

Denver,  
Colorado

**JOHNSON & WALES  
UNIVERSITY**

*Catalog*  
2002–2003



# *Johnson & Wales University*

## *Denver Catalog*

### *2002–2003*

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*This Catalog is an official publication of Johnson & Wales University. As such, it is subject to revision at any time. The University reserves the right to add, withdraw or revise any course, program of study, provision or requirement described within the Catalog as may be deemed necessary.*

*Occasionally, program requirements will vary by the printing date of the catalog. Requirements stated in the edition printed closest to the September enrollment date will take precedence. Summer enrollees will follow the catalog requirements for the upcoming year.*

*Students should read and fully understand the rules, regulations and policies described in this Catalog. Additionally, all enrolled students are expected to be familiar with the contents of the Student Handbook.*

*The Handbook contains important information concerning the academic performance and personal conduct of students as well as University grievance procedures. It also outlines the conditions under which students may be placed on probation or suspension from the University. Student Handbooks are distributed during registration activities. Additional copies are available from the Office of Student Services.*



# 2002–2003 Academic Calendar

## FALL TERM

Sept. 6–7	Freshman Registration
Sept. 8	Returning student registration
Sept. 9	Classes begin
Oct. 14	Columbus Day — no classes
Oct. 18	Friday classes
Nov. 21	Last day of classes: academics
Nov. 21	Last day of classes: culinary labs

## WINTER TERM

Dec. 1	Registration
Dec. 3	Classes begin
Dec. 6	Friday classes
Dec. 19	Last day of classes before winter holiday break
Jan. 6	Classes resume
Jan. 20	Martin Luther King Jr. Day — no classes
Jan. 24	Friday classes
Feb. 27	Last day of classes: academics
Feb. 28	Last day of classes: culinary labs

## SPRING TERM

March 9	Registration for incoming students
March 10	Classes begin
March 21	Friday classes
April 4	Friday classes
April 11	Friday classes
April 21–23	No classes: DECA Nationals
April 24	Classes resume
May 22	Last day of classes: academics
May 23	Last day of classes: culinary labs

**NOTE:** *This unofficial University calendar is offered for planning purposes only, and is subject to change.*

# Programs of Study

## TWO-PLUS-TWO AND FOUR-YEAR PROGRAMS

### College of Business

*Associate Degree*

Accounting

Business Administration

Marketing

*Bachelor of Science Degree*

Accounting  
Financial Services Management  
Management  
Marketing

Accounting  
Financial Services Management  
Management  
Marketing

Accounting  
Financial Services Management  
Management  
Marketing

*Bachelor of Science Degree (four-year program)*

International Business

### College of Culinary Arts

*Associate Degree*

Baking & Pastry Arts<sup>1</sup>

Culinary Arts<sup>1</sup>

*Bachelor of Science Degree*

Food Service Management<sup>1</sup>

Food Service Management<sup>1</sup>

### The Hospitality College

*Associate Degree*

Food & Beverage Management<sup>1</sup>

Hotel Management<sup>1</sup>

*Bachelor of Science Degree*

Food Service Management<sup>1</sup>

Hotel Management<sup>1,\*</sup>

*Bachelor of Science Degree (four-year program)*

Sports/Entertainment/Event Management<sup>1</sup>

<sup>1</sup> Program has technical standards. Students with disabilities or special needs should contact the Office of Student Success.

\* available Fall 2003

**IMPORTANT NOTE:** Certain programs of study at Johnson & Wales University, including programs in the College of Culinary Arts and The Hospitality College, include technical standards in the academic requirements essential to the program. Students with disabilities or special needs should contact the Office of Student Success for information about and descriptions of the applicable technical standards.

# Accreditations & Affiliations

Johnson & Wales University is accredited by the New England Association of Schools and Colleges, Inc. (NEAS&C), through its Commission on Institutions of Higher Education. Inquiries regarding the accreditation status by the New England Association should be directed to the University's administrative staff.

Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730-1433, (617) 271-0022 E-mail: cihe@neasc.org.

Legal control is vested in the Board of Trustees.

The University is approved for the training of veterans. The University is an institutional member of Servicemembers Opportunity Colleges.

The University is authorized under federal law to enroll non-immigrant alien students.

Johnson & Wales University is listed in the Education Directory of Colleges & Universities issued by the U.S. Department of Education.

The State of Rhode Island has chartered Johnson & Wales University as a nonprofit, degree-granting institution of higher learning.

Johnson & Wales University, its faculty, and members of the administrative staff hold affiliations with numerous organizations, including:

## General University Affiliations

Academy of International Business  
American Association for Higher Education  
American Association of Collegiate Registrars and Admissions Officers  
American Association of Presidents of Independent Colleges and Universities  
American Bar Association  
American Booksellers Association  
American Civil Liberties Union  
American College Personnel Association  
American Corporate Counsel Association  
American Council on Education  
American Counseling Association  
American Culinary Federation  
American Dietetic Association  
American Hotel & Lodging Association  
American Institute of Certified Public Accountants  
American Institute of Wine and Food  
American Library Association  
American Management Association  
American Payroll Association  
American Vocational Association  
Associated Press  
Association for Careers & Technical Engineering  
Association for Institutional Research  
Association for Multicultural Counseling and Development

Association for Student Judicial Affairs  
Association for Supervision & Curriculum Development  
Association of College & Research Libraries  
Association of College & University Facility Officers  
Association of College & University Telecommunications Administrators  
Association of Governing Boards of Universities and Colleges  
Better Business Bureau  
Boy Scouts of America  
Business Professionals of America  
Business Volunteers for the Arts  
Career College Association  
Choristers Guild  
Coalition of Library Advocates  
The College Board  
College & University Personnel Association  
Confrerie de la Chaine des Rotisseurs  
Consortium of Rhode Island Academic & Research Libraries  
Council for the Advancement and Support of Education  
Council of Hotel, Restaurant, Institutional Educators  
Eastern Association of Colleges and Employers Inc. Educause  
Employment Management Association  
European Council of Hotel Restaurant & Institutional Education  
European Council of Independent Schools  
Family, Career and Community Leaders of America  
Future Business Leaders of America  
Future Farmers of America  
Greater Providence Chamber of Commerce  
Health and Education Leadership for Providence  
Higher Education Library Information Network  
The Honorable Order of the Golden Toque  
Institute for International Human Resources  
Institute of International Education  
Institute of Management Accountants  
Interfaith Counseling Center  
Interfaith Health Care Ministries  
International Association of Culinary Professionals  
International Association of Hotel School Directors  
International Career Counselors  
International Food Service Editorial Council  
International Hotel and Restaurant Association  
James Beard Foundation  
Junior Achievement  
Landmark Restaurants Advisory Board  
Malaysian American Commission on Education Exchange  
Marriott Hospitality High School Education Committee  
Modern Language Association  
Multicultural Food Service & Hospitality Alliance  
National Alliance for Business  
National Association for Counseling and Development  
National Association for Developmental Education

National Association of College  
 & University Attorneys  
 National Association of College  
 & University Business Officers  
 National Association of  
 College Admissions Counselors  
 National Association of College Stores  
 National Association of Colleges & Employers  
 National Association of Educational Buyers  
 National Association of Female Executives  
 National Association of Foreign Student Advisors  
 National Association of  
 Independent Colleges and Universities  
 National Association of  
 Student Financial Aid Administrators  
 National DECA, Inc.  
 National Education Association  
 National Restaurant Association  
 National Society for Experiential Education  
 National Society of Fundraising Executives  
 New England Association of  
 College Admissions Counselors  
 New England Association of  
 Collegiate Registrars and Admissions Officers  
 New England Board of Higher Education  
 New England Business Educators Association  
 New England Legal Foundation  
 New England Library Association  
 The Noble Academy of  
 Empress St. Theodora, Inc., U.S.A.  
 Northeast Association for Institutional Research  
 The Providence Foundation  
 Providence Public Library  
 Providence Warwick Convention and Visitors Bureau  
 Publicity Club of New England  
 Public Education Fund  
 Public Relations Society of America  
 Radcliffe Culinary Friends  
 Rhode Island Association of  
 Institutional Researchers  
 Rhode Island Association of  
 Student Financial Aid Administrators  
 Rhode Island Association of Teacher Education  
 Rhode Island Bar Association  
 Rhode Island Business Educators Association  
 Rhode Island Campus Compact  
 Rhode Island Counseling Association  
 Rhode Island Department of Education  
 Rhode Island Higher Education  
 Telecommunication Association  
 Rhode Island Historical Society  
 Rhode Island Independent  
 Higher Education Association  
 Rhode Island Library Association  
 Rhode Island Payroll Association  
 Rhode Island Registrars Association  
 Rhode Island Society of Certified Public Accountants  
 Rhode Island Telecommunications Association  
 Rhode Island Public Expenditure Council  
 Rotary Club of Providence  
 Skills-USA (VICA)  
 Society for College and University Planning  
 Society for Human Resources Management  
 Society Organized Against Racism

Studiorum Universitas Constantiniana  
 (The Constantinian University)  
 Waterfire Providence Board of Directors  
 Weybosset Street Community Centers  
 World Association for Hospitality & Tourism Training  
 Young Men's Christian Association

In addition to the aforementioned University affiliates, the Denver Campus also maintains affiliations with the following organizations:

Association of Luxury Suite Directors  
 Chefs Collaborative  
 International Association of Assembly Managers

# *Education for Careers*

## **THE MISSION STATEMENT OF THE UNIVERSITY**

The mission of Johnson & Wales University is to empower its diverse student body to succeed in today's dynamic world by integrating general education, professional skills, and career-focused education. To this end, the University employs its faculty, services, curricula, and facilities to equip students with the conceptual and practical tools required to become contributing members of society and to achieve success in employment fields with high growth potential.

## **PURPOSES OF THE UNIVERSITY**

Johnson & Wales University supports the following purposes in accordance with the mission:

- to monitor the external and internal environment of the University through regular and effective planning and assessment;
- to develop and assess sound programs and curricula that allow students to attain proficiencies in general education and professional disciplines;
- to evaluate and assess regularly the rigor of all academic programs;
- to recruit and admit students with potential from varied backgrounds and to give them every opportunity to excel in their academic and professional lives;
- to provide an experiential education approach throughout the curriculum, by integrating practicums, internships, externships, co-op opportunities, international experiences, directed work projects, and community service activities;
- to assure that curricula, activities and services reflect the cultural diversity of the institution;
- to plan for and provide facilities and resources that meet the needs of students, faculty and staff;
- to manage all departments effectively, efficiently and professionally;

- to hold each academic, administrative and support department individually and collectively accountable for the achievement of the mission;
- to provide students with educational and experiential opportunities to contribute to the community through service learning.

## **CORE VALUES**

### **Johnson & Wales University is:**

#### **Market Driven**

We are market driven, focusing both on the needs of our students and the needs of our students' future employers.

#### **Experientially Based**

We integrate hands-on learning with a career-focused curriculum, to enable our students to gain real-world experience.

#### **Employment Focused**

Our business is developing employment-ready, motivated graduates for world-class employers in all industries.

#### **Student Centered**

We are strongly student centered, stressing personal development as well as career management skills.

#### **Globally Oriented**

We respond to the increasingly global nature of business by fostering multiculturalism and providing an international educational experience.

## **OUTCOMES ASSESSMENT STATEMENT OF PURPOSE**

The definition of a well-educated college graduate will continue to evolve throughout this new millennium. In accordance with our mission to empower students to succeed in today's dynamic world, and to become contributing members of society, Johnson & Wales University integrates general education, professional skills and career-focused education.



The University is committed to its Outcomes Assessment initiative which employs authentic assessment to evaluate programs and curriculum. All faculty and students are therefore part of an ongoing study to determine and refine the effectiveness of instruction and learning.

## A PHILOSOPHY OF CAREER EDUCATION

Johnson & Wales University is a private, coeducational institution that offers students an opportunity to pursue practical career education in business, food service, hospitality or technology.

A variety of two-year associate degree programs and four-year Bachelor of Science Degree programs permit students to select the educational path best suited to their career interests and objectives.

Graduate programs leading to the degrees of Master of Arts, Master of Business Administration, and Doctor of Education are also offered at Johnson & Wales' Providence, Rhode Island campus. For details on these programs, please request the Graduate and Doctoral catalogs.

The educational philosophy of Johnson & Wales University is to learn by doing. Every attempt is made to provide our students with relevant learning experiences and exposure to all facets of a professional operation.

The goal of all academic programs at the University is to prepare students to enter the business world with a solid foundation in their chosen careers.

The Denver Campus offers associate and bachelor's degree programs in business, food service and hospitality. Among them are Business Administration, Marketing, Culinary Arts and Hotel Management. The campus also offers four-year bachelor's degree programs in International Business and Sports/Entertainment/Event Management.

## EDUCATION FOR LIFE

Today's employers want employees who will be successful in tomorrow's economy. These people will not only possess important specialized job skills, but will also be able to think critically, communicate clearly, manage ethically and contribute to the community through community service so that they are prepared to be effective employees and responsible citizens.

## THE JOHNSON & WALES DIFFERENCE

Our differences are what set an education at Johnson & Wales University apart. Unique programs and facilities, in addition to flexible program options, allow Johnson & Wales students access to unparalleled career education opportunities.

## FLEXIBLE, SPECIALIZED PROGRAMS

Johnson & Wales has designed options into its educational programs so that students can choose the right paths to their futures. Students may select a Two-Plus-Two program, earning two degrees in four years.

**Business:** Johnson & Wales offers a wide variety of two- and four-year business programs ranging from International Business to Business Administration. J&W also offers some of these programs at its campuses in North Miami, Fla. and Providence, R.I. Programs available at the Denver, Colo. campus include Business Administration, Management, Marketing, Financial Services Management, and International Business.

