNICATION</td>
<td>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.</td>
<td>COA 110</td>
<td>3</td>
</tr>
<tr>
<td>COA 440</td>
<td>PUBLIC RELATIONS</td>
<td>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.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>COA 470</td>
<td>PRESENTATION DESIGN AND TECHNIQUES</td>
<td>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.</td>
<td>COA 110, ART 220 or 325</td>
<td>3</td>
</tr>
<tr>
<td>COA 475</td>
<td>SENIOR COMMUNICATIONS</td>
<td>Practical application of student plans, designs, and action utilizing the most effective media.</td>
<td>Instructor</td>
<td>6</td>
</tr>
<tr>
<td>COA 480</td>
<td>SENIOR INTERNSHIP</td>
<td>Practical work experience such as advertising or publicity departments of firm promotion agencies.</td>
<td>Intern student work.</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH</td>
<td>ESL READING/Writing</td>
<td>This course emphasizes reading to prepare for college-level development and understanding. Students utilize vocabulary in response to the material required in the lab. Lab 1 hour of lab.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 100</td>
<td>ENGLISH SKILLS</td>
<td>A course in basic writing and a prerequisite for EN 101. Students pass this class with a minimum grade of C.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>ENGLISH COMPOSITION</td>
<td>A course in effective expression of literature. Students develop ability in composition and trained in the use of grammar.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>ENGLISH COMPOSITION</td>
<td>A course in effective expression of literature. Students develop ability in composition and trained in the use of grammar.</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
WRITING

Copy and designing effective layouts. Creating readers, building campaigns, writing roughs and comps. Prerequisite: COA 110.

LAW AND ETHICS

Aspects of mass communications practices, advertising law, invasion of privacy, copylaw, first amendment aspects, and Free Act. 3 credit hours.

THEORY AND DESIGN

Mass communication theories and designs, verbal and nonverbal elements, context, Projects emphasize strategies for creating visual messages through print and multimedia. Students create treatments and photographs, record and mix sound, a multi-media presentation. Prerequisite: COA 110.

COMMUNICATION

on and idea presentation within small effective direct oral communication in instances of various small audiences and instances: COA 110. 3 credit hours.

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.

ENGLISH

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.

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.

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, genres, or authors. 3 credit hours.

ENG 260  MASTERPIECES OF WORLD LITERATURE  
A study of the major literary works of the Ancient World, Middle Ages, and Renaissance. 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, Molière, 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  
An advanced study of selected themes, genres, or authors. 3 credit hours.

ENG 410  BIOGRAPHY AND AUTOBIOGRAPHY  
A study in ancient and modern biographies of individuals who have had and cultural development of

HISTORY/POLITICAL SCIENCE

HPS 111  WORLD HISTORY I  
An examination of the significant events in World History, including Greek, Roman, Early Christian, and Non-Western civilizations and Reformation. 3 credit hours.

HPS 112  WORLD HISTORY II  
An examination of the significant events in World History from the Reformation to the 20th Century. 3 credit hours.

HPS 113  20TH CENTURY WORLD HISTORY  
An examination of World History in the 20th Century. 3 credit hours.

HPS 221  AMERICAN HISTORY I  
A general examination of the economic and social history of the United States from the Colonial Period to the Civil War. 3 credit hours.

HPS 222  AMERICAN HISTORY II  
A general examination of the economic and social history of the United States from the Civil War to the present. 3 credit hours.

HPS 225  AMERICAN GOVERNMENT  
An examination of the Constitution, government, national parties, functions, and the impact of national and international issues.

HPS 230  SOCIAL AND POLITICAL STATES  
A topical approach to key issues in American government and politics.

HPS 250  GEOGRAPHY AND WORLD HISTORY  
Introduction to the interrelations between geography and world history.
LITERATURE I
American authors through 1865 with an emphasis. 3 credit hours.

LITERATURE II
British authors up to the Neo-Classical period. 3 credit hours.

WORLD LITERATURE I
Literary works of the Ancient World, Renaissance. 3 credit hours.

WORLD LITERATURE II
Literary forms used in the Scriptures, such as lyric poetry, as well as dramatic, narrative, and prophetic modes. 3 credit hours.

WORLD LITERATURE III
Literature from the Greek to the present, focusing on various forms of poetry. 3 credit hours.

AMERICAN LITERATURE I
American authors from 1865 to the present, from Naturalism to Realism to the present. 3 credit hours.

AMERICAN LITERATURE II
British authors from the Neo-Classical period to the present. 3 credit hours.

HISTORY/POLITICAL SCIENCE

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.

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.

20TH CENTURY WORLD
World History in the 20th century. 3 credit hours.

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.

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.

AMERICAN GOVERNMENT
An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. 3 credit hours.

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

GEOGRAPHY AND WORLD AFFAIRS
Introduction to the interplay of geography on political and cultural events. Emphasis on current events. 3 credit hours.
HPS 320  LATIN AMERICAN HISTORY  
A comprehensive course that examines major historical/geographic/social features of Latin America, past and present. 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” of 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 the ancient world, Greco-Roman to contemporary times. The writings of Ancient Greek philosophers are emphasized. Formal principles are studied and their relationship with contemporary thought is explored. 3 credit hours.

HUM 101  ART APPRECIATION  
An introductory course in art history, focusing on the development of art forms from ancient times to the present. The role of artists and their influence on society is emphasized. 3 credit hours.

HUM 105  ACTING I  
Fundamental acting exercises designed to achieve credibility on stage. 3 credit hours.

HUM 110  STAGECRAFT  
Set construction, painting, and shifting stage scenery. Knowledge is stressed. Lab fees are required. 3 credit hours.

HUM 120  BALLET TECHNIQUE  
Basic techniques and terminology in dance history, music, and anatomy. No former training required. 3 credit hours.

HUM 121  BALLET TECHNIQUE  
Intermediate technique and terminology in dance history, music, and anatomy. No former training required. 3 credit hours.

HUM 201  LOGIC  
An elementary course in logical thinking. The relationship of different uses of language is emphasized. Formal principles of reasoning are studied and their application is explored. 3 credit hours.

HUM 202  ETHICS  
A systematic study of the writings of Aristotle on ethics and the principles derived will be presented in individual assignments. 3 credit hours.

HUM 221  INTRODUCTION TO HUMANITIES  
A study of the basic social and philosophical ideas that have confronted humankind, from ancient times to the present. 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 211 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 230</td>
<td>WORLD RELIGIONS</td>
<td>A comparative study of the world's great religions and their impact separately and collectively on the world today. 3 credit hours.</td>
</tr>
<tr>
<td>HUM 301</td>
<td>CREATIVE THINKING</td>
<td>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.</td>
</tr>
<tr>
<td>HUM 350</td>
<td>AMERICAN PHILOSOPHY</td>
<td>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.</td>
</tr>
<tr>
<td>HUM 399</td>
<td>COMMUNITY AWARENESS</td>
<td>An integral part of 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.</td>
</tr>
<tr>
<td>LAN 100</td>
<td>FRENCH I</td>
<td>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.</td>
</tr>
<tr>
<td>LAN 101</td>
<td>FRENCH II</td>
<td>Continuation of Elementary French I. Stress on building vocabulary and grammatical structure with practice for fluency. 3 credit hours.</td>
</tr>
<tr>
<td>LAN 110</td>
<td>SPANISH I</td>
<td>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.</td>
</tr>
<tr>
<td>LAN 111</td>
<td>SPANISH II</td>
<td>Continuation of Elementary Spanish I. Stress on building vocabulary and grammatical structure with practice for fluency. 3 credit hours.</td>
</tr>
</tbody>
</table>

**MATHEMATICS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 101</td>
<td>ELEMENTARY ALG</td>
<td>A course designed for background to immediately include real number systems, simple equations, No calculus, however, it can be used.</td>
</tr>
<tr>
<td>MAT 110</td>
<td>COLLEGE ALG</td>
<td>Topics include linear functions, systems of equations, and determinants. Prerequisite: two years of high school algebra.</td>
</tr>
<tr>
<td>MAT 115</td>
<td>TRIGONOMETRY</td>
<td>A course designed for students. Topics include trigonometric equations, solutions of plane and analytic trigonometry. 3 credit hours.</td>
</tr>
<tr>
<td>MAT 220</td>
<td>METHODS OF CALCULUS</td>
<td>A descriptive introduction to differentiation and integration. Prerequisite: MAT 110 or consent of instructor. 3 credit hours.</td>
</tr>
<tr>
<td>MAT 221</td>
<td>PROBABILITY AND STATISTICS</td>
<td>A course designed to introduce students to probability and statistics. Topics include discrete and continuous distributions. 3 credit hours.</td>
</tr>
<tr>
<td>MAT 321</td>
<td>STATISTICAL ANALYSIS</td>
<td>A course designed to introduce students to probability and statistics. Topics include discrete and continuous distributions. 3 credit hours.</td>
</tr>
</tbody>
</table>

**FUNERAL SERVICE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSC 101</td>
<td>INTRODUCTION</td>
<td>A survey of the ever-evolving basic principles of funeral service, requirements, social and clinical aspects, death and at-need counseling. 3 credit hours.</td>
</tr>
<tr>
<td>MSC 131</td>
<td>PRINCIPLES OF COMPUTER UTILIZATION</td>
<td>A detailed study of computer utilization in funeral services in accordance with state and federal laws. 3 credit hours.</td>
</tr>
</tbody>
</table>
Of the world’s great religions and their approach dealing with such topics as "Science, Technology and Society," "Faith and Morals." Different methods used in various disciplinary insights. It considers how reasoning in fields such as law, science, technology, and the arts. Focus is on procedures we can gain greater intellectual flexibility. Sophy insights of American philosophers in- and, James, Royce, etc. The course will use their ideas to help shape American law, ethics, and educational structures. Liberal arts education is to engender a pre-approved community It is the purpose of this course to create flexibility through a pre-approved community. Prerequisite: junior or senior standing. 1-3 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 220** **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 240  FUNERAL HOME MANAGEMENT  
A survey of all aspects of the operation and management of a funeral home, based on the Federal Trade Commission/Re¬ gulatory 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 252  MICROBIOLOGY/PATHOLOGY  
A study of disease conditions that require special handling of human bodies and mortuary equipment (i.e., physiological, clinical, and microbiological abnormalities). Also included are pathological processes that affect embalming procedures and the supportive role of the embalmer/funeral director to the medical examiner relative to mediollegal 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.

