Creating a “Pathway to the Future” . . .

A private, non-profit institution that has been in the business of delivering quality higher education since 1962, Lynn University 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 University 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 University 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 Lynn University, 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 Lynn University as together we undertake a journey toward the realization of your potential.

Donald E. Ross, President
# 1992-94 Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. THE UNIVERSITY</td>
<td>6</td>
</tr>
<tr>
<td>II. STUDENT LIFE</td>
<td>8</td>
</tr>
<tr>
<td>III. ADMISSION</td>
<td>11</td>
</tr>
<tr>
<td>IV. FINANCES</td>
<td>14</td>
</tr>
<tr>
<td>V. FINANCIAL AID</td>
<td>19</td>
</tr>
<tr>
<td>VI. ACADEMIC POLICIES</td>
<td>25</td>
</tr>
<tr>
<td>VII. DEGREE PROGRAMS</td>
<td>35</td>
</tr>
<tr>
<td>VIII. CONTINUING EDUCATION</td>
<td>37</td>
</tr>
<tr>
<td>IX. COURSE DESIGNATION GUIDE</td>
<td>39</td>
</tr>
<tr>
<td>X. CURRICULUM</td>
<td>40</td>
</tr>
<tr>
<td>COLLEGE OF ARTS AND SCIENCES</td>
<td>41</td>
</tr>
<tr>
<td>SCHOOL OF BUSINESS</td>
<td>49</td>
</tr>
<tr>
<td>SCHOOL OF HOTEL, RESTAURANT AND TOURISM MANAGEMENT</td>
<td>59</td>
</tr>
<tr>
<td>SCHOOL OF EDUCATION</td>
<td>66</td>
</tr>
<tr>
<td>SCHOOL OF GRADUATE STUDIES</td>
<td>73</td>
</tr>
<tr>
<td>XI. COURSE DESCRIPTIONS PROGRAMS</td>
<td>76</td>
</tr>
<tr>
<td>HONORS PROGRAM</td>
<td></td>
</tr>
<tr>
<td>COLLEGE OF ARTS AND SCIENCES</td>
<td>77</td>
</tr>
<tr>
<td>SCHOOL OF BUSINESS</td>
<td>97</td>
</tr>
<tr>
<td>SCHOOL OF HOTEL, RESTAURANT AND TOURISM MANAGEMENT</td>
<td>110</td>
</tr>
<tr>
<td>SCHOOL OF EDUCATION</td>
<td>119</td>
</tr>
<tr>
<td>SCHOOL OF GRADUATE STUDIES</td>
<td>125</td>
</tr>
<tr>
<td>XII. THE COLLEGE COMMUNITY</td>
<td>133</td>
</tr>
<tr>
<td>XIII. ACADEMIC CALENDAR</td>
<td>144</td>
</tr>
<tr>
<td>XIV. GENERAL INFORMATION</td>
<td>148</td>
</tr>
<tr>
<td>XV. CAMPUS MAP</td>
<td>150</td>
</tr>
</tbody>
</table>
Accreditation and Membership

Lynn University 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 Intercollegiate Flying Association
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 Student Financial Aid Administrators
Southern Business Administration Association
Southern College Art Conference
University Aviation Association

Lynn University 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, Lynn University 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 University 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 University 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 Lynn University 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 Lynn University 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 University accepts students of varying academic proficiency. The University, in helping students develop academically, is committed to meeting individual needs. In keeping with this purpose, the University 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 University'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 Lynn University 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.

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The University also recognizes its re the growing number of adult learners. degree programs and courses appropr well as a variety of personal and prof community at large.

An ongoing program of evaluation: Lynn University remains responsive to achieving its purpose. The University graduates leave with the knowledge, cert for life in the Twenty-first Century.
Lynn University will continue to attract the traditional college-age student and remain primarily a residential college for such students. In addition, the University 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 University also recognizes its responsibility to the community and to the growing number of adult learners. Consequently, the University 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 Lynn University remains responsive to academic and community needs in achieving its purpose. The University 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 UNIVERSITY

Location

The University 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. Lynn University 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, Lynn University 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 associate, baccalaureate, and master degree programs, as well as a comprehensive Continuing Education program, the University 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 semi-tropical plants and trees. Seven 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 University. It includes the offices of the President, the Executive Vice President, the Vice President for Academic Affairs, Institutional Advancement, Admissions and Financial Aid.

The RONALD AND KATHLEEN ASSAF ACADEMIC CENTER, located at the north end of the campus, provides classrooms, science labs, and art studios. The two-story structure provides a student lounge and 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 University 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 audio-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 University'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.

LYNN RESIDENCE CENTER is a new residence center housing 144 upperclassmen. A state-of-the art fitness center includes weights, exercise, and aerobics areas.

TRINITY HALL is a three-story residence hall accommodating 120 women and contains sitting and recreation areas.
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DE HOERNLE RESIDENCE
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 the de Hoernle
Residence Hall.

WIXTED HALL, constructed in
1967 and named for William G.
Wixted, Dean Emeritus of the
University, provides housing for 200
students.

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 University life provides a learning situation wherein the student is guided toward wise decision making. While Lynn University primarily emphasizes formal learning through instruction and study, it clearly recognizes students' needs — both personal and social. To serve these needs, the University 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, Nurse, International Student Advisor, Director of Security, Director of Housekeeping, Director of Buildings and Grounds, and Athletic Coaches.

Counseling

Counseling at Lynn University 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 University community, all of whom are here to assist the student.

Orientation

An Orientation period helps the student adjust to university life with as much ease as possible. It also gives the University 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 four residence halls, Lynn, Trinity, de Hoernle, and Wixted, provide full living accommodations for more than 650 students. Each room is furnished to meet students' needs. All room accessories (drapes, rugs, bedspreads, lamps, etc.) are provided by the student. Rooms are equipped for private telephone service and cable television. Public telephones are available in all residence halls. New students are assigned to rooms and roommates by the Director of Residence Life who will make any adjustments necessary. Returning students choose their rooms and roommates. Through the cooperative efforts of all, a living environment rich with the joys of friendship and sharing adds 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 University 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

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The International Student Advisor acts as a liaison between the various departments within the University 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 University 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 University 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 University. The University 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 University 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 University 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

Lynn University welcomes applications regardless of race, religion, age, national origin, or an education that will enrich their lives and 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 or teacher is requested. The letter of recommendation is most helpful as the University recognizes the effect of determination and motivation on a student’s performance in a university and is anxious to give individuals the opportunity to prove themselves.

Procedure

1. Complete the application form and mail it to the Office of Admissions with the $25.00 non-refundable application fee. Most students apply early in their senior year.

2. Request your school counselor to send a transcript of your grades and a letter of recommendation directly to the Office of Admissions. Your SAT or ACT scores may be included on your transcript or sent separately.

3. If it is possible for you to visit the University, please call or write to
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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

Lynn University 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.

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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 University, 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 University 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 University receives the final transcript confirming graduation from high school.

**Transfer Students**

Transfer students are welcome at the University and every effort is made to make the transfer of credits as easy as possible. Transfer students should follow the general admission procedure outlined here. It is not necessary to submit a high school transcript if at least fifteen (15) college credits have been successfully completed with at least a "C" average.

An official transcript from each college attended, along with a recommendation from the Dean of Students, is required. A form for the Dean's recommendation will be sent to the candidate as soon as the application is received.

In general, transfer credit will be granted for all work completed in similar courses with a grade of "C" or better at other accredited colleges, insofar as these courses fit the curriculum requirements for the student's intended major.
Early Admission

Students who wish to enter the University 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 university work. They should apply early in the eleventh grade.

International Students

Lynn University 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 University. 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 University 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. An International Student Advisor is available to assist international students in adjusting to life on an American college campus.

Advanced Placement and CLEP

Lynn University 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 (3) or higher may earn both credit and placement in a higher level course.

University credit may also be earned by taking the College Level Examination Program (CLEP) tests. Students may earn up to thirty (30) 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 University'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 School of Graduate Studies.

Candidates for graduate admission must submit an official transcript of undergraduate work to the School 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, GRE or GMAT as required by individual programs and submit the official scores.

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Applicants are also required to take the Miller Analogies Test, GRE or GMAT as required by individual programs and submit the official scores.

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

In addition to the above, candidates may be required to complete a personal pre-admission examination or interview arranged by the School 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 University 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 University will not grant a degree, issue transcripts, or release semester grades until all financial obligations have been satisfied.

Tuition and Fees - 1993/1994

Tuition $12,900 per year
Room ($2,900) and Board ($2,200) 5,100 per year
Service Fee 300 per year

Payment of Fees

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

Dormitory Student

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<tr>
<td>Tuition Deposit</td>
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<td>Residence Hall Deposit</td>
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<td>Service Fee</td>
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Day Student

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

Dormitory Student

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Tuition Deposit

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Tuition Deposit

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<td>Second Semester</td>
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The additional $150 per semester is a deferred payment charge required for the two (2) semester payment schedule.

NOTE: ALL TUITION DEPOS-ITS, SERVICE FEES, DEFERRED PAYMENT CHARGES, AND LAB FEES ARE NON-REFUNDABLE. THE UNIVERSITY 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 Vice President for Academic Affairs in all cases of late registration. A fee of $25.00 will be charged for late registration.

Overloads

Regular University 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. Art and Design supplies costs
The right to change, with or without notice, any of the fees printed in this catalog and increases should be expected in subsequent years.

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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 1993/1994
INTENSIVE ENGLISH STUDIES
Fees vary according to the program in which the student enrolls. For complete information, please contact: Continuing Education Division
EVENING DEGREE PROGRAM - $135.00 per credit hour; $35.00 application fee; $25.00 registration fee per term.
EXPERIENTIAL CREDIT - $35.00 per credit hour awarded.
FUNERAL SERVICE PROGRAM - $135.00 per credit hour for students not living on campus.

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 the University Shop with cash or check. Other school and personal supplies are also available there.

Student Insurance

The University has incorporated a group plan for accident insurance. Lynn University assumes 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 residence halls and campus are assessed based on individual, joint, or group responsibility. The University 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 University 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 ID card when cashing a check. No third party checks will be honored.

Dismissal

The University 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 University or for any other reasonable cause. In view of the foregoing and since the University 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 University 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 University, a properly filed Request for Withdrawal form establishes the date to which the University 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 FEE AMOUNTS 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 University 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
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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 training facility approved by the FAA under Part 141 of the FARs.

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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 Test 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 Test 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 Test 950.00
Total $13,886.00

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.

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 $1500.00 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.

A new student enrolling in the Flight Option who already has a pilot's certificate and rating(s) can apply for and obtain credit for equivalent courses in the curriculum. Prior to any credit being awarded, the Chief Flight Instructor will administer standard Part 141 diagnostic evaluation to determine whether any review (ground school or flight) is necessary. The Flight School Director has final authority over all flight-related credit awards.

Students who enroll in Lynn University but who then pursue their pilot certificates and rating outside the University's flight program will not receive credit for any equivalent flight courses in the curriculum.

V. FINANCIAL AID

Lynn University participates in most Title programs to supplement their families. All financial aid awards are subject to change and applicants must file a financial statement showing that financial aid available is limited and applicants are not eligible (preferably by February 15 for entering students). Tentative awards are made when the student submits his analysis of need has been received from the College Scholarship Program (ACT) or the College Scholarship Committee in a combination of loan, employment, and/or grants for any state grants or loans which educational loans from local banks.

Standards of Satisfactory Academic Progress

Financial aid is awarded contingent upon academic standing and progress towards a degree.

Students on financial aid will have their cumulative grade point average evaluated at the end of the Spring semester of each academic year. Students must have a cumulative grade point average of 2.0, they will be placed on financial aid probation. Students will be allowed to continue financial aid for the following academic year. Students will be removed from probation if their cumulative grade point average is 2.0 or better.

If students complete a second academic year, they must have a cumulative grade point average of 2.0 or better to continue Title IV funding for the following academic year. Students who complete a second academic year will be placed on financial aid probation. Students receiving Title IV funding to complete this degree within three (3) academic years will lose their eligibility to continue receiving Title IV funding for the following academic year.

All students must successfully complete a minimum of 24 credits during each academic year to continue receiving financial aid.

Students may appeal these standards if there is: medical, death, divorce). Appeals must be directed to the Office of Financial Aid for review by the Financial Aid Committee. All requests for renewal must be submitted by the Office of Financial Aid within thirty (30) days of the term.

In addition, certain financial aid programs have specific requirements for renewal as follows:

- Presidential Scholarship — 2.75 cumulative GPA for the Spring semester.
- Lynn University Grant — 2.75 cumulative GPA for the Spring semester.
- Academic Incentive Scholarship — 2.75 cumulative GPA for the Spring semester.
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.

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V. FINANCIAL AID

Lynn University 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 University, 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 toward a Bachelor 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.
- Lynn University Grant — 2.75 cumulative grade point average at the end of the Spring semester.
- Academic Incentive Scholarship — 2.75 term grade point average at the end of the Spring semester.
Athletic Scholarship — 2.0 cumulative grade point average each semester.
Florida Programs — renewal students must have a 2.0 cumulative grade point average and have completed twenty-four (24) credit hours during the prior 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. Veterans Programs — Students who fail to achieve the desired level of academic performance (after two (2) consecutive semesters of academic probation) will be terminated for VA pay purposes.
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 toward 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 Lynn University 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 LYNN UNIVERSITY grants and scholarship funds will be restored 100% to the University accounts. This policy may result in a financial obligation to the University which is payable at the time of withdrawal.

Procedure
1. All applicants for admission will be sent a Financial Aid Form (FAF).
2. The FAF must be returned to the appropriate processing agency. The agency will process this form and send the University 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 University’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 University 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 University 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 University will determine the financial aid award and notify the students. If students wish to accept the award, they must notify the University 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 is sometimes verified. The University 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.
Students must have a 2.0 cumulative grade point average after the end of the Spring semester.

If students fail to achieve the desired level of academic progress, they are placed on academic probation and must register for one (1) academic year if they fall below the desired level of academic progress. If students subsequently fail to achieve the desired level of academic progress, they become subject to the following policies:

1. All transfer students must request a financial aid transcript to be sent to the University from all prior schools even if no financial aid was applied for or received.
2. When students have been accepted and the financial analysis has been received from the processing agency, the University will determine the financial aid award and notify the students. If students wish to accept the award, they must notify the University within fifteen (15) days and submit a non-refundable deposit. This deposit is credited to their account.
3. All academic skills test (CLAST) juniors must pass the CLAST before they receive an award from any federal or state aid programs. The Office of Financial Aid 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.

5. Pell Grant and Supplemental Educational Opportunity Grant (SEOG)

The Pell Grant is a federal aid program for those with substantial need. The grant may be worth up to $2,400 a year depending on the family's resources and the federal funds actually available. The Financial Aid Form (FAF), which the University requires for its aid program, is also used to determine eligibility for the SEOG Grant so students do not have to file a separate application for this award. The Supplemental Grant provides additional assistance to those with severe need who cannot meet college costs with the other forms of aid.

Stafford Loans (formerly GSL)

A Stafford Loan is available to students who demonstrate need. Repayment of the loan begins nine (9) months after the student ceases to be at least a half-time student. The University will allocate these loans to those who are most eligible.

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.

Types of Financial Aid

Applicants do not apply for the various types of awards individually. The University will determine the types and amounts of awards from the amount of aid available in the various programs and the family's expected contribution.
received and a parental contribution factor. The University 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 University. 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 University 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 $4.25 per hour. After four years of service, the pay rate can reach $4.50 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 $990 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:

- **EXCEL - NellieMae**
  50 Braintree Hill Park #300
  Braintree, MA 02184-1763
  1-800-EDU-LOAN

- **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**

**Florida Resident Academic Incentive Scholarship Program**

Scholarships are awarded to Florida high school graduates. The award is one-half the annual tuition cost. Students must meet two of the following three requirements: 1) 3.0 gpa, 2) 850 SAT, and 3) top half of their graduating class. A 2.75 cumulative grade point average is required for renewal each year.

**Lynd University Grant**

Grants are awarded to upperclassmen 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 2.75 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 Director of Admissions, 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 University. Range of awards is $1,000 to $3,000 per year. A 2.75 cumulative grade point average is required for renewal each year.
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Grants are awarded to upperclassmen 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 2.75 cumulative grade point average each year.

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**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 University. Range of awards is $1,000 to $3,000 per year. A 2.75 cumulative grade point average is required for renewal each year.

**Transfer Student Scholarship**

Scholarships are awarded to transfer students who qualify. The student must have an A.A. or A.S. degree to be eligible to apply for $2,000. If the student has a 3.0 GPA, they may be eligible for an additional $500 award.

**University 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 University 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
- Ronald Matson Scholarship
- James J. Shickier Memorial Endowed Scholarship
- Shamrock Society Scholarship
- Van Gorden Scholarship Fund
- VFW Post 10150 Scholarship
Veterans Benefits

Lynn University is approved for Veterans training.

Students who fail to achieve the desired level of academic performance will be terminated for VA purposes.

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 FAF each year, preferably by February 15. You must be in good standing at the University, both academically and socially.

Gifts and Bequests

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

Lynn University projects include:
Ronald and Kathleen Assaf Academic Center
de Hoernle Residence Center
de Hoernle Health and Culture Complex (in progress)
Lynn Residence Center
Lynn Student Center
McCusker Sports Complex
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. Lynn University makes every effort to comply with this legislation.

Certain information is considered public and is released at the University’s discretion. Unless a student files written notification to withhold disclosure, the University 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 University community. Only transcripts of academic records and statement of academic status pertaining to Lynn University coursework are released to third parties and then only with the written authorization of the student. Parents of a dependant 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
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A student or parent has the right to challenge any content of the student’s education record which is considered to be inaccurate, misleading, or in violation of the student’s privacy or other rights. Such challenge may be directed to the Office of the Registrar.

A student’s permanent record consists of the transcript, application for admittance, and semester grade reports. These are maintained in the Office of the Registrar. All documentation used in the admission and placement processes, 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 Lynn University 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 FRO 101, Freshman Orientation, and the instructor serves as the advisor/mentor for that group of students during the freshman year.

Once the student has decided on a major, he will work in conjunction with an advisor from that academic program area.

The Director of the Office of Career Development assists students with their career selection and works with students in career and job placement. It is recommended that students who are “undecided” majors contact the Office of Career Development to begin examining career alternatives, thus enabling them to make appropriate course selections.
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 program must declare their intent with the Office of the Registrar upon completion of the number of credits specified in (1.) above. Failure to do so could result in the loss of all credits taken beyond the applicable credit limits specified above. Non-matriculated 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>
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<tr>
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<td>63-92</td>
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Transfer Students

Transfer students are also classified according to the above scale. Classification is determined by the number of transfer credits accepted by Lynn University.

Part-time Students-Undergraduate

Any student registered for no more than eight (8) credit hours.

Part-time Students-Graduate

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

Admission to Classes

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

Audit

Students who wish to audit a class must receive permission from their faculty advisor and the instructor of the course and, if in excess of a fifteen (15) credit-hour load, permission from the appropriate School Dean. 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 University 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 during the official add/drop period as noted on the academic calendar. 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 School Dean and the Vice President for Academic Affairs.

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.
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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 instructor's absence policy is explained at the first class meeting. Exceeding the allowable number of class absences MAY SUBJECT THE STUDENT TO A FAILING GRADE.

Permission to Study at Other Institutions

Students who desire to attend another collegiate institution while enrolled at the University and have those credits apply to their Lynn University degree program must receive prior written permission from their School Dean. Only credit hours transfer, not grades.

Course Load

The normal semester academic load for full-time students is nine (9) to fifteen (15) credit hours. Students at their discretion, after consultation with an academic advisor, may register for up to eighteen (18) credit hours per semester. In order to register for nineteen (19), twenty (20) or a maximum of twenty-one (21) credit hours, students would need permission from their School Dean and a cumulative grade point average of 3.00 or better.

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 from their School Dean and the Vice President for Academic Affairs. A student enrolled in the summer session(s) may not exceed a total of twelve (12) credit hours for the entire 6-week period with a maximum of six (6) credit hours per either 3-week period.
Independent Study and Directed Study

Independent study involves scholastic or research endeavors apart from regular courses offered at Lynn University. Students should pursue study with direction from their supervising professor with the approval of the appropriate School Dean and the Vice President for Academic Affairs.

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 School Dean 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 University with an individual evaluation of each student in their classes. Final course grades are entered on the student's permanent University record at the close of each semester or session. The grading system at Lynn University is as follows:

- A - Excellent
- B - Good
- C - Average
- D - Lowest Passing Grade
- F - Failure

Other symbols in use (not included in computation of average):
- W - Officially withdrawn from the course
- AU - Audit
- R - Repeated
- I - Incomplete
- P - Pass (used only for selected practicum courses and internship courses)
- NP - Not pass (used only for selected practicum courses)
- NR - Grade not reported
- NG - No grade
- X - Administrative withdrawal due to excessive absences

A student who withdraws from a course during the first two (2) weeks of the semester will not receive a grade and the course will not appear on the permanent University record.

A student who withdraws from a course between the third and tenth week of the semester will receive a "W." In order to withdraw from any course, the student must have the instructor's signature as proof that the instructor was consulted. 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 report is 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
A - Excellent
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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.

Academic Dishonesty and Penalties Applied

To protect the integrity of the grading system and to affirm the importance of honesty and accountability in the academic community, the University imposes strict penalties for academic dishonesty.

Academic dishonesty includes but is not limited to:
1. Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids attempting to use unauthorized invention or falsification of any information or citation in an academic exercise.
2. Fabrication: intentional and unauthorized invention or falsification of any information or citation in an academic exercise.
3. Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
4. Plagiarism: intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise.
5. Infringing on academic rights of others such as defacement or theft of library material.

A student found responsible for any act of academic dishonesty may be subject to the following maximum penalties:
1. First offense - a grade of "F" will be given for the course in which the irregularity occurred.
2. Second offense - dismissal from the University. After a second offense, this information will become a part of the student’s permanent academic record. A student may appeal a charge of academic dishonesty through the Academic Appeals Committee.

**Falsification of Academic Records**

A student who has falsified his/her academic records will be subject to dismissal from the University.

**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:

- 0 - 17 Semester hours 1.40
- 18 - 32 Semester Hours 1.60
- 33 - 48 Semester hours 1.80
- More than 48 Hours 2.00

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 fail to achieve the desired level of academic performance (after two consecutive semesters of academic probation) will be terminated for VA pay purposes. Students who receive notification of academic dismissal will be allowed one option should they wish to return. Accompanying the dismissal notice will be a letter of agreement which contains a set of conditions for re-enrollment. If the dismissed student wishes to return, the agreement must be signed by the student and parent(s) (or guardian) and returned within the specified time period to the Office of the Vice President for Academic Affairs.

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 2.0. 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 readmission through the Office of Admissions after completing the equivalent of one (1) full semester at another accredited institution and attaining a minimum 2.0 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 University cannot guarantee acceptance.

**Transfer Credits**

Lynn University 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 the 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 Vice President for Academic Affairs.

3. For course titles not specifically listed in the catalog and curriculum, equivalency must be determined by the appropriate School Dean 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 Lynn University.

**Repeat Courses**

Where a course has been repeated because of failure, both the original and the subsequent grades are recorded on the official University transcript, but only the passing grade is included in the calculation of the grade point average.
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 of academic probation. Students who fail to achieve the desired level of academic performance (after two consecutive semesters of academic probation) will be terminated for VA pay purposes. Students who receive notification of academic dismissal will be allowed one option should they wish to return. Accompanying the dismissal notice will be a letter of agreement which contains a set of conditions for re-enrollment. If the dismissed student wishes to return, the agreement must be signed by the student and parent(s) (or guardian) and returned within the specified time period to the Office of the Vice President for Academic Affairs. 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 2.0. 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.

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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 School Dean 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 Lynn University.

**Repeat Courses**

Where a course has been repeated because of failure, both the original and the subsequent grades are recorded on the official University 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 Lynn University.

**The Advancement Program**

The Advancement Program (TAP) is designed for high school graduates who have the motivation and intellectual capacity for college level work and have been diagnosed as having a specific learning problem. The Program is for students whose skills and performance levels indicate that without needed support their chances for success at the college level would be at risk.

Personalized materials, computer learning software programs, and specialized tutoring are made available through University facilities at The Advancement Program Center and at the Academic Resource Center established for the reinforcement of student academic performance.

Students enroll in regular University courses, and concurrently, in elective credit courses offered by The Advancement Program. Special services offered include: individualized support for each student, one to one tutorials, specialized study groups, advocacy work with individual faculty, and two specially designed three credit courses in Language and Learning, and Research and Writing.

A fee per semester for participation in The Advancement Program is charged in addition to the Lynn University’s regular tuition and fee schedule. It is anticipated that many...
students will become independent of TAP within one year. Utilization of the program's resources in subsequent years is available on an individual basis.

**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 several 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 humankind.

**Grade Appeals**

A final course grade may be appealed within the first two weeks of the following term only on the basis of prejudice or miscalculation. This appeal process is as follows. The student would first appeal to his/her instructor. If unsuccessful, the student may then appeal to the instructor’s immediate supervisor (normally the School Dean) by submitting a written statement indicating the evidence supporting his/her case. If this appeal is lost, the student must convince one member of the Academic Appeals Committee of the merit of his/her case. If one member of the Committee is convinced that there was prejudice or miscalculation involved, the Academic Appeals Committee will convene within two weeks of the final appeal to adjudicate the case.

**Academic Honors**

Recognition for superior academic achievement at Lynn University 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 in their respective academic division.

**Commencement Honors**

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

- **Cum Laude**: 3.50 - 3.54
- **Magna Cum Laude**: 3.65 - 3.79
- **Summa Cum Laude**: 3.80 - 4.00

Commencement Honors are awarded on the basis of at least sixty (60) semester hours in academic residence at Lynn University.

- Students who have fewer than sixty (60) semester hours may apply for Commencement Honors by documenting that the overall GPA earned at previous institutions and at Lynn University meets designated standards and the GPA earned at previous institutions meets the minimum standards for Honors. If the student has fewer than sixty (60) semester hours at Lynn and does not apply for Commencement Honors, the student will not be considered eligible for Honors.