**Food Service:** Culinary Arts, Baking & Pastry Arts, Food Service Management — these are some of the two- and four-year programs for which Johnson & Wales University has become famous. The largest food service educator of its kind in the world, Johnson & Wales also offers some of these programs at additional campuses in Charleston, S.C., Norfolk, Va., North Miami, Fla. and Providence, R.I. Programs available at the Denver, Colo. campus include Culinary Arts,

Food Service Management, and Baking & Pastry Arts. The Denver Campus also offers Garnish Your Degree, a one-year associate degree program in Culinary Arts for students who already have a bachelor's degree.

Culinary Arts students who wish to accelerate their studies can apply for Advanced Standing.

**Hospitality:** Degree choices in this busy field are many, ranging from Hotel Management to Restaurant Management, Travel-Tourism Management and more.

Once a student chooses a program, there are still more options. Hands-on training is provided through the University's externship and internship programs, or students may apply for cooperative education positions with prestigious participating employers—locally, nationally or internationally. Hospitality programs offered at the Denver Campus include Hotel Management, Food & Beverage Management and Sports/Entertainment/Event Management.

### **Three-Term Schedule**

Johnson & Wales University's academic calendar is divided into terms. Three 11-week sessions in an academic year enable students to take three or four classes at a time, instead of the usual four or five. The reduced course load gives students the opportunity to earn better grades.

### **Upside-Down Curriculum**

In Johnson & Wales' Two-Plus-Two programs, students begin courses in their major from the first day, learning right away if their career choice is the right one for them.

### **Two Degrees in Four Years**

The upside-down curriculum at J&W enables students in most majors to earn two degrees in four years. At the end of two years of study, students earn an associate degree and the opportunity to go on to earn a bachelor's degree in two more years.

### **Four-Day Week**

Students appreciate the four-day school week. Classes generally meet Monday through

Thursday, except in cases of Monday holidays. This gives students a longer weekend to pursue personal and academic interests, co-curricular activities or a part-time job to help pay for college expenses.

### **Learning by Doing**

"Learning by doing" is an important part of education at Johnson & Wales University. Many programs provide students with valuable experiential education — both in the classroom and on the job.

Practicums including internships, externships, career co-ops, and computer and culinary arts laboratories all place students within a practical situation to further develop their career knowledge and skills.

### **Student Achievement**

Helping students to succeed is our number one priority at Johnson & Wales University. The Student Achievement Center is dedicated to making sure each student is given every opportunity for success, with special courses and workshops, tutoring, and career and academic counseling. Special needs students can also find assistance at the Student Achievement Center, with special programs, adaptations, and reasonable accommodations to ensure every opportunity for their success in college. All support services are available without extra charge to all Johnson & Wales students.

## **SCHOOL OF ARTS AND SCIENCES**

Dedicated to the challenge of producing broadly educated, independent individuals, the Johnson & Wales University Denver School of Arts & Sciences is committed to preparing students to be responsible and productive citizens in a free democracy. The School integrates liberal arts with career education and provides a solid foundation that includes a lifelong love of learning, critical thinking and communications skills, and respect for others in a culturally diverse, global environment.

As a leader in career education among American universities, J&W has placed its

School of Arts & Sciences in the key role of providing general education to enable its students to achieve career success and personal growth and fulfillment.

To accomplish these objectives, the School of Arts and Sciences offers courses in English, communication, literature, math, science, history, the social sciences, language and leadership studies. In addition, the School of Arts & Sciences offers across-the-curriculum programs in writing, critical thinking and ethics. Writing-Across-the-Curriculum is a University-wide program that encourages students to use writing as a way of learning and communicating knowledge, thereby enabling students to acquire skills empowering them to pursue and succeed in their personal and professional goals. Writing-Across-the-Curriculum was developed to integrate the "write to learn" concept across all majors. Students may take writing-intensive courses in general studies and elective areas.

The School of Arts & Sciences also offers Honors options in many freshman and upper-level courses as well as a leadership concentration. In recognition of the importance of offering leadership initiatives at J&W, the Community Leader Institute champions the idea of making Johnson & Wales University a place where leadership opportunities abound across the campus.

## **THE COMMUNITY LEADERSHIP INSTITUTE (CLI) AT JOHNSON & WALES UNIVERSITY**

The mission of the CLI is to provide leadership across the campus by acting as a resource to students, faculty, and staff. The CLI is a developing and integral entity of the Denver Campus that utilizes several programs to aid in the development of **responsible community leaders**. These programs include, but are not limited to, the *Leadership Academy*, *Community Service Learning*, and *Distinguished Visiting Faculty*. The curriculum and programs are consistently updated to meet community, industry, and University needs. Through this program, students are exposed to a multitude of opportunities to develop their personal leadership philosophies and values, as well as practice effective leadership techniques.

## **The Programs:**

### **THE LEADERSHIP ACADEMY**

The Leadership Academy program is a commitment-intensive, supplemental program for student leaders that will assist them in developing and practicing leadership skills *on campus and throughout the community*. Students will gain both academic and practical components of leadership and community involvement in a two-year curriculum. Each participant will be selected based on leadership and service experience and involvement, faculty recommendations, and an interview process with the Community Leadership Advisory Board (various community and industry leaders).

### **COMMUNITY SERVICE LEARNING**

The CLI collaborates with the leadership academic faculty, University Relations staff, and the community to continually develop, advance and monitor student service learning projects. Students are provided with a variety of opportunities to develop and further enhance their service ethic through involvement in community organizations. This process will be used as a catalyst to further service learning involvement in individual student lives.

### **DISTINGUISHED VISITING FACULTY (DVF)**

To enhance the leadership learning experience for the whole University, specially selected industry, community, and academic experts and role models present about various leadership-related topics. One goal of leadership education is to provide students with a variety of learning methodologies. Presentations by experts/role models are a valued component of our leadership education.

## **HISTORY OF THE UNIVERSITY**

The special approaches to career education at Johnson & Wales University have evolved over more than 80 years' time and continue to adapt as Johnson & Wales responds to the changing needs of business and industry. Johnson & Wales University was founded as a business school in 1914 in Providence, Rhode Island by Gertrude I. Johnson and Mary T. Wales. From its origin as a school devoted to business education, Johnson & Wales has grown to a junior college, to a senior college, and ultimately to university status.

The University became well established because of its strong commitment to specialized business education and the high ideals of its founders. In 1993, Johnson & Wales received regional accreditation from the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges (NEAS&C). Accredited since 1954 by the Accrediting Council for Independent Colleges and Schools, the University consolidated its institutional accreditation efforts under NEAS&C on June 30, 2000.

In 1963, the State of Rhode Island granted a charter which authorized the University to operate as a nonprofit, degree-granting institution of higher learning and to award associate degrees in the arts and sciences. In 1970, the State of Rhode Island approved a revision in the University's charter to award baccalaureate degrees. In 1980, the Governor and General Assembly of the State of Rhode Island granted a legislative charter to the University, authorizing the awarding of advanced degrees.

The charter was amended in 1988, changing the institution's name to Johnson & Wales University. In 1992, the governor of the State of Rhode Island signed into law a new legislative charter with university status.

A new career emphasis was introduced at J&W in 1973, when the University announced the opening of what is now known as the College of Culinary Arts and the addition of a new associate degree program in that field. This proved to be one of the most far-reaching changes in the educational expansion of the University, leading to additional two- and four-year degree programs in the hospitality and food service fields.

In 1981, the University began offering culinary training to food service personnel that the Navy stationed in Charleston, South Carolina. A new J&W campus was established in Charleston in 1984, and this campus now offers a variety of two- and four-year degree programs in food service, hospitality, travel-tourism and sports management.

In 1982, the Norfolk, Va., Campus began offering one- and two-year food service programs to military personnel, and the campus opened to the general public in 1986. A four-year degree program was added in 2001.

In 1985, graduate degree programs were introduced at the University. Programs in the Alan Shawn Feinstein Graduate School now include master's degrees in Accounting, Financial Management, Hospitality Administration, International Trade, Marketing, Organizational Leadership, and Teaching (for business and food service undergraduates). In addition, the Alan Shawn Feinstein Graduate School introduced a Doctor of Education in Educational Leadership program in 1996.

In 1992, a joint educational agreement allowed the University to begin programs on the campus of the IHM Business School in Gothenburg, Sweden. Johnson & Wales established a formal, independent learning site there in 1994, giving Business and Hospitality students the opportunity to complete one year of study in Sweden and finish their degrees at one of the University's domestic campuses.

Also in 1992, Johnson & Wales opened another campus in North Miami, Florida, which offers two- and four-year food service, business, technology and hospitality programs.

That year also marked the University's formal establishment of the College of Business, The Hospitality College, the College of Culinary Arts and the School of Technology. A new emphasis on general studies was introduced in 1992 as well, with the development of the School of Arts & Sciences.

The University's School of Technology also began offering courses in Worcester, Massachusetts in 1992.

In 1993, the University opened a campus in Vail, Colorado, which offered an accelerated associate degree program in Culinary Arts to college graduates. That year also marked the beginning of a four-year bachelor's degree offering in Culinary Arts.

In 1995, Johnson & Wales created an International Hotel & Tourism Management program which offers unprecedented opportunities in international hotel management education. Students from around the world may choose from a variety of options both at J&W and abroad.

New programs to be introduced this year include Computer Graphics and New Media, Computing Technology Services, Engineering Design and Configuration Management, and Technology Services Management.

September 2000 marked the opening of the Denver, Colorado campus, which offers two- and four-year degrees in baking & pastry arts, culinary arts, hospitality and business programs, as well as the “Garnish Your Degree” accelerated associate degree program originally offered in Vail.

Each year finds the University growing in program offerings, physical facilities and student enrollment. At the same time, the University grows in recognition and prestige, making contributions to the community, government and industry.

## **THE CAMPUS**

Located in the Park Hill neighborhood of Denver, the Colorado campus combines old-world charm with the latest technological resources, including stately turn-of-the-century buildings and newer academic buildings in a quiet park-like landscape. The traditional residential campus is fully wired with computer ports in every classroom, laboratory and residence hall. Students enjoy access to a laboratory building with classrooms; residence halls with private and semi-private bathrooms; and a recreation center which includes a cafeteria, gymnasium, fitness center, bookstore and snack bar.

## **DENVER, COLORADO**

Why study in Colorado? The state is the nation's sixth leading tourist destination. Denver is known for its quality of life and was named “second best city in America to work and live” by *Fortune Magazine*. The Rockies offer an entirely new range of options for cooperative experience in the area's fine restaurants and mountain resorts, including The Broadmoor, The Brown Palace and The Inverness Hotel and Golf Resort.

## **RESIDENCE HALLS**

### **Dunklee/Dunton Hall**

These suite-style residence facilities accommodate three students per room with a semi-private bathroom shared between two rooms. All rooms are non-smoking and contain cable and Internet access. Common areas within each hall include a TV/recreation lounge, study rooms and laundry facilities.

### **Pulliam Hall**

This residence facility offers upperclassman many of the same features as Dunklee. It accommodates two students per room with a private bathroom.

All first-year students under the age of 21 are required to live on campus, unless permission to live off campus is granted by the Director of Admissions. Students with previous college experience, living in the Denver area or with families, are exempt from living on campus.

## **DINING FACILITIES**

Students have access to dining facilities on campus at the Yegge Center in Mason Hall.

## **ADDITIONAL CAMPUSES**

Johnson & Wales University, in an effort to expand its educational outreach, has established several additional campuses. For more information, please consult the catalog for each campus.

## CHARLESTON, SOUTH CAROLINA

Johnson & Wales University's Charleston, South Carolina campus was founded in 1984 and now offers students associate and bachelor's degrees in a variety of food service, hospitality, travel-tourism and sports/entertainment/event areas. For more information about Johnson & Wales' Charleston Campus, write or call the Admissions Office, Johnson & Wales University, 701 East Bay Street, Charleston, SC 29403, 1-800-868-1522.

### Campus President

Stephen Parker, M.A.

### Programs offered

ASSOCIATE DEGREE	BACHELOR'S DEGREE
Baking & Pastry Arts	Food Service Management
Culinary Arts	Food Service Management
Food & Beverage Management	Food Service Management International Hotel & Tourism Management
Hotel Management	Hotel Management International Hotel & Tourism Management
Restaurant Management	Food Service Management International Hotel & Tourism Management
Travel-Tourism Management	International Hotel & Tourism Management Travel-Tourism Management
Bachelor's Degree in Sports/Entertainment/Event Management	

## NORFOLK, VIRGINIA

Johnson & Wales University's Norfolk campus is located in the heart of the Hampton Roads area of beautiful coastal Virginia. The Hampton Roads area is rich in history and beauty, as well as education. A number of prestigious schools join Johnson & Wales in calling the area home.

For more information about Johnson & Wales' Norfolk Campus, write or call the Admissions Office, Johnson & Wales University, 2428 Alameda Avenue, Suite 316, Norfolk, VA 23513, 1-800-277-2433.

### Campus President

Debra C. Gray, B.S.

### Programs offered

CERTIFICATE (ONE YEAR)  
Culinary Arts

ASSOCIATE DEGREE  
Culinary Arts

BACHELOR'S DEGREE  
Food Service Management

## NORTH MIAMI, FLORIDA

The Florida campus offers two- and four-year culinary arts, hospitality and business programs. This campus is conveniently close to the tourism-rich areas of Fort Lauderdale and Miami, offering a superb setting for a J&W education.