MSC 270  RESTORATIVE ART  
A study of the techniques of metatology as they relate to facial form and color. Laboratory work includes specialized techniques as they relate to skull reconstruction. Lab fee - $30.00. 4 credit hours.

MSC 281  FUNERAL SERVICE SEMINAR  
A continuous survey of the operations within the domain of professions through field trips and simulated religious and funeral services on support systems. Specific seminar requirements: Specific seminar requirements: Specific seminar requirements: Specific seminar coordinator. 2 credit hours.

MSC 291  PRACTICUM  
On-site professional experiences under direct supervision of a live in hours.

SCI 110  SCIENCE  
SCI 111  BIOLOGY I - THE BIOLOGICAL WORLD  
Introduction to the life sciences emphasizing the diversity and unity of life. Lab fee - $30.00.

SCI 112  BIOLOGY II - BIOLOGICAL SYSTEMS AND LAB  
Introduction to the organization of life on the levels of organization, including elements, cells, tissues, and organ systems. Prerequisite: SCI 110. Lab fee - $30.00.

SCI 130  GENERAL CHEMISTRY I  
An introductory course in chemistry including elements, matter, and the chemical properties of matter. Prerequisite: MATH 102. Lab fee - $30.00.

SCI 131  GENERAL CHEMISTRY II  
A basic study of organic chemistry including topics as food chemistry, drugs, and the chemistry of fuels. Prerequisite: SCI 130. Lab fee - $30.00.
CE SANITATION
Laboratory requirements specified for embalmers related to preservation and pro-health. Included are the various regulatory possibilities, and functions of applicable local, agencies. 3 credit hours.

nature and meanings of death. Attention is

typical, cultural, biological, psychological, and legal aspects of death and dying.

CE LAW
Aspects of funeralization with emphasis on mortuary statutes, rules, and regulations.

MANAGEMENT 
Aspects of the operation and management of a funeral home on the Federal Trade Commission/Rules and business practices. Included are location selection, construction and remodeling, recruitment, personnel, interior design, computer applications, and merchandising. 5 credit hours.

PATHOLOGY
Conditions that require handling of mortuary equipment (i.e., physiological, pathological abnormalities). Also included are the student with an understanding of the techniques necessary for the embalmer/funeral director to the effective to medicolegal investigations.

of the cognitive and manipulative em-
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 inte­
grated whole. Anatomy and Physiology I describes the cellu­
lar 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 reproduc­
tive systems. Lab fee $30.00. 4 credit hours.

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

DIVISION OF BUSINESS

ACCOUNTING

PRINCIPLES OF ACCOUNTING

ACC 201  A study of the fundamental concepts of accounting as applied to business. Emphasis is on income determination,
3 credit hours.

ACC 202  PRINCIPLES OF ACCOUNTING
Continuation of Accounting procedures and techniques, including the statistical methods, and the branch of accounting
4 credit hours.

INTERMEDIATE ACCOUNTING

ACC 311  A course which broadens the accounting theory and practice
4 credit hours.

ACC 312  INTERMEDIATE ACCOUNTING
Continuation of Intermediate Accounting. Emphasis is on the applications of accounting techniques in the
4 credit hours.

FEDERAL TAXATION

ACC 321  A course covering the taxation of individuals and businesses. Emphasis is on the return in accordance with
3 credit hours.

ACC 331  COST ACCOUNTING
A course emphasizing cost accounting procedures applied to controlling operations. Emphasis is on the standard costs, budgeting, and inventory
3 credit hours.

ACCOUNTING

ACC 451  The accounting fundamentals including bookkeeping
3 credit hours.
PHYSIOLOGY I AND LAB

The course provides sufficient knowledge of physiology to serve as a working basis for related fields and/or a general appreciation of the human body as an integrated system. Anatomy and Physiology I describes the cellular structure and function, skeletal, muscular, and nervous systems. Lab fee $30.00. 4 credit hours.

PHYSIOLOGY II AND LAB

Anatomy and Physiology I with studies of the respiratory, excretory, endocrine, and reproductive systems. Lab fee $30.00. 4 credit hours.

TO ENVIRONMENTAL STUDIES AND ENVIRONMENTAL HEALTH

An introduction to human and wild environments, with a focus on the biological and behavioral perspectives. A college level science course. Lab fee $30.00.

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 hours.

ACC 461  ADVANCED ACCOUNTING
An advanced accounting course dealing with business combinations and consolidated entities, partnership and branch accounting, and foreign currency translation. Prerequisite: ACC 312. 4 credit hours.

ACC 471  ACCOUNTING SYSTEMS
A course providing a basic knowledge of information systems and their role in the performance of the accounting function in business organizations. This basic knowledge includes 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 210  FLIGHT THEORY
Advanced flight theory for the FAA instruc tor certificate. Prerequisite AVM 111.

AVM 215  FLIGHT THEORY
Continues the training and the commercial the FAA written test rating and the AVM 210. 4 credit hours.

AVM 225  METEOROLOGY
A scientific study of the weather, forecasting techniques. The course covers certain topics included 3 credit hours.

AVM 310  FLIGHT INSTRUCTION AND PROCEDURES
Methodology and techniques to prepare the student. (Not required for the commercial certificate. 4 credit hours.

AVM 330  AVIATION LAW
A study of the various acts by which aviation is governed, cases which have resulted. 3 credit hours.

AVM 340  FIXED BASE OPERATIONS
An analysis of all aspects of fixed base flight training, commercial flight operations. 3 credit hours.

AVM 345  AIRPORT MANAGEMENT
A detailed study of airport facilities and operations, the manager's functions, the flow of airport operations, coordination of functions, and the preparation of an airport manual. 3 credit hours.

AVM 410  MULTI-ENGINE FLIGHT TRAINING
Coursework and flight training to prepare the student for the FAA written examination, oral test, and the flight test required for the private certificate with an airplane category and multi-engine land class rating. 3 credit hours
IN ACCOUNTING
The latest trends in accounting theory and practice are the current as well as the perennial accounting thought, with special emphasis on the economy and the world situation. Prerequisite: senior standing, ACC 312.

ACCOUNTING
An introductory course dealing with business combining entities, partnership and branch office accounting, and reporting currency translation. Prerequisite: ACC 212.

INFORMATION SYSTEMS
Basic knowledge of information systems and their performance in the accounting function. This basic knowledge includes the flow of accounting data, familiarity with internal control, and an understanding of users in accounting information systems. Prerequisite: CSC 315. 3 credit hours.

IN ACCOUNTING
Accounting are researched and discussed current trends in accounting practice. Prerequisite: ACC 312. 3 credit hours.

FLIGHT THEORY AND TRAINING I
Advanced flight theory which begins preparing the student for the FAA instrument rating and the FAA commercial pilot certificate. Prerequisite: AVM 311. 4 credit hours.

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.

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.

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.

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.

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.

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.

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, and 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  
The 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: BFI 311 or permission of instructor. 3 credit hours.

BFI 352  MONEY, BANKING, AND MONETARY POLICY  
Nature, functions, and sources of money, domestic and international features of monetary systems, monopoly and banking history, financial institutions and markets, commercial and central banking, monetary theory and policy, and their relationship to fiscal policy. Prerequisite: BUS 170-171. 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 202. 3 credit hours.

FASHION MARKETING  
BFM 100  INTRODUCTION TO THE FASHION CONSUMER  
An examination of the fashion career opportunities that influence consumer demand and distribution of fashion and its application in the business. 3 credit hours.

BFM 120  TEXTILES  
A comprehensive understanding of the formation of fabrics. Textiles and the analysis of fit, design, and finishes. There are discussions with current fabric fashion designers and federal regulations necessary in designing and buying levels. 3 credit hours.

BFM 140  FASHION COORDINATION  
The student acquires knowledge and understanding of the fashion industry, design, and coordination, and the image. Fashion shows an example. Class projects requiring classroom study and production of fashion trends. Coordination of show production or clinical. 3 credit hours.

BFM 215  FUNDAMENTALS OF FASHION DESIGN  
An analysis of fashion career opportunities that influence the quality of materials and the image. Fashion designs and home, focusing on effects of designing. 3 credit hours.

BFM 225  FASHION SALES PROFESSIONAL  
A study of the basics of professional selling. An analysis of the retailing environment, sale techniques, and sales management methodology, and the motivation of consumer buying are analyzed. 3 credit hours.

BFM 240  FASHION BUYING  
The student focuses on the analysis of buying techniques of merchandise assortment and motivation of consumer buying are analyzed. 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 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 economics which is concerned with individual business firms, and other factors of production. 3 credit hours.

BUS 171  MACROECONOMICS
Introduces the student to economic concepts and their influence of contemporary social problems.

BUS 212  BUSINESS LAW I
An introduction to business law, contracts, agency, negligence. Prerequisite: 3 credit hours.

BUS 213  BUSINESS LAW II
A continuation of business law, corporate law, and bankruptcy. Prerequisite: 3 credit hours.

BUS 228  BUSINESS COMMUNICATIONS
A study of the principles of effective communications. Beginning to the needs of a communication course focuses on the nature of interpersonal and small group communication, and the role of communication in the business world. 3 credit hours.