**Honors and Awards**

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

- **The Trustees’ Medal**: awarded at graduation to the student who has exhibited outstanding scholarship, leadership, loyalty, and service to the University.

- **The Humanitarian Award**: given at graduation to the student who has exhibited outstanding loyalty to the University.

- **The President’s Award**: given in special cases to students exhibiting extraordinary service and commitment to the University.

- **The Scholastic Award**: given at graduation to the students who have attained the highest cumulative average in their respective academic divisions.
Committee of the merit of his/her case. If one member of the Committee is convinced that there was prejudice or miscalculation involved, the Academic Appeals Committee will convene within two weeks of the final appeal to adjudicate the case.

For a disputed test or paper grade, the student must first appeal to his/her instructor. Then the student may appeal to the instructor's immediate supervisor (normally the School Dean) by submitting a written statement. This process must take place within seven days from the date of the student's notification of the grade.

**Academic Honors**

Recognition for superior academic achievement at Lynn University 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 published within the University 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 University 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.

**Commencement Honors**

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

Commencement Honors are awarded on the basis of at least sixty (60) semester hours in academic residence at Lynn University.

Students who have fewer than sixty (60) semester hours may apply for Commencement Honors by documenting that the overall GPA earned at previous institutions and at Lynn University meets designated standards and the GPA earned at previous institutions meets the minimum standards for Honors. If the student has fewer than sixty (60) semester hours at Lynn and does not apply for Commencement Honors, the student will not be considered eligible for Honors.

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

**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 University uninterrupted by any work at another institution in order to be eligible for a degree from Lynn University.

**Withdrawal from the University**

Students who withdraw from Lynn University 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. Vice President for Academic Affairs
2. Vice President for Institutional Advancement
3. Director of Financial Aid
4. Dean of Freshmen (for freshmen)
5. Director of Counseling
6. Dean of Students
7. Director of Residence Life
8. Business Office
9. Librarian
10. Registrar
Transcripts

Students who have paid all their University 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 Lynn University must accompany each transcript request.

VII. DEGREE PROGRAMS

Lynn University students may select from a number of programs leading to the Bachelor of Science and Bachelor of Professional Studies degrees. The University offers an extensive number of programs leading to Associate degrees in the following fields of study: Education, Business, Hospitality Administration

Specific concentrations are listed below:

**Bachelor Degree Programs**

Bachelor of Science in Business Administration with concentrations available in:
- Accounting
- Aviation Management
- Fashion Marketing/Fashion Design
- International Business
- Marketing
- Small Business Management
- Management

Bachelor of Science in Design with concentrations available in:
- Design
- Graphic Design
- Interior Design

Bachelor of Science in Hospitality Administration with concentrations available in:
- Recreation Administration
- Hotel and Resort Administration
- Tourism and Travel Administration
- Food Service Administration

Bachelor of Science in Education with concentrations available in:
- Elementary Education K-6
- Elementary Education 1-6
- Pre-K-6 Education
- Secondary Education-Social Studies
- Secondary Education-English/Humanities

Bachelor of Professional Studies with concentrations available in:
- Business Administration
- Hospitality Administration
- Education Administration
VII. DEGREE PROGRAMS

Lynn University 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 Associate degrees. Through its Office of Continuing Education, the University offers academic programs for working adults which lead to the Bachelor of Professional Studies and Bachelor of Science degrees. Specific concentrations are listed below:

Bachelor Degree Programs

Bachelor of Science in Business Administration with concentrations available in:
- Accounting
- Aviation Management
- Fashion Marketing/Fashion Design
- International Business Marketing
- Small Business Management Management

Bachelor of Science in Design with concentrations available in:
- Design
- Graphic Design
- Interior Design

Bachelor of Science in Hospitality Administration with concentrations available in:
- Recreation Administration
- Hotel and Resort Administration
- Tourism and Travel Administration
- Food Service Administration

Bachelor of Science in Education with concentrations available in:
- Elementary Education K-6
- Elementary Education 1-6
- Pre-K-6 Education
- Secondary Education-Social Studies
- Secondary Education-English/Humanities

Bachelor of Arts with concentrations available in:
- Behavioral Science/Psychology, Sociology
- Communications
- History/Political Science
- Liberal Arts
- Health Care Administration

Associate Degree Programs

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 Design, Fashion Merchandising, and Liberal Arts. The Associate of Science is available in Funeral Service and Pre-Primary Education. An Associate of Science in Physical Therapist Assistant program is also available.

Graduate Degree Programs

Lynn University offers four Master of Professional Studies degrees — Eldercare Administration emphasizing the administration of eldercare facilities, agencies, and programs, and development; International Management which focuses on training for international business; Hospitality Administration emphasizing the administration of hotels, restaurants, clubs, and resorts, and International Health Care focusing on administration of health care facilities. The curriculum requires a total of forty-two graduate credit hours.
Pre-Law

Although the University 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 recommend specific undergraduate majors for pre-law students.”

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

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 University, answers many questions concerning testing centers and dates of administration.

VIII. CONTINUING EDUCATION

Lynn University offers through its Continuing Education degree programs for the working adult with a minimum of experience. The Bachelor of Professional Studies degree program is offered in Business, Marketing, and Liberal Arts with a concentration in Behavioral Science.

Additional degrees offered in Continuing Education:

- Bachelor of Science in Business, Health Care, and Social Work
- Bachelor of Arts in Elementary Education and Secondary Education
- Bachelor of Arts in Liberal Arts with a concentration in Behavioral Science

These programs provide classes offered in the evenings and/or on Saturdays to meet the needs of the working adults. Each student is individually registered in any degree program and counseling is provided with course selection.

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. Transcripts from non-United States schools must be submitted in a certified English translation.

3. Additional documentation, including a resume, will be requested upon receipt of application.

4. The office will review the student transcripts and notify the student of acceptance or denial.

5. The student will be credited with a maximum of 12 undergraduate credits for all previous business, marketing, and liberal arts courses.

6. For more information, contact the Office of Continuing Education, or call (407) 994-0775.

Expenses:

Bachelor of Professional Studies

Lynn University offers Bachelor of Professional Studies degrees through its Continuing Education programs. The Bachelor of Professional Studies degree program is offered in Business, Marketing, and Liberal Arts with a concentration in Behavioral Science. The degree program is designed to meet the needs of the working adults. Each student is individually registered in any degree program and counseling is provided with course selection.
VIII. CONTINUING EDUCATION

Lynn University offers through its Continuing Education Division various degree programs for the working adult with a minimum of five years of work experience. The Bachelor of Professional Studies provides the opportunity to earn credit towards the degree for professional experience. It is possible within this degree to concentrate in either Business, Marketing or Behavioral Science.

Additional degrees offered in Continuing Education include:
- The Bachelor of Science in Business, Health Care Administration (Long Term Care), Elementary Education and Secondary Education.
- The Bachelor of Arts in Liberal Arts with a concentration in Behavioral Science. These degree programs have classes offered in the evenings and/or on Saturdays to accommodate the needs of the working adults. Each student is individually counseled before registering in any degree program and counseling is provided each term to assist with course selection.

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, or by telephoning (407) 994-0775. When applying for admission:
   - Students must attend a one (1) credit portfolio seminar to learn the portfolio process.
   - Students earn credits based on courses offered at the University.
   - The credit hour fee is dependent upon the specific number of college credits awarded and is payable upon notification of the award.

Experiential Credit - Bachelor of Professional Studies

Lynn University 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 University will award experiential credit in accordance with the following guidelines:

1. Students must attend a one (1) credit portfolio seminar to learn the portfolio process.
2. Students earn credits based on courses offered at the University.
3. The credit hour fee is dependent upon the specific number of college credits awarded and is payable upon notification of the award.
4. The maximum number of experiential credits that can be awarded is thirty (30).
5. Students may also receive credit for certain military experience/education upon evaluation of proper documentation in accordance with the American Council on Educational Guidelines.

Specific criteria are contained in the Continuing Education catalog.
Intensive English Study

The Intensive English Study program is open to those who desire to learn English in order to prepare themselves for further study or professional work. The only restriction on prospective students is the minimum age of 17. Students apply directly to the program in Continuing Education. After successfully completing the program, and earning a TOEFL score of 500, students may apply for admission to the University.

The International Diploma Program provides non-English speaking students with the opportunity to take Intensive English Studies as well as one to three college courses at the same time.

Non-Degree Programs

Continuing Education offers a variety of non-degree programs in computers and other subjects, workshops and seminars throughout the year. To be placed on the mailing list for these courses, contact the Continuing Education Office. Specific courses to meet the needs of corporations and businesses are also available through this office.

Tuition and Fees - 1993/1994

Evening degree programs: $135.00/credit, $35.00 application fee to the University and $25.00 registration fee each term.

Experiential credit — $35.00/credit hour awarded.

Intensive English Studies — 8 weeks $2,850 resident student including tuition, room and board; $1,890 non-resident student tuition.

Full semester tuition, room and board — $5,250 per semester; non-resident tuition — $3,937 per semester. International Diploma Program — $10,500 per year resident student including tuition, room and board; $7,875 per year for tuition.

For further information for any of the programs above, call the Continuing Education Offices at 407-994-0775, Ext. 196, 198.

IX. COURSE DESIGNATION

<table>
<thead>
<tr>
<th>College of Arts and Sciences</th>
<th>School of Business</th>
<th>School of Hotel, Restaurant, and Tourism Administration</th>
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<tbody>
<tr>
<td>A&amp;D Art and Design</td>
<td>ACC Accounting</td>
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<td>AVM Aviation Management</td>
<td>Food Service Administration</td>
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<tr>
<td>COA Communications</td>
<td>BFI Banking and Finance</td>
<td>Tourism and Travel Administration</td>
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<tr>
<td>ENG English</td>
<td>BFM Retail and Apparel</td>
<td>Recreation Administration</td>
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<td>HPS History/Political Science</td>
<td>BFD Retail and Apparel Studies (Fashion Marketing)</td>
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<tr>
<td>HUM Humanities/Liberal Arts</td>
<td>BFDM Retail and Apparel Studies (Fashion Marketing)</td>
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<tr>
<td>LAN Languages</td>
<td>BUS Business</td>
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<td>MAT Mathematics</td>
<td>CSC Computer Science</td>
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<tr>
<td>MSC Funeral Service</td>
<td>MKT Marketing</td>
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<td>SCI Sciences</td>
<td>SBA Small Business Administration</td>
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IX. COURSE DESIGNATION GUIDE

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BEH Behavioral Science
COA Communications
ENG English
HPS History/Political Science
HUM Humanities/Liberal Arts
LAN Languages
MAT Mathematics
MSC Funeral Service
SCI Sciences

School of Business
ACC Accounting
AVM Aviation Management
BFI Banking and Finance
BFM Retail and Apparel
Studies (Fashion Marketing)
BFD Retail and Apparel
Studies (Fashion Marketing)
BUS Business
CSC Computer Science
MKT Marketing
SBA Small Business
Administration

School of Education
EDU Education
GHS Gerontology and Health Services

School of Graduate Studies
GHS Gerontology and Health Services
HA Hospitality Administration
IHC International Health Care
MIM International Management
MPS Master of Professional Studies (core courses)

COURSE NUMBER GUIDE

All courses which are included in the regular curriculum of the University are listed following the Curriculum section of this catalog.

The first (left-hand) digit of the course number has the following significance:

1. Freshman Courses
2. Sophomore Courses
3. Junior Courses
4. Senior Courses
5-6-7. Graduate Courses
X. CURRICULUM

The University 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 University's programs of study, except as noted (*) below.

CORE CURRICULUM (four-year programs)
- English Composition I, II
- Mathematics Electives **
- Public Forum
- Science Electives (with lab)
- Introduction to Computer Applications
- History or Behavioral Science Electives
- Humanities/Fine Arts Electives (Liberal Arts)***
- Total Credits 38

CORE CURRICULUM (two-year programs)
- English Composition I, II
- College Algebra
- Science Elective (with lab)
- Introduction to Computer Applications
- History or Behavioral Science Elective
- Humanities/Fine Arts Elective (Liberal Arts)***
- Total Credits 22

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 46 for this core curriculum.

** Each School determines what the mathematics electives shall be. MAT 101 - Elementary Algebra cannot be used as either elective.

*** Humanities electives include any of the following prefixes: A&D, COA, ENG, HUM, LAN.

The following are suggested sequences of study leading to the completion of two-year and four-year degree requirements. Other sequences may be possible, just as listed requirements may be fulfilled in other semesters than those listed. Each student should consult with his or her advisor and follow a degree program checklist to assure fulfilling the requirements in a timely manner.

COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences provides core courses in communications, mathematics, humanities/fine arts and natural sciences required in all associate and baccalaureate programs. The purposes of the curricula are to develop, to cultivate and inform personal values, to engage and live in an informed society, and to foster learning.

The division also offers associate degree programs in the arts. Bachelor degree concentrations are available in natural sciences, history/political science, and liberal arts.

BEHAVIORAL SCIENCES (PSYCHOLOGY/SOCIOLOGY)

FIRST YEAR

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<tr>
<th>Cr.</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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Total Credits 15

Total Credits 124
COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences provides core curricula in oral and written communications, mathematics, humanities/fine arts, social and behavioral sciences, and natural sciences required in all associate and bachelor degree programs of the University. The purposes of the curricula are to develop a common core of knowledge, to cultivate and inform personal values, to enhance the student’s ability to work and live in an informed society, and to foster an appreciation for lifelong learning.

The division also offers associate degree programs in art and design, and liberal arts. Bachelor degree concentrations are available in communications, behavioral sciences, history/political science, and liberal arts.

BEHAVIORAL SCIENCE

(Psychology/Sociology)

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Total Credits 124
COMMUNICATIONS

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* Communications Minor

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

ART AND DESIGN

GENERAL DESIGN

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Total Credits 124

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Total Credits 124

Note: Completion of curriculum of first two years in Design.
**ART AND DESIGN**

### GENERAL DESIGN

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**BUSINESS**

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

**Total Credits 124**

**Note:** Completion of curriculum of first two years qualifies the student for an A.S. in Design.
## GRAPHIC DESIGN

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### Total Credits 124

**Note:** Completion of curriculum of first two years qualifies the student for an A.S. in Design.

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## INTERIOR DESIGN

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### Total Credits 124

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### INTERIOR DESIGN

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Total Credits 124

Note: Completion of curriculum of first two years qualifies the student for an A.S. in Design.
# FUNERAL SERVICE

## General Core Curriculum:
- **ENG 101** English Composition I 3
- **ENG 102** English Composition II 3
- **BEH 110** Introduction to Sociology 3
- **BEH 150** Introduction to Psychology 3
- **SCI 130** General Chemistry 4
- **CSC 200** Introduction to Computer Applications 3
- **ACC 201** Accounting I 3

**Credits 22**

## Related Requirements
- **COA 110** Public Forum 3
- **SCI 160** Anatomy & Physiology I 4
- **SCI 161** Anatomy & Physiology II 4
- **BUS 212** Business Law I 3

**Credits 14**

## Major Requirements
- **MSC 101** Introduction to Funeral Service 3
- **MSC 131** Principles of Funeral Service 3
- **MSC 150** Funeral Service Sanitation 3
- **MSC 210** Thanatology 3
- **MSC 220** Funeral Service Law 1
- **MSC 240** Funeral Home Management 5
- **MSC 252** Microbiology/Pathology 3
- **MSC 261** Embalming I 4
- **MSC 262** Embalming II 4
- **MSC 270** Restorative Art 4
- **MSC 281** Funeral Service Seminar 2
- **MSC 291** Funeral Service Practicum 3

**Credits 38**

**Total Credits 74**
**HISTORY/POLITICAL SCIENCE**

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Credits 15

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Total Credits 124

Note: Completion of curriculum of first two years qualifies the student for an A.S. in design.
## LIBERAL ARTS

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<td>(300 level or above)</td>
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<tr>
<td>Electives (3)</td>
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<tr>
<td></td>
<td>15</td>
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</tbody>
</table>

**Total Credits - 124**

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

## SCHOOL

The School of Business offers a variety of concentrations, including aviation management, fashion design, business management, marketing and administration. A Bachelor of Science degree is available. All candidates for the B.S.B.A. must complete the general University core requirements.

**CORE CURRICULUM** (four year program)
- English Composition I, II
- College Algebra
- Mathematics Elective (beyond Algebra II)
- Public Forum
- Science Electives (with lab)
- Introduction to Computer Applications
- History or Behavioral Science Elective
- Humanities/Fine Arts Electives (Liberal Arts Elective)

*Freshman Seminar also is required*

In addition, all candidates for the B.S.B.A. must complete the following requirements as follows:

- Business Law I, II
- Accounting I, II
- Microeconomics and Macroeconomics
- Methods of Calculus
- Quantitative Business Analysis
- Principles of Management
- Principles of Marketing
- Information Systems
- Computer Application
- Corporate Finance
- Money & Banking
- Business Ethics
- Business Policy

The remaining requirements for each candidate depend on the concentration selected. These can be discussed with their individual program advisors. Please note that the aviation and fashion design programs are designed to meet the Business Core requirements. Again, these programs are delivered through the concentration selected with their advisors as they progress through the entire curriculum. Business electives include prefixes: MKT, SBA.
SCHOOL OF BUSINESS

The School of Business offers a variety of concentrations including accounting, aviation management, fashion design, fashion merchandising, international business management, marketing and small business management. Each concentration leads to a Bachelor of Science in Business Administration (B.S.B.A.) degree. All candidates for the B.S.B.A., regardless of concentration, must complete the general University core requirements as follows:

**CORE CURRICULUM (four year programs)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I, II</td>
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</tr>
<tr>
<td>College Algebra</td>
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<td>Mathematics Elective (beyond Algebra)</td>
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<td>Public Forum</td>
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</tr>
<tr>
<td>Science Electives (with lab)</td>
<td>8</td>
</tr>
<tr>
<td>Introduction to Computer Applications</td>
<td>3</td>
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<tr>
<td>History or Behavioral Science Electives</td>
<td>6</td>
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<tr>
<td>Humanities/Fine Arts Electives (Liberal Arts)</td>
<td>6</td>
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</tbody>
</table>

*Freshman Seminar also is required for freshmen.

In addition, all candidates for the B.S.B.A. must complete the Business Core requirements as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>Business Law I, II</td>
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</tr>
<tr>
<td>Accounting I, II</td>
<td>6</td>
</tr>
<tr>
<td>Microeconomics and Macroeconomics</td>
<td>6</td>
</tr>
<tr>
<td>Methods of Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Quantitative Business Analysis</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Management Information Systems</td>
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</tr>
<tr>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>Money &amp; Banking</td>
<td>3</td>
</tr>
<tr>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Business Policy</td>
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</tr>
</tbody>
</table>

The remaining requirements for each candidate for a B.S.B.A. will depend on the concentration selected. These are listed in detail on the following pages. All candidates should use these academic plans as guidelines as well as work closely with their individual program advisors in completion of their degree requirements.

Please note that the aviation and fashion concentrations vary slightly with regard to the Business Core requirements. Again, candidates should work closely with their advisors as they progress through the degree program.

Business electives include prefixes: ACC, AVM, BFI, BFM, BUS, CSC, IBN, MKT, SBA.
### ACCOUNTING

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
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<th>Spring</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
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<td>ENG 102 English Composition II</td>
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<tr>
<td>MAT 110 College Algebra</td>
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<td>BUS 171 Macroeconomics</td>
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<td>BUS 170 Microeconomics</td>
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<td>CSS 200 Intro. to Computer</td>
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<td>Hist./Beh.Sci. Elective</td>
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<td>Hist./Beh.Sci. Elective</td>
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#### SECOND YEAR

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<th>Spring</th>
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<tbody>
<tr>
<td>ACC 201 Accounting I</td>
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<td>ACC 202 Accounting II</td>
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<td>BUS 212 Business Law I</td>
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<td>COA 110 Public Forum</td>
<td>3</td>
<td>BUS 250 Prin. of Management</td>
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<td>MAT 221 Probability &amp; Statistics</td>
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<td>MAT 220 Methods of Calculus</td>
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#### THIRD YEAR

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<th>Spring</th>
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<tr>
<td>BFI 352 Money, Banking &amp; Monetary Policy</td>
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<td>ACC 331 Cost Accounting</td>
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<td>BUS 228 Business Commun.</td>
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<td>BFI 311 Corporate Finance</td>
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<td>CSC 315 Management Info. Sys.</td>
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#### FOURTH YEAR

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<th>Fall</th>
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<tbody>
<tr>
<td>ACC 321 Federal Taxation</td>
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<td>ACC 461 Advanced Accounting I</td>
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<tr>
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**Total Credits 128**

### AVIATION NON-FLIGHT

#### FIRST YEAR

<table>
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<tbody>
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<td>ENG 101 English Composition I</td>
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<td>BUS 170 Microeconomics</td>
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<td>AVM 101 Air Transportation</td>
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</tr>
<tr>
<td>FRO 101 Freshman Seminar</td>
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<td>Hist./Beh.Sci. Elective</td>
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<tr>
<td>Hist./Beh.Sci. Elective</td>
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<tr>
<td>Liberal Arts Elective</td>
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#### SECOND YEAR

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<th>Spring</th>
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<tbody>
<tr>
<td>ACC 201 Accounting I</td>
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<td>ACC 202 Accounting II</td>
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<td>BUS 212 Business Law I</td>
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<td>COA 110 Public Forum</td>
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<td>COA 110 Public Forum</td>
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<td>MAT 222 Probability &amp; Statistics</td>
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<td>MAT 220 Methods of Calculus</td>
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<td>Science Elective</td>
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<td>Science Elective</td>
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<tr>
<td>Science Elective</td>
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#### THIRD YEAR

<table>
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<th>Fall</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>MAT 220 Methods of Calculus</td>
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<td>BFI 311 Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>AVM 331 Aviation Reg. &amp; Law</td>
<td>3</td>
<td>CSC 250 Spreadsheet Design and Application</td>
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<tr>
<td>AVM 341 Aviation Operations I</td>
<td>3</td>
<td>BUS 250 Prin. of Management</td>
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<tr>
<td>BUS 250 Prin. of Management</td>
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#### FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
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<tbody>
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<td>AVM 441 Aviation Operations III</td>
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<td></td>
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<td>Total</td>
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</table>

*Note: Business Electives and Free Electives are recommended. Recommended Business Elective: 3 credits. Recommended Humanities Elective: 3 credits.
## AVIATION MANAGEMENT

### NON-FLIGHT PROGRAM

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
<th>Spring</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
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<td>ENG 102 English Composition II</td>
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<tr>
<td>MAT 110 College Algebra</td>
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<td>BUS 170 Microeconomics</td>
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<td>BUS 200 Intro to Computer Applications</td>
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#### SECOND YEAR

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<tr>
<td>ACC 202 Accounting I</td>
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<td>ACC 202 Accounting II</td>
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<td>BUS 212 Business Law I</td>
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<td>BUS 213 Business Law II</td>
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<td>COA 110 Public Forum</td>
<td>3</td>
<td>MAT 221 Probability &amp; Statistics</td>
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<td>Hist/Beh.Sci. Elective</td>
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<td>Liberal Arts Elective</td>
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#### THIRD YEAR

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<th>Fall</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>MAT 220 Methods of Calculus</td>
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<td>AVM 346 Aviation Operations II</td>
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<tr>
<td>AVM 341 Aviation Operations I</td>
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<td>CSC 315 Management Info. Systems</td>
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<td>CSC 250 Spreadsheet Design and Application</td>
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<td>BUS 250 Prin. of Management</td>
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<td>* Free Elective</td>
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#### FOURTH YEAR

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<th>Spring</th>
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<tbody>
<tr>
<td>BUS 422 Quantitative Bus. Analysis</td>
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<td>BUS 460 Business Policy</td>
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<td>* Business Elective</td>
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<tr>
<td>* Free Elective</td>
<td>16</td>
<td>* Business Elective</td>
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</tbody>
</table>

Total Credits 126

*Note: Business Electives and Free Electives must be 300-level or higher.
Recommended Business Elective: Business Ethics
Recommended Humanities Elective: Creative Thinking
# AVIATION MANAGEMENT
## FLIGHT OPTION PROGRAM
### FIRST YEAR
<table>
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<th>Fall</th>
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<td>BUS 171</td>
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<td>AVM 101</td>
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<td>AVM 226 Air Transportation</td>
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### SECOND YEAR
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<tbody>
<tr>
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<td>COA 110</td>
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<td>AVM 210</td>
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### THIRD YEAR
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<tbody>
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<td>BUS 250</td>
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### FOURTH YEAR
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<tbody>
<tr>
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<td>Hist/BehavSci. Elective</td>
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</table>
* Business Elective | 3   |
* Business Elective | 3   |
|         | 16  |                          | 15  |

**Total Credits 127**

Notes:
1. If a flight student elects to obtain the flight instructor rating, AVM 310 substitutes for a Business Elective.
2. Business Electives must be 300-level or higher.
3. Recommended Humanities Elective: Creative Thinking
   Recommended Business Elective: Business Ethics

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# RETAILING AND FASHION M
## FASHION MANAGEMENT
Two year course of study followed by first and second year of study. Leads to Administration Degree with a concentration in Fashion Management.

### FIRST YEAR
<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
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<td>CSC 200</td>
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<td>BFM 100</td>
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### SECOND YEAR
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**Total Credits 127**
RETAILING AND APPAREL STUDIES
FASHION MERCHANDISING*

Two year course of study followed by all Retail and Apparel students during the first and second year of study. Leads to Associate of Arts Degree.

FIRST YEAR

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Total Credits 63

FASHION MARKETING*

Third and fourth year course of study which leads to Bachelor of Business Administration Degree with a concentration in Fashion Marketing.

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Total Credit 61


**FASHION DESIGN***

Third and fourth year course of study leads to Bachelor of Business Administration Degree with a concentration in Fashion Design.

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**Total Credits 61**

* All Retail and Apparel students must follow the Fashion Merchandising program for the first two years of study and they may choose either Fashion Marketing or Fashion Design for the third and fourth years.