For more information about Johnson & Wales' Florida Campus, write or call the Admissions Office, Johnson & Wales University, 1701 N.E. 127th Street, North Miami, FL 33181, 1-866-JWU-FLORIDA (598-3567).

### Campus President

Donald G. McGregor, J.D.

### Programs offered

#### ASSOCIATE DEGREE BACHELOR'S DEGREE

Accounting	Accounting Management Marketing
Baking & Pastry Arts	Culinary Arts Food Service Management
Business Administration	Accounting Management Marketing
Criminal Justice	Criminal Justice
Culinary Arts	Culinary Arts Food Service Management
Fashion Merchandising	Accounting Management Marketing
Food & Beverage	Food Service Management Management Hospitality Management
Hotel Management	Hospitality Management Hotel Management
Management	Accounting Management Marketing
Marketing	Accounting Management Marketing
Restaurant	Food Service Management Management Hospitality Management
Travel-Tourism Management	Hospitality Management Travel-Tourism Management
Web Site Development	Web Management and Internet Commerce

Bachelor's Degree in Sports/Entertainment/Event Management

*\*Scheduled to begin September 2003.*

## PROVIDENCE, RHODE ISLAND

Since its opening in 1914, Johnson & Wales University's original campus in Providence, R.I., has grown from a small business school to a large, international university featuring business, culinary arts, hospitality and technology programs.

For more information about Johnson & Wales University's Providence Campus, please write the Admissions Office, 8 Abbott Park Place, Providence, RI 02903, or call 1-800-DIAL-JWU (342-5598) toll free or (401) 598-1000.

### Campus President

John J. Bowen, M.M., D.B.A. (hon.)

### Programs Offered in Providence

#### ASSOCIATE DEGREE BACHELOR'S DEGREE

#### College of Business

*Any of the following Associate Degrees can track into any of the Bachelor of Science degrees listed to the right.*

Accounting	Accounting
Advertising	Entrepreneurship
Communications	Financial Services
Business Administration	Management
Entrepreneurship	Management
Fashion Merchandising	Marketing
Financial Services	Marketing Communications
Management	Retail Marketing
Management	& Management
Marketing	
Undeclared	

*The following Associate Degrees have restricted track options for Bachelor of Science degrees as listed.*

Criminal Justice	Criminal Justice
Equine Business Management	Equine Business Management
Equine Studies	Equine Business Management Equine Business Management/Riding
Paralegal Studies	Criminal Justice Paralegal Studies
Bachelor's Degree	Administrative Management International Business
Certificate Program	Paralegal Studies

*College of Culinary Arts*

ASSOCIATE DEGREE	BACHELOR'S DEGREE
Baking & Pastry Arts	Baking & Pastry Arts Culinary Arts Culinary Nutrition Food Marketing Food Service Entrepreneurship Food Service Management
Culinary Arts	Baking & Pastry Arts Culinary Arts Culinary Nutrition Food Marketing Food Service Entrepreneurship Food Service Management

ASSOCIATE DEGREE	BACHELOR'S DEGREE
Computer Graphics & New Media	Computer Graphics & New Media Information Science
Computing Technology Services	Technology Services Management Information Science
Electronics Technology	Information Science
Web Site Development	Web Management and Internet Commerce Information Science
Bachelor's Degree	Electronics Engineering

*The Hospitality College*

Food & Beverage Management	Food Service Management Hospitality Management International Hotel & Tourism Management
Hotel Management	Hospitality Management Hotel Management International Hotel & Tourism Management
Recreation/Leisure Management	Hospitality Management Recreation/Leisure Management
Restaurant Management	Food Service Management Hospitality Management International Hotel & Tourism Management
Travel-Tourism Management	Hospitality Management International Hotel & Tourism Management Travel-Tourism Management
Undeclared Major	Food Service Management Hotel Management Recreation/Leisure Management Sports/Entertainment/Event Management Travel/Tourism Management
Hospitality A.S. Degree	Information Science
Bachelor's Degree	Sports/Entertainment/Event Management

*School of Technology*

Applied Computer Science	Information Science
Computerized Drafting	Engineering Design & Configuration Management Information Science
Computer/Business Applications	Accounting Information Science Management



## **THE ALAN SHAWN FEINSTEIN GRADUATE SCHOOL**

Johnson & Wales University's Graduate School consists of approximately 650 students from 61 countries.

The schedule includes courses offered during days and evenings. Students can complete their studies in one year or more.

### **Programs of Study**

**MASTER OF BUSINESS ADMINISTRATION  
IN GLOBAL BUSINESS** with concentrations in:

Accounting  
Financial Management  
International Trade  
Marketing  
Organizational Leadership

**MASTER OF BUSINESS ADMINISTRATION  
IN HOSPITALITY ADMINISTRATION**  
with concentrations in:

Financial Management  
Marketing

**MASTER OF ARTS**

Teacher Education (for Business or  
Food Service undergraduate majors)

**DOCTOR OF EDUCATION**

Educational Leadership (Elementary-Secondary)  
Educational Leadership (Higher Education)

***For a catalog and more information,  
please contact:***

Alan Shawn Feinstein Graduate School  
Graduate School Admissions  
Johnson & Wales University  
8 Abbott Park Place  
Providence, RI 02903  
1 (800) DIAL-JWU ext. 1015  
(401) 598-1015  
Fax: (401) 598-1286

## **GOTHENBURG, SWEDEN**

Students may complete their first year of study by enrolling in Johnson & Wales University's Gothenburg, Sweden program, located on the campus of the IHM Business School. Upon completion of the first year, students may complete their degree requirements at one of J&W's domestic campuses. For more information about Johnson & Wales' Gothenburg Campus, write Johnson & Wales University, Box 5273, 402 25 Gothenburg, Besok, Avagen 15, Garda, Sweden, or call (phone) +46 (0)31-335 22 00 (fax) +46 (0)31-40 38 05.

### **Campus Director**

Kathryn Parchesco, M.S.

### **Programs offered (FIRST YEAR ONLY)**

Advertising Communications  
Hotel Management  
International Business  
Management  
Marketing

# Applying for Admission

Johnson & Wales University seeks students who have a true desire for practical career preparation in their chosen fields and who have the ability to achieve academic success.

Although academic qualifications are important, students' motivation and interest in succeeding in their chosen careers are given strong consideration. The educational methods of the University are designed to assist students qualifying for admission to succeed in the career programs of their choice. Graduation from high school or equivalent education as certified by state departments of education is required for undergraduate admission.

Due to the technical standards and requirements essential to certain technical programs at the University, applicants with special needs or physical limitations should inquire with Student Services or the Student Achievement Center prior to enrolling at the University. Copies of the technical standards applicable to various programs are available from the Student Achievement Center.

## APPLICATION PROCEDURE

Applications for admission should be completed in full and sent to the Director of Admissions, Johnson & Wales University, 7150 Montview Boulevard, Denver, Colorado 80220.

There is no deadline for submitting applications, but students are advised to apply as early as possible before their intended date of enrollment to ensure full consideration.

An official application form can be found in this catalog. No application fee is required.

In completing the application form, students must indicate the term in which they wish to enroll. Applications are accepted for terms beginning in September, December and March.

A student may apply for honors or general admission by noting so on the application.

If students are applying for a Bachelor of Science Degree program, they are required to indicate on their applications for admission their choice of associate degree major, which results in Johnson & Wales students receiving two degrees in four years. Certain bachelor's degree programs are selective and require submission of an application at the end of the associate degree program. Students should check program descriptions if they are interested in applying for both an associate and a bachelor's degree program.

If students are applying for an International Business or Sports/Entertainment/Event Management major, they don't have to indicate an associate degree choice.

After completing the application form, it is the student's responsibility to request that their high school guidance office forward to the University an official copy of their secondary school record for admissions consideration. Verification of graduation must be submitted to the Admissions Office. Acceptable documentation includes a letter from an authorized high school administrator, a final high school transcript, or a G.E.D. certificate.

It is the student's responsibility to provide verification of high school completion. Without such verification, the student may not be allowed to register or continue enrollment.

When possible, Johnson & Wales University would appreciate receiving students' high school transcripts at the same time as the application for admission. Transfer students must also submit official transcripts from all colleges attended.

## Test Scores

SAT and ACT scores are generally not required for admission to the University, but are strongly recommended.

Candidates for the University's honors program or International Business program must submit SAT or ACT scores for acceptance consideration. Admission standards may vary for international and transfer students.

### **Minimum Grade Requirements**

To gain admission to the International Business program, applicants' transcripts generally must reflect a 'B' average or better. To remain enrolled in the International Business program, students must maintain a cumulative GPA of 2.75. Other majors may have specific grade requirements.

### **Admissions Decision**

The rolling admissions policy of the University makes it possible to notify students of the admissions decision, of their acceptance or of any additional conditions necessary for admission, soon after all of their academic records have been received and reviewed.

Upon receiving notice of acceptance, students are required to forward to the University a \$100 tuition reservation deposit. Students requesting residence hall accommodations must make an additional \$100 deposit. In late spring, students are asked to submit an additional \$200 deposit to verify their continued interest in attending J&W. These deposits are credited to students' initial billings and are nonrefundable.

### **Transfer Students**

Transfer students are eligible to apply for most J&W majors; however, they are not guaranteed credit. Credit is usually granted for courses completed with a grade of "C" or better (with a numeric value of 2.0) at another accredited institution. Grades of "pass" are also acceptable for transfer if credit was awarded (and a grade of "P" has the numeric value of 2.0 or greater). Credit earned in developmental and remedial courses or CEUs are nontransferable. Transfer credit evaluations are based on previous college work as it relates to the student's intended field of study.

As with prospective freshmen, acceptances are made on a rolling basis as an application becomes complete.

Transfer candidates must submit official college transcripts from all colleges previously attended prior to enrolling at Johnson & Wales. Students must verify high school completion as well.

It is the responsibility of those candidates who are currently attending another college to have their updated transcripts sent to J&W as soon as final grades become available or within the first term of enrollment.

The University reserves the right to substitute courses at the discretion of the department chairs, directors or deans.

### **Early Admissions**

ACCESS (A College Career Experience for Secondary School Students) is an early admissions program that gives high school seniors an opportunity to enroll full time in college courses at Johnson & Wales during their senior year of high school. Students should apply for admission to ACCESS during their junior year.

ACCESS was designed to help students investigate the variety of college and career options available to them. ACCESS students earn college credits while completing high school graduation requirements.

For more information on the ACCESS program, please request a brochure from the Admissions Office.

### **Honors Program**

This program offers academically talented students the opportunity to explore challenging and stimulating courses. Eligible applicants must have taken two college prep mathematics courses and one college prep English course, maintained an average of B or better, placed in the top 25% of the high school graduating class, submitted SAT scores of a minimum of 1000 or ACT total composite of 42, and entered J&W in the fall.

For more information about the Honors Program, please see page 42.

### **Conditional Acceptance Policy**

The University provides special student status to students who are unable to provide official documentation that they meet our admissions standards. Students with “special student status” are permitted to enroll in the program and earn credits which will not be applicable toward a degree until official records are received. Furthermore, students conditionally accepted will not be officially granted financial aid until the student’s application for admission has been accepted. Students who have been conditionally accepted will not be permitted to continue beyond the first term of enrollment until all necessary official documentation has been provided.

### **STANDARDIZED TESTING AFTER ADMISSION**

#### **Placement Tests (non-credit, no fees):**

These tests are administered for placement purposes only to all new students, including transfer students, upon entrance. In situations where two or more levels of a subject are required for graduation, the student’s academic career in this subject begins at the level determined by the placement test. This is particularly true when a student has previous academic experience in a subject. Placement tests are currently administered to determine math and foreign language placement. For a student placing out of all required levels of a foreign language, departmental policy and recommendation will determine if a Departmental Challenge Examination is in order for credit.

#### **Proficiency Tests (for-credit, with fees):**

Proficiency Tests are administered to matriculating J&W students in degree programs requiring the achievement of multiple levels of skills in progression where the self-paced approach is in effect. Credit is awarded for each level of proficiency successfully achieved (\$25 non-refundable administration and processing fee; \$16/quarter credit hour).

### **PRIOR LEARNING ASSESSMENT**

**PORTFOLIO ASSESSMENT:** Students may earn credits for the knowledge or skills they have mastered outside the classroom through volunteer work, employment, travel programs, organizations or other comparable sources.

To apply for a Portfolio Assessment, students must meet the University’s residency requirements and complete the Portfolio Development non-credit seminar. This seminar will meet for three two-hour sessions. Students must discuss this option with a Student Success counselor before they are eligible to enroll.

The seminar assists students with the development of a portfolio that describes and documents how the learning took place.

The completed portfolio is submitted to the appropriate department designee for review. The assessor will review the portfolio and either validate the student’s learning by awarding college credits, request additional information, or deny the request for credits. Portfolios will not be returned to the students; they become property of the University.

Once the seminar is completed, eligible students, in consultation with a Student Success counselor, may submit additional portfolios. Refer to the Prior Learning Assessment Brochure, available at the Registrar’s Office, for more information on required fees.

#### **CLEP EXAMINATION (FOR-CREDIT, WITH FEES):**

The College-Level Examination Program of the College Board tests are widely accepted national examinations in various subjects. The American Council on Education’s recommended score is required to earn credit. J&W subject equivalencies are determined by each department for each exam. These exams are treated as transfer credit for entering freshmen and juniors transferring to J&W, or from one J&W college or school to another. J&W Denver Campus is not a national CLEP examination site—students must go to the University of Denver for this. Students must take and pass these exams during their freshman and junior years only. Consult the CLEP application for required fees.