BUS 250  PRINCIPLES OF MANAGEMENT
A study of the development of management functions in the practice of management. 3 credit hours.

BUS 340  ORGANIZATIONAL BEHAVIOR
Analysis of organizational behavior in the behavioral environment of organizations. Structural environment, conflict, leadership, dynamics of organizations. 3 credit hours.
TRY TOUR
In a fashion center, consists of an orientation seminars in a variety of areas by profes­

sors of sales, apparel design, fashion retail, manufac­turers' union, apparel manufacture tion, providing an overview of the fashion industry. Discussions and required written projects are topics of concern to the primary market, and retailers. Enrollment is limited. Pre­

registration required. 3 credit hours.

MARGARITA
Analysis of advanced topics relative to fashion. The current market situation in the industry is employed to enrich lectures, demon­

strating guest speakers focusing on the decision- making process. Prerequisite: Course 2. 3 credit hours.

MARKETING RESEARCH
Research methods utilized in the fashion industry include the structuring of data collection and analysis of fashion trends, research project de­

definition of results. Prerequisites: MKT 311 3 credit hours.

MARKETING STRATEGY AND POLICY
A course focusing on analysis, establishing media selection, and design. A culmi­

nation of marketing coursework dealing with skills used to market fashion apparel and merchandise. Prerequisite: BFM 430. 3 credit hours.

BUSINESS ADMINISTRATION

BUS 170 MICROECONOMICS
Introduces the student to the basic principles of microeconomics which is concerned with the interrelationships 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 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.

BUS 350  BUS 415  BUS 422  BUS 423  BUS 430  BUS 450  BUS 481

COMPUTER SCIENCE

CSC 200  INTRODUCTION TO COMPUTERS
An introduction to computers which can be used as a tool in business. Prepares the student to understand the application of computers in company to develop the skills needed to use a computer tool in both their professional and personal life. Lab fee - $30.00. 3 credit hours.

CSC 250  SPREADSHEET DESIGN
Concepts and principles of use in the manipulation and presentation of data. Available computer equipment is viewed. Activities in the course include the use of financial spreadsheets models, searching and sorting, formatting spreadsheet options. Prerequisite: CSC 200. Lab fee - $30.00. 3 credit hours.

CSC 300  DATA BASE SYSTEMS A
This course is a study of data base systems and the management techniques for them. Focus is on the use of query languages, relational techniques, including relational algebra, query languages and database manipulation. Major software packages and practices and application in the application of data base management is included. Prerequisite: CSC 200. 3 credit hours.

CSC 315  MANAGEMENT INFORMATION SYSTEMS
An introduction to the computer and the role it plays in the management of organizations. Introduces the student to the operation of computer systems and provides a basic understanding of the computer's role. Includes the development of the student's programming methods. Prerequisites: BUS 250, BUS 350. Lab fee - $30.00. 3 credit hours.

MARKETING

MKT 250  PRINCIPLES OF MARKETING
Introduces the student to the principles of marketing. Topics include marketing channels of distribution and activities. 3 credit hours.

MKT 260  RETAILING
Examination of the organization and management of retail establishments. Concentration is on the management of retail stores, sales and services as well as goods. 3 credit hours.
MANAGEMENT
Study of the practice of modern manpower concentration include employee retention, and development, performance appraisal, compensation systems, employee benefit plan program design and evaluation. Prerequisite: BUS 350.

PUBLIC POLICY
Public sector, federal taxing, spending, borrowing: BUS 170 and BUS 171. 3 credit hours.

BUSINESS ANALYSIS I
The application of quantitative analysis to business problems. Probability concepts, forecasting, decision, probabilities under certainty and uncertainty, Markov analysis, inventory. EOQ models. Prerequisite: BUS 350. 3 credit hours.

BUSINESS ANALYSIS II
The application of quantitative analysis to business problems. Topics include: linear programming, simulation, integer programming, simulation, and Markoff analysis. Prerequisite: BUS 222. 3 credit hours.

NEGOTIATIONS
The negotiation process and its impact on society. Prerequisite: BUS 350.

SOCIETY
The external to the firm which influence its operation. Includes legal and regulatory, political, technological factors that affect and non-managerial behavior in the impact on society. Prerequisites: BUS 250, 3 credit hours.

PUBLIC POLICY
The process of determining and implementing policy. Of business organizations, including the upper-level company policy in such functions as finance, marketing, and production are studied. Prerequisite: BUS 350. 3 credit hours.

BUSINESS
The business to be selected as appropriate in the is offered. Prerequisites will vary and instructor is required. 3 credit hours.

COMPUTER SCIENCE

CSC 200 INTRODUCTION TO COMPUTER APPLICATIONS
An introduction to computers and 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 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. Programming and manipulation techniques, spreadsheets, searching and sorting spreadsheets, database management, and MRP programs. Prerequisite: CSC 200. Lab fee - $30.00. 3 credit hours.

CSC 300 DATA BASE SYSTEMS AND MANAGEMENT
This course is a study of database 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 305</td>
<td>CONSUMER BEHAVIOR</td>
<td>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, BEH 110, BEH 150. 3 credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 311</td>
<td>MARKETING MANAGEMENT</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 321</td>
<td>SALES MANAGEMENT</td>
<td>The role of personal selling in marketing mix, the selling process, analytical approaches to forecasting and planning, development and implementation of sales programs. Prerequisite: MKT 250. 3 credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 322</td>
<td>PROFESSIONAL SELLING</td>
<td>A continuation of MKT 321, with greater emphasis placed on the development of selling techniques, territory penetration, presentations, and closings. Prerequisite: MKT 250. 3 credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 350</td>
<td>ADVERTISING</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 355</td>
<td>MARKETING COMMUNICATIONS</td>
<td>A study of the corporate promotion process, including public relations practices, sales promotion, direct marketing, and topics relating to the functions of marketing. Integrated promotional programs are developed based on current market research. Prerequisite: MKT 350. 3 credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 360</td>
<td>MARKETING CHANNELS</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 375</td>
<td>INDUSTRIAL MARKETING</td>
<td>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 250. 3 credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 380</td>
<td>INTERNATIONAL MARKETING</td>
<td>International marketing is defined in terms of companies, marketing, promotional policy, and development. Prerequisite: MKT 311. 3 credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 430</td>
<td>MARKETING RESEARCH</td>
<td>Introduction to the techniques of market research methods, research presentation. Prerequisites: MKT 311. 3 credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 450</td>
<td>ADVANCED ADVERTISING</td>
<td>This course is an extension of MKT 350, an aid to decision-making. Topics must be arranged by the instructor. 3 credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 460</td>
<td>MARKETING STRATEGIES</td>
<td>A culmination of prior marketing strategies for marketing. This product-oriented course is designed to develop strategies and controls. Prerequisite: MKT 460, senior standing. 3 credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 481</td>
<td>ADVANCED MARKETING</td>
<td>A detailed course of study of the product line, typically a current controversy. Topics must be arranged by the instructor. Prerequisite: MKT 460, senior standing. 3 credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 490</td>
<td>MARKETING INTERNS</td>
<td>A minimum of 250 hours of work environment of either business or technology. The field experiences in any of the areas of interest. The student will submit a paper that is based on research employing the student. Prerequisite: permission of the instructor. 3 credit hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SBA 310</td>
<td>INTRODUCTION TO SMALL BUSINESS ADMINISTRATION</td>
<td>A study of how small businesses are started. The course provides an understanding of small business management. Particular emphasis is given to new opportunities and those that prove viable.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
causes the consumer to purchase or not to purchase. The course focuses on consumer branding, decision process, the impact of current issues (working women, and the elderly) and the marketing strategies to encourage a positive response. Prerequisite: MKT 250, BEH 110, BEH 115.

MANAGEMENT

Management is viewed in the context of the company. Emphasis is on basic decision-making processes. Topics include consumer behavior, sales promotion, pricing, distribution channel policy. Prerequisite: MKT 250. 3 credit hours.

ADVERTISING

Selling in marketing mix, the selling process approaches to forecasting and planning, development of sales programs. Prerequisite: MKT 250.

COMMUNICATIONS

Promotional aspect of the marketing mix, promotion and public relations. Emphasis is on basic decision-making processes. Topics include consumer behavior, sales promotion, pricing, distribution channel policy. Prerequisite: MKT 250. 3 credit hours.

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 311 and senior standing. 3 credit hours.

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. 3 credit hours.

MARKETING INTERNSHIP

A minimum of 250 hours of field work in appropriate business environment of either manufacturing, service, distribution or retail. The field experience will emphasize marketing techniques in any of the areas of marketing the student has interest. The student will be responsible for a comprehensive paper that is based on research of the industry and the firm employing the student. Prerequisite: Senior standing and permission of the instructor. 3 credit hours.

SMALL BUSINESS ADMINISTRATION

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.
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.

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.

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.

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 MANAGEMENT

HOTEL AND RESTAURANT MANAGEMENT

HRM 100 INTRODUCTION TO HOTEL AND RESTAURANT MANAGEMENT
The growth and progress of the hotel and restaurant industry is stressed. Includes clubs, hotels, motels, and restaurants and operated. The industry's legal forms are stressed. 3 credit hours.

HRM 130 PRINCIPLES OF HOSPITALITY MANAGEMENT
Examines the skills specific to the hospitality industry. Includes management responsibilities, and the person in management. 3 credit hours.

HRM 140 FRONT OFFICE MANAGEMENT
A study of front office procedures, identification and duties of front desk staff, front office salesmanship, handling of cash/credit transactions. 3 credit hours.

HRM 163 TRAINING AND SUPERVISION
Presents a framework for training to develop positive results, task and job related skills, policies, job related skills, and counseling. 3 credit hours.

HRM 172 HOSPITALITY MARKETING
Sales planning, promotion within the hospitality industry are emphasized. 3 credit hours.