**INTERNATIONAL**

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<tr>
<td>MAT 110 College Algebra</td>
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<td>BUS 170 Macroeconomics</td>
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<td>FRO 101 Freshman Seminar</td>
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**SECOND YEAR**

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<td>BUS 250 Principles of Management</td>
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<td>MAT 221 Probability &amp; Statistics</td>
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<td>Science Elective</td>
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<td>MAT 222 Elective</td>
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<td>BUS 450 Business Ethics</td>
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<td>Area Language Study I</td>
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**TOTAL**

**FOURTH YEAR**

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<td>CSC 315 Management Info. Systems</td>
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*Note: BUS 495 takes the place of BUS 450.*
# INTERNATIONAL BUSINESS

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<td>BUS 170 Macroeconomics</td>
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**TOTAL CREDITS 15**

## SECOND YEAR

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<td>BUS 250 Principles of Management</td>
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<td>COA 110 Public Forum</td>
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<td>MAT 221 Probability &amp; Statistics</td>
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**TOTAL CREDITS 16**

## THIRD YEAR

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<td>BFI 352 Money, Banking &amp; Monetary Policy</td>
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**TOTAL CREDITS 16**

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<td>BUS 394 International Mgmt.</td>
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**TOTAL CREDITS 16**

*Note: BUS 495 takes the place of BUS 460 and two electives.*
## MANAGEMENT

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Total Credits 126
## MARKETING

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<td>MKT 321 Sales Mgmt. &amp; Selling</td>
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### FOURTH YEAR

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<td>MKT 392 International Marketing</td>
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<td>Fall</td>
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<td>MKT 460 Marketing Strategy and Policy</td>
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<td>MKT 430 Marketing Research</td>
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<td>BUS 481 Business Seminar</td>
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<td>Art Elective (300 level or above or Photography)</td>
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<td>BUS 481 Business Seminar</td>
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Total Credits 126
## SMALL BUSINESS MANAGEMENT

### FIRST YEAR

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<td>ENG 101 English Composition I</td>
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<tr>
<td>MAT 110 College Algebra</td>
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<td>BUS 171 Macroeconomics</td>
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<td>BUS 170 Microeconomics</td>
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<td>COA 110 Public Forum</td>
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<td>Liberal Arts Elective</td>
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<td>Hist./Beh. Sci. Elective</td>
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### SECOND YEAR

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<td>BUS 212 Business Law I</td>
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<td>BUS 213 Business Law II</td>
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<td>BUS 250 Principles of Management</td>
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<td>MKT 250 Principles of Marketing</td>
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<td>MAT 221 Probability &amp; Statistics</td>
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### THIRD YEAR

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<td>ACC 321 Federal Taxation I</td>
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<td>MKT 350 Advertising</td>
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<td>MKT 355 Marketing Communication</td>
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<td>CSC 315 Management Info. Systems</td>
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<td>BFI 352 Money, Banking &amp; Monetary Policy</td>
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<tr>
<td>BFI 311 Corporate Finance</td>
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<td>BUS 315 Real Estate Law</td>
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### FOURTH YEAR

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<td>SBA 401 Financing Small Business &amp; Entrepreneurial Ventures II</td>
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<td>SBA 430 Managing Growing Businesses</td>
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<td>BFI 451 Real Estate Investments &amp; Finance</td>
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<td>BUS 450 Business &amp; Society Computer Elective</td>
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<td>BUS 430 Labor Relations</td>
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Total Credits 126

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## SCHOOL OF HOTEL TOURISM ADMINISTRATION

The School of Hotel, Restaurant and Tourism Administration leads to a Bachelor of Science in Hotel Administration. All candidates for the B.S.H.A., complete the general University core requirements as follows:

**CORE CURRICULUM (four year program)**

- English Composition I, II
- Applied Math
- Probability & Statistics
- Public Forum
- Science Electives (with lab)
- Introduction to Computer Applications
- History or Behavioral Science Electives
- Humanities/Fine Arts Electives

In addition, all candidates for the B.S.H.A. Administration Core requirements as follows:

- Introduction to Hospitality & Tourism
- Touristic Geography
- Hospitality Management & Organization
- Hospitality Front Office Operations
- Hospitality Employee Development
- Hospitality Marketing and Sales
- Hospitality Industry Financial Accounting

- Principles of Accounting I
- Hospitality Industry Computer Systems
- Hospitality Internship I
- Hospitality Industry Law
- Hospitality Industry Management Accounts
- Hospitality Human Resources Management
- Hospitality Strategic Marketing
- Hospitality Internship II
- Hospitality Industry Seminar
SCHOOL OF HOTEL, RESTAURANT AND TOURISM ADMINISTRATION

The School of Hotel, Restaurant and Tourism Administration offers four concentrations including Hotel and Resort Administration, Food Service Administration, Tourism and Travel Administration and Recreation Administration. Each concentration leads to a Bachelor of Science in Hospitality Administration (B.S.H.A.) degree. All candidates for the B.S.H.A., regardless of concentration, must complete the general University core requirements as follows:

CORE CURRICULUM (four year programs)  

<table>
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<tr>
<td>Applied Math</td>
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<tr>
<td>Probability &amp; Statistics</td>
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<td>Public Forum</td>
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<td>Science Electives (with lab)</td>
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<tr>
<td>Introduction to Computer Applications</td>
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<tr>
<td>History or Behavioral Science Electives</td>
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<td>Humanities/Fine Arts Electives</td>
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<td><strong>Total Credits</strong></td>
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In addition, all candidates for the B.S.H.A. must complete the Hospitality Administration Core requirements as follows:

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Introduction to Hospitality &amp; Tourism</td>
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<tr>
<td>Touristic Geography</td>
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<tr>
<td>Hospitality Management &amp; Organization</td>
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<tr>
<td>Hospitality Front Office Operations</td>
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<tr>
<td>Hospitality Employee Development</td>
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<tr>
<td>Hospitality Marketing and Sales</td>
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<td>Hospitality Industry Financial Accounting</td>
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-or-

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Principles of Accounting I</td>
<td>3</td>
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<tr>
<td>Hospitality Industry Computer Systems</td>
<td>3</td>
</tr>
<tr>
<td>Hospitality Internship I</td>
<td>3</td>
</tr>
<tr>
<td>Hospitality Industry Law</td>
<td>3</td>
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<tr>
<td>Hospitality Industry Management Accounting</td>
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<tr>
<td>Hospitality Human Resources Management</td>
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<tr>
<td>Hospitality Strategic Marketing</td>
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<tr>
<td>Hospitality Internship II</td>
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<tr>
<td>Hospitality Industry Seminar</td>
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<td><strong>Total Credits</strong></td>
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Total Credits 126
I. CORE CURRICULUM  
ENG 101 English Composition I  
ENG 102 English Composition II  
MAT 105 Applied Math I  
MAT 221 Probability & Statistics  
COA 110 Public Forum  
Science Electives (2)  
(with lab)  
History or Behavioral Science Electives (2)  
Humanities/Fine Arts Electives (2)  
CSC 200 Introduction to Computer Applications  
FRO 101 Freshman Seminar (required for freshmen)

II. HOSPITALITY ADMINISTRATION CORE  
HA 100 Introduction to Hospitality & Tourism  
HA 120 Touristic Geography  
HA 130 Hospitality Management & Organization  
HA 140 Hospitality Front Office Operations  
HA 163 Hospitality Employee Development  
HA 172 Hospitality Marketing & Sales  
HA 201 Hospitality Industry Financial Accounting  
or  
ACC 201 Principles of Accounting I  
HA 215 Hospitality Industry Computer Systems  
HA 290 Hospitality Internship I **  
HA 310 Hospitality Industry Law  
HA 311 Hospitality Industry Management Accounting  
HA 365 Hospitality Human Resources Management  
HA 375 Hospitality Strategic Marketing  
HA 390 Hospitality Internship II ***  
HA 481 Hospitality Industry Seminar

III. APPROVED ELECTIVES  
* Elective  
* Elective  
* Elective  
* Elective

IV. HOSPITALITY ADMINISTRATION  
Concentration Option

Total Credits 124-125 credits

* Student must receive approval from his/her advisor prior to registering for these courses.
** To be taken during the semester that a total of 500 hours of work experience will be completed.
*** To be taken during the semester that a total of 1,000 hours of work experience will be completed.
**BACHELOR OF SCIENCE HOSPITALITY ADMINISTRATION**

**Food Service Administration Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HA 260</td>
<td>Food Service Operations I</td>
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<tr>
<td>HA 261</td>
<td>Food Service Operations II</td>
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<tr>
<td>HA 263</td>
<td>Food Service Operations III</td>
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<tr>
<td>HA 351</td>
<td>Food Service Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HA 343</td>
<td>Food Service Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>HA 347</td>
<td>Food Service Sanitation</td>
<td>3</td>
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<tr>
<td>HA Elective</td>
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<tr>
<td>HA Elective</td>
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* Requires advisor’s written approval.

**Hotel and Resort Administration Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HA 260</td>
<td>Food Service Operations I</td>
<td>2</td>
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<tr>
<td>HA 261</td>
<td>Food Service Operations II</td>
<td>4</td>
</tr>
<tr>
<td>HA 263</td>
<td>Food Service Operations III</td>
<td>4</td>
</tr>
<tr>
<td>HA 350</td>
<td>Hotel and Resort Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HA 355</td>
<td>Hospitality Customer Service</td>
<td>3</td>
</tr>
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<td>HA 410</td>
<td>Hospitality Leadership &amp; Supervision</td>
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<tr>
<td>HA Elective</td>
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<tr>
<td>HA Elective</td>
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* Requires advisor’s written approval.

**Recreation Administration Concentration**

<table>
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<tr>
<td>HA 125</td>
<td>Introduction to Recreation</td>
<td>3</td>
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<tr>
<td>HA 216</td>
<td>Advanced Sports Skills I</td>
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<tr>
<td>HA 316</td>
<td>Advanced Sports Skills II</td>
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<tr>
<td>HA 326</td>
<td>Methods of Teaching Sports</td>
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<td>HA 416</td>
<td>Recreation Facilities</td>
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<td>HA 426</td>
<td>Health Facilities</td>
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<td>HA 436</td>
<td>Recreation Supervision</td>
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<td>HA 446</td>
<td>Recreation Seminar</td>
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24 credits

125 credits

Please consult your advisor prior to registering for each of 500 hours of work experience.

Total of 1,000 hours of work experience required.

24-25 credits
BACHELOR OF SCIENCE
HOSPITALITY ADMINISTRATION
Tourism and Travel Administration Concentration
HA 230 Air Transportation and Reservations 3
HA 270 Travel Agency Administration 3
HA 318 Land Transportation and Reservations 3
HA 330 Travel Agency Automation 3
HA 369 Shipping and Cruises 3
HA 385 Tourism Planning and Development 3
HA 480 Wholesale Tour Systems 3
HA 483 International Tourism Policy 3
24 credits

FOOD SERVICE ADMINISTRATION
FIRST YEAR
Cr. Cr.
Fall Spring
ENG 101 English Composition I 3 ENG 102 English Composition II 3
HA 100 Intro. to Hospitality & Tourism 3 HA 120 Touristic Geography 3
HA 130 Hospitality Management & Organization 3 HA 163 Hospitality Employee Dev. 3
HA 140 Hospitality Front Office Operations 3 HA 172 Hospitality Marketing & Sales 3
FRO 101 Freshman Seminar 2 CSC 200 Intro. to Computers 2
Hist./Beh. Sci. Elective 1

SECOND YEAR
Cr. Cr.
Fall Spring
HA 260 Food Service Operations I 2 HA 201 Principles of Accounting I 3
HA 261 Food Service Operations II 4 HA 215 Hospitality Industry Computer Systems 3
HA 263 Food Service Operations III 4 HA 290 Hospitality Industry Internship 3
MAT 105 Applied Math I 3 Hist./Beh. Sci. Elective 3
Elective* 3 Liberal Arts Elective 3
6

THIRD YEAR
Cr. Cr.
Fall Spring
HA 311 Hospitality Industry Management Accounting 3 HA 365 Hospitality Human Resources Management 3
HA 375 Hospitality Strategic Marketing 3 COA 110 Public Forum 3
MAT 221 Probability & Statistics 3 HA 351 Food Service Information Systems 3
HA 343 Food Service Purchasing Science Elective 4
Elective* 16

FOURTH YEAR
Cr. Cr.
Fall Spring
HA 310 Hospitality Industry Law 3 HA 481 Hospitality Industry Seminar 3
Liberal Arts Elective 3 HA 347 Food Service Sanitation 3
Elective* 3 HA Elective* 3
Elective* 3 Elective* 3
Elective* 15

Total Credits 125

* Requires advisor's approval.
# HOTEL AND RESORT ADMINISTRATION

**FIRST YEAR**

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<td>HA 120 Touristic Geography</td>
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<td>HA 130 Hospitality Management &amp; Organization</td>
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<td>HA 163 Hospitality Employee Development</td>
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<td>HA 140 Hospitality Front Office Operations</td>
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<td>HA 172 Hospitality Marketing &amp; Sales</td>
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<td>CSC 200 Intro. to Computer App.</td>
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**SECOND YEAR**

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<td>HA 263 Food Service Operations III</td>
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<td>HA 290 Hospitality Industry</td>
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**THIRD YEAR**

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<td>HA 311 Hospitality Industry Management Accounting</td>
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<td>HA 375 Hospitality Strategic Marketing</td>
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**FOURTH YEAR**

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<td>HA 410 Hospitality Leadership</td>
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<td>Humanities Elective</td>
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* Requires advisor’s approval.

**Total Credits 125**
## Recreational Administration

### First Year

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<td>HA 163</td>
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<td>HA 125</td>
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<td>HA 140</td>
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<td>CSC 200</td>
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<td>FRO 101</td>
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### Second Year

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<td>HA 201 Prin. of Accounting I or ACC 201 3</td>
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<td>HA 215</td>
<td>3</td>
<td>HA 350 Hotel &amp; Resort Information Systems 3</td>
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<td>COA 110</td>
<td>3</td>
<td>HA 290 Hospitality Industry Internship 3</td>
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### Third Year

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<tbody>
<tr>
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**Total Credits 122**

*Requires Advisor’s Approval

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## Tourism and Travel

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*Requires advisor’s approval.
# Tourism and Travel Administration

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*Requires advisor's approval.*
SCHOOL OF EDUCATION
PRE-PRIMARY EDUCATION
ASSOCIATE DEGREE

FIRST YEAR

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SECOND YEAR

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Total Credits 63

PRE-K-6 CORE

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Total Credits 15
## EDU DEGREE

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Total Credits 136
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Total Credits 127
### 1 - 6 CONCENTRATION

#### FIRST YEAR

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<td>HPS 250 Geography &amp; World Affairs</td>
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Total Credits: 121

Credits 127
# SECONDARY EDUCATION

## ENGLISH/HUMANITIES (6-12)

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### FOURTH YEAR

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*Total Credits: 130*
HEALTH CARE ADMINISTRATION

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<td>GHS 100 Health Care &amp; Social</td>
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SECOND YEAR

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<td>ACC 201 Principles of Accounting I</td>
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<td>MKT 250 Principles of Marketing</td>
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<td>MAT 221 Probability &amp; Statistics</td>
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<td>GHS 120 Health Care Administration I</td>
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<td>GHS 170 Health Care Delivery in Long-Term Care</td>
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<td>GHS 210 Change &amp; Loss Across the Lifespan</td>
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THIRD YEAR

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<td>BUS 350 Human Resource Management</td>
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<td>GHS 230 Social Gerontology</td>
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<td>GHS 240 Medical Legal Aspects</td>
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<td>GHS 290 Field Practicum in HHS</td>
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FOURTH YEAR

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<td>GHS 320 Public Policy in Long-Term Care</td>
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<td>GHS 350 Mental Health and Aging</td>
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<td>GHS 370 Financial Reporting &amp; Reimbursement Systems in Health Care</td>
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<td>GHS 420 Therapeutic &amp; Supportive Programs</td>
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<td>GHS 460 Health in the Later Years Elective</td>
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Total Credits 125

SCHOOL OF GERONTOLOGY AND HEALTH

MASTER OF PROFESSIONAL STUDIES (MPS)

ELDERCARE

CORE COURSES OF THE MPS PROGRAM

MPS 500 Management & Administration
MPS 505 Research Methods
MPS 510 Legal Aspects
MPS 515 Management & Administration (Organizational Behavior)
MPS 520 Marketing

GERONTOLOGY AND HEALTH CARE

GHS 520 Managerial Finance & Risk Management
GHS 550 Geriatrics
GHS 560 Psychology of Aging
GHS 600 Eldercare I
GHS 610 Eldercare II
GHS 540 Sociology of Aging
GHS 590 Social Policy

RESIDENCY COMPONENT (6 credits)

GHS 700 Administrative Residency
or
GHS 710 Administrative Residency (for licensure eligibility)

HOSPITALITY ADMINISTRATION

CORE COURSES OF THE MPS PROGRAM

MPS 500 Management & Administration
MPS 505 Research Methods
MPS 510 Legal Aspects
MPS 515 Management & Administration (Organizational Behavior)
MPS 520 Marketing

HOSPITALITY ADMINISTRATION

HA 525 Food Service Administration
HA 530 Resort Development and Management
HA 535 Hospitality Information Systems
HA 540 Hospitality Human Resources
HA 545 Hospitality Training and Development
HA 550 Hospitality Financial Management
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<td>MPS 505</td>
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<td>Legal Aspects</td>
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<td>MPS 515</td>
<td>Management &amp; Administration II (Organizational Behavior)</td>
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<td>MPS 520</td>
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<td>GHS 590</td>
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**TOTAL CREDITS: 42**
RESEARCH COMPONENT (6 credits)
HA 595 Graduate Project in Hospitality Administration 6

ELECTIVES (3 credits)
Elective 3

TOTAL CREDITS 42

INTERNATIONAL HEALTH CARE ADMINISTRATION

CORE COURSES OF THE MPS PROGRAM (15 credits)
MPS 500 Management & Administration I 3
MPS 505 Research Methods 3
MPS 510 Legal Aspects 3
MPS 515 Management & Administration II (Organizational Behavior) 3
MPS 520 Marketing 3

INTERNATIONAL HEALTH CARE ADMINISTRATION CONCENTRATION (15 credits)
IHC 550 Principles of Health Program Management 3
IHC 560 International Health: Introduction to Health Care in Developing Countries 3
IHC 580 Seminar in Mental Health 3
IHC 590 Comparative Health Systems 3
IHC 650 Advanced Seminar in International Management 3

RESEARCH OR RESIDENCY COMPONENT (6 credits)
IHC 595 Graduate Project in Health Care Administration 6

ELECTIVES (3 credits)
Elective 3

TOTAL CREDITS 42

INTERNATIONAL MANAGEMENT

CORE COURSES OF THE MPS PROGRAM (15 credits)
MPS 500 Management & Administration I 3
MPS 505 Research Methods 3
MPS 510 Legal Aspects 3
MPS 515 Management & Administration II (Organizational Behavior) 3
MPS 520 Marketing 3

INTERNATIONAL MANAGEMENT CONCENTRATION (15 credits)
MIM 590 International Business 3
MIM 591 International Marketing 3
MIM 592 International Finance 3
MIM 593 Comparative Economic Systems 3
MIM 594 International Law and Organization 3

RESEARCH COMPONENT (6 credits)
MIM 595 Graduate Project in International Management 6

ELECTIVES (6 credits)
Elective
Elective
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COURSE DESCRIPTIONS

FRO 101 FRESHMAN SEMINAR: THE COLLEGE EXPERIENCE
Designed to increase students' success by assisting in obtaining the knowledge and skills necessary to reach their educational objectives. Topics in this course include the nature of education, time planning, test-taking, communication skills, study techniques, question-asking skills, college procedures, resources and services, and personal issues that face many college students. 2 credits.
(Note: This course required of all first semester freshmen.)

HONORS PROGRAM

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

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

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

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

COLLEGE OF ARTS AND DESIGN

ART & DESIGN

A&D 100 INTERIOR DESIGN
Development of a firm planning, furnishing, everyday environment, boards and problem solving. 3 credit hours.

A&D 105 DRAWING I
A course designed to draw drawings, beginning of three dimensional. 3 credit hours.

A&D 106 DRAWING II
Basic training in controls to plan and design, and creative observation and basic. 3 credit hours.

A&D 120 DESIGN FUNDAMENTALS
An introduction to the freedom of expression. The course is aimed at freedom of expression. 3 credit hours.

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

A&D 130 HISTORY OF INTERIOR DESIGN
A survey course tracing architectural history 3 credit hours.

A&D 145 ENVIRONMENTAL DESIGN
Basic theory and technical dimensional form. 3 credit hours.

A&D 146 GRAPHICS I
Provides instruction to reduce them to understandable appropriate indicators of sketch objects in a single "visualizing" concept. 3 credit hours.

A&D 200 INTERIOR DESIGN
A practical application interior design projects, both residential and maquettes are required.
RIPTIONS

COLLEGE EXPERIENCE
success by assisting in obtaining the
students the nature of education, time
ication skills, study techniques, proceduc res. resources and services, any college students. 2 credits. all first semester freshmen.)

who meet certain academic average
and invitation of a faculty honors
covered will be selected by the
ght by faculty. Enrollment limited to

have completed HNR 295 and
academic average standards. Other
ommendation and invitation of a
ial topics to be determined by the
ty. Enrollment limited to 15

completed HNR 395 and continue to
verage standards. Other openings are
and invitation of a faculty honors
determined by the students and
ent limited to 15 students. 1 credit

TREAT ISSUES
completed HNR 495 and continue to
verage standards. This capstone
thesizes the work in the earlier
an interdisciplinary perspective, humankind. Enrollment limited to

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.
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 a 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, camera technique, film 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. Pre-requisite: A&D 240. 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 course examining tools and techniques, covers, etc. 3 credit hours.

A&D 267  PORTFOLIO AND THE GRADUATING STUDENT
The graduating student prepares past work for original work and 35 for the individual "portfolio" to be printed. All of the work during final exam week, invitations, and programs.

A&D 300  INTERIOR DESIGN
Advanced projects in furniture selection, installation, and estimation. Pre-requisite: A&D 241. 3 credit hours.

A&D 310  ART HISTORY I
Prehistoric to 19th Century. Development of Greek Civilizations, Art, David, and the Classicism. 3 credit hours.

A&D 311  ART HISTORY II
1850 to the present: Dada, Surrealism, Pop Art, Figurative Art. 3 credit hours.

A&D 312  FURNITURE ART
The study of creating custom furniture and will serve their design students. 3 credit hours.

A&D 320  INTERIOR DESIGN
Interior delineation and presentation. 3 credit hours.

A&D 325  HISTORICAL REVIEW
The study of interior design and the National Register of Historic Places. 3 credit hours.

A&D 330  COLOR PHOTOGRAPHY
Advanced study in color processing of color negatives and certain other art and will serve their design students. 3 credit hours.
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.

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.

INTERIOR DESIGN III
Advanced projects in creative problem solving involving lighting, installation, and estimating practice coordinating between client, designer, workmen, and suppliers. Presentation boards required. Prerequisite: A&D 200. 3 credit hours.

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 credit hours.

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

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.

INTERIOR DESIGN RENDERING
Interior delineation and techniques employing a variety of media. 3 credit hours.

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.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;D 331</td>
<td>ADVANCED TEXTILES</td>
<td>The study of fabrics, their construction, color, finishes and special characteristics as applied to interiors. 3 credit hours.</td>
</tr>
<tr>
<td>A&amp;D 345</td>
<td>RENDERING TECHNIQUES I</td>
<td>The materials, techniques, and methods used in advertising and graphic design; figure illustration and the preparation of roughs and comprehensives for visual presentation. 3 credit hours.</td>
</tr>
<tr>
<td>A&amp;D 346</td>
<td>RENDERING TECHNIQUES II</td>
<td>Continuation of A&amp;D 345. 3 credit hours.</td>
</tr>
<tr>
<td>A&amp;D 350</td>
<td>LAYOUT AND PRODUCTION</td>
<td>Layout and production of mechanical art work for printing process, including layout mechanics and skills, photoscaling and typography. 3 credit hours.</td>
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<tr>
<td>A&amp;D 360</td>
<td>CORPORATE IDENTITY</td>
<td>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.</td>
</tr>
<tr>
<td>A&amp;D 365</td>
<td>CREATIVE COPYWRITING</td>
<td>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.</td>
</tr>
<tr>
<td>A&amp;D 400</td>
<td>INTERIOR DESIGN IV</td>
<td>A knowledge of technical skills applied in the preparation of a professional portfolio with emphasis on individual career objectives in Interior Design. Prerequisite: A&amp;D 300. 3 credit hours.</td>
</tr>
<tr>
<td>A&amp;D 425</td>
<td>ADVANCED COMPUTER GRAPHICS</td>
<td>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&amp;D 226. 3 credit hours.</td>
</tr>
<tr>
<td>A&amp;D 431</td>
<td>TEXTILE DESIGN</td>
<td>Using computer graphics and more conventional methods. Graphic designs as applied to the textile industry. 3 credit hours.</td>
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<tr>
<td>A&amp;D 435</td>
<td>FURNISHINGS, FINS</td>
<td>The study of alternative artwork, sculpture, and to complete projects designed for interiors. 3 credit hours.</td>
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<tr>
<td>A&amp;D 436</td>
<td>FURNITURE MANUFACTURING</td>
<td>Studies of furniture manufacturing techniques. 3 credit hours.</td>
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<tr>
<td>A&amp;D 440</td>
<td>PHOTOGRAPHY OF</td>
<td>Students will photograph and edit winning interiors in the Boca area for attention to color, lighting, and mood. 3 credit hours.</td>
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<tr>
<td>A&amp;D 450</td>
<td>CODES AND STANDARDS</td>
<td>Study of building, fire, and design codes. 3 credit hours.</td>
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<tr>
<td>A&amp;D 460</td>
<td>SIGNAGE DESIGN</td>
<td>Designing signs from roadway signs to roadways. Designing signs for use in urban environments. 3 credit hours.</td>
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<tr>
<td>A&amp;D 465</td>
<td>PROFESSIONAL PRACTICE</td>
<td>Ethical and legal principles governing copyrights, and trademarks. 3 credit hours.</td>
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<tr>
<td>A&amp;D 470</td>
<td>DESIGN PRESENTATION</td>
<td>Advanced design as it relates to image, and visual organization of ideas. 3 credit hours.</td>
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<tr>
<td>A&amp;D 472</td>
<td>TYPOGRAPHY</td>
<td>Typographic forms in communication. 3 credit hours.</td>
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<tr>
<td>A&amp;D 480</td>
<td>DESIGN PRESENTATION</td>
<td>Techniques for preparing AV presentations. 3 credit hours.</td>
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<tr>
<td>A&amp;D 485</td>
<td>INTERNSHIP</td>
<td>Under the direction of an internship, students will have the opportunity to pursue an internship in the Boca Raton area. 3 credit hours.</td>
</tr>
</tbody>
</table>
| A&D 490     | PORTFOLIO AN | Culmination of all program applicable
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.