Departmental Challenge Examinations (credit by examination: for-credit, with fees): Departmental exams may be taken for specifically designated courses within a department. Because of previous academic and/or work experience, all matriculating students may request such an exam when they feel they have completed the requirements of a specific J&W course. Some testing options require specific criteria in order to take tests. Refer to the Prior Learning Assessment Brochure, available at the Registrar's Office, for criteria. Students may apply for Challenge Exams during their freshman or junior years only (\$25 non-refundable administration and processing fee; \$16/quarter credit hour).

For annual examination schedules with examination dates and application deadlines, refer to the University's Prior Learning Assessment Brochure. This brochure may be obtained from any Registrar's Office and from the Student Achievement Center.

In all cases, the academic department determines policy as it relates to the testing options for each course in the department. Several options may be available to students, and it is recommended that students seek the advice of a counselor.

### **Policies for Portfolio Assessment, Challenge and CLEP Examinations:**

1. Portfolio Assessment and Challenge Examinations cannot be repeated if failed and may not be substituted for a class previously taken.
2. Students may apply for Portfolio Assessment, Challenge and/or CLEP examinations during their freshman and junior years only.
3. Portfolio Assessment, Challenge or CLEP Examinations may not be substituted for a class previously taken or a class in which the student is presently registered.
4. The standardized examinations or portfolios mentioned above must fall within the residency requirement for each degree.
5. Seminar, application and processing fees are nonrefundable.
6. The University recognizes up to a maximum of 45 quarter credits earned through Prior Learning Assessment.
7. Students must present a valid picture ID when testing.

After being determined eligible to test or enroll in a seminar, students will be notified by mail of the time and location of their test or seminar. The Prior Learning Assessment Brochure listing course options may be obtained from the appropriate Registrar's Office and from the Student Achievement Center. For additional policies/information for Portfolio, Challenge and CLEP options, refer to the brochure.

### **CULINARY ADVANCED STANDING**

Prospective students who possess advanced knowledge and skills in these food-related areas may apply for the Culinary Arts Advanced Standing Examination. The results of the examination are considered in addition to academic records and a letter of recommendation from a food-related employer and/or teacher.

It is generally recommended that applicants have completed advanced food service curriculum or have a minimum of two years of extensive food service work experience.

Students who are selected for this accelerated program are required to complete a 10-week summer program. Upon successful completion of the summer program, students attain sophomore standing for the fall.

Students must be accepted for admission to Johnson & Wales University prior to applying for Advanced Standing. Contact the Admissions Office for further information.

### **FAST & CREDIT FOR COLLEGE PROGRAMS**

Johnson & Wales University offers students an opportunity to earn credits toward a Johnson & Wales degree while they are still in high school through approved articulation agreements between Johnson & Wales University and the student's high school. Culinary Arts students enrolled in approved tech-prep programs who meet academic requirements may be eligible to earn up to 15 quarter credits toward their Culinary Arts associate degree through our Freshman Advanced Study Track (FAST). Students

enrolled in approved hospitality, business and technology programs who meet the academic requirements may also be eligible to earn transfer credits through our Credit for College Program.

For more information about the Freshman Advanced Studies Track, articulation agreements or Credit for College programs, contact the Admissions Office.

## **INTERNATIONAL STUDENTS**

### **International Admissions Requirements**

Listed below are the requirements for applying for undergraduate admission to Johnson & Wales University. In order to expedite the admission process, students must enclose ORIGINAL or CERTIFIED copies of the following documents (with English translations) when submitting an application. Please note that photocopies without certification or notarization, or fax copies, are not valid.

1. An accurate, complete and legible International Application form that has been signed and dated by the applicant. Please list all schools attended, even if you do not wish to have transfer credits reviewed.\*
2. Certified bank statement or government sponsorship letter verifying financial support for one academic year.
3. The results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 on the written TOEFL examination, proof of a minimum score of 210 on the computerized TOEFL examination, or other acceptable proof of English proficiency.
4. Official documentation of higher secondary (high school) graduation, e.g. diploma or examination results certificate.
5. Complete transcripts, marksheets, diplomas or certificates from previous study, along with course descriptions or syllabi (for transfer credit).

\* If important information cannot be read by the International Admissions staff, the admission process is delayed and, as a result, so is the acceptance/Form I-20 process.

All documents must be sent to:

Johnson & Wales University  
7150 Montview Blvd.  
Denver, CO 80220 USA  
Telephone: (303) 256-6200  
Fax: (303) 256-6211

### **International Transfer Credit**

Johnson & Wales University employs a full-time International Credentials Evaluator to evaluate secondary school credentials, as well as any college or university credits for which students may wish to gain academic credit. Generally a grade point average equivalent to a U.S. "C", or 2.00, is required for admission to Johnson & Wales University. International students must also receive a grade of "C" or better in each individual course completed at their previous schools in order to be considered for transfer credit. The International Credentials Evaluator will be able to determine grade equivalencies based on each country's educational system and the school of origin.

Students who wish to transfer to Johnson & Wales must submit official, translated marksheets, grades or transcripts from all post-secondary schools attended. Whenever possible, course descriptions and course syllabi should also be provided. Official transcripts or examination results certifying completion of upper secondary education must also be submitted with official English translations.

Transfer credit is determined through an individual course-by-course evaluation of each transcript submitted; transfer credit is not based on total years of study. Credit is awarded for courses of similar level, content, and duration to Johnson & Wales courses, which can be applied to a Johnson & Wales degree. If a course cannot be applied to the chosen Johnson & Wales degree, transfer credit is not awarded, regardless of a student's total years of previous study.

Transfer credit is awarded on previous post-secondary academic work only. However, once students have entered Johnson & Wales, they may apply for prior learning assessment credit or, for students who have proficiency in

a subject area and are not eligible for transfer or life experience credit, there are challenge and CLEP examination options.

The University reserves the right to substitute courses at the discretion of the department chairs, directors or deans.

### **International Baccalaureate**

Johnson & Wales University recognizes International Baccalaureate credentials and awards credits and other special program status on an individual basis to students who have achieved a grade of four or better on the higher level exams, up to a maximum of 45 credits or equivalencies in accordance with department policies.

### **English Language Proficiency**

Johnson & Wales University's English as a Second Language program allows students to focus on the areas where they need the most improvement, while also allowing them to take regular classes in an undergraduate degree program. This flexibility provides students with the most efficient transition into college. Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). In addition to accepting standardized TOEFL results, the University administers its own TOEFL. Students who submit proof of English proficiency may go directly into regular academic course work.

Acceptable proof of English proficiency should include one of the following:

- TOEFL score of 550 on the written examination, or 210 on the computerized examination
- ELS, Level 109
- Berlitz, Level 12
- IELTS, Band 6.5
- Aspect, Level 6 or 7

Other English examination results will also be reviewed, and experience studying in the English language will be taken into consideration.

English as a Second Language (ESL) courses are offered at the Rhode Island and Florida campuses only.

### **TOEFL Requirements**

The TOEFL is given to students whose native language is not English. Johnson & Wales University requires a minimum score of 550 on the written TOEFL test or a minimum score of 210 on the computerized TOEFL test, in order to exempt students from the ESL program and allow them to enroll directly into a degree program. (Johnson & Wales reserves the right to require remedial ESL classes to increase proficiency in a particular area.)

Students who score below a 550 on the written TOEFL test or below a 210 on the computerized TOEFL test will have their individual TOEFL section scores reviewed in the areas of Listening, Structure/Writing, Reading, and Writing. Section scores of a minimum of 55 on the written TOEFL test, 21 on the computerized TOEFL, and a 4.5 on the Test of Written English/Essay Writing, will exempt the student from the corresponding ESL class.

### **Articulation Agreements**

J&W is proud to have approximately 100 articulation agreements (formal transfer credit agreements) in place with schools in the following countries:

Argentina	Greece	Mexico
Australia	Iceland	Morocco
Austria	India	New Zealand
Bahamas	Indonesia	Singapore
Bahrain	Isle of Mann	Spain
Barbados	Israel	Sweden
Belgium	Italy	Switzerland
Bermuda	Jamaica	Taiwan
Canada	Japan	Thailand
Cyprus	Kenya	Turkey
France	Korea	United Arab Emirates
Germany	Malaysia	United Kingdom

Please contact the director of your school for further information.

Johnson & Wales has adopted the Principles of Good Practice in Overseas International Education Programs for non-U.S. Students.

## REGIONAL ADMISSIONS REPRESENTATIVES

The Admissions staff of the University includes regional admissions representatives who visit high schools and personally assist students from their areas.

The admissions representative from your area will be happy to meet with you and answer any questions you may have about the University, application procedures and financial aid programs. Please write or call the Admissions Office for assistance.

### **Alabama**

R. Lee Stauter (601) 434-2760

### **Alaska**

Patricia Lassinger (360) 939-0936

### **Arizona**

Scott Soldat (602) 569-3156

### **Arkansas**

R. Lee Stauter (601) 434-2760

### **California: Central**

Jim Ingersoll (626) 653-6540

### **California: Northern**

Jeannie Sousa (530) 284-0899

### **California: Southern**

Aimee Rosengrant (619) 222-3120

### **Colorado: Metro Denver**

Tracy Burke (303) 766-9497

### **Colorado: Northern**

Bob Purfurst (303) 465-0338

### **Colorado: Southern**

TBA (303) 256-9300

### **Connecticut**

Margie Coupe (401) 934-0505

### **Delaware**

Becky Smith (610) 404-1460

### **Florida: Greater Miami**

Rena Mohammed (305) 493-1313

### **Florida: North/Central/Northwest**

Jane Bowers (561) 581-8129

### **Florida: Southwest**

Robin Phifer (813) 907-5017

### **Florida: Southeast**

Jeff Simon (561) 753-9836

### **Georgia**

Pamela Hughes (770) 632-2806

### **Hawaii**

Patricia Lassinger (360) 939-0936

### **Idaho**

Patricia Lassinger (360) 939-0936

### **Illinois**

Thomas Strzycki (630) 654-0382

### **Indiana**

Judi Atz (317) 882-0757

### **Iowa**

Wendy Dintino (816) 792-0966

### **Kansas**

Wendy Dintino (816) 792-0966

### **Kentucky**

M. "Jake" Biddle (615) 889-9048

### **Louisiana**

R. Lee Stauter (601) 434-2760

### **Maine**

Kimberly Lavoie (603) 749-7906

### **Maryland**

Pamela Rouch (301) 330-5755

### **Massachusetts: Eastern**

Manny Tavares (401) 247-1823

### **Massachusetts: Southeastern**

Barbara DiSaia (401) 598-1116

### **Massachusetts: Western/Northern CT**

Fran Ridolfo (401) 785-1239

### **Michigan**

Barbara Franks (989) 823-8797

### **Minnesota**

Jennifer Diemer (320) 203-9464

### **Missouri**

Wendy Dintino (816) 792-0966

### **Mississippi**

R. Lee Stauter (601) 434-2760

### **Montana**

Patricia Lassinger (360) 939-0936

### **Nebraska**

Wendy Dintino (816) 792-0966

### **Nevada**

TBA (800) 343-2565

### **New Hampshire**

Kimberly Lavoie (603) 749-7906

### **New Jersey**

Mike & Mary Ann LaPorte  
(973) 300-5444

### **New Mexico**

Barbara Ashcraft (505) 856-1730

### **New York: Long Island, New York City**

Steve Raptis (631) 385-8407

### **New York: Northeast, Albany, Orange County**

Carl Winters (518) 462-1050

### **New York: Northwestern**

Tammy Linder (716) 663-8047

### **North Carolina: Eastern**

Richard Kipp (919) 217-2990

### **North Carolina: Western**

Jan Powell (704) 463-5556



**North Dakota**

Jennifer Diemer (320) 203-9464

**Ohio**

Susan Puffer (330) 554-2990

**Ohio: Southwestern**

Judi Atz (317) 882-0757

**Oklahoma**

Elena Doerrie (972) 496-2668

**Oregon**

Patricia Lassinger (360) 939-0936

**Pennsylvania: Northeast/N. Central**

Sharon Macko (610) 262-1431

**Pennsylvania: Southeast/S. Central**

Becky Smith (610) 404-1460

**Pennsylvania: Western**

Betsy Miller (724) 847-8010

**Puerto Rico**

(800) 342-5598

**Rhode Island**

Barbara DiSaia (401) 598-1116

**South Carolina**

Melisa Bates (843) 971-6367

**South Dakota**

Jennifer Diemer (320) 203-9464

**Tennessee**

M. "Jake" Biddle (615) 889-9048

**Texas: Northern**

Elena Doerrie (Phone # TBA)

**Texas: Southern**

Josie Tate (254) 583-4721

**Utah**

(800) 342-5598

**Vermont**

Kimberly Lavoie (603) 749-7906

**Virginia**

B.J. Friedery (703) 803-8864

**Virgin Islands**

TBA

**Washington**

Patricia Lassinger (360) 939-0936

**Washington, D.C.**

B.J. Friedery (703) 803-8864

**West Virginia: Eastern/Southeastern**

B.J. Friedery (703) 803-8864

**West Virginia: Northern/Western**

Betsy Miller (724) 847-8010

**Wisconsin**

Rena Mohammed (305) 493-1313

**Wyoming**

R. Lance Wellborn (307) 237-5485

**National Student Organizations****Representatives**

Jessica Scherlein (800) 342-5598

Kelly Sheehan (800) 342-5598

# Financing Your Education

## TUITION & FEES

The following tuition and fees schedule is effective for the 2002–2003 academic year. Tuition and fees are subject to change annually and vary between colleges due to differing program and facility needs.