HRM 243 HOSPITALITY PURCHASING
Describes the development of the purchasing department, responsibilities, and the use of purchasing practices. 3 credit hours.

HRM 255 CUSTOMER SERVICE
An emphasis on the development of the customer service skills needed to anticipate solutions to customer needs. 3 credit hours.
**ALL BUSINESS AND REAL VENTURES I**

The study of financing small businesses and real ventures. Emphasis will be on introducing various sources, commercial banking sources, investment potential sources, and real estate. Prerequisites: ACC 202, SBA 310. 3 credit hours.

**ALL BUSINESS AND REAL VENTURES II**

The process of financing small businesses and real ventures. This course will emphasize specific sources for going public, selling out, acquisitions, and real estate. Prerequisites: ACC 202, SBA 310. 3 credit hours.

**GROWING BUSINESSES**

The necessary changes in management strategies as businesses grow from its inception through maturity. Prerequisites: ACC 202, SBA 310. 3 credit hours.

**FAMILY BUSINESSES**

Particular problems associated with family businesses such as estate planning, financing, and contract negotiation. Prerequisite: ACC 321, SBA 401. 3 credit hours.

---

**DIVISION OF HOTEL, RESTAURANT, AND TOURISM MANAGEMENT**

**HOTEL AND RESTAURANT MANAGEMENT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 100</td>
<td><strong>INTRODUCTION TO HOSPITALITY INDUSTRY</strong></td>
<td>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.</td>
<td>ACC 202, SBA 310</td>
<td>3</td>
</tr>
<tr>
<td>HRM 130</td>
<td><strong>PRINCIPLES OF HOSPITALITY ORGANIZATION AND MANAGEMENT</strong></td>
<td>Examines the skills specific to managing hospitality operations. Includes management responsibilities, operational responsibilities, and the personal and professional demands of management.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HRM 140</td>
<td><strong>FRONT OFFICE MANAGEMENT</strong></td>
<td>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.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HRM 163</td>
<td><strong>TRAINING AND SUPERVISORY DEVELOPMENT</strong></td>
<td>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.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HRM 172</td>
<td><strong>HOSPITALITY MARKETING AND SALES</strong></td>
<td>Sales planning, promotion and publicity, advertising, and the types of internal and outside sales programs needed in the hospitality industry are emphasized.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HRM 243</td>
<td><strong>HOSPITALITY PURCHASING MANAGEMENT</strong></td>
<td>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.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HRM 255</td>
<td><strong>CUSTOMER SERVICE STRATEGIES</strong></td>
<td>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.</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
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 INDUSTRY  
Offers an overview of all and food service operations - hardware and system selection, computer systems - PMS for office applications, and restaurant management. Prerequisite: CSC 200. 4 credit hours.

HRM 320  HOSPITALITY ENGINEERING  
The basic engineering training in management, air conditioning, etc., to management problems. Prerequisite: MTH 105. 4 credit hours.

HRM 347  SANITATION MANAGEMENT  
Details the fundamentals in food service and covers procedures without neglecting the sanitation practices. 3 credit hours.

HRM 355  FINANCIAL ANALYSIS  
An examination of the financial statements of businesses in 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 360  FOOD SERVICE OPERATIONS II  
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 361  FOOD SERVICE OPERATIONS II  
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.
OPERATIONS I
management techniques to the areas of
dining room service. Students will be
familiar with the standards and
credit hours.

OPERATIONS II
need to teach the student the principles of
design in various types of food service
industries. The course will provide a laboratory for
testing of these menus. Prerequisite: HRM

WINE
legal aspects of operating all types of hos-
This course explains precedents of common
relating to responsibility for guests, employ-
liability, negligence, and other
for hotels, motels, restaurants, and clubs.

INDUSTRY ACCOUNTING
ial accounting concepts and explains how
specific operations within the hospitality industry,
including financial statements, budgeting,
control, planning cash flow, incor-
revision to the uniform system of accounts.
and the need for and use of timely and
on as a vital tool in the management proc-

FOOD SERVICE OPERATIONS III
Beverage management systems will be covered in this ad-
various types of food service operations. The University
Club will provide the real world setting for this course.

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 differ-
ent types of functions will be covered as well. The University
Club will be utilized as a learning laboratory. Pre-requisite:

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 com-
puter systems - hardware, software, software applications,
and system selection, computer-based hotel property manage-
ment 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, refrigera-
tion, air conditioning, and acoustics are considered in relation
management problems associated with the physical
aspects of the property. Capital investment, operating ex-
penses, repair, and maintenance costs are emphasized along
with efficiency control, renovation, and replacement of equip-
ment. 3 credit hours.

HRM 347
SANITATION MANAGEMENT
Details the fundamentals of sanitation for food service em-
ployees 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 reve-
nue 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 ad-
vanced 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.
2 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 differ-
ent types of functions will be covered as well. The University
Club will be utilized as a learning laboratory. Pre-requisite:

HRM 360. 6 credit hours.
HRM 365 SECURITY MANAGEMENT
Problems related to the security of persons, physical belongings, and the physical premises involving interior and exterior design of the property, legal liability, insurance protection, electronic mechanical, personnel, and financial control are studied with a practical view toward resolving operational losses. 3 credit hours.

HRM 370 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.

HRM 375 HOSPITALITY PERSONNEL MANAGEMENT
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.

HRM 400 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.

HRM 415 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.

HRM 450 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.

HRM 470 CONVENTION AND SALES MANAGEMENT
Defines the scope and various segments of the convention market. Explains what is required to meet the individual needs of patrons and explores methods and techniques that lead to the development and implementations of more competitive service. 3 credit hours.

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

HRM 490 INTERNSHIP
1200 Hours of field work in hotels, restaurants, or clubs. The field experience will be accompanied by seminars and faculty conferences. Prerequisite: instructor. 3 credit hours.

HRM 495 INDEPENDENT STUDY IN HOTEL AND RESTAURANT MANAGEMENT
Independent research projects under faculty supervision. Prerequisite: instructor. 3 credit hours.

TOURISM AND TRAVEL MANAGEMENT

TTA 100 INTRODUCTION TO TOURISM
An overview of the travel business from ancient times to the present, including segments of the industry - hotel and vehicular travel. Foreignness travel will be included. 3 credit hours.

TTA 120 TOURISTIC GEOGRAPHY
An examination of the tourist travel destinations. Travel development of travel world wide, attractive and business conventions. 3 credit hours.

TTA 130 AIRLINE TRANSPORTATION SYSTEMS
Thorough instruction on the Official Airline Guide... the National Wide Edition, and the Travel and Ticketing is one of the areas of the industry. Also covered are legal and ethical issues in the era of deregulation. Prerequisite: instructor. 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.
TTA 170  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.

TTA 200  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.

TTA 210  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.

TTA 230  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.

TTA 269  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.

TTA 300  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.

TTA 380  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 MANAGEMENT
A detailed analysis of the industry, spanning the processes management strategies that insure within the economic, political range from a market analysis to the development, transportation, and industries. 3 credit hours.

TTA 410  INTERNATIONAL CUSTOMERS
This course is designed to additional cultural behavior. The enrichment of any foreign journey is the traveler understand and enjoy the trip - the people, their course includes conversing, dress, and particularly to make friends in a foreign

TTA 472  WHOLESALE TOUR SYSTEMS
An in-depth examination of a detailed study of package travel, marketing, and planning. Includes an individual, fully escorted

TTA 475  COMPARATIVE TOURISM
An in-depth study and evaluation of international tourism policies, for political, geographical, agri

TTA 481  SEMINAR IN TOURISM
Current topics and developments with emphasis on career opportunities. Resume preparation, and industry employment status. 3 credit hours.

TTA 490  INTERNSHIP
1200 Hours of field work including airlines, shipping companies, hotels. The field experiences and cost control procedures. 3 credit hours.

TTA 495  INDEPENDENT STUDY
Independent research provided by instructor. 3 credit hours.
ADMINISTRATION

to acquaint the student with the often inner workings of a travel agency and its establishment, approval, and problems... tracing the efforts prior to and beyond the establishment of the industry. Constantly changing due to new venues for expansion and management. Special topics that are not covered in other courses introduce students to recent developments in the industry. 3 credit hours.

OPERATIONS

Procedures involved in planning, developing a total travel marketing campaign, all aspects of travel and tourism promotion, including newspapers, magazines, mail, directories, and other media, as well as maintaining good public relations.

LAW

Use legal issues with employees, clients, and as in-depth study of different countries is essential to successful operation. 3 credit hours.

TRACTIONS

Cultural, political, and economic analysis of areas in the world and investigation of trends and developments that have an impact upon, an area's offerings, and their reasons for choosing such tours.

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 ensure 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 477 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.

LEADERSHIP STYLES
Leadership styles appropriate to various types of recreational settings are identified and studied. 3 credit hours.

CLUB FACILITIES MANAGEMENT
Basic principles of graphic design and physical plant organization common to clubs are stressed. 3 credit hours.

SEMINAR
Advanced topics related to different types of club are discussed. Contemporary topics, research will be covered. 3 credit hours.

INTERNSHIP
1200 Hours of field work in various settings. The internship with techniques and will be covered. 3 credit hours.
MANAGEMENT

INTRODUCTION TO CLUB MANAGEMENT
Story, organizational structure, future directions in golf clubs, country clubs, sports
clubs, city clubs, civic clubs, and military. 3 credit hours.

SPORTS SKILLS I
Focus on the development of methods, tech­
supervised by a professional instructor. It
velop students' playing abilities and sharpen
Students can elect Golf or Tennis as a

SPORTS SKILLS II
CRM 150. 3 credit hours.

TEACHING SPORTS
Sports management intensive-course covering
methods of teaching sports such as golf, tennis. 3 credit hours.