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

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.

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

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

PROFESSIONAL PRACTICES
Ethical and legal proposals, contracts, work-orders, patents, copyrights, and trademarks. 3 credit hours.

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 credit hours.

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

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

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.

PORTFOLIO AND EXHIBITION
Culmination 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.

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 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 reproductive 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 230 INTRODUCTION TO SOCIAL WORK
An examination of the modern welfare services, followed by the study of some of the methods by which social workers help to solve a host of problems which range from adoption and care for the aged to marital counseling, parole supervision, and the community organization. 3 credit hours.

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

BEH 250 DEVELOPMENTAL PSYCHOLOGY
Human development from birth to old age will be explored by the study of developmental processes and theories. Emphasis is on development as a life-long process and how these processes affect human behavior. Course includes an examination of all forms of development: physical, cognitive, social, psychological, moral, and linguistic. 3 credit hours.

BEH 260 PERSONALITY
A study of the major theories of human personality, including psychoanalytic theories, self-actualization, and social learning. 3 credit hours.

BEH 261 CURRENT PERSONALITY
The role of alcohol and drugs in personality. Includes a historical perspective, the classification of substance abuse, and the treatment of substance abuse problems. 3 credit hours.

BEH 270 HUMAN MOTIVATION
A study of the major theories of human motivation. Includes motivation theories, cognitive-social learning theory, and attribution. 3 credit hours.

BEH 290 THE SOCIAL WORK PROGRAMS
Programs, policies, and procedures. Goals, approaches, and methods are discussed. Particular problems may be identified. Prerequisite: BEH 110. 3 credit hours.

BEH 349 INTRODUCTION TO FACILITATOR SKILLS
Focus is on developing and enhancing the facilitator skills and techniques utilized in small groups. Prerequisite: BEH 110. 3 credit hours.

BEH 350 FACILITATOR SKILLS FOR COMMUNITY PREVENTION
This course is designed to prepare the student for an appreciation of the human behavior, seeking and motivation and involve training skills which are concerned with the goal of solving problems through group problem-solving skills. Prerequisite: BEH 110. 3 credit hours.

BEH 352 COMMUNITY PREVENTION
Prevention, recognition, and intervention with community resources for human behavior problems. Psychologically trained professionals. Prerequisite: BEH 110. 3 credit hours.
instructor acts as client and critic. Proposal and contract to final

PSYCHOLOGY

introduce the student to the science of mental concepts of social relationships, social institutions, and deviance are

PSYCHOLOGY

views of psychology with a view to

human reproductive system, human sexual behaviors, and sources of sexuality will be explored in this course.

SOCIAL WORK

welfare services, followed by the ways in which social workers help to solve from adoption and care for the aged supervision, and the community

PROBLEMS

identifying social problems. Analysis of abuse, discrimination and displacement, and armed conflict are

PSYCHOLOGY

to old age will be explored by theories and theories. Emphasis is on how these processes affect an examination of all forms of the psychological, moral, and

BEH 260 PERSONALITY THEORY

A study of the major theories of the composition and determinants of human personality. The theories examined include: psychoanalytic theories, self-theory, self-actualization theory, trait theories, and social learning theory. 3 credit hours.

BEH 261 CURRENT PERSPECTIVES IN SUBSTANCE ABUSE

The role of alcohol and other drugs in American society today. Includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and the resources available for the treatment of abuse problems. 3 credit hours.

BEH 270 HUMAN MOTIVATION

A study of the major theories (clinical as well as experimental) of human behavior. The theories examined include: psychoanalytical theory, cognitive-consistency theories, achievement motivation theory, and attribution theory. 3 credit hours.

BEH 330 THE SOCIAL WELFARE SYSTEM

Programs, policies and services on local, national level examined. Goals, approaches of various social work agencies explored. Particular problems of various social, racial, ethnic groups examined. Prerequisite: BEH 110. 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. Prerequisite: BEH 150. 3 credit hours.

BEH 350 FACILITATOR TRAINING COURSE

This course is designed to develop improved listening skills and an appreciation of the emotional factors underlying communication and motivation and, therefore, to increase the participant's effectiveness in responding. The course is designed to develop counseling skills which are effective in dealing with student emotional problems or issues which may be disruptive or impede learning in the classroom/school setting. Prerequisite: BEH 150.

BEH 352 COMMUNITY PSYCHOLOGY

Prevention, recognition and mobilization of individual and community resources for helping solve psychological problems. Psychologically trained change agents in human service roles. Prerequisite: BEH 150. 3 credit hours.
BEH 354  INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY
Application of psychology in business and industry, as well as its relevance to organizational effectiveness in general. Supervisory, leadership, morale, personnel selection, training, human factors, engineering, and consumer psychology. Prerequisite: BEH 150. 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. Prerequisite: BEH 150. 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. Prerequisite: BEH 150. 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. Prerequisite: BEH 150. 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 a holistic approach to understanding our individuality. A scholarly study of ways of transcending toward higher levels of personality integration. Prerequisite: BEH 150. 3 credit hours.

BEH 406  PSYCHOLOGICAL TESTS AND MEASUREMENTS
Theory and use of psychological tests of ability and personality. Includes laboratory sessions. Prerequisite: BEH 150. 4 credit hours.

BEH 410  EXPERIMENTAL PSYCHOLOGY
Research designs commonly used in psychology: observational, experimental, and quasi-experimental. Steps in doing research including APA format for writing reports. Includes laboratory/discussion sessions. Prerequisite: BEH 150 and MAT 221. 4 credit hours.

BEH 481  INTERNSHIP IN PSYCHOLOGY
The experience is in applying the knowledge acquired in prerequisite psychology courses in the community through placement in a mental health clinic/community service agency. Report required. Supervision on-site and by practicum supervisor, written report and evaluation of goals and objectives required. Prerequisites: BEH 150, BEH 352 and approval of division chair. 3 to 6 credit hours.

BEH 490  SEMINAR IN PSYCHOLOGY
A study of selected topics. Prerequisite: BEH 150. 3 credit hours.

BEH 491  SEMINAR IN SOCIAL PSYCHOLOGY
A study of selected topics. Prerequisite: BEH 150. 3 credit hours.

BEH 499  RESEARCH IN PSYCHOLOGY
The student selects an empirical research project. Based on a research proposal, the student serves as primary researcher and bears the primary responsibility for conducting the research. The empirical research. Prerequisite: BEH 150. 3 credit hours.

COMMUNICATIONS

COA 101  FUNDAMENTALS OF ORAL COMMUNICATION
Introduction to mass media and their function in society. Communication and operations in the workplace, public speaking, interpersonal communication, and career considerations. 3 credit hours.

COA 110  INTRODUCTION TO PHOTOJOURNALISM
A practical study in the skills of the medium of still photography with emphasis on interpersonal communication. Prerequisite: BEH 150. 3 credit hours.

COA 120  INTRODUCTION TO PHOTOJOURNALISM
A practical study in the skills of the medium of still photography with emphasis on interpersonal communication. Prerequisite: BEH 150. 3 credit hours.

COA 220  PHOTOJOURNALISM
Photojournalism as a career. The student learns to plan and produce a finished product, with an emphasis on the integration of visual and written elements. Includes laboratory/discussion sessions. Prerequisite: ART 201. 3 credit hours.

COA 225  TECHNICAL WRITING
A practical course designed to develop skills in technical business communication. Includes a study of various writing techniques. Prerequisite: ENG 121. 3 credit hours.

COA 310  ORAL INTERPRETATION
Narrative, dramatic and expository techniques. Prerequisite: BEH 150. 3 credit hours.
NIZATIONAL PSYCHOLOGY
business and industry, as well as its Tectiveness in general. Supervisory, selection, training, human factors ychology. Prerequisite: BEH 150.

MENTAL, and information processing organization, and utilization of informa- dle: classical conditioning, instru- rational learning, and memory. it hours.

lying and resulting from group ed include: persuasion, conformity, eonal evaluation, and interpersonal 50. 3 credit hours.

GROWTH PSYCHOLOGY nd ways of dealing with choices and several psychological disciplines are understanding our individuality. A sing toward higher levels of site: BEH 150. 3 credit hours.

AND MEASUREMENTS nal tests of ability and personality. Prerequisite: BEH 150. 4 credit hours.

LOGY ed in psychology: observational, mental. Steps in doing research reng reports. Includes laboratory/ BEH 150 and MAT 221. 4 credit

LOGY e knowledge acquired in prerequi-ommunity through placement in a service agency. Report required. icum supervisor, written report and es required. Prerequisites: BEH ivision chair. 3 to 6 credit hours.

BEH 490 SEMINAR IN PSYCHOLOGY A study of selected and specialized topics in the field of psychology. Prerequisite: BEH 150. 3 credit hours.

BEH 491 SEMINAR IN SOCIOLOGY A study of selected and specialized topics in the field of sociology. Prerequisite: BEH 110. 3 credit hours.

BEH 499 RESEARCH IN PSYCHOLOGY The student selects, and carries out independently, library and/or empirical research. Faculty supervision is provided on an individual basis. Prerequisites: consent of instructor and division chair. Prerequisite: BEH 150. 3 credit hours.

COMMUNICATIONS
COA 101 FUNDAMENTALS OF COMMUNICATIONS Introduction to mass media and its historical and contemporary function in society. 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. Prerequisite: 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 practices of scriptwriting for film, television, and other audiovisual media. Students develop several scripts in standard formats and write a script for an original program. Prerequisite: ENG 102. 3 credit hours.

COA 340  ADVERTISING WRITING
Writing advertising copy and designing effective layouts. Creating ads, motivating readers, building campaigns, writing and rewriting, preparing roughs and comps. Prerequisite: ENG 102. 3 credit hours.

COA 350  COMMUNICATIONS LAW AND ETHICS
Legal and ethical aspects of mass communications practices, including libel law, advertising law, invasion of privacy, copyright and trademark law, first amendment aspects, and Freedom of Information Act. 3 credit hours.

COA 360  COMMUNICATIONS THEORY AND DESIGN
Interpersonal and mass communication theories and designs, including perception, verbal and nonverbal elements, context, intention and effects. Projects emphasize strategies for creating effective verbal and visual messages through print and media. 3 credit hours.

COA 370  A-V PRODUCTION
Introduction to materials and techniques of making multi-image programmed media. Students create treatments and storyboard scripts and photographs, record and mix sound tracks, and program a multi-media presentation. Prerequisite: ART 230. Lab fee. 3 credit hours.

COA 371  VIDEO PRODUCTION
Introduction to equipment, principles and techniques of making video programs. Students plan, script, storyboard and record brief to medium length video presentations. Prerequisite: ART 230. Lab fee. 3 credit hours.

COA 405  SMALL GROUP COMMUNICATION
Interaction of discussion and idea presentation within small groups, emphasizing effective direct oral communication in the immediate dynamics of various small audiences and interest groups. Prerequisite: COA 110. 3 credit hours.

COA 440  PUBLIC RELATIONS
Defines and conceptualizes the history, ethics, and techniques of molding favorable public opinion through print and non-print mass media. Includes relationships among publicity, public relations, and mass media. 3 credit hours.

COA 470  PRESENTATION
Principles and practice of presentations incorporating visual supports. Students design, prepare and present oral presentations to a small audience. Prerequisite: ENG 102. 3 credit hours.

COA 475  SENIOR COMMUNICATIONS CAPSTONE
Practical application of plans, designs, and concepts to the most effective means of communicating. Inclusive training. Prerequisite: Senior standing.

COA 480  SENIOR INTERNSHIP
Practical work experience in areas such as advertising or public relations departments of firms, media agencies. Instructor supervised. Prerequisites: Senior standing.

ENGLISH
ESL 100  ENGLISH SKILLS
A course in basic writing to prepare for college-level English courses. Development and improvement of writing skills. Prerequisite: ENGLISH 100.

ENG 100  ENGLISH SKILL
A course in basic writing to prepare for college-level English courses. Development and improvement of writing skills. Prerequisite: ENGLISH 100.

ENG 101  ENGLISH COMP
A course in effective composition and the use of library resources. 3 credit hours.

ENG 102  ENGLISH COM
A course in effective composition and the use of library resources. 3 credit hours.

ENG 211  THE SHORT STOY
A survey of major short stories from Romanticism to modern times. 3 credit hours.

ENG 230  STUDIES IN AMERICAN LITERATURE
A study of major American writers since 1740. 3 credit hours.
H: DIAM: J: Writing for film, television, and media develop several scripts in a short time. Designing effective layouts. Creating advertising campaigns, writing and rewriting, and mix sound tracks, and program presentations. Prerequisite: ENG 102. 3 credit hours.

AND ETHICS
Mass communications practices, law, invasion of privacy, copyright and nonverbal elements, context, emphasize strategies for creating messages through print and media. 3 credit hours.

MESS AND DESIGN
Communication theories and designs, emphasis on multi-image techniques of making multi-image script, storyboard and record brief presentations. Prerequisite: ART 230. Lab fee.

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

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

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

ENGLISH

ENGLISH SKILLS FOR INTERNATIONAL STUDENTS
This course emphasizes reading/writing for international 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. 3 credit hours.

ENGLISH COMPOSITION
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.

THE SHORT STORY
A survey of major short story writers and themes. 3 credit hours.

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 325  SHAKESPEARE
An intensive study of the plays and sonnets of William
Shakespeare.  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 345  MULTICULTURAL LITERATURE
An appreciation of writings of the diverse ethnic groups comprising
American history and culture in each historical period of the nation.
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 of ancient and modern people who have contributed
to the development of society.  3 credit hours.

HISTORY/POLITICAL SCIENCE

HPS 111  WORLD HISTORY I
An examination of the societies of the Ancient World, Greek, Roman, Early Christianity,
and the development of Non-Western civilization to the Reformation.  3 credit hours.

HPS 112  WORLD HISTORY II
An examination of the societies from the Renaissance to the Industrial
Revolution with an emphasis on cultural events from the 18th Century to the Civil War.  3 credit hours.

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

HPS 221  AMERICAN HISTORY
A general examination of the political, economic, and social history of the United
States from the American Revolution to the Civil War.  3 credit hours.

HPS 222  AMERICAN HISTORY IN THE 20TH CENTURY
A general examination of the political, economic, and international events in
American history from World War I to the present.  3 credit hours.

HPS 230  SOCIAL AND POLITICAL INSTITUTIONS
A topical approach to key issues in social, political, and economic history.
3 credit hours.

HPS 250  GEOGRAPHY AND WORLD HISTORY
An introduction to the interrelationship of geography and history.
Emphasis on current events.  3 credit hours.

HPS 320  LATIN AMERICAN HISTORY
A comprehensive course focusing on historical and political/sociocultural features of Latin America.
3 credit hours.

HPS 350  COMPARATIVE POLITICAL AND SOCIAL INSTITUTIONS
A study of the political and social institutions in selected countries through the ages.
3 credit hours.
**ENG 410 BIOGRAPHY AND AUTOBIOGRAPHY**
A study of ancient and modern biographies and autobiographies of people who have contributed to the historical and cultural development of society. 3 credit hours.

**HISTORY/POLITICAL SCIENCE/INTERNATIONAL RELATIONS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HPS 111</td>
<td>WORLD HISTORY I</td>
<td>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.</td>
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<tr>
<td>HPS 112</td>
<td>WORLD HISTORY II</td>
<td>An examination of the social, political, economic, international, and cultural events from the European Renaissance to the First World War. 3 credit hours.</td>
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<tr>
<td>HPS 113</td>
<td>20TH CENTURY WORLD</td>
<td>World History in the 20th Century. 3 credit hours.</td>
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<tr>
<td>HPS 221</td>
<td>AMERICAN HISTORY I</td>
<td>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.</td>
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<tr>
<td>HPS 222</td>
<td>AMERICAN HISTORY II</td>
<td>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.</td>
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<tr>
<td>HPS 230</td>
<td>SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES</td>
<td>A topical approach to key political and social events that have an impact on American culture. 3 credit hours.</td>
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<tr>
<td>HPS 250</td>
<td>GEOGRAPHY AND WORLD AFFAIRS</td>
<td>Introduction to the interplay of geography on political and cultural events. Emphasis on current events. 3 credit hours.</td>
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<tr>
<td>HPS 320</td>
<td>LATIN AMERICAN HISTORY</td>
<td>A comprehensive course that examines major historical/geographical/social features of Latin America, past and present. 3 credit hours.</td>
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<tr>
<td>HPS 350</td>
<td>COMPARATIVE POLITICAL SYSTEMS</td>
<td>An examination of the structure of world government systems, past and present. 3 credit hours.</td>
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HPS 360  THE AMERICAN EXPERIENCE
Historical and contemporary America as viewed by various disciplines; e.g., social and behavioral sciences, science and technologies, 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. 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 SCIENCE SEMINAR
A series of analyses and discussions of contemporary problems in political science. Individual student research and reports are required. 3 credit hours.

LIBERAL ARTS

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 are 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  DANCE TECHNOLOGY I
Dance techniques and theory. Conceptual history, music appreciation, and dance technique. Lab work is an integral part of the course. Prerequisite: HUM 120. 3 credit hours.

HUM 121  DANCE TECHNOLOGY II
Intermediate technique, music appreciation, and the dance span of the human body. Prerequisite: HUM 120. 3 credit hours.

HUM 201  LOGIC
An elementary course in the nature of reasoning and thinking. The relations among words, sentences, and subsets of language, as well as the logical validity of deductive principles of deductive and inductive reasoning will be applied. 3 credit hours.

HUM 202  ETHICS
A systematic study of the moral world. Historical and philosophical writings of Aristotle, Plato, Aquinas, Kant, and Mill will be considered. 3 credit hours.

HUM 221  INTRODUCTION TO RELIGION
An introduction to the history of religion with a special emphasis on the influence of religions on humankind, both conceptually and culturally. 3 credit hours.

HUM 230  WORLD RELIGIONS
A comparative study of major world religions. Bible study is not a part of this course. 3 credit hours.

HUM 300  GREAT ISSUES
An interdisciplinary examination of the questions and ideas that have shaped world history and the universe, including science, technology, environment, human rights, and peace. 3 credit hours.

HUM 301  CREATIVITY AND THE ARTS
An examination of the creative process and how artists arrive at new insights and ideas. Consideration of the creative process in particular fields such as music, literature, visual arts, and other arts. Focus is on personal expression and the creative process, focusing on artists and the creative process for personal expression and the creative process. 3 credit hours.

HUM 350  AMERICAN PHILOSOPHY
A study of the major works of American philosophy, from the Puritans to the present. Focus is on the major philosophical ideas that have shaped American thought, American aesthetics, and education.
HUM 120  DANCE TECHNIQUE I
Dance techniques and terminology of dance, incorporating dance history, music appreciation, and concepts of anatomy. No former training necessary. 3 credit hours.

HUM 121  DANCE TECHNIQUE II
Intermediate technique and terminology of dance. Dance history, music appreciation, and concepts of anatomy are incorporated into the course. Prerequisite: 2-3 years of ballet or modern training or HUM 120. 3 credit hours.

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

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

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

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

HUM 300  GREAT ISSUES

HUM 301  CREATIVE THINKING
An examination of different methods used in various disciplines to arrive at new insights. It considers how reasoning proceeds in particular fields such as law, science, technology, management and the arts. Focus is on procedures for obtaining greater intellectual flexibility. 3 credit hours.

HUM 350  AMERICAN PHILOSOPHY
A study of the major insights of Edwards, Pierce, James, Royce, and other American philosophers. The course deals with the ways philosophical ideas helped to shape American law, politics, morals, aesthetics, and educational structures. 3 credit hours.
HUM 399 COMMUNITY AWARENESS
An integral part of a liberal arts education is to engender a sense of responsibility. It is the purpose of this course to create such an opportunity through a pre-approved community service project. Prerequisite: junior or senior standing. 1-3 credit hours. Pass/fail.

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

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

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

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

MATHEMATICS
MAT 105 APPLIED MATHEMATICS I
Broad based, college level mathematics emphasizing both computational and mathematical skills. Topics include problem solving, sets, logic, numeration systems, order of operations, operations with signed numbers, polynomial expressions, linear equations and inequalities in one variable. This course may serve as a prerequisite for College Algebra. 3 credit hours.

MAT 106 APPLIED MATHEMATICS II
A continuation of Applied Mathematics I designed to meet the needs of those students who will not take College Algebra or Probability and Statistics. Topics include the real number system, consumer mathematics, geometry, factoring, exponents, functions and graphs, systems of equations and inequalities, quadratic equations and inequalities in one variable, theoretical and empirical probability, counting problems, frequency distribution and measures of central tendency. 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 105 or completion of two years of high school algebra. 3 credit hours.

MAT 215 TRIGONOMETRY
Topics include trigonometric functions and their graphs. Prerequisite: MAT 11.

MAT 220 METHODS OF COMPUTER INTEGRATION
An introduction to the use of computer integration. Prerequisite: MAT 11.

MAT 221 PROBABILITY AND STATISTICS
A course designed to introduce students to the principles of probability and statistics. Topics include continuous distributions, probability distributions, and statistical inference. 3 credit hours.

MAT 321 STATISTICAL APPLICATIONS
A course designed to introduce students to the principles of statistical applications, including discrete and continuous distributions, and statistical inference. 3 credit hours.

FUNERAL SERVICE
MSC 101 INTRODUCTION TO FUNERAL SERVICES
A survey of the evolving funeral service profession, principles of funeral service, sociology of funerals, counseling techniques, and the history of the funeral service profession. 3 credit hours.

MSC 131 PRINCIPLES OF FUNERAL SERVICE ADMINISTRATION
A detailed study of the funeral service administration, including computer utilization, implementation of policies and procedures in accordance with the professional standards and the theological needs of the community. 3 credit hours.

MSC 150 FUNERAL SERVICES LAW I
A study of the legal aspects of the funeral service profession, including the laws and regulations governing the conduct of funeral services, the responsibilities of the funeral director, and the relationship of the funeral director to the provider of health care. 3 credit hours.

MSC 210 THANATOLOGY
An analysis of the nature of death, the psychological and social aspects of death, and the philosophical, cultural, and religious responses to death and dying. 3 credit hours.

MSC 220 FUNERAL SERVICES LAW II
A study of the legal aspects of the funeral service profession, including the laws and regulations governing the conduct of funeral services, the responsibilities of the funeral director, and the relationship of the funeral director to the provider of health care. 3 credit hours.
The purpose of this course is to engage students in community service projects. The course is worth 1-3 credit hours and is pass/fail.

Spanish I: Focus on building vocabulary and practice for fluency. 3 credit hours.

French I: Focus on building vocabulary and practice for fluency. 3 credit hours.

Spanish I: Focus on building vocabulary and practice for fluency. 3 credit hours.

French I: Focus on building vocabulary and practice for fluency. 3 credit hours.

Spanish I: Focus on building vocabulary and practice for fluency. 3 credit hours.

Spanish II: Focus on building vocabulary and practice for fluency. 3 credit hours.

Spanish II: Focus on building vocabulary and practice for fluency. 3 credit hours.

MAT 215 TRIGONOMETRY
Topics include trigonometric functions, identities and equations. Prerequisite: MAT 110. 4 credit hours.

MAT 220 METHODS OF CALCULUS
An 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/Rules and Regulatory business practices. Included are location selection and financing, construction and remodeling, recruitment and training of personnel, interior design, computer application, 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 anatomical sculpturing and cosmetology as they relate to restoration of the body to its natural form and color. Laboratory work will emphasize the use of specialized techniques and materials (e.g., wax, plaster, cyanoacrylate tissue grafting), and forensic anthropological skull reconstruction. Lab fee - $30.00. 4 credit hours.

MSC 281  FUNERAL SERVICE SEMINAR  
A continuous survey of the numerous changes and articulations within the domain of funeral service. Real-life experiences through field trip visitations, guest speakers, and simulated religious and fraternal services with special emphasis on support systems. Student will participate in this series each semester and will receive course grade in final term. Specific seminar requirements will be designated by program coordinator. 2 credit hours.

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

SCI 110  THE BIOLOGICAL WORLD  
Introduction to the life-processes and the diversity and adaptative. Lab fee - $30.00. 4 credit hours.

SCI 111  BIOLOGICAL PATTERNS  
Introduction to the operation and levels of organization, from SCI 110. Lab fee - $30.00. 4 credit hours.

SCI 130  GENERAL CHEMISTRY I  
Introduction to the basic elements, compounds, and the chemical SCI 130. Lab fee - $30.00. 3 credit hours.

SCI 131  GENERAL CHEMISTRY II  
The application of organic chemistry and such intended to as food chemicals, and the chemistry of SCI 130. Lab fee - $30.00. 3 credit hours.

SCI 160  ANATOMY AND PHYSIOLOGY I  
Basic anatomy and physiology of the human body, including cellular and tissue structure, circulatory, and digestive systems. 4 credit hours.

SCI 161  ANATOMY AND PHYSIOLOGY II  
Studies of the nervous, endocrine, and reproductive systems. Also human heredity and death. 1 credit hours.

SCI 215  MARINE BIOLOGY  
An introduction to the marine world, including biological and physical aspects. Prerequisite: SCI 110 Lab.