### Tuition & Fees: 2002–2003 Academic Year

College of Business	\$14,562
The Hospitality College	\$15,393
College of Culinary Arts	\$17,652
Garnish Your Degree	\$23,536
<b>General Fee (all students)</b>	<b>\$630</b>
Room & Board	
Standard Hall	\$6,456
Premium Hall	\$7,881
Flex Plan (all resident students)	\$786

**Tuition** is applicable to all students, including those on approved off-campus programs. Students enrolled in courses in excess of a normal full-time schedule will be assessed an additional tuition charge. For purposes of tuition billing and financial aid eligibility, full-time status is determined on a term basis and consists of 12 to 18 quarter credit hours per term. Students carrying more than 19.5 quarter credit hours will be charged for each quarter credit over 18. The **Guaranteed Tuition Plan** guarantees students no tuition increases while continuously enrolled at the University, subject to the conditions described on the next page.

The **General Fee** includes social and athletic activities, student publications, student accident insurance and graduation.

**Room & Board** is for the academic year and includes residence hall accommodations and three meals daily on class days only (generally Monday through Thursday).

## DEPOSITS AND OTHER FEES

**Reservation Deposit** **\$100**  
Required of all new students after receipt of official acceptance from the University, this nonrefundable deposit will reserve the student's seat in class and is credited to tuition due upon entrance.

**Additional Tuition Deposit** **\$200**  
Requested by the Admissions Department prior to the student's start date to confirm enrollment, this additional nonrefundable deposit is credited to tuition due upon entrance.

**Residence Hall Deposit** **\$100**  
Required of all new resident students to reserve their place in housing, this nonrefundable deposit is credited to tuition due upon entrance.

**Flex Plan** **\$786**  
This nonrefundable fee, required of all resident students, provides for additional meals above the limit specified in the room and board contract. Students also receive \$225 cash equivalent per term to be used in the dining center or adjacent restaurant. Students can purchase additional meal credits with the remaining cash equivalent at a point near the end of the term.

**Late Registration Fee** **\$50**  
If the student fails to register within the announced registration period, a late fee will be assessed.

**Orientation Fee** **\$200**  
This nonrefundable fee, which is uniformly charged, is required of all new students entering in the fall term for orientation and registration activities.

**Transcripts** **\$2**  
Transcripts are issued only upon written request. Official transcripts bearing the University Seal must be mailed directly to the authorized agencies from the Registrar's

Office. Students may also request an unofficial transcript for personal use. No transcript will be issued unless the student is current in all financial obligations to Johnson & Wales University.

### **Extension Courses**

Tuition rates for extension courses (i.e. courses taken by students in excess of, or less than, a full-time schedule) will be the student's current term tuition rate divided by 18.

### **ACCESS Tuition**

Access tuition is 50% of the 2002–2003 tuition charge for the college in which students enroll. Refer to page 18 for a description of the ACCESS Early Admissions program.

ACCESS students are also subject to appropriate University fees, including full general fee and full room and board charges. ACCESS students are not eligible for any federal financial aid while enrolled in the program. ACCESS students should contact the Financial Planning Office for information on alternative funding and to determine how scholarships they are receiving will be affected while in the ACCESS program.

### **Student Health Insurance**

It is a requirement that all matriculating day school and international students have health coverage during the academic year, September through May. Students will be sent a response card on which they must indicate their health insurance status for the academic year. Students who do not have coverage, or fail to return the response card prior to their initial registration for the academic year, will be enrolled in Johnson & Wales University's Student Sickness Insurance plan and charged a premium for the period September through May. No premium will be assessed for terms students do not begin and coverage will cease as defined in the insurance brochure. Students covered by the University's Student Sickness Insurance plan during the academic year and taking summer classes will be charged an additional premium for the period June through August. Furthermore, day students who were enrolled in the University's Student Sickness Insurance plan expiring on May 31 and who are not taking classes during the summer will be given the opportunity to continue coverage from June through August by the insurance provider.

### **Accident Insurance**

All matriculating day students are automatically covered by an accident insurance plan (separate from the University's Student Sickness Insurance plan) for the academic year September through May and if taking summer classes, June through August. Coverage will cease for students not taking classes as defined in the "Termination" section of the policy. The cost of this coverage is included in the "General Fee" which is charged to all matriculating day students, and becomes effective the initial date the student officially registers, but only if the student enters class as determined by the Registrar's Office.

### **Books and Supplies**

The cost of books and supplies is approximately \$700–\$900 per academic year. These costs are not applied to the student's invoice. Books and supplies must be paid for at the University's bookstore at the time of purchase. The bookstore operates a textbook sales/buy-back program to help students minimize these costs.

## **THE GUARANTEED TUITION PLAN**

All undergraduate, day school students will have no tuition increase while continuously enrolled in the day division of Johnson & Wales University, unless the student transfers to a different Johnson & Wales campus or program of study. Students must remain continuously enrolled in order to retain their guaranteed rate. That is, if a student withdraws for one term or more (not including the summer term) for any reason, the student will be subject to the rate in effect when they re-enroll.

If a student transfers to a different program of study, college or campus which has a different tuition rate, the student will be charged the tuition rate which was effective in that program at the time his or her guaranteed rate was established. In addition, students in the ACCESS program will experience an increase in their tuition in the second year to the full tuition rate that was in effect when they enrolled as an ACCESS student.

This program applies **only** to tuition.

The program is available only to students enrolled in undergraduate, day school programs at all campuses. Continuing education, evening and graduate school students are not eligible.

## PAYMENT OPTIONS

### I. Annual Payments

Billing for tuition and fees is done on a term basis, although the student may make one payment in full for the entire academic year. Students are responsible for paying all charges in full or making appropriate arrangements by the due date stated on the invoice.

### II. Term Payments

Students may choose, instead, to make three payments a year, which are payable by the publicized due dates established prior to each term.

### III. Monthly Payments

A Monthly Payment Plan is available. However, there is an enrollment fee to participate. Please contact the Student Financial Services Office for more information.

## REFUND POLICIES

**General Policy:** To the extent that any charges due to the University remain unpaid, no refund check will be issued. No tuition or fees will be assessed for terms that the student does not begin. Students who withdraw from the University prior to the end of the academic year will have their financial aid adjusted.\* Institutional grants and scholarships will be reduced in proportion to any tuition credit received as defined in the University's Tuition Withdrawal Credit Policy and the Pro Rata Withdrawal Credit Policy. Full-term eligibility for institutional loans will be credited to the student's account to the extent that any charges are due the University. The distribution formula for the institutional refund to the Federal Student Financial Aid program will be

calculated according to federal regulations. The University's Withdrawal Credit Policy and the Pro Rata Withdrawal Credit Policy apply to all withdrawals from the University, voluntary or involuntary.

Term charges are subject to the University's Withdrawal/Pro Rata Credit Policies upon withdrawal from the University. Term charges are defined as tuition, and if applicable, room only, room and board, general fee, and weekend meal plan. The official notice of withdrawal from the University may be done in person or by written notification through the Office of Student Success. Refunds are calculated as of the last day of attendance, which is determined by the registrar of the student's college. Any refund due will be issued within 30 days after the date that the University was first notified of the withdrawal.

### University Withdrawal Credit Policy

If a student enters a class and terminates on the first day of classes of a term:

- the University will credit 100% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term tuition charge.

If a student terminates during:

- the first week of the term but after the first day of classes, the University will credit 90% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term tuition charge.
- the second and third week of the term, the University will credit 50% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term tuition charge.
- the fourth, fifth and sixth week of the term, the University will credit 25% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term tuition charge.

After the sixth week of the term, students will be responsible for 100% of the term charges.

\* Any student enrolled solely in culinary lab courses, who fails to attempt any of the scheduled courses, will be considered to have withdrawn from the University. Reinstatement within the same term, when allowed, may result in serious consequences, such as loss of all financial aid funds for the remainder of that term.

### **Pro Rata Withdrawal Credit Policy**

The Pro Rata Withdrawal Credit Policy will be used if the student will benefit, in lieu of the University Tuition Withdrawal Credit Policy, for students meeting the following criteria:

Must be attending the University for the first time and the student's last day of attendance must be within 60% of the period of enrollment for which the student has been charged.

If a student terminates during:

- the first week of the term, the University will credit 90% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term charges.
- the second week of the term, the University will credit 80% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term charges.
- the third week of the term, the University will credit 70% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term charges.
- the fourth week of the term, the University will credit 60% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term charges.
- the fifth week of the term, the University will credit 50% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term charges.
- the sixth week of the term, the University will credit 40% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term charges.

After the sixth week of the term, students will be responsible for 100% of the term charges.

### **Colorado Refund Policy**

Colorado rules and regulations concerning the regulation of private occupational schools may benefit the student. Therefore, it is the policy of Johnson & Wales University at Denver to refund tuition and fees in the event, and within 30 days after the date the University was first notified of the student not entering a course, withdraws, or has been discontinued therefrom at any time prior to completion, on the following terms:

- A. A full refund of all monies paid if the applicant is not accepted by the school;
- B. A full refund of tuition and fees paid if the applicant withdraws within three days after signing the contract or making an initial payment, provided that applicant has not commenced training;
- C. A full refund of tuition and fees paid in the event that the school discontinues a course or program of education during a period of time in which a student could have reasonably completed the same, except that this provision shall not apply in the event that the school ceases operation;
- D. The official termination date is the student's last date of attendance which is determined by the Registrar of the College.
- E. That except for retention of a cancellation charge not to exceed \$150., or 25 percent of the term price, whichever is less, the policy for cancellation, settlement, and tuition and fees provides for at least the following:
  - I. For a student terminating his or her training within the first 10 percent of the term (week 1), the student shall be entitled to a 90 percent credit of the term charges, exclusive of books, tools and supplies.
  - II. For a student terminating his or her training after 10 percent of the term but within the first 25 percent of the term (weeks 2–3), the student shall be entitled to a 75 percent credit of the term charges, exclusive of books, tools and supplies.
  - III. For a student terminating his or her training after 25 percent of the term but within the first 50 percent of the term (weeks 4–5), the student shall be entitled to a 50 percent credit of the term charges, exclusive of books, tools and supplies.
  - IV. For a student terminating his or her training after 50 percent of the term but within the first 75 percent of the term (weeks 6–8), the student shall be entitled to a 25 percent credit of the term charges, exclusive of books, tools and supplies.
  - V. A student who has completed 75 percent of a term and has entered the final

25 percent (after week 8) shall not be entitled to any credit, and shall be obligated for the full price of the term.

**REFUND POLICY NOTE:** For first-time students, the University will compare the University's Tuition Withdrawal Credit Policy, the Pro Rata Withdrawal Credit Policy, and the Colorado Refund Policy, and use the one that most benefits the student. For all non-first-time students, the University will compare the Colorado Refund Policy with the University's Withdrawal Credit Policy, and use the policy that most benefits the student.

Examples of University refund policies are available upon request in the Student Financial Services Office.

### **Independent Students**

To be considered independent for financial aid purposes for the 2002–2003 academic year, students must answer yes to one of the following questions:

1. Were you born before January 1, 1979?
2. Will you be working on a master's or doctorate program (such as an M.A., M.B.A., M.D., J.D., or Ph.D.) during the school year 2002–2003?
3. As of today, are you married? (Answer yes if you are separated, but not divorced.)
4. Do you have children who receive more than half of their support from you?
5. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2003?
6. Are you an orphan or ward of the court or were you a ward of the court until age 18?
7. Are you a veteran of the U.S. Armed Forces?

Students who cannot answer yes to one of the above questions are considered dependent and must complete their Free Application for Federal Student Aid as a dependent student. Please feel free to contact the Student Financial Services Office if you have any questions.

## **FINANCIAL OBLIGATIONS**

Continued enrollment as a student in good standing and certain other student benefits (diplomas, transcripts, etc.) are conditioned upon being current in all financial obligations to the University, including loans in which the University appears as a holder or guarantor.

## **STUDENT FINANCIAL SERVICES**

### **Financial Planning**

The University realizes that financing an education may be a very complex process for many students. In order to assist students and their families in these matters, Johnson & Wales has established a staff of financial planning counselors. These counselors are available to work with students and their families on an individual basis to help them best utilize their own funds and other available resources to meet educational expenses. For more information and assistance call 1-877-598-3368 or (303) 256-9300.

### **Financial Aid**

To assist students in meeting their educational expenses, Johnson & Wales University offers several types of financial assistance — scholarships and grants, low-interest loans and employment opportunities. In many cases, qualified students receive a financial aid package which includes all three types of financial aid.

A list of Johnson & Wales financial assistance and work programs and descriptions of the programs are included in this catalog.

In an effort to reduce the loan burden during the student's first year, Johnson & Wales University will attempt to package new students with a higher percentage of grant aid.

Johnson & Wales University has adopted an institutional policy whereby the total of all University funded or administered monies awarded to a single student may not exceed a specified dollar amount during an academic year. This amount is determined prior to each year's financial aid awarding process.

## HOW TO APPLY

To be considered for financial assistance, complete the documentation listed below and submit all required paperwork as soon as possible after January 1. Students must reapply for financial aid each year.

### **1. Free Application for Federal Student Aid (FAFSA)**

The Free Application for Federal Student Aid is available from your high school guidance office and the University's Student Financial Services Office. This form must be completed and forwarded as soon as possible after January 1 to the Federal Processor. Applications for financial assistance are then processed and sent to the Student Financial Services Office at the University. The FAFSA is also available on the Worldwide Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **2. Other Documentation**

The Student Financial Services Office may request additional documentation to support the student's request for financial assistance. The student and his/her parents may be required to submit signed and dated copies of your Federal Income Tax Returns (1040), including all schedules. The student's financial aid package cannot be finalized until all requested documentation has been received by the Student Financial Services Office. In addition, all student loan borrowers must attend an entrance and exit counseling session, during which the student will be advised on his/her loan obligations.