TRENDS
Topics that complement regular course mate­
dents to recent developments and trends
club operations. 3 credit hours.

INS
of the club environment contrasted with the
the motivated segments of the hospitality indus­
problems in social and recreational aspects,
axes will also be included. 3 credit hours.

PRACTICAL MANAGEMENT
Administrative theory, responsibilities, personnel
eral functions of a health facility
and equipment utilized in the facility will
3 credit hours.

SUSTAINABLE FACILITIES
An understanding of recreational facil­
allocation both indoors and out­
placed on equipment, construction, and
ities. 3 credit hours.

SCAPE MANAGEMENT
Maintenance of fine turfgrass, trees, shrubs,
sts used on golf courses and recreational

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

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 dis­
cussed. 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 market­
ing 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, PRE-PRIMARY 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 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 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
Development of methods and materials for teaching, listening, speaking and writing skills in the elementary school. Field observation and participation required. Pre-requisite for Reading I. 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 the pre-elementary setting types of music, acquiring and the use of art supplies in the elementary environment. Lab fee - $30.00. 3 credit hours.

EDU 240 LANGUAGE ARTS — PRE-PRIMARY
Emphasis on developing children in language arts and reading skills. Lab fee - $30.00. 3 credit hours.

EDU 250 MATH/SCIENCE — PRE-PRIMARY
Emphasis is upon developing children in experiments related to mathematics and science. Lab fee - $30.00. 3 credit hours.

EDU 255 HEALTH AND SAFETY
A study of current health practices, drug abuse, alcohol related problems. Also includes the Heimlich maneuver, and Safety concerns related to children, as well as health science. 3 credit hours.

EDU 280 MONTESSORI PRACTICE
Designed to give Montessori student teaching in preparation for classroom teacher or assistant. Students under supervision gain further practice in observing children in a classroom setting. 3 credit hours.

EDU 285 MONTESSORI PRACTICE
Designed to give Montessori student teaching in preparation of classroom teacher or assistant. Students under supervision gain further practice in observing children in a classroom setting. 3 credit hours.

EDU 290 PRE-PRIMARY PRACTICE
Designed to give Pre-Primary student teaching in preparation for classroom teacher in a Pre-Primary classroom setting. 3 credit hours.

EDU 314 LITERATURE — ELEMENTARY
Selection and use of children's books as a mode of inquiry in the classroom. 3 credit hours.
AND PROFESSIONAL STUDIES

TO EDUCATION
The historical, philosophical, and sociological education as well as the legal, social, financial environment of schools. Field experience. 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 285 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 290 PRE-PRIMARY PRACTICUM
Designed to give Pre-Primary majors one full term of student teaching in preparation for assuming the position of classroom teacher in a Pre-Primary setting. Students under supervision of an expert teacher perfect observation techniques and gain further practice in presenting materials and activities 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 teaching young students to read. Emphasis will be on reading readiness, perceptual development, work attack skills, vocabulary, and comprehension. Field observation and practice required. Pre-requisite: Language Arts - Elementary School. 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. Field observation and practice required. Pre-requisite Reading I - Elementary School. 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. Development and use of strategies to integrate ethnic content into the existing curricula. Field observation and practice required. 3 credit hours.

EDU 350  
**EDUCATIONAL MEDIA**  
Development of competencies for effective selection and utilization of instructional media. Use of school library or media center to enhance classroom instruction. Consideration of sources, selection evaluation and methods of implementing library and media. 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  
**EXCEPTIONAL STUDENTS IN REGULAR CLASSROOMS**  
Review of research based information on the identification and remediation of exceptional students in the regular classroom. Development of practical teaching strategies regular educators need to respond effectively to exceptional students in regular classroom settings. Field observation and practice required. 3 credit hours.

EDU 480  
**STUDENT TEACHING**  
The guided practice of teaching in two schools. Requires the utilization of skills in elementary school settings. 6 credit hours.

EDU 481  
**INTERNSHIP**  
Independent practice teaching at different levels. Requires the utilization of skills in elementary school settings. 3 credit hours.

GHS 100  
**HEALTH CARE AND SOCIAL SYSTEM**  
GHS 100  
A survey of the programs, services, and systems of health care. Emphasis on the prevention, diagnosis, and treatment of disease. 3 credit hours.

GHS 120  and 121  
**INTRODUCTION TO HEALTH I AND II**  
Fundamental theories, principles, and practices are surveyed to prepare students for careers in health care management. 3 credit hours each.

GHS 170  
**HEALTH CARE DELIVERY**  
An examination of interprofessional care as adult congregate living, regulatory requirements, and duties of administrators and support care and service as well as the architectural, legal, and financial aspects. 3 credit hours.

GHS 210  
**CHANGE AND LOSS**  
A study of the nature of change experienced by children, the meaning of personhood in the context of clinical brain death, along with the impact of living wills. Emphasis on illness versus sudden death. 3 credit hours.
EDU 480 STUDENT TEACHING
The guided practice of teaching under supervision in at least two schools. Requires the utilization of knowledge, attitudes, and skills in elementary school instructional situations. 6 credit hours.

EDU 481 INTERNSHIP
Independent practice teaching in two schools at two grade levels. Requires the utilization of knowledge, attitudes, and skills in elementary school instructional situations. 6 credit hours.

GERONTOLOGY AND HEALTH SERVICES

GHS 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.

GHS 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.

GHS 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.

GHS 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.
GHS 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.

GHS 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.

GHS 290  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.

GHS 300  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.

GHS 320  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.

GHS 350  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.

GHS 370  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.

GHS 420  THERAPEUTIC AND SUPPORT SERVICES
An examination of rehabilitation services, including therapy 3 credit hours.

GHS 460  HEALTH IN THE LATE ADULT YEARS
A study of the biological, psychological, and social aspects of aging. Major age-related diseases and implications for health and well-being. 3 credit hours.

GHS 490 and 491  ADMINISTRATIVE RESIDENCY
Emphasis is placed on faculty/mentor interactions. A supervised experience in which the student performs an administrative role under the supervision of a faculty member. 650 Hours. Pass (P) or Unsatisfactory (U) each.

GHS 498  UNDERGRADUATE ADMINISTRATION OF LONG-TERM CARE
The student demonstrates an understanding of the administration of a nursing facility through an internship placement. The student gains hands-on experience in the six areas of practice as specified in the Florida Statutes for Nurse Practitioner, finance, marketing, resident care. Placement shall include a mental rotation, written guidelines for the course, and a letter grade. 3 credit hours. (P) or Unsatisfactory (U).
OLOGY
individual, group, and societal needs of the
emphasis is placed on concepts and theoretical
information, research, social policy
practice in the field of gerontology.
early aspects of aging, social support,
housing, institutionalization, retirement,
and health and social services for the

ASPECTS OF HEALTH CARE AD-

e basic principles of medical ethics and so-
he health and human services profes-

HEALTH AND HUMAN SERVICES
ies an area of interest in Health or Human
as the topic into a written project pro-
the project is implemented and evalu-
cludes with a seminar presentation and
ade assigned. 3 credit hours.

METHODS IN HEALTH AND HUMAN
the methods of inquiry used in applied
human services. Includes case studies,
ery research, needs assessments, evalua-
ological research, experimental design,
other topics include resources for
research problem, sampling, measure-
alys, and report presentation. Students
ject and draft a research proposal. 3

LONG TERM CARE
health care policy in long term care in-
aging and the aging network as well as
ent programs. Major health care and
also reviewed. 3 credit hours.

AND AGING
health aspects of aging. Basic characteris-
cal disorders are identified, along with
and treatment interventions. 3 credit

PORTING, REVIEW, AND REIMBURSE-
HEALTH CARE
ospital and health care organization
are concerned to prepare students for
olicy planning and control responsibilities,
ancing, and reporting are discussed.
ements of Medicare, Medicaid, and
alyzed. 3 credit hours.

GHS 420 THERAPEUTIC AND SUPPORTIVE PROGRAMS FOR
THE ELDERLY
An examination of rehabilitative and restorative care and
services, including therapeutic activity programming. 3 credit

GHS 460 HEALTH IN THE LATER YEARS
A study of the biological theories and processes of aging.
Major age-related diseases are discussed along with their im-
lications for health and wellness. 3 credit hours.

GHS 490 and 491 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. 650 Hours. Pass (P) or Unsatisfactory (NP). 3 credit
hours each.

GHS 498 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: person-
el, finance, marketing, physical resources, management, and
resident care. Placement duties consist of a supervised depart-
mental 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 (NP).
GRADUATE STUDIES
MASTER OF PROFESSIONAL STUDIES IN ELDERCARE ADMINISTRATION

INTRODUCTORY CORE

GHS 501 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 utilization 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.

GHS 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.

ADMINISTRATIVE CORE

GHS 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 considerations 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.

GHS 510 ADMINISTRATION IN HEALTH AND HUMAN SERVICES II
Management theory and principles are examined in their application 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, organizational policies, interprofessional practices, and program resources 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 medical care will be examined, along with the social policy concerned 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.

GHS 520 MANAGERIAL FINANCIAL ANALYSIS
This course examines the financial aspects of the health care system, the pricing of health care services, the forces that influence the major approaches and trends in hospital management. An introduction to financial management is presented. Emphasis is placed on understanding the accounting information that is available for assessing the financial performance of health care institutions. Techniques for analyzing financial statements are presented. The role of financial management in the operation of the institution is emphasized. 3 credit hours.

GHS 530 LEGAL ASPECTS OF HUMAN SERVICES
This course involves the study of the legal aspects of health services. The responsibilities and duties of health professionals are examined. Intentional and unintentional acts that constitute legal actions are explored. The legal implications of legal and ethical dilemmas are considered. Federal, state, and local law affecting the delivery of health care services are examined. Federal, state, and local law affecting the delivery of health care services are examined. 3 credit hours.