SCI 230  INTRODUCTION TO LAB  
Energy-systems approach, integrating physical, biological, and chemical concepts. Prerequisite: one college science course. 4 credit hours.
SCIENCE

SCI 110  THE BIOLOGICAL WORLD AND LAB
Introduction to the life-supported systems of nature, emphasizing the diversity and adaptations of organisms in evolutionary perspective. Lab fee - $30.00. 4 credit hours.

SCI 111  BIOLOGICAL PATTERN AND PROCESS AND LAB
Introduction to the operation of life-supported systems at various levels of organization, from biochemical to ecological. Prerequisite: SCI 110. Lab fee - $30.00. 4 credit hours.

SCI 130  GENERAL CHEMISTRY I AND LAB
Introduction to the basic principles of chemistry, including elements, compounds, molecular, and atomic structure. Prerequisite: MAT 110. Lab fee - $30.00. 4 credit hours.

SCI 131  GENERAL CHEMISTRY II AND LAB
The application of organic chemistry to our modern world. Included are such topics as food and farm chemistry, the study of household chemicals, and the chemistry of drugs and cosmetics. Prerequisite: SCI 130. Lab fee - $30.00. 4 credit hours.

SCI 160  ANATOMY AND PHYSIOLOGY I AND LAB
Basic anatomy and physiology for general knowledge and appreciation of the human body as an integrated whole. Covered are the cellular and tissue structure and function, skeletal, muscular, circular, and digestive systems. SCI 110. Lab fee - $30.00. 4 credit hours.

SCI 161  ANATOMY AND PHYSIOLOGY II AND LAB
Studies of the nervous, respiratory, excretory, endocrine, and reproductive systems. Analysis of major diseases; cancer, angina, human heredity and death. Lab fee - $30.00. 4 credit hours.

SCI 215  MARINE BIOLOGY
An introduction to the marine environment and its inhabitants, including biological and physical aspects. Field trips. Laboratory. Prerequisite: SCI 110 Lab fee - $30.00. 4 credit hours.

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

Lynn University in conjunction with the University of Stockholm School of Business signed an agreement on November 22, 1991 to exchange students, faculty and administrators for the purpose of enhancing the educational programs of both universities. Although all Lynn University students are encouraged to take advantage of this opportunity, the students enrolled in the International Business Concentration are particularly candidates for this program since nine (9) credits in the concentration are required to be taken abroad. The University of Stockholm School of Business is one of the largest in Europe with over 4500 students enrolled from many countries around the world. The School of Business enjoys one of the foremost reputations in Europe and is situated in a city known for its beauty, cleanliness and safety. The international program which it sponsors is growing rapidly and the curriculum is enhanced by many courses taught in English. Students interested in the program should contact the Director of International Programs at Lynn University School of Business.

SCHOOL OF BUSINESS

ACCOUNTING

ACC 201 PRINCIPLES OF ACCOUNTING
A study of the fundamental concepts of accounting as applied to the sole proprietorship and the corporation, with emphasis on cash flow, sales, purchases, cost accounting and preparation of financial statements. 3 credits

ACC 202 PRINCIPLES OF ACCOUNTING II
Continuation of Accounting I. Emphasis on the statement of cash flows, cost accounting and preparation of financial statements. 3 credits

ACC 311 INTERMEDIATE ACCOUNTING I
A course which broadens students' understanding of accounting theory and practice. Topics include financial statements and a comprehensive examination of financial accounting. Prerequisite: ACC 202. 3 credits

ACC 312 INTERMEDIATE ACCOUNTING II
A continuation of Intermediate Accounting I. Emphasis on the statement of cash flows, cost allocation, cost accounting, financial statements, current investments. Prerequisite: ACC 311. 3 credits

ACC 321 FEDERAL TAXATION
A course covering the taxation of individuals and businesses. Prerequisite: ACC 202. 3 credits

ACC 331 COST ACCOUNTING
A course emphasizing the cost accounting procedures applied as an aid to decision making. Emphasis is on the costing operations of a business enterprise in the organization, both direct costs, overhead and accounting and preparation of financial statements. Prerequisite: ACC 202. 3 credits

ACC 451 ACCOUNTING FOR HOSPITALS
The accounting theories and practices of accounting for hospitals, including hospitals, schools, and other non-profit organizations. Prerequisite: ACC 311.
SCHOOL 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. Also covered is 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 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.

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. Lab fee - $25.00. 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 or permission of instructor. Lab fee - $25.00. 4 credit hours. (3 credit hours without flight training).

AVM 210 FLIGHT THEORY AND TRAINING III
Advanced flight theory which begins preparing the student for the FAA instrument rating and the FAA commercial pilot certificate. Prerequisite: AVM 111. Lab fee - $25.00. 4 credit hours.

AVM 215 FLIGHT THEORY AND TRAINING IV
Continues the training required for the FAA instrument rating and the commercial pilot certificate. Prepares the student for the FAA written test, oral test, and flight test for the instrument rating and the commercial pilot certificate. Prerequisite: AVM 210. Lab fee - $25.00. 4 credit hours.

AVM 226 AVIATION WEATHER A study of atmospheric processes, techniques, and weather and impact flight operations. 3 credit hours.

AVM 250 AVIATION SAFETY A study of the physiological factors that affect flight operation. Includes reviews and discussions of aviation accidents and incidents that reflect safety trends. 3 credit hours.

AVM 310 FLIGHT INSTRUCTION AND PROCEDURES Methodology and requirements for the instruction of students in flight training. Prepares the student for the FAA written examination, oral test, and successful completion of a single engine-land class airplane flight instructor’s rating. Lab fee - $25.00. 4 credit hours.

AVM 331 AVIATION REGULATION A study of the evolution of the legal and regulatory framework that govern the civil aviation industry, together with the FAA regulations (FARs), landmark court cases, and other sources of regulations. Includes certain sections of the Federal Aviation Regulations (FARs), landmark court cases, and various conventions and international agreements and agreements. 3 credit hours.

AVM 341 AVIATION OPERATIONS A detailed study of operations viewed from the public manager's functions and national regulatory requirements, including airport's master plan. 3 credit hours.

AVM 346 AVIATION OPERATIONS An analysis of all aspects of aviation operations, including training, charters and repositioning, and community relations. 3 credit hours.

AVM 441 AVIATION OPERATIONS An analysis of contemporary issues in airline operations, including aircraft selection, labor relations, and financial management. 3 credit hours.

AVM 481 AVIATION SEMINAR A series of discussions and lectures on contemporary problems in aviation. Enrollment is limited. 3 credit hours.
AVIATION WEATHER
A study of atmospheric phenomena, weather principles, forecasting techniques, and weather information dissemination as they relate to and impact flight operations. 3 credit hours.

AVIATION SAFETY AND HUMAN FACTORS
A study of the physiological, psychological, and physical factors that directly affect air operations and flight safety. Included are reviews and discussions of safety parameters and aircraft accidents and incidents that reflect human factor involvement. 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 ratings are involved. Lab fee - $25.00. 4 credit hours.

AVIATION REGULATION AND LAW
A study of the evolution of aviation regulation and law, which together govern air transportation and the aviation industry. Included are certain sections of current Federal Air Regulations (FARs), landmark court cases that have significantly affected air travel, and various conventions and agreements by which domestic and international air transportation are governed. 3 credit hours.

AVIATION OPERATIONS I
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.

AVIATION OPERATIONS II
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.

AVIATION OPERATIONS III
An analysis of contemporary management techniques applied to the airline industry, present industry problems, and flight operations. Included are aspects of scheduling, passenger service, maintenance, aircraft selection, labor relations, strategic planning, all included in a major student project. 3 credit hours.

AVIATION SEMINAR
A series of discussions and analyses of contemporary management problems in aviation. Individual student research and reports are required. Guest speakers are utilized. 3 credit hours.
**BANKING AND FINANCE**

**BFI 311 CORPORATE FINANCE**
The theories, practices, procedures, and problems involved in modern corporate financial management; financial analysis common to investment and business financial management decisions with special attention to the analysis of corporate equity and debt securities. Prerequisite: ACC 201 and ACC 202. 3 credit hours.

**BFI 321 INVESTMENTS**
Role of investment banking in the financial organization, investment banking houses, relations of investment banking to other financial institutions, regulation of investment banking and the security markets, and current problems and developments in investment banking. Prerequisite: BFI 311 or permission or instructor. 3 credit hours.

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

**RETAIL AND APPAREL FASHION MARKETING**

**BFM 100 INTRODUCTION TO FASHION**
An examination of the social, economic and physical factors, design, and the production of fashion. Course topics explored leading to an awareness of the business world. 3 credit hours.

**BFM 140 FASHION COORDINATION**
Basic aspects of wardrobe image. The fashion show, Course requirements include fashion trends and presentation. 3 credit hours.

**BFM 215 FUNDAMENTALS OF FASHION**
An analysis of apparel design and the use of effective methods of selling. 3 credit hours.

**BFM 225 FASHION SALES PROMOTION**
A study of the basic principles of fashion. An analysis of methodology, media use, and complete sales promotion. 3 credit hours.

**BFM 240 FASHION BUYING**
The role of the buyer in obtaining, controlling, and controlling buying habits and the relations for retail buying. 3 credit hours.

**BFM 260 HISTORY OF COST**
A survey of the development of fashion in perspective. Fashion is sized. Individualized selection. 3 credit hours.

**BFM 270 FASHION INDUSTRIES**
The seminar, held in the city and seminars on the field of sales, apparel and garment workers' union providing an overview.
retail and apparel studies

fashion marketing

BFM 100 INTRODUCTION TO THE FASHION BUSINESS
An examination of the scope of fashion industry opportunities. Economic and social factors influencing consumer demand, apparel design, and the production and distribution of fashion goods are explored leading to an awareness of fashion and its application in the business world. 3 credit hours.

BFM 140 FASHION COORDINATION AND PRODUCTION
Basic aspects of wardrobe coordination in the projection of self-image. The fashion show and its role in retail sales is examined. Course requirements include research, analysis, and forecasting of fashion trends and presentation of fashion shows. 3 credit hours.

BFM 220 TEXTILE COMPONENTS
Comprehensive survey of the materials and methods involved in making fabrics with focus on fibers, yarns, construction, color, design, and finishes. Federal regulations pertaining to textiles are also covered. 3 credit hours.

BFM 215 FUNDAMENTALS OF FASHION PRODUCTS
An analysis of apparel design and the fashion accessories industry, effective methods of selling and merchandising fashion products. 3 credit hours.

BFM 225 FASHION SALES PROMOTION
A study of the basic principles involved in promoting and selling fashion. An analysis of fashion advertising and display, marketing methodology, media use, and budget in the establishment of a complete sales promotion plan. 3 credit hours.

BFM 240 FASHION BUYING
The role of the buyer and buying techniques in the planning, obtaining, and controlling of merchandise assortments. Consumer buying habits and the motivation of consumers in terms of implications for retail buying are analyzed. 3 credit hours.

BFM 260 HISTORY OF COSTUME
A survey of the development of costume design in historical perspective. Fashion in cultural and sociological context is emphasized. Individualized student projects are required. 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 410  DESIGN INTEGRATION FOR FASHION MARKETING  A review course designed to integrate the design aspect of fashion covered elsewhere in the student’s curriculum. The student will develop skill in relating specialized aspects of fashion design to marketing strategy. 3 credit hours.

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

FASHION DESIGN

BFD 250  DESIGN SEMINAR I  Survey of construction techniques necessary for decisions regarding quality of fashion products. Projects are required. 3 credit hours.

BFD 310  TEXTILE DESIGN  A study of textile design emphasizing selection of appropriate fabrics in clothing, and interior furnishings. Projects are required. 3 credit hours.

BFD 350  DESIGN SEMINAR II  Clothing design through flat pattern and draping techniques. Prerequisite: Design Seminar I. 3 credit hours.

BFD 410  MARKETING INTEGRATION FOR FASHION DESIGN  A review course designed to integrate the marketing aspect of fashion covered elsewhere in the student’s curriculum. The student will gain skill in relating marketing techniques to promote fashion designs. 3 credit hours.

BUSINESS ADMINISTRATION

BUS 170  MICROR GLOBAL  Introduces the student to the principles of microeconomics which is concerned with the behavior of individual and firms, industries, consumers, and national income, total output, and prices, and the influence of the nation’s economic policies on economic problems. 3 credit hours.

BUS 171  MACROECONOMIC  Introduces the student to the principles of macroeconomics which is concerned with the interaction of the various sectors of the economy and the determination of the price level and the supply of output on a given level of employment. 3 credit hours.

BUS 212  BUSINESS LAW I  An introduction to business law concerning the nature of business transactions and the legal environment in which business operates. Emphasis is placed on the legal aspects of conducting business. 3 credit hours.

BUS 213  BUSINESS LAW II  A continuation of Business Law I, with emphasis on the legal aspects of conducting business. Emphasis is placed on the legal aspects of conducting business. 3 credit hours.

BUS 228  BUSINESS COMMUNICATIONS  A study of the principles of business communication. Beginning with the basic elements of written and oral communication, the course also includes the study of the nature and effects of organizational structure, role-based communication, and the process of motivation. Techniques of writing and speaking are included. Prerequisite: BUS 212.

BUS 250  PRINCIPLES OF MANAGEMENT  A study of the development of managerial function. The course includes an introduction to planning, organizing, controlling, and decision making. Emphasis is placed on the roles of supervisory and management levels in the business enterprise.
Focus on current topics of concern to market, and retailers. Enrollment is by permission of instructor. 3 credit hours.

BFD 450  *DESIGN SEMINAR III*  Techniques required for construction of tailored clothing. Prerequisite: Design Seminar I. 3 credit hours.

BFD 470  *DESIGN SEMINAR IV*  Planning and execution of an apparel line by the student. Presentation of the line is required. 3 credit hours.

**BUSINESS ADMINISTRATION**

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

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

**BUS 212**  *BUSINESS LAW I*  An introduction to business law with primary focus on contract, agency, negotiable instruments, and sales. 3 credit hours.

**BUS 213**  *BUSINESS LAW II*  A continuation of business law topics with emphasis on business organization, personal and real property, estates, and bankruptcy. Prerequisite: BUS 212. 3 credit hours.

**BUS 228**  *BUSINESS COMMUNICATION*  A study of the principles and practices underlying administrative communications. Beginning with an exploration of the needs of a communication system within organizations, the course focuses on the nature and effects of organization design, interpersonal and role-based communication behaviors, problem-solving, and motivation. Techniques in written and oral communication are included. Prerequisite: ENG 102. 3 credit hours.

**BUS 250**  *PRINCIPLES OF MANAGEMENT*  A study of the development of managerial thought and an analysis of managerial functions. Consideration is given to the functions of planning, organizing, coordinating, and controlling in the practice of supervisory and middle management. 3 credit hours.
BUS 315  REAL ESTATE LAW
A study of the law as it applies to ownership and transfer of real property, contracts for sale, leases, options, mortgages and liens, conveyancing processes and title insurance, zoning, condemnation, and other elements relative to commercial and personal interests in real estate, including analysis of forms and practical applications. 3 credit hours.

BUS 350  HUMAN RESOURCE MANAGEMENT
A comprehensive study of the practice of modern man power management. Areas of concentration include employee recruitment, placement, and development, performance appraisal techniques, comprehensive systems, employee benefits design, and training program design and evolution. Pre-requisite: BUS 250. 3 credit hours.

BUS 410  BUSINESS ETHICS
This course examines the relationship between business today and various methods of moral reasoning. Through an understanding and application of various ethical and moral schools of thought, the students will acquire skills necessary for making ethical decisions in the business world. Specific cases are also studied. Prerequisite BUS 250. 3 credit hours.

BUS 415  ECONOMIC AND PUBLIC POLICY
Economics of the public sector, federal taxing, spending, borrowing. Prerequisite: 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. Linear programming, simplex method, networking, integer programming, simulation, queuing theory, and Markoff analysis. Prerequisite: MAT 221. 4 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 481  SEMINAR IN BUSINESS
Special topics in Business Administration. One semester the course is offered with the permission of the instructor.

COMPUTER SCIENCE

CSC 200  INTRODUCTION TO COMPUTERS
An introduction to computers and their role in business and society. Focus on using computers to solve business problems and provides an opportunity to become acquainted with the personal use of computers and the use of computers as a tool in business organizations. Lab fee - 109.

CSC 300  DATA BASE SYSTEMS
Study of data base concepts and their application for microcomputer systems. Emphasis is on the definition and manipulation of data in hierarchical and network database systems. A survey of available data base products and data base management packages is included. 3 credit hours.

CSC 315  MANAGEMENT INFORMATION SYSTEMS
An introduction to the role of management information systems and the interaction related to business processes. The course is designed to enable the student to the form of straight-line analysis a basis for students to analyze systems and develop solutions. Prerequisites: CSC 200, BUS 350. 3 credit hours.

CSC 350  SPREADSHEET DESIGN
Concepts and principles for the manipulation and retrieval of information. The course is directed toward the use of commercial software packages. Topics include constructing spreadsheets, models, printing graphs, functions, spreadsheet databases, and macro programs. Prerequisite: MAT 221. 3 credit hours.
to ownership and transfer of real properties, options, mortgages and liens, title insurance, zoning, condemnation, commercial and personal interests in
forms and practical applications.

MANAGEMENT
Practice of modern management include employee recruitment, performance appraisals, benefits design, and training.

Pre-requisite: BUS 250.

POLICY
Study of federal taxing, spending, borrowing, and investing. Through an understanding and application of these concepts, the student is prepared to make ethical decisions in real-world situations. Prerequisites: BUS 171. 3 credit hours.

ANALYSIS
Introduction to business problems. Topics include forecasting, decision making, and uncertainty, linear programming, and operations management. Prerequisites: MAT 221. 4 credit hours.

The firm which influence its goals, forms legal and regulatory constraints, and many factors that influence managerial decisions within the firm and the firm's impact on society. Prerequisites: BUS 340, BUS 350. 3 credit hours.

COMPUTER SCIENCE

INTRODUCTION TO COMPUTER APPLICATIONS
An introduction to computers and to how they can be used as a tool in business and society. The course prepares the student to understand the many facets of computer applications 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.

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

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.

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

BUS 390 INTERNATIONAL BUSINESS
Overview of the unique problems faced by firms engaging in international activities; the importance of understanding the foreign economic, social, political, cultural, and legal environment; the mechanics of importing and exporting; joint ventures, franchising, and subsidiaries; international dimensions of management, marketing, and accounting; international financial management; the special problems of multi-national corporations; recent problems of the international economic system; country-risk analysis; the increasing use of countertrade. 3 credit hours.

BUS 391 COMPARATIVE ECONOMIC SYSTEMS
Detailed analysis of the world's major economic systems in both industrialized and developing countries: the importance of natural, human and man-made resources; variants of market economies; variants of socialist economies; the role of the government in owning, managing, and distributing resources; developing countries and the way out of poverty; attitudes towards foreign trade, credit, and banking; agricultural and industrial policies; the role of economic planning. Pre-requisite: BUS 170, BUS 171, and BUS 390. 3 credit hours.

MKT 392 INTERNATIONAL MARKETING AND TRADE RELATIONS
A study of marketing management activities from the perspective of firms doing business across national boundaries. Emphasis is upon aspects of marketing which are unique to international business and problem-solving within an international context. Also, a theoretical analysis of the causes of international trade including comparative advantage, Heckcher-Ohlin theory and more recent theories. Other topics include international trade policy, economic integration, trade problems of developing countries and the role of multinational corporations in world trade. Pre-requisite: MKT 250 and BUS 390. 3 credit hours.

BUS 393 INTERNATIONAL FINANCE
A comprehensive course which emphasizes international business decision-making using sound and proven financial techniques. Topics include cash flow, working capital, capital budgeting, future and present value, capital structures, dept/equity analysis and efficient management of assets, leverage and equities. Pre-requisite: BFI 311 and BUS 390. 3 credit hours.

BUS 394 INTERNATIONAL MANAGEMENT
A study of characteristics of the international and multinational company, environmental constraints, personnel and labor relations factors, and strategic planning and policies. Aspects of planning, organizing, communication and control with regard to international problems will be covered through the use of case studies. Pre-requisite BUS 250 and BUS 390. 3 credit hours.

BUS 491 CONTEMPORARY INTERNATIONAL ISSUES
Current international issues and economic problems with particular regard for national political institutions (e.g., referents) to define and resolve these referents, will be utilized in BUS 390, 391, 392. 3 credit hours.

BUS 492 INTERNATIONAL BUSINESS
A survey of international institutions among nations. Historical and contemporary issues will be covered. Prerequisite: BUS 212, 290, 390. 3 credit hours.

AREA LANGUAGE STUDY
(Note: If the student is a native of the area (e.g., Central America), then credits will be substituted for (1) Anthropology 212, and (2) The Theory of International Institutions. 3 credit hours.

AREA LANGUAGE STUDY
Introduction to French conversation with emphasis on pronunciation; practicing understanding and using the language with progressive grammar. 3 credit hours.

AREA LANGUAGE II
Introduction to the use of commercial terminology in the business world. Areas such as advertising and banking will be investigated in this course. 3 credit hours.

BUS 495 INTERNATIONAL STUDIES
A four to five month internship will be conducted through a partnership school, for example, the University of Stockholm, the University of Virginia, etc., in their respective countries. The language and other appropriate accommodations, and the community businesses will be mentored by a School faculty member that the opportunity for...
CONTEMPORARY INTERNATIONAL BUSINESS ISSUES

Current international issues (e.g., environmental, social, political and economic problems). These issues will be studied with particular regard for national positions and the response of the international institutions (e.g., U.N. and Specialized Agencies) which seek to define and resolve these issues. Historical and philosophical referents will be utilized as a framework for inquiry. Prerequisite: BUS 390, 391, 392. 3 credit hours.

BUS 492 INTERNATIONAL BUSINESS LAW AND ORGANIZATION

A survey of international laws, regulations and codes, plus those international institutions whose duty it is to regulate intercourse among nations. Historical foundations will be presented along with contemporary issues and dilemmas that face the "Global Village." Prerequisite: BUS 212, 213, 390. 3 credit hours.

AREA LANGUAGE STUDY I AND II

(Note: If the student is already fluent in the language of his or her area (e.g., Central America-Spanish) then two elective courses for 6 credits will be substituted: (e.g., (1) Multinational Corporations, and (2) The Theory of International Relations).

AREA LANGUAGE STUDY (Example: French)

AREA LANGUAGE STUDY I

Introduction to French as a spoken and written language; conversation with emphasis on practical vocabulary and accurate pronunciation; practice in class and in the laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. 3 credit hours.

AREA LANGUAGE STUDY II

Introduction to the use of the French language as a means of communication in the world of business. Emphasis on basic commercial terminology, documentation and correspondence. Areas such as advertising, trade, banking and finance will be investigated in this course. 3 credit hours.

BUS 495 INTERNATIONAL STUDY ABROAD PROGRAM

A four to five month internship in the student's area of study will be conducted through a partner university or college in that area. The partnership school, for example, Trident College in Japan or the University of Stockholm would cooperate with Lynn University in the administrative and academic support of each other's students in their respective country. The Study Abroad Program would offer language and other appropriate area study courses, plus living accommodations, and where possible, work assignments in local community businesses. The Study Abroad Program would be mentored by a School of Business faculty member. It is intended that the opportunity for the student to live and develop in another
country both socially and academically is the goal of this program. Participation in the Study Abroad Program requires that a sufficient number of concentration courses plus other language requirements be met to the satisfaction of the School of Business. 9 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. Emphasis is placed on markup, pricing, stock turn, sales and stock planning, and the selling services as well as goods. 3 credit hours.

MKT 305 CONSUMER BEHAVIOR
A study of the consumer decision process. The course focuses on consumer behavior, 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.

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

MKT 321 SALES MANAGEMENT
The role of personal selling in the marketing mix, the selling process, analytical approaches to forecasting and planning, development and implementation of sales programs and selling techniques. Prerequisite: MKT 250. 3 credit hours.

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

MKT 355 MARKETING COMM
A study of the corporate relations practices, sales relating to the functions of the programs are developed. Site: MKT 350. 3 credit hours.

MKT 360 MARKETING CHAIN
The concept by which goods place is developed and ideas and specialized distribution, and demand, and problems. Prerequisite: MKT 250.

MKT 430 MARKETING RESEARCH
Introduction to the technological methods, research projects. Sites: MKT 311, MAT 2.

MKT 450 ADVANCED ADVERTISING
This course is an extension of more advanced advertising. The students will be expected to complete a course end. Prerequisites.

MKT 460 MARKETING STRATEGIES
A culmination of prior marketing strategies for marketing oriented course emphasizing strategy objectives, including. Prerequisites: MKT 311 and sites.

SMALL BUSINESS ADMINISTRATION

SBA 310 INTRODUCTION TO SMALL BUSINESS
A study of how small business is started. The course concentrates on the process of small businesses and how to begin gathering information sources, commercial, and other potential ventures. Prerequisites: ACC.

SBA 400 FINANCING SMALL ENTREPRENEURIAL VENTURES
An introduction to the sources of financing small companies, interest rates, and other potential ventures to develop a financial business. Prerequisites: ACC.
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.

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

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

MKT 450 ADVANCED ADVERTISING STRATEGIES
This course is an extension of MKT 350 and takes the next step in more advanced advertising and promotional plans and strategies. The students will be expected to produce an advertising plan by course end. Prerequisites: MKT 250, MKT 350. 3 credit hours.

MKT 460 MARKETING STRATEGY AND PLANNING
A culmination of prior marketing coursework which focuses upon strategies for marketing ideas, products, and services. This product-oriented course emphasizes product analysis, segmentation, and strategy objectives, including implementation and controls. Prerequisites: MKT 311 and senior standing. 3 credit hours.

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

SBA 400 FINANCING SMALL BUSINESS AND ENTREPRENEURIAL VENTURES
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 or organizations, and taxes. Prerequisite: SBA 400. 3 credit hours.

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

SBA 450 MANAGING FAMILY BUSINESSES
Emphasis on particular problems associated with family businesses such as taxes, estate planning, financing, and contractual agreements. Prerequisites: ACC 321, SBA 401. 3 credit hours.