## STUDENT ELIGIBILITY REQUIREMENTS

Financial aid will be distributed to the student based upon the student's computed financial need. All students seeking financial assistance must file a FAFSA with the Federal Processor. The FAFSA form is used to determine the student's financial need.

Financial need is the difference between the cost of the student's education (tuition and fees, room and board, travel and personal expenses) and the total contribution expected from the student and his/her family. The student's total family contribution is based on an analysis of the information which the

student supplied on the FAFSA. Among the items considered are total family income, assets, the number of people in the household, the number of family members in college, and the student's own resources, such as earnings, savings, and untaxed income for which the student may qualify. Johnson & Wales University also considers these items when determining eligibility for University funds.

Campus-based financial aid programs, including the Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan and Federal Work-Study programs are administered by Johnson & Wales University. Students must apply for these programs through the filing of the FAFSA.

Aid from these programs is awarded on the basis of financial need. In order to receive maximum consideration for financial assistance, it is recommended that the student apply as soon as possible after January 1. The award process for first-year students begins in March of each academic year. Renewal of financial aid is not automatic. Recipients are required to reapply each year as soon as possible after January 1. Awarding for our returning students begins in May of each academic year.

To be eligible for these programs, students must meet the following criteria:

1. demonstrate financial need;
2. maintain satisfactory academic progress (financial aid will be suspended until satisfactory academic progress is again achieved);
3. be enrolled in an eligible degree or certificate program;
4. be enrolled on at least a half-time basis (students enrolled on a less-than-full-time basis may have their financial aid reduced, and some students enrolled on less than half-time basis may qualify for a Federal Pell Grant);
5. be a U.S. citizen, permanent resident, or eligible non-citizen;
6. not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Parent Loan

for Undergraduate Students (PLUS) or Supplemental Loan for Students (SLS); and

7. sign a Statement of Educational Purpose, a Statement of Registration Status and a Statement on Overpayments and Defaults.

Students are eligible to receive financial aid as long as they maintain satisfactory academic progress as defined on page 37 of this Catalog, and in the Student Handbook. Students who fail to maintain satisfactory academic progress will be notified by the Student Achievement Department. All financial aid will be suspended until satisfactory progress is again achieved.

When students withdraw during a payment period or period of enrollment, the amount of student financial aid program assistance earned up to that point is determined by a specific formula. If the student receives (or the University receives on the student's behalf) less assistance than the amount earned, the student will be able to receive those additional funds. Students who received more assistance than what they earned must return the excess funds.

The amount of assistance earned is determined on a pro-rata basis. That is, if a student completes 30 percent of the payment period or period of enrollment, the student earns 30 percent of the assistance he or she was originally scheduled to receive. Once the student completes more than 60 percent of the payment period or period of enrollment, the student earns all scheduled assistance.

If a student receives excess funds that must be returned, Johnson & Wales University must return a portion of the excess equal to the lesser of:

- the student's institutional charges multiplied by the unearned percentage of the student's funds
- the entire amount of the excess funds.

If the University is not required to return all excess funds, the student must return the remaining amount. Any loan funds that the student must return, must be repaid by

the student (or his or her parents for a PLUS Loan) in accordance with the terms of the promissory note.

If a student is responsible for returning grant funds, the student does not have to return the full amount. Students are not required to return 50 percent of the grant assistance received that is the student's responsibility to pay. Any amount not returned is a grant overpayment, and the student must make arrangements with the University or Department of Education to return the funds.

#### RETURN OF TITLE IV FUNDS

Federal regulations establish the following allocation for students who receive Title IV, HEA program funds:

A refund owed to a student who received funds under any Title IV, HEA program will be returned to the Title IV, HEA programs from which the student received aid in the following order until the amounts received by the student from these programs is eliminated: the Federal Unsubsidized Loan, the Federal Subsidized Loan program, the Federal Perkins Loan program, the Federal Parent Plus Loan, the Federal Pell Grant program, the Federal SEOG program, all other sources of aid, and the student.

#### FINANCIAL AID PROGRAMS

The following programs are the major financial aid resources available to students. Students may receive assistance from any one of these, or from a combination of all of these programs, in what is called a **financial aid package**. Student eligibility for these programs is based on completion and submission of the form(s) described in the **How to Apply** section. Since awards are not automatically renewable, students must reapply each year.

Federal loan programs are applied to the student's account with the University in equal disbursements per term based on the loan period and the student's entrance date.

#### **Federal Pell Grant**

The Federal Pell Grant is a federally funded entitlement program to assist needy undergraduate students. Eligibility for these grants



is determined by the U.S. Department of Education based on the information provided on the FAFSA. Pell recipients can have a less than half-time status. Students with a previous bachelor's degree are not eligible for a Federal Pell Grant.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

This federally funded program provides financial assistance to students who demonstrate exceptional financial need. The amount of the award is based on need and the availability of funds. Students with a previous bachelor's degree are not eligible for a Federal Supplemental Educational Opportunity Grant.

### **Federal Work-Study Program**

Federal Work-Study is a federally funded program that provides part-time employment to students with financial need. Positions are available throughout the University and with selected off-campus community service agencies.

Work-study gives students the opportunity to earn money to help pay educational expenses. Students are paid at an hourly rate for actual hours worked. The amount earned cannot exceed the total work-study award. Work-study funds are paid biweekly directly to the student; therefore, funds will not be applied to the student's account unless arrangements are made with the Student Financial Services Office.

### **Federal Perkins Loan**

This low-interest loan is funded by the federal government and administered directly by the University. The amount of the loan is based on need and the availability of funds.

Students must begin to repay this loan nine months after they leave college or drop below half-time status. The repayment of principal and interest may be extended over a ten-year period. The amount of each payment depends upon the amount of the student's debt and the length of the student's repayment period, but the student must pay at least \$40 per month.

### **Federal Subsidized Stafford Loan**

This loan program provides low-interest loans to students who demonstrate financial need. A Master Promissory Note for these loans will be mailed to all eligible students with their Financial Aid Award by the Student Financial Services Office or may be obtained from the student's local lending institution.

Students may borrow up to a maximum of \$2,625 per academic year for the first year of undergraduate study, \$3,500 for the second year and \$5,500 per year for the last two years. The student must begin repayment six months after he/she leaves college or drops below half-time status, and the student's payment will be at least \$50 per month. The amount of the student's monthly payment will be determined based upon the amount of student debt and the length of the repayment period.

### **Federal Unsubsidized Stafford Loan**

This loan program offers low-interest loans to students who demonstrate little or no "financial need." The terms and loan limits are the same as for the Federal Subsidized Stafford Loan except that the federal government does not pay interest on the borrower's behalf while the borrower is enrolled in school. During that time, the student borrower can choose either to make quarterly interest payments or to "capitalize" interest. "Capitalizing" interest means the lender will add interest accrued to the principal balance. This will eliminate the need for interest payments while in school.

Independent students are also eligible to borrow Federal Unsubsidized Stafford Loans. Students may borrow up to a maximum of \$4,000 per academic year for the first and second years, and \$5,000 per year for the third and fourth years. These amounts are in addition to the Federal Subsidized Stafford Loan amounts discussed above.

### **The Parent Loan Program for Undergraduate Students (PLUS)**

The Federal PLUS Program provides loans to parents of dependent students to attend college. PLUS borrowers do not have to

demonstrate need, but are subject to a credit analysis by the lending institution. Repayment of this loan must begin within 60 days of the time the loan is fully disbursed. The borrowing limit is the total cost of attendance, minus any financial aid being received.

Applications for these loans are available from the Student Financial Services Office or the student's local lending institution.

### **Johnson & Wales Grant**

This grant is awarded to students based on the annual financial aid awarding process.

### **Johnson & Wales Achievement Loan**

This low-interest loan is funded and administered by the University, and awarded based on the student's eligibility. There is partial or full forgiveness on loans for students based on GPA and degree achieved.

### **FINANCIAL ASSISTANCE, SCHOLARSHIPS AND WORK PROGRAMS**

Johnson & Wales University expects to award \$40 million in institutional aid to students this year. Awards range from \$300 to full tuition. Scholarships, grants, loans and work programs awarded depend on the University budget, and are dependent on students meeting program eligibility requirements. Scholarship funds are applied to the student's account with the University in three equal disbursements by term (e.g., a \$3,000 Presidential Academic Scholarship recipient would receive \$1,000 per term).

These programs are available only to full-time, undergraduate, day school students during the academic year and are not available during the summer term. Most scholarships are renewable for up to four consecutive years of enrollment.

For many of the programs listed, a minimum grade point average is required for continued eligibility. Scholarships and grants are not awarded based on athletic ability or participation.

Johnson & Wales University has adopted an institutional policy whereby the total of all

University funded or administered monies awarded to a single student may not exceed a specified dollar amount during an academic year. This amount is determined prior to each year's financial aid awarding process. For more information, contact the Admissions or Student Financial Services offices.

**Alpha Beta Gamma (National Honor Society) Scholarship:** A scholarship worth up to \$10,000 is awarded to outstanding transfer students who are members of Alpha Beta Gamma. The application for this scholarship is the application for admission to the University.

**Business Professionals of America (BPA) Scholarship:** The University offers a number of BPA scholarships ranging from \$500 up to full tuition. Awards are based on BPA activities, a letter of recommendation from the BPA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. This scholarship is renewable based on continued involvement in and support of BPA.

**Career Explorations Scholarship:** This is a non-renewable scholarship worth up to \$500 for high school students who attend the Career Explorations program. The application deadline is March 1.

**Career through Culinary Arts Programs (C-CAP):** The University awards these scholarships to incoming students who participate in C-CAP's competition events. Applications are available through C-CAP. All documentation must be submitted to C-CAP and all finalists are selected by C-CAP. Scholarships awarded are worth up to \$10,000.

**Catholic Youth Organization/Youth Ministry (CYO) Scholarship:** A non-renewable scholarship of up to \$1,000 is available to incoming students who are involved with CYO and active in leadership programs such as Search for Maturity and Peer Ministry. The application is available at the Admissions Office and is due by February 1.

**Chancellor Scholarship:** The University awards this scholarship, valued up to \$10,000, to incoming students who demonstrate outstanding academic achievement in high school and are accepted to the Honors Program. The scholarship is renewable for up to four years if the student maintains a 3.4 GPA and remains in the Honors Track.

**Collegiate Academic Scholarship:** A number of scholarships worth up to \$5,000 are awarded based on high school academic record and choice of J&W major.

**Community Service Scholarship:** Johnson & Wales awards a scholarship of up to \$2,000 to incoming students with a good academic record and a minimum of one year's involvement in community service.

**DECA (an Association of Marketing Students) Scholarship:** The University awards a number of DECA scholarships ranging from \$500 up to full tuition. Awards are based on DECA activities, a letter of recommendation from the DECA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. This scholarship is renewable based on continued involvement in and support of DECA.

**Employee Tuition Scholarship:** This scholarship is awarded based on institutional policy, with qualifying criteria stated in the Johnson & Wales employee handbook. Applications are available at the Payroll/Personnel Department; a new application is required each year.

**Faculty Scholarship:** Johnson & Wales University awards a number of scholarships to upperclass students, based upon merit and GPA. These non-renewable awards range up to the amount of one term's tuition, which is distributed over three terms.

**Family, Career and Community Leaders of America (FCCLA) Scholarship:** The University awards a number of FCCLA (formerly FHA-HERO) scholarships ranging from \$500 up to full tuition. Awards are based on FCCLA activities, a letter of recommendation from the FCCLA advisor and academic record. Applications

are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. It is renewable based on continued involvement in and support of FCCLA activities.

**Family Scholarship:** If two or more members of your family are simultaneously enrolled in full-time, day school degree or certificate programs at Johnson & Wales University, each enrolled student is granted a University grant (up to \$1,000) per academic year (September–May). For more information, contact the Student Financial Services Office.

**Future Business Leaders of America (FBLA) Scholarships:** The University awards a number of FBLA scholarships ranging from \$500 up to full tuition. Awards are based on FBLA activities, a letter of recommendation from the FBLA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. It is renewable based on continued involvement in and support of FBLA.

**Future Farmers of America (FFA):** Johnson & Wales University awards a number of FFA scholarships ranging from \$500 up to full tuition. Awards are based on FFA activities, a letter of recommendation from the FFA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. The scholarship is renewable based on continued involvement in and support of FFA.

**Gaebbe Eagle Scout Award:** A number of non-renewable grants of up to \$1,000 are available to entering freshmen who have achieved the rank of Eagle Scout in the Boy Scouts of America and have also received their religion award. Applications are available from J&W's National Student Organizations Office and are due by February 1, prior to enrollment.

**Junior Achievement (JA):** The University offers a number of JA scholarships ranging from \$500 up to full tuition. Awards are based on JA activities, a letter of recommendation from the JA advisor and academic record. Applications are available from J&W's

National Student Organizations Office. The application deadline is February 1, prior to enrollment. This scholarship is renewable based on continued involvement in and support of JA activities.

**Lodging Management Scholarship:** This scholarship is for students who have participated in the Lodging Management program sponsored by the Educational Institute of the American Hotel & Lodging Association. The University awards \$1,000 to students who have participated in the Lodging Management program for one year, or \$2,000 to students who have completed two years in the program. Applications are available from the J&W Admissions or National Student Organizations Office. The deadline for application is March 1, prior to enrollment.