AGING CORE

GHS 540 SOCIOLOGY OF AGING
An overview of the theoretical aspects of aging as well as the demographic, social, and economic implications of aging. Experiences of aging are explored in different cultural, social, and historical contexts. The aging process and the experience of aging are discussed. 3 credit hours.

GHS 550 GERIATRICS
An overview of the anatomy and physiology of the elderly, as well as an examination of the major health problems of the elderly. Nutritional needs and medical problems are reviewed. Case studies are emphasized. 3 credit hours.
Eldercare Administration

An overview of the field of Eldercare identifies the various career opportunities in Services. Demographics of the elderly, logical, psychological, and social changes are considered as they relate to utilization of care services. The continuum of services currently available to the elderly is examined and strategies for meeting this population in the 21st Century are discussed.

Eldercare Research

The methods of inquiry within the framework of theory. Includes a critique of assessment studies, quantitative-descriptive studies as demonstrated in gerontological design research projects and draft credit hours.

Health and Human Services

An overview of the field of Eldercare identifies the various career opportunities in Services. Demographics of the elderly, logical, psychological, and social changes are considered as they relate to utilization of care services. The continuum of services currently available to the elderly is examined and strategies for meeting this population in the 21st Century are discussed.

Health and Human Services

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.

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.

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.

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.
XII. THE COLLEGE COMMUNITY

Founders and Trustees

The College of Boca Raton was founded in 1962 as Marymount College by the Religious of Sacred Heart of Mary, a religious order that has schools and colleges throughout the world.

In 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. Dr. Collette Mahoney, RSHM, Chairman, Richard P. McCusker, Vice Chairman, J. Donald Wargo, Secretary, Arthur Landgren, Treasurer, Hugh Carville, A. Richard Cohen, Eugene M. Lynn, Christine Lynn, Helen Ross, Frank A. Robino, Bill Shubin, and Ray C. Osborne serve as members of the Board of Trustees and govern the institution.

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

Board of Overseers

Howard Aronson
Cazenovia, NY
Ronald Assaf
Sensormatic Electronics Corp.
Deerfield Beach, Florida
George Barbar
The Barbar Group
Boca Raton, Florida
Medina McMenimen Bickel
Boca Raton, Florida
Peter Blum
Bluns of Boca
Boca Raton, Florida
Peter Coxhead
Boca Raton, Florida
Gary Damen
IDS Financial Services Inc.
Deerfield Beach, Florida
Anthony DaSilva
Lynn Insurance Company
Boca Raton, Florida
Arch Delmarsh
Palm Beach Gardens, Florida
Elaine G. Etess
Elaine G. Etess Associates
Boca Raton, Florida
Kenneth Fix
La Vieille Maison
Boca Raton, Florida
John Gallo
Maas Brothers/Jordan Marsh
Boca Raton, Florida
John Hannifan
IBM Corporation
Boca Raton, Florida
Charles P. Harrison
Lambda Novatronica
Pompano Beach, Florida
William L. Knight
Knight Enterprises, Inc.
Boca Raton, Florida
Robert Kramm
Pier 66 Resort Marina
Fort Lauderdale, Florida
IMMUNITY

Founded in 1962 as Marymount College, community, a religious order that has schools

ded control of the college to an inde-
ferred the philosophy of the founders.

and Chief Executive Officer. Dr. Col-
Richard P. McCusker, Vice Chairman, J.
ndgren, Treasurer, Hugh Carville, A.
ristine Lynn, Helen Ross, Frank A.
orne serve as members of the Board of

established to provide guidance and
ademic programs. These boards have
development of the institution.

**Board of Overseers**

Howard Aronson
Cazenovia, NY

Ronald Assaf
Sensormatic Electronics Corp.
Deerfield Beach, Florida

George Barbar
The Barbar Group
Boca Raton, Florida

Medina McMenimen Bickel
Boca Raton, Florida

Peter Blum
Blums of Boca
Boca Raton, Florida

Peter Coxhead
Boca Raton, Florida

Gary Damen
IDS Financial Services Inc.
Deerfield Beach, Florida

Anthony Dasiida
Lynn Insurance Company
Boca Raton, Florida

Arch Delmarsh
Palm Beach Gardens, Florida

Elaine G. Etess
Elaine G. Etess Associates
Boca Raton, Florida

Kenneth Fix
La Vieille Maison
Boca Raton, Florida

John Gallo
Maas Brothers/Jordan Marsh
Boca Raton, Florida

John Hannifan
IBM Corporation
Boca Raton, Florida

Charles P. Harrison
Lambda Novatronica
Pompano Beach, Florida

William L. Knight
Knight Enterprises, Inc.
Boca Raton, Florida

Robert Kramm
Pier 66 Resort Marina
Fort Lauderdale, Florida

Robert E. Levinson
REL Enterprises Inc.
Boca Raton, Florida

Eugene Lynn
Lynn Insurance Co.
Boca Raton, Florida

Richard P. McCusker
Boca Raton, Florida

Brad Middlebrook, II
Boca Raton, Florida

Daniel J. Morgan
Boca Raton, Florida

James J. Oussiani
The Staplex Company
Boca Raton, Florida

George Parker
Concord Hotel Resort
Kiamesha Lake, New York

Lois Pope
The Lois Pope Foundation
Manalapan, Florida

Frederick Postlethwaite
Paine Webber
Boca Raton, Florida

Patrick J. Rooney
Investment Corporation of Palm Beach
West Palm Beach, Florida

Gabriel A. Rosica
Boca Raton, Florida

Donald E. Ross
College of Boca Raton
Boca Raton, Florida

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

Jerry Shames
Florida Information and
Education Utilities, Inc.
Fort Lauderdale, Florida

Bill Shubin
Shubin Property Company
Boca Raton, Florida

Thomas E. Stilley Jr.
Dilworth, Tylander Attorneys at Law
Boca Raton, Florida

115
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. Weise, 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

Jennifer Braaten, B.S., M.Ed., Ph.D.
Academic Dean

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 Kaufman, 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

Lee Ross, B.S., M.S.
Director of Assessment and Planning

Kathleen Cunnan, 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

Vernola Stutz, B.A., M.L.S.
Circulation Librarian

Barbara Eberle
Administrative Assistant, Library

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

Patricia Loughren, B.A., M.S. (Candidate)
Reading Specialist

Louise Sundermier, B.S., B.P.S., M.Ed. (Candidate)
Director, Career Counseling and Placement; Internship and Student Advisor

Theresa Brown, B.S., M.S. (Candidate)
Registrar

Mary Tebes, B.A., M.A.
Acting Director of 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. Huffe, B.S., M.Ed.
Dean of Students

Melinda Shoemaker, B.S., M.S., Ph.D. (Candidate)
Director of Counseling

Marlène Turner
Director of Student Activities

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

Denise Felice, R.N.
Director of Health Services

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

Michael McMurray
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

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

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

Mary Norine Beatty
Coordinator of Gift Processing

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

Cheryl Ciuei
Administrative Assistant
Judith Alsdorf, B.A., M.A.
Librarian/Technical Services

Veronica Stutz, B.A., M.S.
Circulation Librarian

Barbara Eberle
Administrative Assistant, Library

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

Patricia Loughren, B.A., M.S., (Candidate)
Reading Specialist

Louise Sundermeier, B.S., B.P.S., M.Ed. (Candidate)
Director, Career Counseling and Placement; International Student Advisor

Theresa Brown, B.S., M.S. (Candidate)
Registrar

Mary Tebes, B.A., M.A.
Acting Director of 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. Hufte, B.S., M.Ed.
Dean of Students

Melinda Shoemaker, B.S., M.S., Ph.D. (Candidate)
Director of Counseling

Marlene Turner
Director of Student Activities

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

Denise Felice, R.N.
Director of Health Services

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

Michael McMurray
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

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

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

Mary Norine Beaty
Coordinator of Gift Processing

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

Cheryl Ciulei
Administrative Assistant
OFFICE OF ADMISSIONS

Marilyn H. Ciccone
Vice President for Enrollment Management

Douglas A. Cohen, B.S.
Director of Admissions

Maryann Crosta, A.A., B.A.
Assistant Director of Admissions

Thomas C. LePere, B.S.
Assistant Director of Admissions

Steven W. Bird, B.A.
Admissions Coordinator

Michael McCusker, 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

John J. Bishop ....................................................... History
A.B., M.A., Ph.D., Boston University  Adjunct Instructor
Joel J. Blaustein .................................................... Psychology
B.A., University of Buffalo
Ph.D., City University of New York

Frederick Blum .......................................................... Art
B.F.A., M.F.A., Parsons School of Design  Adjunct Instructor
Sr. Rose Bowen ...................................................... English and Humanities
B.A., St. Mary's Dominican College
M.A., Catholic University of America
M.A., University of Notre Dame
Ph.D., Florida State University

Jennifer Braaten ..................................................... Sociology and Social Sciences
B.S., University of Minnesota  Professor
M.Ed., Ph.D., Florida Atlantic University

Susan Braunstein .................................................. Communications
A.B., M.A.T., University of Louisville  Assistant Professor and Coordinator
Ed.D., Florida Atlantic University

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

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

Gregg Cox .......................................................... Mathematics
B.S., University of Florida  Associate Professor
Ed.D., Florida Atlantic University

Ann M. Crawford ................................................... Biology/Chemistry
B.S., M.S., Florida State University

Arlene Cross .......................................................... Admissions Coordinator
R.N., Philadelphia General Hospital
B.S., M.Ed., Temple University
Ed.D., Nova University

Robert J. Curran .................................................. Admissions Coordinator
B.A., M.A., Fordham University

Rev. Martin Deveraux .............................................. Admissions Coordinator
B.S., St. Mary's Seminary
B.A., University of Notre Dame
M.A., Barry University
Psy.D., Nova University