SCHOOL OF HOTEL, RESTAURANT, AND TOURISM ADMINISTRATION

HOTEL AND RESTAURANT ADMINISTRATION

HA 100 INTRODUCTION TO HOTEL AND RESTAURANT ADMINISTRATION
The growth and progress of the hospitality industry. How clubs, hotels, motels, and restaurants are organized, financed, and operated. The industry's opportunities and future trends are stressed. 3 credit hours.

HA 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.

HA 125 INTRODUCTION TO RECREATION ADMINISTRATION
A survey of the history, organizational structure, and future direction of the recreation industry. 3 credit hours.

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

HA 140 FRONT OFFICE OPERATIONS
A study of front office procedures and operations, including identification and duties of the front office staff, guest relations, front office salesmanship, room procedures, and handling of cash/credit transactions. 3 credit hours.

HA 163 HOSPITALITY EMPLOYMENT
Presents a framework for positive results, task and employees, individual and training programs, attitude, and $30.00. 3 credit hours.

HA 172 HOSPITALITY MARKETING
Sales planning, promotion of internal and outside sales, and industry are emphasized. 3 credit hours.

HA 201 HOSPITALITY INDUSTRY FINANCE
A simplified overview of financial statements, cash accounts, effects of business accounting records, journal accounting process, and $30.00. 3 credit hours.

HA 215 HOSPITALITY INDUSTRY AUTOMATION
Introduction to automation software application, and an overview of various hospitality operations. 3 credit hours.

HA 216 ADVANCED SPORTS ADMINISTRATION
This course focuses on theory and form as supervised to develop students' playing talent. Students can elect 3 credit hours.

HA 230 AIR TRANSPORTATION
Thorough instruction on the Airline Guide...the North Edition, and the Travel Industry is one of the most important covered are the new change deregulation and that of the Air Traffic Control. 2 credit hours.

HA 260 FOOD SERVICE OPERATIONS
The application of managing production and dining room University Club to gain 2 credit hours.
HA 163  HOSPITALITY EMPLOYEE DEVELOPMENT
Presents a framework for training and coaching, training for positive results, task and job development, how to hire trainable employees, individual and group training methods, how to develop training programs, attitude and motivation, coaching, and counseling. 3 credit hours.

HA 172  HOSPITALITY MARKETING AND SALES
Sales planning, promotion and publicity, advertising, and the types of internal and outside sales programs needed in the hospitality industry are emphasized. 3 credit hours.

HA 201  HOSPITALITY INDUSTRY FINANCIAL ACCOUNTING
A simplified overview of accounting, basic accounting concepts, financial statements, chart of accounts, asset, liability and equity accounts, effects of business transactions, debits and credits, accounting records, journalizing and posting, the month-end accounting process, the year-end accounting process. 3 credit hours.

HA 215  HOSPITALITY INDUSTRY COMPUTER SYSTEMS
Introduction to automation in lodging and food service operations. Includes an introduction to computer systems, hardware, software, software application, programming, and systems selection for various hospitality operations. Prerequisite: CSC 200. Lab fee $30.00. 3 credit hours.

HA 216  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.

HA 230  AIR TRANSPORTATION AND RESERVATIONS
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 against the Air Traffic Conference of America. 3 credit hours.

HA 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. 2 credit hours.
HA 300 HOTEL AND RESORT - SPECIAL TOPICS
The hotel and resort fields are constantly changing due to new technology and avenues for their expansion and management. The purpose of this course is to select topics that are not covered in existing courses and expose students to recent developments and future research in the hospitality industry. 3 credit hours.

HA 302 TOURISM AND TRAVEL - SPECIAL TOPICS
The tourism and travel industry is 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 students to recent developments and future research in the tourism and travel industry. 3 credit hours.

HA 304 FOOD SERVICE - SPECIAL TOPICS
The food service industry is constantly changing due to new technology and avenues for expansion and management. The purpose of this course is to select special topics that are not covered in existing courses and expose students to recent developments and future research in the food service industry. 3 credit hours.

HA 307 CATERING FOR SPECIAL FUNCTIONS
An analysis of the systematic presentation of catering for special functions. Emphasis is placed on maximum sales potential through use of existing facilities. Lectures and demonstrations on banquet layout, menus, service, and sales. 3 credit hours.

HA 309 RECREATION SPECIAL TOPICS
Selected special topics that complement regular course material and expose students to recent developments and trends that impact recreation operations. 3 credit hours.

HA 310 HOSPITALITY INDUSTRY LAW
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.

HA 311 MANAGERIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY
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. 3 credit hours.

HA 314 WINE APPRECIATION
This course considers the world, with special emphasis on Italian and Spanish production, and is part of the course. Lab fees.

HA 316 ADVANCED SPORTS MANAGEMENT
Continuation of HA 150.

HA 318 LAND TRANSPORTATION
An examination of land transportations, including the effect of environmental considerations on land transport systems and the phenomenon of the automobile and its influence for the future. 3 credit hours.

HA 320 HOTEL AND RESORT MANAGEMENT
An introduction to housekeeping operations, record keeping, and the physical functions of a hotel. Emphasis on safety, and cost control. 3 credit hours.

HA 322 SECURITY MANAGEMENT
Problems related to the security of the property, legal liabilities, mechanical, personnel, and equipment. Emphasis toward resolving operating problems. 3 credit hours.

HA 323 THEME PARK OPERATIONS
An investigation of the operations and planning involved in the construction of the modern leisure time tourist facilities in the United States and abroad. Emphasis on the analysis of the facility and investigation. 3 credit hours.

HA 326 METHODS OF TEACHING PHYSICAL EDUCATION
A professional sports management course that includes techniques and methods used in teaching swimming, tennis, and tennis. 3 credit hours.

HA 330 TRAVEL AGENCY MANAGEMENT
An examination of the operations, marketing, and implementing of travel agency management. The course will include all aspects of the travel agency, including travel agency, maintaining good public relations, and the role of travel agents. 3 credit hours.
SPECIAL TOPICS
constantly changing due to new expansion and management. The special topics that are not covered the students to recent developments in the hospitality industry. 3 credit hours.

FUNCTIONS
Presentation of catering for special events and demonstrations on banquet service industry. 3 credit hours.

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

THEME PARK OPERATION AND MANAGEMENT
An investigation of the specific management techniques and operations of planning, organizing, and developing strategies involved in the construction and maintenance of an important leisure time tourist facility, the theme park. Major theme parks in the United States and abroad will be studied in detail to aid in the investigation. 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.

TRAVEL AGENCY AUTOMATION
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.
HA 331  HOSPITALITY STUDY TOURS
On-site experience at famous hotels, restaurants, and vineyards for a comparative evaluation of domestic and/or international food service and lodging properties. Management procedures, concepts, and styles of operation will be scrutinized. 3 to 9 credit hours.

HA 332  RESORT MANAGEMENT
Emphasis upon recreation aspects, concession stand management, outdoor activities, and overall hotel resort management policies will be stressed. The course will more generally focus upon the unique problems of resort hotel management and the application of special techniques to meet these problems. 3 credit hours.

HA 333  CLUB OPERATIONS AND MANAGEMENT
The management of the private 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.

HA 336  RECREATIONAL TURF AND LANDSCAPE MANAGEMENT
Basic care and maintenance of fine turf grass, trees, shrubs, and ornamental plants used on golf courses and recreational areas. 3 credit hours.

HA 341  TRAVEL INDUSTRY LAW
In this day and age, many travel agency owners and managers are facing legal problems that could have been avoided with a better understanding of the legal aspects of travel agency operations. An examination of in-house legal issues with employees, clients, and supplier as well as in-depth study of different contracts beyond the agency is essential to successful operation. 3 credit hours.

HA 343  FOOD SERVICE PURCHASING
Describes the development and implementation of an effective hospitality purchasing program, focusing on the role of the purchasing department and the buyer, generation of specifications, and the use of forms and control techniques. 3 credit hours.

HA 347  FOOD SERVICE SANITATION
Details the fundamentals of sanitation for food service employees and covers practical guidance in safe food handling without neglecting the scientific principles underlying good sanitation practices. 3 credit hours.

HA 350  HOTEL AND RESORT INFORMATION SYSTEMS
Advanced topics will be covered, computer system feasibility studies, designing a computer system and an in-depth study of Lodging and Resort Property Management Systems (PMS). PMS front office, PMS back office and PMS interfaces will be stressed. 3 credit hours.

HA 351  FOOD SERVICE INFO
Advanced topics will be covered, computer system feasibility studies, designing a computer system and an in-depth study of Foodservice Management Systems and Operations, Foodservice Management Systems, PMS, front office, PMS back office and PMS interfaces will be stressed. 3 credit hours.

HA 353  HOSPITALITY SYSTEMS
Systems and operations in a hospitality firm will be reviewed. The student the opportunity to develop a computer system and an in-depth study of computer systems and operations in a hospitality firm will be stressed. 3 credit hours.

HA 355  CUSTOMER SERVICE
An emphasis on the development of strategies pertaining to the execution of the customer service policy will be stressed. The course will more generally focus upon the unique customer problems and detailed analysis of customer service strategies.

HA 358  HOSPITALITY LAB
Topics include organization, supervision, motivation, morale, uniform, training, motivation, morale, and detailed analysis of customer service strategies.

HA 361  FOOD SERVICE OPERATIONS
Introduces the student to the concept of managing a restaurant, including the development of menu planning and pricing, management of personnel cost control, and the implementation of cost control techniques as a learning laboratory.

HA 365  HOSPITALITY HUMAN RESOURCES
Focus is on application of human resource principles to hospitality operations. Topics include personnel recruitment, selection, motivation, morale, and detailed analysis of human resource strategies.

HA 369  SHIPPING AND CREDIT MANAGEMENT
An analysis of the modern passenger liner and its interrelationship with the shipping industry. A study of the modern passenger liner and its interrelationship with the shipping industry. 3 credit hours.
COURSES
hotels, restaurants, and vineyards for domestic and/or international food
Management procedures, concepts, scrutinized. 3 to 9 credit hours.

HA 351  FOOD SERVICE INFORMATION SYSTEMS
Advanced topics will be covered, computer system feasibility
studies, designing a computer system and an in-depth study of
Foodservice Management Systems (FSMS). FSMS service applica­
tions, FSMS management applications and automated advances will
be stressed. 3 credit hours.

HA 353  HOSPITALITY SYSTEMS AND OPERATIONS
Systems and operations is designed to provide the advanced­
standing student the opportunity to face problems similar to those
which confront a hospitality manager through intense, systematic,
detailed analysis of simulated case studies. 3 credit hours.

HA 355  CUSTOMER SERVICE
An emphasis on the development of company policies and strate­
gies 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. Evalua­
tion methods focusing on consumers, their needs, and the skills
needed to anticipate these needs as well as developing solutions to
customer problems and complaints. 3 credit hours.

HA 358  HOSPITALITY LABOR RELATIONS
Topics include organizational behavior, personnel selection,
placement, supervision, job evaluation, wage and salary administra­
tion, motivation, morale, and union management relations. Case
studies and role playing are integral parts of the course.
Prerequisite: HA 265. 3 credit hours.

HA 361  FOOD SERVICE OPERATIONS IV
Introduces the student to the competencies necessary for Haute
Cuisine menu planning and service. Advanced topics will be
covered in the areas of dining room service, menu planning and
design, and beverage service. Catering of different types of func­
tions will be covered as well. The University Club will be utilized
as a learning laboratory. Prerequisite: HRM 260. 6 credit hours.

HA 365  HOSPITALITY HUMAN RESOURCES 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.

HA 369  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.
HA 371  CASINO MANAGEMENT
Practice and problems associated with casino management are discussed; staffing, security and control, taxation, and entertainment policies are included. 3 credit hours.

HA 372  GRAND HOTELS AND RESORTS
An examination of the characteristics of the great hotels which established service goals for the industry. The course will survey development of the European and American palace hotels, spa hotels, resort hotels, and the small luxurious hotel. 3 credit hours.

HA 375  HOSPITALITY STRATEGIC MARKETING
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.

HA 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.

HA 385  TOURISM PLANNING AND DEVELOPMENT
A detailed analysis of the immense proportions of world tourism, spanning the processes of long-range planning and management strategies that insure tourism’s proper development within the economic, political, and social sectors. Topics range from a market analysis and conceptual planning to site development, transportation, accommodations, and support industries. 3 credit hours.

HA 390  INTERNSHIP II
500 hours of field work in hotels, restaurants, institutions, or clubs. The field experience will emphasize selected aspects of personnel management, and will be accompanied by readings, reports, journals, and faculty conferences. Prerequisite: consent of the instructor. 3 credit hours.

HA 407  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.

HA 410  HOSPITALITY LEADERSHIP
An incident approach is given to particular situations that have ethical behavior, and so forth. 3 credit hours.

HA 416  RECREATION FACILITIES
This course provides an examination of the layout of space allocation is placed on equipment, 3 credit hours.

HA 417  FINANCIAL ANALYSIS
An examination of the financial state of businesses in the hospital industry. The course will discuss, including case studies. The case study 3 credit hours.

HA 419  FRANCHISING IN THE HOSPITALITY INDUSTRY
This course is designed to develop a franchise system. The franchisor and the franchisee and project costs, financial and project costs, financial and project costs. Pre-requisite: HA 410.

HA 426  HEALTH FACILITIES ADMINISTRATION
The study of administration, supervision, and operation of facilities. Programs and equipment are identified and studied. 3 credit hours.

HA 436  RECREATION SUPREME MANAGEMENT
Leadership styles approach. Specific types of recreational facility development are identified and studied. 3 credit hours.

HA 445  THE DISNEY DREAMS
An investigation of Walt Disney's concept of Tomorrow (EP. Magic Kingdom, an examination into the theme parks, and an exploration of market tourism operations. Theme Parks created a unique story, one in Japan, and Florida. These attri
HA 410  **HOSPITALITY LEADERSHIP AND SUPERVISION**  
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 365. 3 credit hours.

HA 416  **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.

HA 417  **FINANCIAL ANALYSIS AND PLANNING**  
An examination of the financial statements of several types of businesses in the hospitality industry. The methods of analysis are discussed, including cash budgeting, forecasting of revenue and expenses, capital expenditure planning and break even point studies. The case study method will be used. Pre-requisite: HA 311. 3 credit hours.

HA 419  **FRANCHISING IN THE HOSPITALITY INDUSTRY**  
This course is designed to cover the specific steps involved in developing a franchise operation from the viewpoint of both the franchisor and the franchisee. Feasibility studies, real estate, plans and project costs, financing project analysis, corporate structure, and operations are some of the topics to be studied. 3 credit hours.

HA 426  **HEALTH FACILITIES**  
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.

HA 436  **RECREATION SUPERVISION**  
Leadership styles appropriate in the area of recreational activities are identified and studied. Topics include the supervision of various types of recreational facilities and programs. 3 credit hours.

HA 445  **THE DISNEY DREAM - EPCOT**  
An investigation of Walt Disney's Experimental Planned Community of Tomorrow (EPCOT), including an in-depth analysis of the center, an examination of its impact on today's hospitality industries, and an exploration of the implications for futuristic mass market tourism operations using scenario analysis. Walt Disney's Theme Parks created a tourism attraction in two states, California and Florida. These attractions have now been set up at two overseas locations one in Japan, and one in France. 3 credit hours.
RECREATION SEMINAR
Advanced topics related to the management and operation of different types of club and recreational facilities will be discussed. Contemporary topics and trends, as well as current research will be covered. 3 credit hours.

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.

FOOD SERVICE 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.

HOTEL AND RESORT CONVENTION 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.

HOSPITALITY INDUSTRY HUMAN RELATIONS
The transition of employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations. Also describes the general process of management and how to achieve organization goals by planning, organizing, coordinating, staffing, directing, controlling, and evaluating functions. 3 credit hours.

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.

HOSPITALITY INDUSTRY SEMINAR
Industry leaders from independent hotels, chain hotels and motels, franchise operators, and restaurateurs meet with senior students to discuss industry; cases from their own operations. Students gain from the exposure to top management personalities, while executives have the opportunity of meeting, advising, and selecting students to assist them in the operations of their properties. Resume preparation, interview simulations, and role playing will be explored. Prerequisite: senior status or consent of instructor. 3 credit hours.

RESEARCH IN HOSPITALITY
Independent research project or independent study. Prerequisite: senior status. 3 credit hours.

INDEPENDENT STUDY
Independent research project or independent study. Prerequisite: senior status. 3 credit hours.
management and operation of institutional facilities will be discussed, as well as current research will be explored. Prerequisite: senior status.

### TRAVEL

Within the hospitality industry, as well as current research will be explored. Prerequisite: senior status.

### HOSTELRY MANAGEMENT

Venture management of the convention market. Met the individual needs of patrons and techniques that lead to the development of competitive service. 3 credit hours.

### HUMAN RELATIONS

Supervision, including how to handle motivational techniques, and techniques. Also describes the general how to achieve organization goals by staffing, directing, controlling, and hours. 3 credit hours.

### INVENTION MANAGEMENT

Tour industry, including a detailed new tours, costing, marketing, and is the creation of an individual, fully 3 credit hours.

### SEMINAR

Invent hotels, chain hotels and motels, teachers meet with senior students to their own operations. Students gain management personalities, while executing, advising, and selecting operations of their properties. Resume systems, and role playing will be exams or consent of instructor. 3 credit hours.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Description</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>HA 495</td>
<td><strong>RESEARCH IN HOSPITALITY</strong></td>
<td>Independent research projects or other approved phases of research or independent study.</td>
<td>Permission of Dean</td>
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<tr>
<td>HA 497</td>
<td><strong>INDEPENDENT STUDY IN HOSPITALITY I</strong></td>
<td>Independent research projects or other approved phases of research or independent study.</td>
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<td>HA 499</td>
<td><strong>INDEPENDENT STUDY IN HOSPITALITY II</strong></td>
<td>Independent research projects or other approved phases of research or independent study.</td>
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<tr>
<td>EDU 101</td>
<td><strong>INTRODUCTION TO EDUCATION</strong></td>
<td>An introduction to the historical, philosophical, and sociological foundations of education as well as the legal, social, financial, and political environment of schools.</td>
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<tr>
<td>EDU 105</td>
<td><strong>EARLY CHILDHOOD EDUCATION</strong></td>
<td>Philosophy and theories of early childhood education: physical, emotional, social, and mental development. Observation and participation required.</td>
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<tr>
<td>EDU 111</td>
<td><strong>PRE-PRIMARY CURRICULUM MATERIALS AND ACTIVITIES</strong></td>
<td>An introduction to the pre-elementary curriculum and the development of materials and activities for each of the curriculum areas.</td>
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<tr>
<td>EDU 160</td>
<td><strong>CHILD DEVELOPMENT</strong></td>
<td>A survey of the major concepts and theories of child development from infancy through middle childhood.</td>
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<tr>
<td>EDU 205</td>
<td><strong>ADOLESCENT DEVELOPMENT</strong></td>
<td>A survey of the major concepts and theories of child development during adolescence.</td>
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<tr>
<td>EDU 210</td>
<td><strong>ELEMENTARY SCHOOL CURRICULUM</strong></td>
<td>Basic scope and sequence of the elementary school curriculum. Organizational, instructional, and staffing strategies for the elementary school.</td>
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<td>EDU 211</td>
<td><strong>LANGUAGE ARTS IN THE ELEMENTARY SCHOOL</strong></td>
<td>Development of methods and materials for teaching, listening, speaking and writing skills in the elementary school. Field observation and participation required.</td>
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<tr>
<td>EDU 212</td>
<td><strong>ART IN THE ELEMENTARY SCHOOL</strong></td>
<td>Development of instructional skills, techniques, and strategies for teaching art in the elementary school.</td>
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</tr>
</tbody>
</table>
EDU 213  MUSIC IN THE 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 IN THE 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 IN THE ELEMENTARY SCHOOL
A study of the scope, structure, and sequence of the physical education curriculum for elementary school students. 3 credit hours.

EDU 230  CREATIVE ACTIVITIES
Introduction to the use of music and art as a learning tool in the pre-elementary setting, with emphasis on familiarity with types of music, acquiring basic skills with certain instruments, and the use of art supplies and techniques in the pre-elementary environment. 3 credit hours.

EDU 231  SECONDARY SCHOOL CURRICULUM
Basic scope and sequence of secondary school curricula. Organizational, instructional and staffing strategies for the middle and high school. 3 credit hours.

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

EDU 250  PRE-PRIMARY MATH AND SCIENCE
Emphasis is upon developing strategies for involving pre-reading children in experiences in mathematics and science. 3 credit hours.

EDU 255  HEALTH AND SAFETY IN THE SCHOOLS
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 260  EDUCATIONAL COMPUTER APPLICATIONS
The use of microcomputer and related technologies in elementary and secondary classrooms is discussed. Software evaluation, instructional materials generation, record keeping, and the use of technology to benefit culturally and linguistically diverse, as well as exceptional, students is covered. 3 credit hours.

EDU 290  PRE-PRIMARY PRACTICE
Designed to give Pre-Primary teaching in preparation for becoming an expert teacher perfecting the fine art of practice in presenting material. 3 credit hours.

EDU 315  READING IN THE ELEMENTARY SCHOOL
Materials and methods appropriate for the development of skills, reading vocabulary, and comprehension philosophy. Field experiences required. Prerequisite: EDU 213. 3 credit hours.

EDU 316  DIAGNOSIS AND EVALUATION OF PROBLEMS
Focuses on the evaluation of reading problems and the development of appropriate methods and strategies for improving reading performance. Field experiences required. Prerequisite: EDU 213. 3 credit hours.

EDU 317  SCIENCE IN THE ELEMENTARY SCHOOL
Contemporary elementary science education, the nature of science as a learning tool, and science teaching units in modern education. 3 credit hours.

EDU 318  MATH IN THE ELEMENTARY SCHOOL
Development and use of mathematics in the elementary school. Involved in elementary school mathematics instruction. 3 credit hours.

EDU 330  EDUCATION IN A MULTICULTURAL CONTEXT
A study of multicultural education, students and their relationship to the decisions of curriculum will be studied. Experience in schools will be required. 3 credit hours.

EDU 332  READING IN THE SECONDARY SCHOOL
Materials and approaches for reading instruction as well as strategies for success in content areas. Emphasis on improving comprehension skills. 3 credit hours.
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.

READING IN THE ELEMENTARY SCHOOL
Materials and methods appropriate to teaching young students to read are covered. Emphasis will be on emergent literacy, sequential development of skills, perceptual development, work attack skills, vocabulary, and comprehension as all are part of a whole language philosophy. Field observation and practice will be required. 3 credit hours.

DIAGNOSIS AND EVALUATION OF READING PROBLEMS
Focuses on the evaluative processes. Proficiency in recognizing and diagnosing reading problems and prescribing and using a variety of appropriate methods and materials to increase and facilitate reading performance. Field experiences and practice using the content are required. Prerequisite: EDU 315 Reading in the Elementary School. 3 credit hours.

SCIENCE IN THE 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.

MATH IN THE 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.

EDUCATION IN A MULTICULTURAL SOCIETY
A study of the multicultural dimensions of American society and their relationship to the educational process. International dimensions of curriculum will be examined. Ninety hours of field experience in schools required. 3 credit hours.

READING IN THE SECONDARY SCHOOL
Materials and approaches to reinforce reading skills necessary for success in content areas. Emphasis on vocabulary development and comprehension skills. 3 credit hours.
EDU 333 SOCIAL STUDIES METHODS IN THE SECONDARY SCHOOL
Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short range goals consistent with student needs. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and student learning needs.
Pre-requisite: EDU 334. 3 credit hours.

EDU 334 CLASSROOM/BEHAVIOR MANAGEMENT
Strategies used to formulate a standard of student behavior in the classroom. Methods that promote instructional momentum. Emphasis on instructional planning. 3 credit hours.

EDU 335 SCIENCE METHODS IN THE SECONDARY SCHOOL
Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short range goals consistent with student needs in science. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and student learning needs.
Pre-requisite: EDU 334. 3 credit hours.

EDU 336 MATH METHODS IN THE SECONDARY SCHOOL
Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short range goals consistent with student needs in math. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and student learning needs.
Prerequisite: EDU 334. 3 credit hours.

EDU 350 EDUCATIONAL MEDIA AND LIBRARY
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 364 LANGUAGE AND WRITING METHODS IN SECONDARY SCHOOL
Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short term goals consistent with student needs. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and student learning needs.
Prerequisite EDU 334. 3 credit hours.

EDU 365 LITERATURE METHODS
Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short range goals consistent with student needs. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and student learning needs.
Pre-requisite EDU 334. 3 credit hours.

EDU 366 ADOLESCENT LITERATURE
A survey of the teaching of adventure, biography, autobiography, fiction, mystery, mythological themes with adolescents. Some novelists and poets also reviewed. 3 credit hours.

EDU 414 CHILDREN'S LITERATURE
Selection and use of children's writing for children in elementary schools.

EDU 461 EXCEPTIONAL STUDENTS
Review of research based remediation of exceptional students. Development of practical methods to respond effectively to special settings. Field observation.

EDU 480 PRACTICUM
The guided practice of teaching in schools. Requires the utilization in elementary school settings.

EDU 481 STUDENT TEACHING
Independent practice teaching. Requires the utilization in an elementary school setting.

ENGLISH FOR SPEAKERS (ESL)
The School of Education of the State of Florida for the enrichment of Other Languages (ESOL) for K-12. Also offered is the English of culture as they apply to academic content will be included.

EDU 520 COMPREHENSIVE EXAMINATION
Offered only for certification and qualified under the "grandfather clause." The examination covers issues, methods, curriculum, and assessment. Additional work in other languages. Additional work in other languages.
EDU 365 LITERATURE METHODS IN THE SECONDARY SCHOOL
Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short term goals consistent with student needs. Emphasis on the selection, adoption and development of instructional materials for given set of instructional goals and student learning needs.
Pre-requisite EDU 334. 3 credit hours.

EDU 366 ADOLESCENT LITERATURE
A survey of the teaching techniques that utilize the major works of adventure, biography, autobiography, folk literature, historical fiction, mystery, mythology, science fiction, poetry for working with adolescents. Some recreational and motivational works are also reviewed. 3 credit hours.