**National High School Recipe Contest:** This annual contest is Johnson & Wales' search for the best young chefs. Winners will receive tuition scholarships ranging from \$500 up to full tuition. Applications are available from the Admissions Office.

**Outstanding Student Leader of the Year Competition:** This annual contest is Johnson & Wales' search for the best young student leaders. Winners will receive tuition scholarships ranging from \$500 up to full tuition. Applications are available from the Admissions Office.

**Phi Theta Kappa (National Honor Society) Scholarship:** A scholarship of up to \$10,000 is awarded to outstanding transfer students who are members of Phi Theta Kappa. The application for this scholarship is the application for admission to the University.

**Presidential Academic Scholarships:** J&W awards Academic Scholarships to incoming students who are in the top 25% of their class and who demonstrate academic excellence. Awards range from \$2,500 to \$5,000 per year and are renewable provided the recipient's GPA does not fall below 2.75.

**Pro-Start Scholarship:** J&W awards a \$1,000 per-year-of-participation scholarship to students

in the Pro-Start program. The maximum awarded is \$2,000 for which the student must also have received the Pro-Start certification. Applications are available from the J&W Admissions or National Student Organizations Office. The deadline for application is March 1, prior to enrollment.

**SkillsUSA–VICA:** The University awards a number of SkillsUSA–VICA scholarships ranging from \$500 up to full tuition. Awards are based on SkillsUSA–VICA activities, a letter of recommendation from the SkillsUSA–VICA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. This scholarship is renewable based on continued involvement in and support of SkillsUSA–VICA activities.

**Technology Students Association (TSA) Scholarships:** The University awards a number of TSA scholarships ranging from \$500 up to full tuition. Awards are based on TSA activities, a letter of recommendation from the TSA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. These scholarships are renewable based on continued involvement in and support of TSA activities.

**Transfer Scholarship:** An unlimited number of transfer scholarships, worth up to \$5,000, are awarded to students who plan to continue their education at Johnson & Wales in an associate or bachelor's degree program. Students must have completed 30 semester hours at another institution and maintained a minimum 3.0 cumulative average. The scholarship application is the application for admission to the University.

**Tuition Exchange Scholarship:** This scholarship is awarded to students who meet the qualifications of both Johnson & Wales and the participating exchange college or university. Applications are available at the participating institution. This award is up to full tuition.

## FUNDED SCHOLARSHIPS

Johnson & Wales University administers many scholarships and grants which are funded by businesses, individuals and professional organizations. In many cases, students must have completed at least one term of enrollment at Johnson & Wales to be considered. The application for these scholarships is the General Scholarship Application, available in the Student Financial Services Office. The following is a partial listing of the scholarship programs:

**Ellsworth M. Statler Scholarship:** This scholarship is awarded to Hospitality and Culinary Arts students, with preference given to New York residents. Applications are available at the Student Financial Services Office. The application deadline is August 31. Awards range from \$500 to \$2,000 based on residence. This award is renewable by maintaining satisfactory academic progress.

### **Summer Work Experience Program (SWEP)**

**Scholarship:** Students who successfully complete the SWEP program are awarded a non-renewable scholarship worth up to \$1,000. For more information, contact the Career Development Office.

### **SYSCO and Premier Suppliers Partners in**

**Career Education Scholarship:** Up to 50 scholarships are awarded to children of current employees of participating SYSCO and Premier Suppliers annually through the SYSCO and Premier Suppliers Partners in Career Education Scholarship Program. Each scholarship is valued up to \$10,000 per year.

To be eligible, the student must be accepted to J&W, be currently enrolled in their senior year of high school, or be attending another college or university with the intention of transferring to J&W. Students must also complete the Career Education Scholarship Program Application by June 1, prior to the intended enrollment year. The application must include official grades.

Applications are available in the Admissions Office, as well as the human resources office at any participating SYSCO/Premier Supplier Employer.

## OUTSIDE SCHOLARSHIPS

There are many other potential scholarship sources that students should consider to help finance their education. Students should complete a Johnson & Wales University Profile for Scholarship Eligibility form, available in the Student Financial Services Office, to determine eligibility for scholarships listed on our outside scholarship database. Also, students should contact the Higher Education Assistance Agency in their home states for information about the possibility of state grants or scholarships. Scholarship aid is often available from high school and community organizations with which students or their parent(s) may be affiliated. Local libraries are an excellent resource for finding information on scholarships from organizations throughout the United States. There are also a number of Web sites available to assist students in the scholarship search. Many companies provide scholarship aid for children of their employees, while others provide aid directly to students who work for them part-time while in school.

**State Grants/Scholarships:** Students from the following state may be eligible for state grant money:

Rhode Island

Contact the Higher Education Authority in your home state for more information.

**Dollars for Scholars:** Johnson & Wales University will match scholarship awards made to entering students by affiliated Dollars for Scholars chapters of the Citizens Scholarship Foundation of America.

### **International Association of Culinary Professionals Foundation (IACP)**

**Scholarship:** The IACP Foundation awards one \$2,500 scholarship per campus, which is matched by Johnson & Wales. All criteria are determined by IACP. Applications are available through IACP and are due by December 1.

## WORK PROGRAMS

**Resident Assistant Program:** Students are selected for this program based on strong academic performance and residence hall experience. Applications are available at the Office of Residential Life. Awards are valued up to \$6,000 and are renewable based on annual employee performance.

# Academic Information

## CLASS SCHEDULES

Undergraduate classes for students are generally scheduled four days per week, Monday through Thursday. The typical schedule for all students not taking labs is three or four courses per term (see page 3 for Academic Calendar).

When certain Monday holidays are observed and classes are canceled, make-up classes will be held on Fridays. Final examinations each term may also be held on Fridays.

## SUMMER SESSIONS

Summer session courses are offered by the University based on demand. Individual courses may not be offered in the summer if student interest or enrollment is not sufficient; as a result, summer completion cannot be guaranteed.

Students matriculating at Johnson & Wales are not granted credit for summer session courses taken at other institutions unless prior permission has been granted by the Registrar.

## ATTENDANCE

Students are expected to attend every meeting of every class in which they are enrolled. The maximum number of absences for valid reasons is based on the quarter credit hours for the course, with the exception of experiential education assignments and laboratories, which have their own specific attendance criteria. Absences beyond the stated maximum for each course may jeopardize academic standing or financial aid.

The Office of Student Achievement should be notified immediately of any necessary prolonged absences. The **Student Handbook** contains rules and regulations for frequent or prolonged absences from class.

Students are expected to familiarize themselves with attendance requirements outlined in the **Student Handbook**.

## UNDERGRADUATE GRADING SYSTEM

The grading system is as follows:

Letter Grade	Grade Range	Quality Points
A+	95–100	4.00
A	90–94	4.00
B+	85–89	3.50
B	80–84	3.00
C+	75–79	2.50
C	70–74	2.00
D+	65–69	1.50
D	60–64	1.00
F	0–59	0.00
W	Withdrawal	0.00
W/P	Withdrawal/Pass	0.00
I	Incomplete	
P	Proficiency	
AU	Audit	
NC	No Credit	
GP	Grade Pending	
CX	Credit by Examination	
S	Satisfactory	
U	Unsatisfactory	
PL	Prior Learning Credit	

**NOTE:** Not all grades apply at all campuses.

Grade reports are issued upon completion of each term. A summary of your attendance record is included in each grade report.

Any student receiving a grade of Incomplete in an academic course, internship, or co-op must initiate arrangements with instructors to make up the required work within two weeks of term closing. Failure to do so will result in a failing grade for the course.

For further information on Johnson & Wales' grading system, consult the current **Student Handbook**.

## SATISFACTORY ACADEMIC PROGRESS

A student must meet the following standards of academic achievement and successful completion of a prescribed sequence of study

while enrolled at Johnson & Wales. Johnson & Wales requires that all courses be successfully completed in order to graduate.

#### MAXIMUM PROGRAM LENGTH

A student must complete the entire two-year academic program (A.S. degree) in no more than three academic years (nine terms). Failure to complete the A.S. degree in nine terms will result in forfeiture of the A.S. degree. A student must complete the entire four-year academic program (B.S. degree) in no more than six academic years (18 terms). Failure to complete the program during the allotted time period will result in the dismissal of the student from the institution.

#### MINIMUM ACADEMIC ACHIEVEMENT

A student must achieve the following grade point averages (GPAs) at the specified evaluation points in order to remain enrolled as a regular student. The evaluation points reflect a sliding scale leading to a minimum 2.00 GPA required for graduation. All students are evaluated at the end of each term. A student is placed on academic probation if the student's GPA falls below 2.00 but above the minimum termination GPA. Minimum termination GPAs and evaluation points are as follows:

<b>A.S. Degree</b>	<b>GPA</b>
End of 1 term	1.00
End of 2 terms	1.25
End of first academic year (3 terms)	1.50
End of 4 terms (50% of maximum program length)	1.60*
End of second academic year (6 terms: 75% of maximum program length)	1.75*
End of 8 terms	1.85
End of 9 terms: graduation	2.00*
<b>B.S. Degree</b>	<b>GPA</b>
End of first academic year (3 terms)	1.50
End of 4 terms	1.60
End of second academic year	1.75*
End of 9 terms (50% of maximum program length)	1.80
End of 13 terms (75% of maximum program length)	1.85*
End of 18 terms: graduation	2.00*

\* Required mandatory dismissal by federal law.

#### SUCCESSFUL COURSE COMPLETION

A student must successfully complete the following percentages of the courses required for the program in order to remain enrolled as a regular student. Where appropriate, adjustments will be made if a student is matriculating as less than a full-time student. The evaluations occur at the points indicated:

Minimal Successful Course Completion	% Courses Attempted
<b>A.S. Degree</b>	
End of 2 terms	55%+
End of 4 terms	60%++
End of 9 terms	100%++
<b>B.S. Degree</b>	
End of first academic year	19%+
End of 4 terms	25%+
End of second academic year	55%+
End of 9 terms	60%++
End of 13 terms	65%++

+ Student may be put on academic probation.

++ Failure to meet standard will result in academic dismissal.

#### ACADEMIC PROBATION

Even if a student exceeds the minimum standards for academic achievement and successful course completion described above, the student will be placed on academic probation if the student's GPA or successful course completion rate at the evaluation point and at the end of each term is less than that required for graduation. All students placed on academic probation will be counselled by their academic counselor and will be offered tutoring. While on academic probation, a student is eligible for financial aid.

During the time of academic probation, the student's progress is monitored by the Director of Academic Services, who will determine whether to impose academic suspension or dismissal if satisfactory progress is not made.

Students on academic probation who achieve a 2.00 GPA or above will be returned to a nonprobationary status.

## SUSPENSION

Students may be suspended if they do not meet Satisfactory Academic Progress. During the suspension period, the student will not be allowed to matriculate and is expected to work on academic deficiencies. To reinstate, students must provide documentation of academic improvement.

## CONTINUATION AS A NON-REGULAR STUDENT

If a student fails at any evaluation point to meet either the minimum academic achievement or successful course completion standards described above, the student may no longer continue at Johnson & Wales University as a regular student and is no longer eligible for federal and state student aid.

However, with approval by the Director of Academic Services, the student may continue as a non-regular student for a period of time not greater than one term and will not be eligible for federal, state or institutional student aid in order to retake courses or to practice skills at which the student was previously unsuccessful. During the period (not greater than one term) the student will be charged tuition consistent with stated tuition and fees.

## REINSTATEMENT AS A REGULAR STUDENT

If a student demonstrates that he or she is academically and motivationally prepared to continue in the program after retaking courses or practicing skills as a non-regular student for a period not greater than one term, the student may be reinstated as a regular student including eligibility for federal, state and institutional student aid. The Director of Academic Services and the Committee on Academic Standing must approve reinstatement based on evaluations made by instructors and academic counselors familiar with the work of the student. If reinstated as a regular student, the student will be placed on academic probation for at least one term.

Students who are academically dismissed before completing an A.S. degree may apply for reinstatement after earning an associate degree at an accredited post-secondary institution. A minimum of one term must pass between dismissal and reinstatement to a

regular student status under this circumstance. If reinstated as a regular student, the student will be placed on academic probation for at least one term.

## COURSE REPETITIONS AND INCOMPLETES

Grades earned or skills developed as a regular student or during the continuation period as a non-regular student (see this page) may be substituted for the previous course failures in the calculation of the student's grade point average. The repeated course will be calculated as a course attempted for purposes of determining satisfactory academic progress. Under no circumstances may the student extend as a regular student beyond one-and-one-half times the normal program length in order to complete the program.

### **Credit by Examination (CX)**

"Credit by Examination" grades are issued to students who have passed a departmental exam for specifically designated course(s) within a department.

### **Failure (F)**

"Failure" grades are issued to students who have maintained required attendance, but fail to achieve adequate scholastic progress. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect only the passing grade.

### **Incomplete (I)**

"Incompletes" or "I" grades are issued to students if they are unable to complete course requirements because of authorized absence (i.e., service commitment or illness). The outstanding work must be completed within two weeks of the exam class day (in business and hospitality classes or in an academic class in the College of Culinary Arts) or within six scheduled class days after the last class day (in a laboratory class in the College of Culinary Arts), or the grade will automatically become an "F" and the grade will be included in the grade point average.

### **Grade Pending (GP)**

A GP is issued as a temporary grade pending the completion of the course requirements.



A Grade Pending is not calculated into the cumulative average and is generally used under extenuating circumstances.

### **Prior Learning Credit (PL)**

Prior Learning Credit is issued to students who possess a minimum of five years of documented professional experience designated for specific course(s).