Antonia Emmanuelle ............................................... Admissions Coordinator
B.A., New York University
M.A., Adelphi University

Robert M. Estes ...................................................... Admissions Coordinator
B.A., University of Oklahoma
M.A., New York University

Samuel Feinman .................................................. Admissions Coordinator
B.S., St. Peter's College
M.D., New York University (College of Medicine)

Bettyrose Factor .......................................................... Admissions Coordinator
B.S., Central Connecticut State University
M.A., St. Joseph's College

Joseph Gillie .......................................................... Admissions Coordinator
B.A., Averett College
M.A., Portland State University

Irwin Grossman ..................................................... Admissions Coordinator
B.A., M.A., Brooklyn College

David W. Jarvi ...................................................... Admissions Coordinator
A.A., University of Minnesota
Licensed Funeral Director

Melvin Kalfus ...................................................... Admissions Coordinator
B.S.M.E., Purdue University
M.B.A, Boston University
Ph.D., New York University

Mary E. Kolans ...................................................... Admissions Coordinator
B.A., M.A., Ed.D., Rutgers University

Ellen Kirbert .......................................................... Admissions Coordinator
B.A., Cornell University
M.S., Florida State University

Edward Newhouse .................................................. Admissions Coordinator
B.A., Calvin College
M.A., Western Michigan University
Ph.D., Ball State University

John R. Pickering .................................................. Admissions Coordinator
B.A., Stetson University
M.A., Florida State University
Ph.D., University of Denver

Ernest Ranspac ...................................................... Admissions Coordinator
B.S., University of Michigan
M.F.A, Wayne State University

Diane Richard-Allerdice ........................................ Admissions Coordinator
B.A., M.A., Florida Atlantic University
Ph.D., University of Florida

Joan Savage-Hutchinson ........................................ Admissions Coordinator
B.Ed., University of Miami
M.A., Columbia University
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree/Certification</th>
<th>Department</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arlene Cross</td>
<td>R.N., Philadelphia General Hospital</td>
<td>Sciences</td>
<td>Adjunct Instructor</td>
</tr>
<tr>
<td></td>
<td>B.S., M.Ed., Temple University</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ed.D., Nova University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert J. Curran</td>
<td>B.A., M.A., Fordham University</td>
<td>Philosophy</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Rev. Martin Deveraux</td>
<td>B.S., St. Mary's Seminary</td>
<td>Behavioral Science</td>
<td>Adjunct Professor</td>
</tr>
<tr>
<td>B.A., University of Notre Dame</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.A., Barry University</td>
<td>Psy.D., Nova University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antonia Emmanuele</td>
<td>B.A., New York University</td>
<td>English</td>
<td>Instructor</td>
</tr>
<tr>
<td></td>
<td>M.A., Adelphi University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert M. Estes</td>
<td>B.A., University of Oklahoma</td>
<td>Mathematics</td>
<td>Adjunct Instructor</td>
</tr>
<tr>
<td></td>
<td>M.A., New York University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Samuel Feinmen</td>
<td>B.S., St. Peter's College</td>
<td>Science/Funeral Service</td>
<td>Adjunct Instructor</td>
</tr>
<tr>
<td></td>
<td>M.D., New York University (College of Medicine)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bettyrose Factor</td>
<td>B.S., Central Connecticut State University</td>
<td>Communications</td>
<td>Adjunct Instructor</td>
</tr>
<tr>
<td></td>
<td>M.A., St. Joseph's College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joseph Gillie</td>
<td>B.A., Averett College</td>
<td>Speech and Drama</td>
<td>Adjunct Instructor</td>
</tr>
<tr>
<td></td>
<td>M.A., Portland State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Irwin Grossman</td>
<td>B.A., M.A., Brooklyn College</td>
<td>Funeral Service</td>
<td>Adjunct Instructor</td>
</tr>
<tr>
<td>David W. Jarvi</td>
<td>A.A., University of Minnesota</td>
<td></td>
<td>Adjunct Instructor</td>
</tr>
<tr>
<td></td>
<td>Licensed Funeral Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melvin Kalfus</td>
<td>B.S.M.E., Purdue University</td>
<td>Social Sciences</td>
<td>Adjunct Instructor</td>
</tr>
<tr>
<td></td>
<td>M.B.A., Boston University</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ph.D., New York University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary E. Kolans</td>
<td>B.A., M.A., Ed.D., Rutgers University</td>
<td>Sociology</td>
<td>Adjunct Instructor</td>
</tr>
<tr>
<td>Ellen Kirbert</td>
<td>B.A., Cornell University</td>
<td>Pre-Elementary Education</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td></td>
<td>M.S., Florida State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edward Newhouse</td>
<td>B.A., Calvin College</td>
<td>English</td>
<td>Associate Professor</td>
</tr>
<tr>
<td></td>
<td>M.A., Western Michigan University</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ph.D., Ball State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John R. Pickering</td>
<td>B.A., Stetson University</td>
<td>History/Political Science</td>
<td>Professor</td>
</tr>
<tr>
<td></td>
<td>M.A., Florida State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ph.D., University of Denver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ernest Ransbach</td>
<td>B.S., University of Michigan</td>
<td>Art</td>
<td>Professor</td>
</tr>
<tr>
<td></td>
<td>M.F.A., Wayne State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diane Richard-Allerdyce</td>
<td>B.A., M.A., Florida Atlantic University</td>
<td>English</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td></td>
<td>Ph.D., University of Florida</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joan Savage-Hutchinson</td>
<td>B.Ed., University of Miami</td>
<td>Art</td>
<td>Instructor</td>
</tr>
<tr>
<td></td>
<td>M.A., Columbia University</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Melinda Shoemaker .......................................... Behavioral Science
B.S., M.S., Nova University Instructor
Ph.D., (Candidate) Nova University
Brenda Shryock .................................................. Mathematics
B.S., M.S., Purdue University Instructor
Coralia A. Vail .............................................. Foreign Language
B.A., Universidad Rodrigo Facio Adjunct Instructor
B.S., M.S., Universidad Nacional El Salvador
Division of Business
James P. Miller, (Chairperson) .................................. Management and Accounting
B.A., St. Lawrence University 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 Instructor
M.S., Nova University
Ed.D., (Candidate Nova University
Robert J. Battle ........................................... Business
B.A., Northern Kentucky University Adjunct Instructor
M.B.A., Xavier University
F. Patrick Butler ........................................... Marketing and Management
B.S., St. Bonaventure University Professor
M.S., Nova University
Ph.D., The American University
Daniel Caust ........................................... Marketing
B.S., M.B.A., New York University Adjunct Instructor
Irving B. Curchak ........................................... Marketing
B.S., St. John's University Adjunct Instructor
M.B.A., New York University
Joel Fine ........................................... Business
B.A., Albion College Adjunct Instructor
Barry J. Kadets ........................................... Computer Science
B.S., Worcester Polytechnic Institute Adjunct Instructor
M.S., New York University
Wayne B. Kolbeck ........................................... Fashion Marketing
B.S., Philadelphia College of Textiles Adjunct Instructor
M.B.A., University of Pennsylvania
Ph.D., (Candidate), Florida International 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 Commercial Flight Instructor
Commercial Flight
Ralph J. Norico ........................................... Business & Finance
B.S., M.S., Georgetown University
M.B.A., Cornell University
Diane Parkerson ........................................... Accounting
M.A.C.C., Florida Atlantic University, CPA Adjunct Instructor
Lisa Prue ........................................... Business
B.B.A., M.Ac., Florida Atlantic University Certified Public Accountant
Gabriel A. Rosica ........................................... Business
B.A., B.S., Columbia University
M.S., Rensselaer Polytechnic Institute
M.B.A., Boston University
Carolyn A. Spencer ........................................... Business
B.S., Bryant College
M.B.A., University of Massachusetts (Amherst)
Edward L. Stern ........................................... Business
B.S., M.B.A., New York University
Donna Sullivan ........................................... Business
B.S. University of Vermont
M.S., Florida Atlantic University
Jane A. Treptow ........................................... Business
B.S., Fashion Institute of Technology
M.B.A. (candidate), St. John's University
Pearlina S. Wallace ........................................... Business
B.S. Grambling State University
M.A., Ph.D., Michigan State University
CFP, College for Financial Planning
Sylvia Wallace ........................................... Business
B.S., University of Minnesota
David Weinstein ........................................... Business
B.S., M.S., LL.D., Temple University
Division of Hotel, Restaurant, and Tourism Management
Linsley T. DeVeau (Chairperson) .................................. Management and Accounting
B.S., University of Nevada at Las Vegas
M.Sc., S.P.C., University of New Haven
Ed.D., (candidate) University of Bridgeport
Certified Hospitality Accountant Executive
Anthony Della Ventura ........................................... Management and Accounting
A.S., Quinipiac College
B.A., University of Connecticut
M.A., University of Bridgeport
C.A.S., Fairfield University
Ph.D., (candidate) University of Connecticut
Certified Travel Counselor
Peter M. Moretti ........................................... Management and Accounting
A.O.S., Culinary Institute of America
Certified Foodservice Manager
Thomas K. Noble ........................................... Management and Accounting
B.S., M.S., Southern Connecticut State University
C.A.S., Fairfield University
Ph.D., (candidate) University of Connecticut
Certified Travel Counselor
Richard Thomas ........................................... Management and Accounting
B.S., M.Ed., Boston University
Ph.D., Florida State University
Christopher Zombas ........................................... Management and Accounting
A.S., University of Massachusetts
B.S., University of New Haven
Lisa Prue ............................................................ Accounting Instructor
B.B.A., M.Acc., Florida Atlantic University
Certified Public Accountant