EDU 414 CHILDREN'S LITERATURE
Selection and use of children’s books, story-telling, and creative writing for children in elementary school. 3 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 PRACTICUM
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 STUDENT TEACHING
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.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)
The School of Education offers the five courses required by the State of Florida for the endorsement in English for Speakers of Other Languages (ESOL). The endorsement is offered for grades K-12. Also offered is the comprehensive course for teachers who qualify under the “grandfather clause.”

EDU 520 COMPREHENSIVE ESOL STRATEGIES
Offered only for certified experienced teachers eligible under the “grandfather clause.” The content of this course deals with relevant issues, methods, curriculum and materials development, adaptation, monitoring and assessment used to teach English to speakers of other languages. Additionally content dealing with relevant issues of culture as they apply to communication, classroom settings and academic content will be examined. 3 credit hours.
EDU 521 CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL
Application of second language acquisition theory, principles and research is a focus of this course. It also emphasizes appropriate curriculum and materials adaptation and development for the student learning English as a second language. Procedures for evaluating materials, informal monitoring and assessment as it relates to ESOL curriculum will also be covered. 3 credit hours.

EDU 522 METHODS OF TEACHING ESOL
Participants will learn about appropriate methodologies for teaching the student learning English as a second language. This course incorporates advanced application of theory, research and principles to strategies for teaching English and content area subjects. 3 credit hours.

EDU 523 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING
Content dealing with relevant issues of culture as they apply to communication, classroom interaction, academic content and parent and community involvement will be emphasized. Activities will be designed to emphasize the need for greater understanding, compassion and appreciation among cultures. 3 credit hours.

EDU 524 APPLIED LINGUISTICS
Designed to enable participants to examine modern English as used in the United States in light of current linguistic theories and to identify practical applications of these theories to the teaching of English to students of diverse ethnic and linguistic backgrounds. 3 credit hours.

EDU 525 TESTING AND EVALUATION IN ESOL
Prepares educators in the selection, development and administration of instruments of evaluation suitable for use with students who demonstrate limited English proficiency. Particular emphasis is given to discrete point versus pragmatic testing, formal versus informal assessment and non-biased assessment. 3 credit hours.

SCHOOL OF GRADUATE
MASTER OF PROFESSIONAL STUDIES

CORE COURSES

MPS 500 INTRODUCTION TO ADMINISTRATION
This course examines principles along with operations of a systems approach to student to prepare students to evaluate case studies to effective management theory. 3 credit hours.

MPS 505 RESEARCH METHODS
An examination of the design and formulation of research questions, experimental studies, evaluation, and interpretatory studies as demonstrated in the design a research project. 3 credit hours.

MPS 510 BUSINESS LAW
An advanced analysis includes common law, the operation of a business, corporate structure and business. The course studies including common 3 credit hours.

MPS 515 MANAGEMENT AND ADMINISTRATION
Management theory and its application to the administration of formal structure, operations, and resources and decision making. 3 credit hours.

MPS 520 MARKETING
A rigorous examination designed to determine market needs, marketing, advertising, promotion. 3 credit hours.
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SCHOOL OF GRADUATE STUDIES
MASTER OF PROFESSIONAL STUDIES
CORE COURSES
MPS 500 INTRODUCTION TO MANAGEMENT AND ADMINISTRATION I
This course examines management functions, concepts, and principles along with managerial roles. The administrative implications of a systems approach are explored with opportunity for students to prepare schematic models of various sectors through case studies to effectively solve problems utilizing management theory. 3 credit hours.
MPS 505 RESEARCH METHODS
An examination of the methods of inquiry within the framework of management theory. Includes a critique of assessment issues, experimental studies, quantitative-descriptive studies, and exploratory studies as demonstrated in management literature. Students design a research project and draft a research proposal. 3 credit hours.
MPS 510 BUSINESS LAW
An advanced analysis of legal issues effecting industry. The course includes common law and statutes relating to the development and operation of a business. This course also involves the study of the corporate structure and legal liabilities affecting industry and business. The course includes an advanced analysis of legal case studies including common law, federal, state, and local statutes. 3 credit hours.
MPS 515 MANAGEMENT AND ADMINISTRATION II
Management theory and principles are examined in their application to the administrative process. The student explores in depth how formal structure, organizational policies, interprofessional practices, and resources are combined in making and implementing managerial objectives. 3 credit hours.
MPS 520 MARKETING
A rigorous examination of marketing concepts. Market research to determine market needs and internal marketing including merchandising, advertising, promotion, public relations and pricing. 3 credit hours.
GERONTOLOGY AND HEALTH SERVICES

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 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 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: personnel, finance, marketing, physical resources, management, and resident care. Placement duties consist of a supervised departmental rotation, written log and evaluation as outlined by the guidelines for the course. The student presents a summary of the residency experience in a seminar format. 650 hours. Pass (P) or Unsatisfactory (NP).

ELDERCARE ADMINISTRATION

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

GHS 540  SOCIOLOGY OF AGING
An overview of the themes of aging as well as the demographic characteristics of the elderly. Examines aging as a social process in the family as well as the broader social environment of the elderly. Economic status of the elderly is also discussed.

GHS 550  GERIATRICS
An overview of the aging as a social process as an examination of other social processes as well as the elderly. Pharmacological, metabolic, and health care needs are reviewed and health issues discussed. The social service delivery considerations for the elderly are also examined.

GHS 560  PSYCHOLOGY OF THE AGING
An overview of the psychological and behavioral processes involved in the aging process, the emotional and behavioral changes experienced by the elderly. Examines anxiety, depression, and other mood states as well as organic brain disorders and related cognitive impairments in terms of prevalence, significance, and management. Discusses individual care planning in nursing homes and restorative care as well as long-term care planning. 3 credit hours.

GHS 590  SOCIAL POLICY
An examination of the social policy issues as reflected through social service delivery and programming relevant to the elderly. Additional, financial and medical issues as well as the role of the federal government and regulatory agencies are reviewed. 3 credit hours.

GHS 600  ELDERCARE II
An overview of the considerations of future health care and long-term care needs. Financial and governmental roles and duties of directors of programming/services are reviewed. 3 credit hours.
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GHS 540 SOCIOLOGY OF AGING

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

GHS 550 GERIATRICS

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

GHS 560 PSYCHOLOGY OF AGING

An overview of the psychological theories of aging as well as the
behavioral processes in aging, psychodynamics, personality,
emotional and behavioral reactions, and needs as well as stressors
of the elderly. Examines the psychology of patient care in terms of
anxiety, depression, anger, apathy, and withdrawal as well as
separation reactions, motivation, and drugs and alcohol. Reviews
organic brain disorders and functional disorders of the elderly in
terms of prevalence, symptoms assessment, and treatment. Dis-
cusses individual care planning as well as examines rehabilitative
and restorative care and services including therapeutic activity
programming. 3 credit hours.

GHS 590 SOCIAL POLICY

An examination of the political aspects of aging in the United States
as reflected through social policy. Historic and current legislative
programming relevant to the aging is reviewed and analyzed. In
addition, financial and retirement programs as well as major health
care and medical programs are examined. 3 credit hours.

GHS 600 ELDERCARE I

An overview of the continuum of health care for the elderly and an
evaluation of future needs. An in-depth examination of programs,
agencies, and services including home health agencies, health
maintenance organizations, day care programs, and palliative care
facilities as well as specific social service programs. Attention is
given to regulatory requirements, licensing, structural requirements,
roles and duties of directors/managers, staffing patterns, therapeutic
programming/services, and reimbursement. State codes and statutes
are reviewed. 3 credit hours.
GHS 610  **ELDERCARE II**  
Examination of adult congregate living facilities as well as intermediate and skilled care facilities. Attention is given to regulatory requirements, licensing, structural requirements, roles and duties of administrators, staffing patterns, therapeutic programming, and reimbursement. Therapeutic and support care and service are examined including individual care planning, interdisciplinary evaluation, and specific rehabilitative and restorative programs. Also examined are the standards of environmental health and safety including such areas as hygiene and sanitation, communicable diseases, management of isolation, accident prevention, drug handling and control as well as pertinent federal, state, and local health rules. State codes and statutes are reviewed. 3 credit hours.

GHS 700  **ADMINISTRATIVE RESIDENCY IN ELDERCARE**  
The student completes a 500 contact hour placement within an eldercare facility. Placement duties consist of a supervised departmental rotation. Includes written reports and evaluations. 3 credit hours.

GHS 710  **ADMINISTRATIVE RESIDENCY IN LONG-TERM CARE**  
The student demonstrates professional competence in the administration of a nursing home facility approved for the internship placement. The internship shall cover the following six areas of practice as specified in Chapter 21Z-16.004 of the Florida Statutes for Nursing Home Administration: personnel, finance, marketing, physical resource, management, and resident care. Placement duties consist of a supervised departmental rotation, written log and evaluation as outlined by the guidelines for the course. The student presents a summary of the residency experience in a seminar format. 500 hours. Pass (P) or Unsatisfactory (NP).

**HOSPITALITY ADMINISTRATION**

HA 525  **FOOD SERVICE ADMINISTRATION**  
This course will stress Food Service systems and operations. Controls and financial management of food service operations will be covered. 3 credit hours.

HA 530  **RESORT DEVELOPMENT AND MANAGEMENT**  
This course is designed to acquaint students with resort management principles. Social, economic and environmental issues involved in resort development and management are included. 3 credit hours.

HA 535  **HOSPITALITY INFORMATION SYSTEMS**  
The selection, operation, maintenance and development of hospitality industry computer systems will be covered. Software and hardware for use in the various locations, and its impact on the flow of information to aid in the management decision making process will serve as a focal point in this course. 3 credit hours.

HA 540  **HOSPITALITY HUMAN RESOURCES**  
An examination of personnel actions in the hospitality industry. Procedures, coaching, training, and supervision are covered. 3 credit hours.

HA 545  **HOSPITALITY TRAVEL AND TOURISM**  
This course will prepare students for management of hospitality industry. Topics will include program presentation.

HA 550  **HOSPITALITY FINANCE**  
An introduction to hotel and hospitality finance and forecasting, financial management and control. 3 credit hours.

HA 595  **GRADUATE PROJECT**  
The students will complete a 500 contact hour placement within an eldercare facility. Placement duties consist of a supervised departmental rotation, written log and 500 hours. Pass (P) or Unsatisfactory (NP).

**ELECTIVES**

HA 560  **INDEPENDENT STUDY IN HOSPITALITY ADMINISTRATION**  
3 credit hours.

HA 565  **HOSPITALITY ADVANCED MANAGEMENT**  
This course will provide students with an overview of hospitality management from both an operational and a financial standpoint. A wide range of areas is included.

HA 570  **SPECIAL TOPICS IN HOSPITALITY ADMINISTRATION**  
The purpose of this course is to cover topics not covered in existing courses. Recent developments are included. 3 credit hours.

**INTERNATIONAL HOSPITALITY ADMINISTRATION**

IHC 550  **PRINCIPLES OF INTERNATIONAL HOSPITALITY MANAGEMENT**  
This course provides students with a broad overview of the field of hospitality management from both an operational and a financial standpoint. A wide range of areas is included.
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requirements, roles and duties of
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HA 540  HOSPITALITY HUMAN RESOURCES AND LABOR RELATIONS
An examination of personnel practices and labor relations consider-
ations in the hospitality industry. Topics will include selection
cedures, coaching, leadership and collective bargaining.
3 credit hours.

HA 545  HOSPITALITY TRAINING AND DEVELOPMENT
This course will prepare students to develop training, and employee
agement and development programs for the Hospitality
dues will include learning theories, objective setting,
program presentation, evaluation and technologies. 3 credit hours.

HA 550  HOSPITALITY FINANCIAL MANAGEMENT
An introduction to hospitality financial management in the short
and long term. Topics covered will include pricing, cost analysis,
ancial statement analysis, and budgeting. 3 credit hours.

HA 595  GRADUATE PROJECT IN HOSPITALITY ADMINISTRATION
The students will complete an advanced industry or education
related project. The focus will be based upon the student’s area of
specialization. 6 credit hours.

ELECTIVES

HA 560  INDEPENDENT STUDY IN HOSPITALITY ADMINISTRATION
3 credit hours.

HA 565  HOSPITALITY ADMINISTRATION EDUCATION
This course will provide the student, interested in a career in
education, an overview of educational, research, curriculum
development, and the role of a faculty member. 3 credit hours.

HA 570  SPECIAL TOPICS IN HOSPITALITY ADMINISTRATION
The purpose of this course is to select special topics that are not
covered in existing graduate courses and expose students to these
recent developments. 3 credit hours.

INTERNATIONAL HEALTH CARE ADMINISTRATION

IHC 550  PRINCIPLES OF HEALTH PROGRAM MANAGEMENT
This course provides students with an overview of health care
agement from both developed and developing countries. A
range of areas is introduced, including organizational behav-
ior, marketing, operations, organizational strategy, quality assur-
ance, information systems, and financial management. The general management perspective is emphasized, which stresses the need for integration of the different functional areas. Most classes include short lectures on each topic followed by application of theory to "real life" situations. The case method of instruction is used throughout the course; students are expected to thoroughly analyze the management challenges facing managers in a variety of health capacities. 3 credit hours.

IHC 560 INTERNATIONAL HEALTH: INTRODUCTION TO HEALTH CARE IN DEVELOPING COUNTRIES
This course is intended for students who have limited or no exposure to developing countries and who desire an orientation to the health priorities, delivery options, and controversies in international health. In addition to learning about such common health issues as high infant mortality, poor maternal health, and endemic disease, students also learn about disease generated as a by-product of the development. Readings and case studies emphasize an interdisciplinary approach to the study of international health issues. For example, the role of global markets and their impact on health is introduced in a discussion of the emerging smoking epidemic in developing countries. During this course students become acquainted with the literature of development economics, political economy, medical sociology, medical anthropology, and international public health. 3 credit hours.

IHC 570 SEMINAR SERIES: MEDICAL CARE MANAGEMENT IN A SELECTED DEVELOPING COUNTRY
This course introduces students to a selected developing country, its economic, sociopolitical, and environmental profile, its health problems and its health care system. The course objective is to develop community diagnostic skills for professionals accepting short-term or long-term assignments in a new locale. Readings are drawn from the disciplines of development economics, political economy, medical sociology, public health policy and planning, and international health. 3 credit hours.

IHC 580 SEMINAR IN MENTAL HEALTH
This seminar examines the mental health issues that confront health care providers and patients. Through a series of case studies this course explores the medical-scientific, moral, and etiological bases of these issues and the decision-making processes that affect providers and patients. Subjects discussed are the meaning of mental health, social deviance, physiological stress, the group process, psychopathy, crisis intervention, motivation, eclectic therapies, with special attention given to the etiological dynamics of normal and abnormal behavior. 3 credit hours.

IHC 590 COMPARATIVE HEALTH SYSTEMS
This course critically examines the health care systems of the following developed countries; the United States, Canada, Germany, England, Sweden, and the Soviet Union. Brief descriptions of these countries’ levels of economic structure provide a basis for understanding of more developed health care systems. The following useful lessons for managers are covered: cost containment, and the development of public and private sector performance (particularly with regard to the health care of less privileged groups). The professional and nonprofessional contexts of these health care systems are also examined. 3 credit hours.

IHC 650 ADVANCED SEMINAR IN MANAGEMENT
This seminar focuses on public health problems in developing countries. One topic is selected for its interdisciplinary and controversial nature of national and international health problems. Students are required to define several perspectives: operational, cultural, political, economic, etc., and then apply these perspectives to the topic. 3 credit hours.

IHC 700 SPECIAL TOPICS IN HEALTH
This course is intended for the serious student of health who addresses a variety of topics. The course focuses on the delivery and management of health care as mass immunization programs, chronic disease, genetic screening, etc. Class format is a combination of readings, seminars, and discussions. 3 credit hours.

INTERNATIONAL MANAGEMENT

MIM 590 INTERNATIONAL BUSINESS
International business difference operates across borders, environments—domestic, foreign. This course prepares the student to function with the agents, compare environments. 3 credit hours.

MIM 591 INTERNATIONAL MANAGEMENT
The concept of international business difference is the study of the culture of societies other than one’s own. Students gain comfortable and secure the pitfalls in a foreign environment. The concept of the concept of the Global Village from its place, from new product systems. The international management serious student of business. 3 credit hours.
of these countries' levels of development and political and economic structure provide the foundation for an analysis of the health care system. The following areas are explored in order to draw useful lessons for management professionals: health care financing, cost containment, and regulation; health services provision in the public and private sectors; quality of care; health system performance (particularly with regard to the health status and health care of less privileged groups); and the training and employment of professional and nonprofessional workers. 3 credit hours.

IHC 650 ADVANCED SEMINAR ON INTERNATIONAL MANAGEMENT
This seminar focuses on policy and management issues related to public health problems in resource constrained environments. Each topic is selected for its importance in policy formulation and resource allocation and its pertinence to an understanding of the controversial nature of many global public health management problems. Students are required to present and discuss issues from several perspectives: operational and organizational; social and cultural; political, economic, and ethical. 3 credit hours.

IHC 700 SPECIAL TOPICS IN INTERNATIONAL HEALTH
This course is intended for students completing their program, and addresses a variety of topics in international health care management. The course focuses on contemporary issues relevant to the delivery and management of health care to large populations, such as mass immunization programs, illicit drug usage, AIDS and HIV infection, genetic screening and counseling, and mercy killing. Class format is a combination of presentations and group discussions. 3 credit hours.

INTERNATIONAL MANAGEMENT

MIM 590 INTERNATIONAL BUSINESS
International business differs from domestic business in that a firm operating across borders must deal with the forces of three kinds of environments-domestic, foreign, and international. This course prepares the student to think in international terms by familiarization with the agents, conditions and dynamic interaction of these environments. 3 credit hours.

MIM 591 INTERNATIONAL MARKETING
The concept of international marketing deals directly with the culture of societies other than its own. The corporate culture, comfortable and secure in its own environment is prey to numerous pitfalls in a foreign environment. All the common assumptions dealing with marketing are challenged in the international marketplace, from new product development to unique distribution systems. The international marketing course attempts to provide the serious student of business with the opportunity to explore the Global Village, from its garbage dumps to its playgrounds. 3 credit hours.
MIM 592  INTERNATIONAL FINANCE
It is not a joke when foreign currency dealers say that ten minutes is a long-term outlook. This course examines some of the tools (e.g., hedging, swaps, counter trade) and methods that financial managers use to solve financial problems that emanate from fluctuating currency exchange rates, currency exchange controls, tariffs, taxes, inflation, and accounting practices. 3 credit hours.

MIM 593  COMPARATIVE ECONOMIC SYSTEMS
This course introduces the student to the foreign environment, where not only are there many economies instead of one, but they are also highly divergent. Because of these differences, policies designed for the economic conditions in one market may be totally unsuitable for the economic conditions in another market. Of all the uncontrollable forces with which society and businesses must contend, economic forces are undoubtedly the most significant. 3 credit hours.

MIM 594  INTERNATIONAL LAW AND ORGANIZATION
This course is created to simply introduce the student to the legal and institutional solutions to jurisdiction, interpretation and enforcement problems. Such areas as arbitration, contract enforcement, patents, trademarks, etc. are discussed. New and unique issues are evolving out of industrial espionage, antitrust and tax questions. The student will be exposed to U.S. practices such as the Foreign Corrupt Practices Act (FCPA) and other legislation used to guide American corporations. The international and regional court systems will be reviewed. 3 credit hours.

MIM 595  GRADUATE PROJECT IN INTERNATIONAL ADMINISTRATION
The Graduate Project is a comprehensive study of an area of interest to the student. The Project itself is proposed by the student to his mentor, but must meet parameters established by the School which would be a function of timeliness of issue, quality of research, comprehensiveness of effort and preparations for publishing. 3 credit hours.

Two elective courses will be offered and vary according to the semester. Lynn University is actively involved with the University of Stockholm for student exchanges in this area and encourages students to attend courses there. Lynn University also works closely with the Center for the International Exchange of Scholars, which administers the Fulbright Program for the U.S. State Department, and the University supports student involvement in these programs.

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The Board of Overseers assists the President in the future development of the University and the expansion and enrichment of its programs. In particular, the Board of Overseers assists, either through representation on committees or through recommendation, in the general activities of the University including academic development, career development, and public relations.

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Highland Beach, FL

Ronald Assaf
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Boca Raton, FL

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Boca Raton, FL

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Blums of Boca
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Peter Coxhead
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IDS Financial Services Inc.
Boca Raton, FL

Arch Delmarsh
Palm Beach Gardens, FL

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President
Elaine G. Etesse Associates
Boca Raton, FL

Kenneth Fix
Fort Lauderdale, FL

Raymond P. Habib
Boca Raton, FL

John Hannifan
Vice President and Site General Manager
IBM
Boca Raton, FL

Charles P. Harrison
Vice President/General Manager
Lambda Novatronics
Pompano Beach, FL

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and Chief Executive Officer
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Boca Raton, FL

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Senior Vice President of Private Bank
First Union National Bank of Florida
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Jerry Shames
President and C.E.O.
development of the University and the Board of Overseers assists, either in the general activities of the development, and public relations.

Frederick Postlethwaite
Senior Vice President
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Senior Vice President of Private Banking
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President and C.E.O.

Florida Information and Education Utilities Inc.
Fort Lauderdale, FL

Bill Shubin
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Shubin Property Company
Boca Raton, FL

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Hodgson, Russ, Andrews, Woods, & Goodyear
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Robert S. Tyler
Boca Raton, FL
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Vice President for Administration and Student Services

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Vice President for Institutional Advancement

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President
Patricia H. Craig, B.S.
Administrative Assistant

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Administrative Assistant

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Annette Tomlin
Business Manager

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Director of Purchasing

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Personnel Coordinator

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Adrienne LePore
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Dean of Freshmen

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Registrar
Patricia Dye, B.A., M.A.
Director/Instructor
Academic Resource Center
Patricia Loughren, B.A., M.S. (candidate)
Reading Specialist

COLLEGE OF ARTS AND SCIENCE
N. Blaine Kauffman, B.A., M.A., Ph.D.
Dean

SCHOOL OF BUSINESS
James P. Miller, B.A., M.A., M.B.
Dean

SCHOOL OF CONTINUING EDUCATION
Lee Ross, B.S., M.S.
Dean
Mary Tebes, B.A., M.A.
Coordinator
John Chew, B.Ed.
Director
Institute for Funeral Service Education
Sheila Sheppard
Administrator
Intensive English Studies Program

SCHOOL OF EDUCATION AND \nSCHOOL OF HOTEL, RESTAURANT, 
AND \nLIBRARY
Marsha Glines, B.A., M.Ed., Ph.D.
Dean
Diana Alesi
Administrative Assistant
Linsley DeVeau, B.S., M.S.C., Ed.D.
Dean
Kathleen Clunan, B.A., M.L.S.
Library Director
Carol Dockswell, B.A., M.L.S.
Senior Librarian
Public Services
Judith Alsdorf, B.A., M.A.
Librarian
Technical Services
Barbara Eberle
Administrative Assistant
Maria Garcia, B.S.
Registrar
Patricia Dye, B.A., M.A.
Director/Instructor
Academic Resource Center
Patricia Loughren, B.A., M.S. (candidate)
Reading Specialist

COLLEGE OF ARTS AND SCIENCES
N. Blaine Kauffman, B.A., M.A., Ph.D.
Dean

SCHOOL OF BUSINESS
James P. Miller, B.A., M.A., M.B.A., Ph.D.
Dean

SCHOOL OF CONTINUING EDUCATION
Lee Ross, B.S., M.S.
Dean
Mary Tebes, B.A., M.A.
Coordinator
John Chew, B.Ed.
Director
Institute for Funeral Service Education and Anatomy
Sheila Sheppard
Administrator
Intensive English Studies Program

SCHOOL OF EDUCATION AND GRADUATE STUDIES
Marsha Glines, B.A., M.Ed., Ph.D.
Dean
Diana Alesi
Administrative Assistant

SCHOOL OF HOTEL, RESTAURANT AND TOURISM ADMINISTRATION
Linsley DeVoe, B.S., M.Sc., Ed.D. (candidate)
Dean

LIBRARY
Kathleen Clunan, B.A., M.L.S.
Library Director
Carol Dockswell, B.A., M.L.S.
Senior Librarian
Public Services
Judith Alsdorf, B.A., M.A.
Librarian
Technical Services
Barbara Eberle
Administrative Assistant
OFFICE OF STUDENT SERVICES

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

Paul S. Turner, B.S., M.A.
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Associate Dean of Students

James Hundrieser, B.S., M.Ed.
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Director of Career Development

Marlene Turner
Director of Student Activities

Denise Felice, B.A., 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
Housekeeping Supervisor

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Associate Director of Alumni Relations

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Assistant Vice President

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Assistant Vice President

Robert E. Levinson
Vice President for Marketing

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Publicity Specialist

Deborah Schneider
Administrative Assistant

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Director of Student Financial Aid

Karen Finkelstein
Financial Aid Assistant

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Associate Director of Admissions

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

Steven W. Bird, B.A.
Admissions Coordinator

Hebe Denis-Fuller, B.S.
Admissions Coordinator

Steven King, B.S.
Admissions Counselor

Donald Van Ess, Ph.D.
Admissions Coordinator

Eva Henning
European Admissions Coordinator

Nancy Reid, B.F.A.
Enrollment Coordinator
OFFICE OF ADMISSIONS

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Donald Van Ees, Ph.D.
Admissions Coordinator
Eva Henning
European Admissions Coordinator
Nancy Reid, B.F.A.
Enrollment Coordinator
COLLEGE OF ARTS AND SCIENCES

N. Blaine Kauffman, Dean ................................................. Cooperative Arts Professor
B.A., University of Illinois
M.A., St. Francis College
Ph.D., Ohio University
Gary Arnold ............................................................. Funeral Service Management Adjunct Instructor
B.S., Louisiana Polytechnic Institute
Licensed Funeral Director
Robert Blaufuss ......................................................... Chemistry Adjunct Instructor
B.S., City College or New York
M.S., University of Notre Dame
Joel J. Blaustein ....................................................... Psychology Professor
B.A., University of Buffalo
Ph.D., City University of New York
Frederick Blum .......................................................... Art Adjunct Instructor
B.F.A., M.F.A., Parsons School of Design
Susan Braunstein ..................................................... Communications Assistant Professor and Coordinator
A.B., University of Louisville
Ed.D., Florida Atlantic University
Frederick Cichocki ........................................................ Biology Associate Professor
B.S., M.S., University of Miami
Ph.D., University of Michigan
Gregg Cox ................................................................. Mathematics Associate Professor
B.S., University of Florida
Ed.D., Florida Atlantic University
Ann M. Crawford ....................................................... Biology/Chemistry Assistant Professor
B.S., M.S., Florida State University
Robert J. Curran ........................................................ Philosophy Associate Professor
B.A., M.A., Fordham University
Rev. Martin Devereaux .................................................. Behavioral Science Assistant Professor
B.S., St. Mary's Seminary
B.A., University of Notre Dame
M.A., Barry University
Psy.D., Nova University
Antonia Emmanuele .................................................. English Instructor
B.A., New York University
M.A., Adelphi University
Robert Estes ............................................................... Mathematics Adjunct Instructor
B.A., University of Oklahoma
M.A., New York University
Bettyrose Factor .......................................................... English Assistant Professor
B.S., Central Connecticut State University
M.A., St. Joseph's College
Joseph Gillie .............................................................. Speech and Drama Adjunct Instructor
B.A., Avevet College
M.A., Portland State University
Donna Girouard .......................................................... English Adjunct Instructor
B.A., Westfield State College
M.A., Florida Atlantic University
Irwin Grossman ......................................................... Communications
B.A., M.A., Brooklyn College Adjunct Instructor
Bernice Hersman ....................................................... Mathematics
B.A., Kent State University Adjunct Instructor
Eric Hoffman ............................................................. Communications Instructor
M.S., Florida State University
B.S., Florida State University

SCHOOL OF BUSINESS

James P. Miller, Dean .....................................................
B.A., St. Lawrence University
M.A., Catholic University of America
M.B.A., Syracuse University
Ph.D., American University
Elizabeth Bates ............................................................
B.S., Southern Connecticut State College
M.S., Nova University
Ed.D., (Candidate), Nova University
Robert Battle ..............................................................
B.A., Northern Kentucky University
M.B.A., Xavier University
F. Patrick Butler ..........................................................
B.S., St. Bonaventure University
M.S., Ph.D., The American University
Irving B. Curchak ........................................................
B.S., St. John's University
M.B.A., New York University
Joel Fine .................................................................
B.A., M.S., Albion College
M.A., University of Illinois
Barry J. Kadets ...........................................................
B.S., Worcester Polytechnic Institute
M.S., New York University
James D. Matthews ...................................................
B.S., St. Louis University
M.B.A., North Texas State University
Ph.D., (Candidate) Florida State University
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree(s)</th>
<th>Institution</th>
<th>Position or Role</th>
<th>Field of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melvin Kalfus</td>
<td>B.A.M.E., Purdue University</td>
<td>Adjunct Instructor</td>
<td>Social Sciences</td>
<td></td>
</tr>
<tr>
<td>Edward Newhouse</td>
<td>B.A., Calvin College</td>
<td>Associate Professor</td>
<td>English</td>
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</tr>
<tr>
<td>John R. Pickering</td>
<td>B.A., Stetson University</td>
<td>History/Political Science Professor</td>
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<tr>
<td>Ernest Ranspach</td>
<td>B.S., University of Michigan</td>
<td>Art Professor</td>
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<tr>
<td>Diane Richard Allerdye</td>
<td>B.A., M.A., Florida Atlantic University</td>
<td>English Assistant Professor</td>
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<tr>
<td>Mark Taylor</td>
<td>B.A., Long Island University</td>
<td>Photography Adjunct Instructor</td>
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<tr>
<td>Melinda Shoemaker</td>
<td>B.S., M.S., Nova University, Ph. D. (candidate)</td>
<td>Behavioral Science Instructor</td>
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<tr>
<td>Mark Taylor</td>
<td>B.A., Long Island University</td>
<td>Adjunct Instructor</td>
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<tr>
<td>Ferdinand A. Sholes</td>
<td>M.F.A., Wayne State University</td>
<td>Foreign Language Adjunct Instructor</td>
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<tr>
<td>James H. Power</td>
<td>M.B.A., Xavier University</td>
<td>Management and Accounting Professor</td>
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<tr>
<td>Elizabeth Bates</td>
<td>B.S., Southern Connecticut State College</td>
<td>Assistant Professor</td>
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<tr>
<td>Robert Battle</td>
<td>B.A., Northern Kentucky University</td>
<td>Business Adjunct Instructor</td>
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<tr>
<td>F. Patrick Butler</td>
<td>B.S., St. Bonaventure University</td>
<td>Marketing and Management Professor</td>
<td></td>
<td></td>
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<tr>
<td>Irving B. Curchak</td>
<td>B.S., St. John's University</td>
<td>Adjunct Instructor</td>
<td></td>
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</tr>
<tr>
<td>Joel Fine</td>
<td>B.A., M.S., Albion College</td>
<td>Business Adjunct Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barry J. Kadets</td>
<td>B.S., Worcester Polytechnic Institute</td>
<td>Computer Science Adjunct Instructor</td>
<td></td>
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</tr>
<tr>
<td>James D. Matthews</td>
<td>M.B.A., Boston University</td>
<td>Aviation and Business Professor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SCHOOL OF BUSINESS**

James P. Miller, Dean

- B.A., St. Lawrence University
- M.A., Catholic University of America
- M.B.A., Syracuse University
- Ph.D., American University

Elizabeth Bates

- B.S., Southern Connecticut State College
- M.S., Nova University
- Ed.D., (Candidate), Nova University

Robert Battle

- B.A., Northern Kentucky University
- M.B.A., Xavier University

F. Patrick Butler

- B.S., St. Bonaventure University
- M.S., Ph.D., The American University

Irving B. Curchak

- B.S., St. John's University
- M.B.A., New York University

Joel Fine

- B.A., M.S., Albion College
- M.A., University of Illinois

Barry J. Kadets

- B.S., Worcester Polytechnic Institute
- M.S., New York University

James D. Matthews

- B.S., St. Louis University
- M.B.A., North Texas State University
- Ph.D., (Candidate) Florida State University
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree(s)</th>
</tr>
</thead>
</table>
| Elton K. Morice     | B.S., Worcester Polytechnic  
                       | Assistant Professor                                                      |
| B.S., Worcester Polytechnic | Business and Finance          |
| Commercial Flight Instructor | M.B.A., M.S., Georgetown University  
                        | Assistant Professor                                                      |
| Ralph J. Norcio     | B.S., M.S., Georgetown University  
                       | Assistant Professor                                                      |
| M.B.A., Cornell University | Certified Public Accountant  
                        | Lisa Prue                   |
| B.A., M.A., Florida Atlantic University | Assistant Professor  
                       | Certified Public Accountant  
| Arthur Snyder       | M.B.A., P.B.S., Barry University  
                       | Adjunct Instructor                                                      |
| Carolyn Spencer     | B.S., Bryant College  
                       | Assistant Professor                                                      |
| M.B.A., University of Massachusetts (Amherst)  
                  | Certified Public Accountant  
                       | Ph.D. (Candidate), Florida Atlantic University  
| David Weinstein     | B.S., M.S., University of Pennsylvania  
                       | Business Law  
                       | J.D., Temple University  
|                   | **SCHOOL OF CONTINUING EDUCATION**                                        |
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                       | B.S., University of Wisconsin  
                       | M.S., C.W. Post, Long Island University  
                       | John Chew, Director  
                       | Institute for Funeral Service Education and Anatomy  
                       | B.Ed., University of Miami  
                       | Licensed Funeral Director  
| Gary Arnold         | A.S., Miami Dade Community College  
                       | Adjunct Instructor                                                      |
| Samuel Feinstein    | B.S., Louisiana Polytechnic Institute  
                       | Adjunct Professor                                                      |
| B.S., St. Peter's College  
                       | Adjunct Instructor                                                      |
| M.D., New York University (College of Medicine)  
                       | Adjunct Instructor                                                      |
| Rhonda Nelson       | A.A., Indian River Community College  
                       | Adjunct Instructor                                                      |
| B.S., Florida A&M University  
                       | Adjunct Instructor                                                      |
| Olympia Sharpe      | B.A., M.A., University of Pretoria, South Africa  
                       | Adjunct Faculty                                                      |
| A.S., Lynn University | **SCHOOL OF EDUCATION AND GRADUATE STUDIES**                              |
|                   | Marsha Glines, Dean  
                       | Education  
                       | B.A., Emerson College  
                       | Associate Professor                                                      |
|                   | M.Ed., Lesley College  
                       | Executive Director                                                      |
|                   | Ph.D., Union Institute  
                       | The Advancement Program  
                       | Lucia Grassi  
                       | Gerontology and Health Services  
                       | Assistant Professor                                                      |
|                   | B.A., Merrimack College  
                       | Assistant Professor                                                      |
|                   | M.S., M.A., Boston College  
                       | Assistant Professor                                                      |
|                   | Ph.D., Boston University  
                       | Assistant Professor                                                      |
|                   | B.A., Arizona State University  
                       | Assistant Professor                                                      |
|                   | M.S., National College of Education  
                       | Assistant Professor                                                      |
|                   | Ed.D., University of Kentucky  
                       | Assistant Professor                                                      |
|                   | B.A., Cornell University  
                       | Assistant Professor                                                      |
|                   | M.S., Florida State University  
                       | Assistant Professor                                                      |
|                   | B.S., Indiana University of Pennsylvania  
                       | Assistant Professor                                                      |
|                   | M.S., Florida International University  
                       | Assistant Professor                                                      |
|                   | B.S., Hartwick College  
                       | M.S., State University of New York  
                       | Ph.D., New York University  
                       | Ellen Kirbert  
                       | B.A., Cornell University  
                       | M.S., Florida State University  
                       | Murry Stock  
                       | A.B., University of Louisville  
                       | M.S., University of Michigan  
                       | Ph.D., New York University  
                       | Rita Wik  
                       | B.A., Florida Atlantic University  
                       | M.S.W., Ph.D., Barry University  
                       | Ellen A. Winkoff  
                       | B.S., Ed.M., Boston University  
                       | Dennis Falkon  
                       | M.E.D., Virginia Commonwealth University  
                       | M.P.H., Ph.D., University of Pittsburgh  
                       | Rita N. Gugel  
                       | B.S., University of Nebraska  
                       | M.S., State University of New York  
                       | Ph.D., New York University  
                       | **SCHOOL OF HOTEL, RESORT AND GOLF ADMINISTRATION**  
|                   | Linsley T. DeVeau, Dean  
                       | B.S., University of Nevada at Las Vegas  
                       | S.P.C., M.S., M.B.A., University of Bridgeport  
                       | Ed.D., (A.B.D.), University of Bridgeport  
                       | Certified Hospitality Accountant  
                       | Certified Hotel Administrator  
|                   | Anthony Della Ventura  
                       | A.A., Quinipiac College  
                       | B.A., University of Connecticut  
                       | M.A., University of Bridgeport  
                       | C.A.S., Fairfield University (Certified Hotel Administrator)  
                       | M.S., (Candidate) Rochester Institute of Technology  
                       | (Hospitality Leadership)  
                       | C.T.C., Certified Travel Counselor  
                       | Thomas K. Noble  
                       | B.S., M.S., Southern Connecticut State College  
                       | C.A.S., Fairfield University (Certified Hotel Administrator)  
                       | M.S., (Candidate) Rochester Institute of Technology  
                       | (Hospitality Leadership)  
                       | C.T.C., Certified Travel Counselor  
|                   | Patricia M. DeVeau  
                       | B.S., Charter Oak State College  
                       | M.S., Rochester Institute of Technology  
                       | M.S., (Computer Information) University of Bridgeport  
                       | Ed.D., (A.B.D.) University of Bridgeport  
                       | Richard Thomas  
                       | B.S., M.Ed., Boston University  
                       | Ph.D., Florida State University  
                       | Joseph A. Rooney  
                       | B.S., Indiana University of Pennsylvania  
                       | M.S., Florida International University  
|                  | 142
SCHOOL OF HOTEL, RESTAURANT, AND TOURISM ADMINISTRATION

Linsley T. DeVeau, Dean ......................................................... Hotel, Restaurant, Resort Administration
B.S., University of Nevada at Las Vegas
S.P.C., M.S., M.B.A., University of New Haven
Ed.D., (A.B.D.), University of Bridgeport
Certified Hospitality Accountant Executive
Certified Hotel Administrator

Anthony Della Ventura ........................................................ Travel and Tourism
A.A., Quinipiac College
B.A., University of Connecticut
M.A., University of Bridgeport
C.A.S., Fairfield University (Certificate of Advanced Study)
M.S., (Candidate) Rochester Institute of Technology
(Hospitality Leadership)
C.T.C., Certified Travel Counselor

Thomas K. Noble ................................................................. Hotel and Restaurant Management
B.S., M.S., Southern Connecticut State University
C.A.S., Fairfield University (Certificate of Advanced Study)
M.S., (Candidate) Rochester Institute of Technology
(Hospitality Leadership)
C.T.C., Certified Travel Counselor

Patricia M. DeVeau .............................................................. Hotel, Restaurant, Tourism Administration
B.S., Charter Oak State College
M.S., Rochester Institute of Technology
M.S., (Computer Information) University of New Haven
Ed.D., (A.B.D.) University of Bridgeport

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

Joseph A. Rooney .............................................................. Hotel and Restaurant Management
B.S., Indiana University of Pennsylvania
M.S., Florida International University
**LYNN UNIVERSITY**  
**1992 - ACADEMIC CALENDAR - 1993**

**FALL**

<table>
<thead>
<tr>
<th>September</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 Wed.-Thu.</td>
<td>Faculty Orientation.</td>
</tr>
<tr>
<td>4 Fri.</td>
<td>Last day to register for the Florida College Level Academic Skills Test (CLAST) for the Florida Tuition Voucher.</td>
</tr>
<tr>
<td>8 Tues.</td>
<td>New Students arrive - (8:30 a.m. - 12:00 noon). New Student Orientation begins. Residence Halls open 9:00 a.m.</td>
</tr>
<tr>
<td>9 Wed.</td>
<td>Returning Students arrive - (9:30 a.m. - 4:00 p.m.). Advisement and registration for all categories of non-preregistered Students 9:30 a.m. - 4:00 p.m. Preregistered Students pick up schedules in Registrar’s Office.</td>
</tr>
<tr>
<td>10 Thurs.</td>
<td>Fall classes begin for all Students.</td>
</tr>
<tr>
<td>16 Wed.</td>
<td>LAST DAY TO ADD CLASSES/ LAST DAY TO DROP A CLASS WITHOUT A FEE.</td>
</tr>
<tr>
<td>18 Fri.</td>
<td>Last day to submit a Florida Tuition Voucher application to the Office of Financial Aid.</td>
</tr>
<tr>
<td>25 Fri.</td>
<td>Last day to remove an “I” (Incomplete) grade from the Spring or Summer Semesters.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Fri.</td>
<td>Last day to register for December Graduation.</td>
</tr>
<tr>
<td>3 Sat.</td>
<td>CLAST Examination for the Florida Tuition Voucher.</td>
</tr>
<tr>
<td>23 Fri.</td>
<td>Interim reports due from Faculty.</td>
</tr>
<tr>
<td>29 Thurs.</td>
<td>Honors Convocation.</td>
</tr>
<tr>
<td>31-Nov. 1 Sat-Sun.</td>
<td>Alumni Homecoming Weekend.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Mon.</td>
<td>Early registration for Spring Semester.</td>
</tr>
<tr>
<td>13 Fri.</td>
<td>Last day to withdraw from any class for Fall Semester.</td>
</tr>
<tr>
<td>20 Fri.</td>
<td>Thanksgiving recess begins after last class. Residence Halls close at 6:00 p.m.</td>
</tr>
<tr>
<td>29 Sun.</td>
<td>Students return/Residence Halls open at 9:00 a.m.</td>
</tr>
<tr>
<td>30 Mon.</td>
<td>Classes resume.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Fri.</td>
<td>Last day for early registration for May Graduation.</td>
</tr>
<tr>
<td>11 Fri.</td>
<td>Last day for early registration for Spring 1993.</td>
</tr>
<tr>
<td>11 Fri.</td>
<td>Fall Semester classes end.</td>
</tr>
<tr>
<td>14-17 Mon.-Thur.</td>
<td>FINAL EXAMINATIONS. Residence Halls close at 5:00 p.m. on Thurs.</td>
</tr>
</tbody>
</table>

**SPRING**

<table>
<thead>
<tr>
<th>January</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Mon.</td>
<td>All Students arrive/Residence Halls open 9:00 a.m.</td>
</tr>
<tr>
<td>5 Tues.</td>
<td>Registration for all categories of non-preregistered Students 9:30 a.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>6 Wed.</td>
<td>Spring Semester classes begin for all Students.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Mon.</td>
<td>President’s Day.</td>
</tr>
<tr>
<td>20 Sat.</td>
<td>CLAST Examination for the Florida Tuition Voucher (Incomplete).</td>
</tr>
<tr>
<td>26 Fri.</td>
<td>Honors Convocation.</td>
</tr>
<tr>
<td>26-28 Fri.-Sun.</td>
<td>PARENTS WEEKEND.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mon.</td>
<td>No day session.</td>
</tr>
<tr>
<td>2 Tues.</td>
<td>Classes resume.</td>
</tr>
<tr>
<td>19 Fri.</td>
<td>Spring recess.</td>
</tr>
<tr>
<td>28 Sun.</td>
<td>Students return.</td>
</tr>
<tr>
<td>29 Mon.</td>
<td>Classes resume.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Fri.</td>
<td>Last day to withdraw from any class.</td>
</tr>
<tr>
<td>9 Fri.</td>
<td>Easter Observance.</td>
</tr>
<tr>
<td>22 Thurs.</td>
<td>Classes end.</td>
</tr>
<tr>
<td>23-24 Fri.-Sat.</td>
<td>FINAL EXAMINATIONS. Residence Halls close at 5:00 p.m. on Thurs.</td>
</tr>
<tr>
<td>26-27 Mon.-Tue.</td>
<td>FINAL EXAMINATIONS. Residence Halls close at 5:00 p.m. on Thurs.</td>
</tr>
<tr>
<td>28 Wed.</td>
<td>Last day for withdrawal from any class.</td>
</tr>
<tr>
<td>29 Thurs.</td>
<td>Last day for withdrawal from any class.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sat.</td>
<td>COMMENCER.</td>
</tr>
<tr>
<td>5 Wed.</td>
<td>Last day to register for May Graduation.</td>
</tr>
</tbody>
</table>

**SUMMER**

<table>
<thead>
<tr>
<th>May</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Mon.</td>
<td>Registration for Classes A &amp; B.</td>
</tr>
<tr>
<td>21 Fri.</td>
<td>Session A enrollment begins.</td>
</tr>
<tr>
<td>24 Mon.</td>
<td>Registration for Classes A &amp; B.</td>
</tr>
<tr>
<td>31 Mon.</td>
<td>Memorial Day.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Sat.</td>
<td>CLAST Examination.</td>
</tr>
<tr>
<td>11 Fri.</td>
<td>Sessions B and C begin.</td>
</tr>
</tbody>
</table>

* A and B Sessions  
C Session
### College Level Academic Skills Examination (CLAST)

- **April 26-28, Fri.-Sun.** PARENTS WEEKEND.

### Graduation

- **May 1, Sat.** COMMENCEMENT. Residence Halls close at 5:00 p.m.
- **May 5, Wed.** Last day to register for Florida College Level Academic Skills Examination (CLAST) for Florida Tuition Voucher.

### Summer

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
</table>
| May   | 3   | Registration for Summer Sessions A, B, and C*.  
|       | 21  | Session A ends. |
|       | 24  | Registration for Session B. Classes begin for Session B. |
|       | 31  | Memorial Day - Holiday. |
| June  | 5   | CLAST Exam.  
|       | 11  | Sessions B and C end. |

* A and B are three-week Sessions.  
C Session is a six-week Session.
LYNN UNIVERSITY
1993 - ACADEMIC CALENDAR - 1994

FALL
September
1-2 Wed.-Thur. Faculty Orientation.
4 Fri. Last day to register for the Florida College Level Academic Skills Test (CLAST) for the Florida Tuition Voucher.
7 Tues. New Students arrive - (8:30 a.m.-12:00 noon). New Student Orientation begins. Residence Halls open 9:00 a.m.
8 Wed. Returning Students arrive - (9:30 a.m.-4:00 p.m.). Advisement and Registration for all categories of non-preregistered Students 9:30 a.m. - 4:00 p.m. Preregistered Students pick up schedules in Registrar's Office.
9 Thurs. Fall Classes begin for all Students.
16 Wed. LAST DAY TO ADD CLASSES/LAST DAY TO DROP A CLASS WITHOUT A FEE.
18 Fri. Last day to submit a Florida Tuition Voucher application to the Office of Financial Aid.
25 Fri. Last day to remove an "I" (incomplete) grade from the Spring or Summer Semesters.

October
1 Fri. Last day to register for December Graduation.
2 Sat. CLAST Examination for the Florida Tuition Voucher.
23 Fri. Interim reports due from Faculty.
28 Thurs. Honors Convocation.

November
1 Mon. Early registration for Spring Semester.
13 Fri. Last day to withdraw from any class for Fall Semester.
19 Fri. Thanksgiving recess begins after last class. Residence Halls close at 6:00 p.m.
28 Sun. Students return/Residence Halls open at 9:00 a.m.
29 Mon. Classes resume.

December
3 Fri. Last day for early registration for May Graduation.
10 Fri. Fall Semester classes end.
13-16 Mon.-Thur. FINAL EXAMINATIONS. Residence Halls close at 5:00 p.m. on Thurs.

SPRING
January
3 Mon. All Students Registration
4 Tues. 9:30 a.m. - 4:00 p.m. Spring Semester Add Classes.
5 Wed. LAST DAY Class Withdrawal.
13 Wed. Last day to remove an "I" (Incomplete) grade from the Spring Semester.
15 Fri. Martin Luther King Jr.'s Birthday.
17 Mon. Last day to register for May Graduation.
22 Fri. President's 100th Birthday.

February
21 Mon. Presidents Day.

March
4 Fri. Honors Convocation.
4-6 Fri.-Sun. Parents Weekend.
7 Mon. No day session.
8 Tues. Classes resume.
25 Fri. Spring recess.

April
1 Fri. Easter Observance.
4 Mon. No day session.
5 Tues. Classes resume.
28-29 Fri.-Sat. FINAL EXAMINATIONS.

May
2-3 Mon.-Tues. FINAL EXAMINATIONS.
7 Sat. Commencement.
SPRING

January
3 Mon. All Students arrive. Residence Halls open 9:00 a.m.
4 Tues. Registration for all categories of non-preregistered Students 9:30 a.m. - 4:00 p.m.
5 Wed. Spring Semester classes begin for all Students.
13 Wed. LAST DAY TO ADD CLASSES/LAST DAY TO DROP A CLASS WITHOUT A FEE.
15 Fri. Last day to submit a Florida Tuition Voucher.
17 Mon. Martin Luther King's Birthday - Holiday.
22 Fri. Last day to register for the Florida College Level Academic Skills Examination (CLAST). Last day to remove an “I” (Incomplete) grade from the Fall semester.

February
21 Mon. President’s Day - Holiday.

March
4 Fri. Honors Convocation - first function of Parents Weekend.
4-6 Fri.-Sun. Parents Weekend.
7 Mon. No day session classes.
8 Tues. Classes resume.
25 Fri. Spring recess begins after last class. Residence Halls close at 6:00 p.m.

April
1 Fri. Easter Observance - Holiday.
4 Mon. Students return. Residence Halls open at 9:00 a.m.
5 Tues. Classes resume.
28-29 Fri.-Sat. FINAL EXAMINATIONS

May
2-3 Mon.-Tues. FINAL EXAMINATIONS
7 Sat. Commencement.
XIV. GENERAL INFORMATION

Lynn University 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 University 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 University 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 University. The University reserves the right to change any provision or requirement, including fees, contained in this bulletin at anytime with or without notice. The University 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 University. When the student is dismissed or suspended from the University 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 University will be considered a receivable and will be collected.

The University makes every effort to assure completeness and accuracy in the Catalog. However, due to the inevitable changing nature of listings and policies from year to year, possible errors, misprints, or omissions may occur, for which the University shall not be held liable.

There will be no refund of tuition, fees, charges, or any other payments made to our University in the event the operation of the University 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 University.

Admission of a student to Lynn University for any academic year does not imply that such student will be re-enrolled in any succeeding academic year.
NOTICE: Credits and degrees earned from colleges within the State of Florida which are licensed by the State Board of Independent Colleges and Universities do not automatically qualify the individual for a Florida Teaching Certificate or to participate in professional examinations in Florida. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the college granting the degrees, prior to approving teacher certification; and for the appropriate state professional board under the Department of Professional and Occupational Regulation to make similar evaluations prior to scheduling examinations. Any student interested in obtaining a Florida Teaching Certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301. Any student interested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

All students may obtain information on the University from the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32301.
XV. LYNN UNIVERSITY CAMPUS

1. Schmidt University Centre
2. Lynn Residence Center
3. Wixted Hall
4. Assaf Academic Center
5. Library Building
6. Maintenance Building
7. The University Club
8. Lynn Student Center
9. Trinity Hall
10. de Hoernle Hall
11. School of Education and Academic Resource Center
12. Ritter Academic Center
13. Hospitality Management Offices
14. Personnel and Continuing Education Offices
15. Campus Offices

McCusker Sports Complex
16. Tennis Courts
17. Pool
18. Basketball Courts
19. Soccer Field
20. de Hoernle Health and Culture Center (1993)
21. Baseball Fields