Gabriel A. Rosica .............................................. Management/Computer Science Adjunct Instructor
B.A., B.S., Columbia University
M.S., Rensselaer Polytechnic Institute
M.B.A., Boston University

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

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

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

Jane A. Treptow ................................................... Fashion Marketing Adjunct Instructor
B.S., Fashion Institute of Technology
M.B.A. (candidate), St. John's University

Pearleena S. Wallace ......................................... Finance Adjunct Instructor
B.S. Grambling State University
M.A., Ph.D., Michigan State University
CFP, College for Financial Planning

Sylvia Wallace ................................................... Fashion Merchandising Adjunct Instructor
B.S., University of Minnesota

David Weinstein .................................................. Business Law Visiting Professor
B.S., M.S., LL.D., Temple University

Division of Hotel, Restaurant, and Tourism Management

Linsley T. DeVeau (Chairperson) ......................... Hotel and Restaurant Management Associate Professor
B.S., University of Nevada at Las Vegas
M.Sc., S.P.C., University of New Haven
Ed.D., (candidate) University of Bridgeport
Certified Hospitality Accountant Executive

Anthony Della Ventura ....................................... Travel and Tourism Instructor
A.S., Quinipiac College
B.A., University of Connecticut
M.A., University of Bridgeport
C.A.S., Fairfield University
Ph.D., (candidate) University of Connecticut
Certified Travel Counselor

Peter M. Moretti ................................................ Hotel and Restaurant Management Adjunct Instructor
A.O.S., Culinary Institute of America
Certified Foodservice Manager

Thomas K. Noble ............................................... Hotel and Restaurant Management Instructor
B.S., M.S., Southern Connecticut State University
C.A.S., Fairfield University
Ph.D. (candidate) University of Connecticut
Certified Travel Counselor

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

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

University
Marketing Adjunct Instructor

Management and Accounting Adjunct Instructor

Computer Science Adjunct Instructor

Business Adjunct Instructor

Marketing Adjunct Instructor

Fashion Marketing Adjunct Instructor

Aviation Instructor

Business & Finance Adjunct Instructor

Accounting Adjunct Instructor
### School of Education and Professional Studies

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

**Pat Byars** ............................................................... Education  
B.S., University of Georgia  
M.Ed., University of Massachusetts  

**Charles D'Augustine** .................................................. Education  
B.A., University of Georgia  
M.Ed., Florida State University  
Ph.D., Harvard University  

**Wilma Freedman** ..................................................... Education  
B.A., Pennsylvania State University  
M.Ed., Temple University  

**David Gottlieb** .......................................................... Education  
B.A., University of Massachusetts Amherst  
M.Ed., Florida State University  
Ph.D., Harvard University  

**Wilma Freedman** ..................................................... Education  
B.A., Temple University  
M.Ed., Temple University  

**Charles D' Augustine** .................................................. Education  
B.A., M.A., Florida State University  
Ph.D., Harvard University  

**Marc Lipton** ............................................................. Education  
B.S., University of Wisconsin  
M.Ed., Florida State University  
Ph.D., Florida State University  

**Ellen Kirbert** ............................................................ Teacher Education  
B.A., Cornell University  
M.Ed., University of Virginia  
Ph.D., New York University  

**Ellen Grassi** .............................................................. Gerontology  
B.A., Merrimack College  
M.Ed., Boston College  

**Rita N. Gugel** ............................................................. Gerontology  
B.S., Hartwick College  
M.S., State University of New York  
Ph.D., New York University  

**Elise Kirbert** .............................................................. Teacher Education  
B.A., Cornell University  
M.Ed., University of Virginia  
Ph.D., New York University  

**Murray Stock** .............................................................. Education  
B.A., University of Pennsylvania  
M.A., New York University  

**Sylvia Torry** .............................................................. Education  
B.A., Copin State University  
M.S., Ph.D., State University of Iowa  

**Rita Wik** ................................................................. Gerontology and Health Services  
B.A., Florida Atlantic University  
M.S.W., Baruch University  

**Ellen Winikoff** ........................................................... Education  
B.S., Ed.M., Boston University  

### XIII. ACADEMIC CALENDAR

#### Fall Semester 1991

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| 28-29    | Faculty Orientation  
|          | Thursday - Friday                         |
| 3        | New Student/Residence Hall                  |
| 4        | Returning Student/Non-Pre-Registration      |
| 5        | Fall Semester                              |
| 19-20    | Alumni Homecoming                          |
| 31       | Honors Convocation                          |
| 22       | Thanksgiving                              |
| 1        | Students return to school                  |
| 2        | Classes resume                             |
| 5        | Last day for Fall Semester                  |
| 12       | Fall semester                              |
| 13-14    | FINAL EXAMS                                |
| 15-17    | FINAL EXAMS                                |
| 18       | Residence                                  |

#### Spring Semester 1992

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>All Student Residence</td>
</tr>
<tr>
<td>7</td>
<td>Registration</td>
</tr>
<tr>
<td>8</td>
<td>Spring Semester</td>
</tr>
<tr>
<td>20</td>
<td>Martin Luther</td>
</tr>
</tbody>
</table>
### XIII. ACADEMIC CALENDAR

#### Fall Semester 1991

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28-29</td>
<td>Wed.-Thur.</td>
<td>Faculty Orientation</td>
</tr>
<tr>
<td>September 3</td>
<td>Tue.</td>
<td>New Students arrive — 8:30 am-12:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Student Orientation begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residence Halls open 9:00 am</td>
</tr>
<tr>
<td>September 4</td>
<td>Wed.</td>
<td>Returning Students arrive — 9:30 am-4:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration for all categories of non-pre-registered students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:30 am-4:30 pm</td>
</tr>
<tr>
<td>September 5</td>
<td>Thur.</td>
<td>Fall Semester classes begin for all students</td>
</tr>
<tr>
<td>October 19-20</td>
<td>Sat.-Sun.</td>
<td>Alumni Homecoming Weekend</td>
</tr>
<tr>
<td>November 22</td>
<td>Fri.</td>
<td>Thanksgiving Recess begins after last class</td>
</tr>
<tr>
<td>November 22</td>
<td>Thur.</td>
<td>Residence Halls close 6:00 pm</td>
</tr>
<tr>
<td>December 1</td>
<td>Sun.</td>
<td>Students return to campus. Residence Halls open 9:00 am</td>
</tr>
<tr>
<td>December 2</td>
<td>Mon.</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 5</td>
<td>Thur.</td>
<td>Last day for early registration for Spring Semester</td>
</tr>
<tr>
<td>December 12</td>
<td>Thur.</td>
<td>Fall semester classes end</td>
</tr>
<tr>
<td>December 13-14</td>
<td>Fri.-Sat.</td>
<td>FINAL EXAMINATIONS.</td>
</tr>
<tr>
<td>December 16-17</td>
<td>Mon.-Tue.</td>
<td>FINAL EXAMINATIONS.</td>
</tr>
<tr>
<td>December 18</td>
<td>Wed.</td>
<td>Residence Halls close 12:00 noon</td>
</tr>
</tbody>
</table>

#### Spring Semester 1992

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6</td>
<td>Mon.</td>
<td>All Students arrive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residence Halls open 9:00 am</td>
</tr>
<tr>
<td>January 7</td>
<td>Tues.</td>
<td>Registration for all categories of non-pre-registered students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:30 am-4:00 pm</td>
</tr>
<tr>
<td>January 8</td>
<td>Wed.</td>
<td>Spring Semester classes begin for all students</td>
</tr>
<tr>
<td>January 20</td>
<td>Mon.</td>
<td>Martin Luther King Day — Holiday</td>
</tr>
</tbody>
</table>
XIV. GENERAL INFORMATION

The College of Boca Raton is a private, for-profit institution accredited as a Level III institution by the Southern Association of Colleges and Schools, and licensed by the Florida State Board of Governors, and Universities.

The College of Boca Raton is committed to providing education and employment opportunity to all individuals in the community, regardless of age, national origin, or physical handicap, without discrimination, and to implementing federal and state laws, regulations, and policies for equal access and equal opportunity.

This commitment to equal access and equal opportunity extends to admissions, recruitment, financial assistance, accreditation in extracurricular programs and activities, facilities, counseling, advising, and health services.

The provisions of this bulletin are not to be considered a contract between the student and the College. The College reserves the right to change any provision or requirement, including this bulletin at anytime with or without notice. The College also reserves the right to require a student to withdraw at any time for any reason. Any admission or financial aid documents is void when the fraud is discovered to any credit for work which he may have completed. If a student is dismissed or suspended from the College, there will be no refund of tuition and fees paid. If a student withdraws prior to the completion of a quarter of his tuition and fees, the balance due on his account will be an receivable and will be collected. There will be no refund of tuition, fees, or expenses made to our College in the event the operation of the College is interrupted at any time as a result of any act of God, strike, or other reason beyond the control of the College.

Admission of a student to the College for any academic year does not imply that such student will be admitted for the following year.

NOTICE: Credits and degrees earned from the College of Boca Raton in the state of Florida which are licensed by the State Board of Governors, and Universities do not automatically qualify the student to receive a Florida Teaching Certificate or to participate in professional teaching. Any student interested in obtaining a Florida Teaching Certificate should contact the Florida Department of Education, Tallahassee, Florida.
XIV. 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 extracurricular programs and activities, access to and use of facilities, counseling, advising and health services, athletics, and employment.

The provisions of this bulletin are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change any provision or requirement, including fees, contained in this bulletin at 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. Wixted 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. School of Education and Academic Resource Center
XV. College of Boca Raton Campus

1. Schmidt College Centre
2. Wixted 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. School of Education and Academic Resource Center
12. Ritter Academic Center
13. Alumni House
14. Administrative Offices
15. Administrative Offices
16. McCusker Sports Complex
17. Tennis Courts
18. Pool
20. Soccer Field