### **Withdrawal (W)**

A Withdrawal is the punitive grade issued to students who are not eligible for a W/P grade and who withdraw or are withdrawn from any scheduled course after the official withdrawal period of the college or school, or who withdraw from the University after the official mid-term date. This is a failing grade and is entered into the cumulative average. Upon the successful completion of the course at a later date, the cumulative average will reflect both the grade of “W” and the new grade.

Whenever a student withdraws from a course after the official withdrawal period, the course will be calculated as a course attempted for purposes of determining satisfactory academic progress.

### **Withdrawal/Pass (W/P)**

Withdrawal/Pass is issued to eligible students who withdraw (or are withdrawn for excessive absences) from any scheduled course after the official withdrawal period of the school or college, or who withdraw from the University after the official mid-term date for reasons other than extenuating. The W/P grade is not available for practicum courses, internships, externships or career co-ops.

To be eligible for a W/P in a particular course, the student may not have a grade of D+ or lower in the course and the student must otherwise be in good standing. Upon the successful completion of the course at a later date, the cumulative average will reflect only the new grade. Credits associated with W/P will count as credits attempted in the term and credit compliance calculations.

### **Proficiency Credit (P)**

Proficiency Credit is issued to students who have proven proficiency in a given subject area. This grade is not calculated into the cumulative average.

### **No Credit (NC)**

Non-punitive designation is issued to a student who has been authorized to withdraw from class or the University due to extenuating circumstances or a withdrawal from the University prior to midterm. A “No Credit” is not calculated into the cumulative average.

### **Audit (AU)**

Audits are issued to students who are permitted to “sit in” on a class for review purposes. A grade is not issued and the cumulative average is not affected.

### **MITIGATING CIRCUMSTANCES**

The Committee on Academic Standing may waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences beyond the control of the student. Documentation of the mitigating event and demonstration by the student of the adverse impact on the student’s satisfactory progress must be provided.

### **APPLICATION OF STANDARDS**

These satisfactory progress standards apply to all students, part-time or full-time, enrolled in the standard program. Satisfactory progress standards do not apply while the student has a non-regular student status (see page 39).

### **ACADEMIC APPEAL PROCEDURE**

Any appeals of the decision of the Committee on Academic Standing must be submitted to the Director of Academic Services. Appeals must be submitted in writing within seven days of notification. The Director of Academic Services and the Committee on Academic Standing will consider the appeal. All decisions will be final.

### **LEAVES OF ABSENCE**

Time for an approved leave of absence will not be included in the calculation of a student’s maximum program length.

## PASS/FAIL

Johnson & Wales University does not offer courses on a pass/fail basis.

## REMEDIAL COURSES

Remedial courses are not included in a student's program of study or GPA and therefore, will not affect satisfactory academic progress.

## UNIT OF CREDIT

The University measures satisfactory academic progress using the quarter credit hour system. One quarter credit hour equals 10 classroom hours of instruction, 20 hours of laboratory work, or 30 hours of experiential education.

## RESIDENCY REQUIREMENT

Candidates for associate degrees must earn their final 31.5 quarter hours of credit as enrolled students, half of which must be in the major area of study. Candidates for the Bachelor of Science Degree must earn their final 45 quarter hours of credit as enrolled students, of which 22.5 quarter hours' credit must be in the major area of study.

## GRADUATION REQUIREMENTS

Graduation requires successful completion of a prescribed sequence of study and a minimum grade point average of 2.00. The Committee on Academic Standing reviews all students each term for cumulative as well as term grade point averages.

Additionally, students enrolled in the College of Culinary Arts and The Hospitality College, who are required to take Sanitation Management (FM1060), must pass the National Restaurant Association's sanitation exam with a 75% or higher to fulfill graduation requirements.

All associate level degrees require the completion of a minimum of 90 quarter credits. All bachelor level degrees require a minimum of an additional ninety (90) quarter credits, for a total 180 quarter credits. While most

major programs have variations that require slightly more quarter credits for completion, no program requires fewer than the 90/180 quarter credit minimum.

All students must be current in all financial obligations to the University, including tuition, fees, and other expenses, before a diploma will be issued.

Permission to participate in commencement exercises does not imply that graduation requirements have been met.

## HONORS

At commencement exercises, eligible degree candidates receive cum laude, magna cum laude and summa cum laude recognition according to their academic program average. Students with the designated GPA are eligible to receive honors as follows: cum laude, 3.40 – 3.60; magna cum laude, 3.61 – 3.80; and summa cum laude, 3.81 – 4.00.

## TRANSFER & CAREER PREREQUISITES

Students who intend to transfer to other colleges or enroll in graduate schools after graduation must determine the requirements of those institutions and plan their programs of study accordingly. Johnson & Wales University makes no claim or guarantee for transfer credit to other academic institutions. Similarly, students who intend to take state or foreign business, trade, or professional licensing examinations should determine the prerequisites of those jurisdictions prior to selecting programs of study.

Students who are interested in transferring to J&W should see page 18 for information on transfer admissions.

## MODERN LANGUAGES

All students who wish to take a modern language either as a required course or as an elective are required to take a placement exam. This examination is normally administered

during freshman orientation and testing. The placement examination will also be scheduled at the beginning of each term for transfer and other incoming students.

## DEAN'S LIST

In recognition of scholastic achievement, full-time students (carrying a minimum of 12 quarter credit hours) at Johnson & Wales who have achieved a term GPA of 3.40 or above receive Dean's List commendation.

## HONORS PROGRAM

This program offers academically talented students the opportunity to explore challenging and stimulating courses. Eligible applicants must have taken two college prep mathematics courses and one college prep English course, maintained an average of B or better, placed in the top fourth of the high school graduating class, submitted SAT or ACT scores above the national average, and entered J&W in the fall.

Honors students will be enrolled in Honors sections of their freshman courses and may choose the Honors Option (H-Option) in other courses.

To receive an Honors designation upon graduation, students must successfully complete a number of freshman Honors courses in addition to some H-Option courses.

At the associate level, students must complete a total of six Honors/H-option courses for a designation. At the bachelor's level, students must complete a total of 12 Honors/H-option courses and submit a scholarly paper for a designation.

Students enrolled in the Honors Program often receive preference for on-campus interviews, tutorial positions, resident assistant positions, freshman housing and residence hall roommate assignments, and early graduation through accelerated coursework.

## ACADEMIC HONOR SOCIETIES

The **Silver Key Honor Society** recognizes full-time associate degree students who have achieved a 3.60 cumulative average for their first three terms of study.

The **Golden Quill Honor Society** recognizes full-time Bachelor of Science degree candidates who have achieved a 3.60 cumulative average for their first three terms of baccalaureate study.

**Alpha Beta Kappa** is a national honor society which recognizes superior student academic achievement, character and leadership. The society may also elect a limited number of faculty, staff and alumni as honorary members.

## ACADEMIC FUNCTIONS

**Orientation** for all new students is held each term before the start of classes. Activities include registration, academic orientation, social activities, distribution of photo identification cards, and meetings with administration, faculty and residence hall representatives. Orientation also includes placement testing.

**Commencement** is held at the end of each academic year. At these exercises, degree candidates are recognized. Participation in commencement exercises does not imply that graduation requirements are met.

## NOTICE OF NONDISCRIMINATION

Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, or disability, in admission to, access to, treatment of, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Compliance Officer, 8 Abbott Park Place, Providence, RI 02903, (401) 598-1423. Inquiries concerning the application of nondiscrimination policies may also be

referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 08-7010, 1244 Speer Blvd., Denver, CO 80204-3582.

(The term "sexual orientation" shall mean and be limited to having an orientation for or being identified as having an orientation for heterosexuality, bisexuality, or homosexuality. This Notice of Nondiscrimination shall not be interpreted to prohibit Johnson & Wales University from maintaining separate facilities, sports teams, housing, university-based social fraternities and sororities, and other programs and facilities, for males and females, in accordance with the provisions of Section 16-38-1.1 of the General Laws of Rhode Island, as the same may be amended from time to time. With respect to insurance benefits, housing, and other benefits that are based on documentable, legal, marital relationships, unmarried persons, whether heterosexual, bisexual, or homosexual, who are not legally married, shall not be eligible for such benefits.)

# Student Services

## CAREER SERVICES

The Career Services Office offers a variety of work programs and career services to assist students in obtaining successful employment at graduation and managing continued career success.

Programs include an annual Career Conference which is a part-time job fair and employee reception open to the entire student body.

A Professional Development course is taught to students to develop effective career planning, and assist in job search and career management skills. Professional Development instructors provide career counseling and guide students in the use of a career passport system. This system is a tool developed with employers that communicates employer expectations and provides students a program for building and demonstrating relevant workplace skills to prospective employers.

The Summer Work Experience Program (SWEP) is available to students interested in gaining valuable work experience at businesses and resorts across the country. Successful SWEP students are eligible to earn a scholarship contributed by participating employers and the University.

Cooperative Education opportunities are available in business, culinary arts and hospitality. Co-op is designed to provide students with a paid, practical work experience in their chosen fields of study, while at the same time allowing students to earn academic credit for the experience.

Each year, numerous companies from throughout the United States visit the campus to recruit graduating students. Many off-campus employer programs are also offered, providing graduates the opportunity to pursue several job search strategies.

Career services and planning opportunities are offered to students from their first day at

Johnson & Wales. Assistance is provided throughout the school year to ensure successful employment during the year and after graduation.

98 percent of Johnson & Wales graduates from the 50 states seeking employment within 60 days of graduation are employed within that time.

## OFFICE OF STUDENT ACHIEVEMENT

The Office of Student Achievement offers a variety of services to assist each student in preparation for graduation and career placement. This department's goal is to support students in their efforts to develop and maximize their talents, empower them to direct their own learning and lead them to pathways of success. With emphasis on success, graduates acquire lifelong behaviors and attitudes which are recognized by employers.

### SERVICES OFFERED:

- Academic, Personal and Career Counseling
- Student Achievement Center — Individual, Group Peer, and Professional Tutoring
- Coordinated Study Groups in Residence Halls
- Supplemental Instruction
- Workshops in Stress Management, Time Management, Wellness, Learning Strategy Instruction
- Accommodations for Special Needs Students with Appropriate Documentation, including, but not limited to:
  - Preferential Scheduling
  - Oral/Untimed Exams
  - Note-taking Accommodations
  - Tape Recorders Allowed in Class
  - Taped Texts
  - Support Groups

The Office of Student Achievement complements students' academic and technical training by sharpening their ability to position themselves in today's competitive marketplace. This is

accomplished with programs centered around personal and career success.

The resources of the Office of Student Achievement, coupled with experiential education in internships, practicums, externships, co-ops and part-time jobs, and the many services provided by Career Development, provide all students an opportunity to succeed with their independent job search or on-campus interviews.

At Johnson & Wales, our message to students is “Your Success is Our Success.” The Office of Student Achievement is a vehicle for ensuring student success while at Johnson & Wales and throughout life.

## HEALTH SERVICES

### Medical Records

The medical requirements for admission include: complete physical within one year, tetanus booster within ten years, evidence of two measles/mumps/rubella shots or blood test showing immunity, and a TB skin test within six months. These records must be complete prior to admission. Strongly recommended but not required immunizations include: hepatitis B, meningitis and chickenpox. All medical records are confidential and cannot be reviewed or released without written permission.

### Treatment

The Student Health Center is an outpatient medical facility offering general medical services, gynecology, dermatology, orthopedics, psychiatry, laboratory procedures, EKGs and diagnostic X-ray services. The Health Center on the Park Hill campus, located on the second floor of the Yegge Student Center, is open Monday through Friday, 8:30 a.m.–1:00 p.m. and 2:00 p.m.–5:00 p.m. In addition, students may use the Health Center at the University Park campus of Denver University at anytime, including Saturday from 9:00 a.m.–1:00 p.m. Scheduled campus shuttle transportation is available.

All full-time students are entitled to the following benefits at no charge:

- Unlimited office visits for illness or injury
- Unlimited gynecology office visits
- All lab work performed in-house
- Therapeutic injections, inhalation treatments for asthma
- Allergy shots
- Some medical supplies

(Please note: In-house X-rays require a co-payment.)

These additional services are available; however the student and/or the student's insurance will be responsible for any charges incurred:

- Immunizations
- Injections for contraceptive purposes
- Psychiatry, dermatology, gynecology specialists and orthopedic consultations
- Certain medical supplies
- Prescription medications

Specialized services may need to be administered at the University Park campus of Denver University.

## INTERNATIONAL STUDENT SERVICES

### Employment:

According to the rules and regulations set forth by the Immigration and Naturalization Service (INS), international students are allowed to work on campus part-time while school is in session, and full-time during vacation periods. In addition, international students must abide by the employment policies of the University.

Off-campus employment for international students is very limited and typically requires INS authorization. Students should consult the International Student Handbook for more detailed information.

**Graduation Program:** The Graduation Program is required of all graduating international students who will be returning home. Our aim is to give students the information they need to make the transition to their home country. The program will be held at the end of each

term and will give information concerning career development, alumni relations and reverse culture shock.

## **ORIENTATION**

Johnson & Wales University's annual fall orientation program is designed to help students become acquainted with college life and to facilitate a successful first-year experience. Students are introduced to many University administrators, faculty, staff and student leaders who provide valuable information on academic studies, student life and University policies.

Social activities are also scheduled throughout the three-day orientation program. Many are designed to help students meet other freshmen. Also, parents are invited to attend parent orientation meetings with University administrators during fall registration.

## **RESIDENTIAL LIFE (UNIVERSITY HOUSING)**

The Student Development Associate is responsible for all aspects of University Housing. Available to all students, Campus Community Leaders (CCLs) reside on campus to assist students with their residential living experience and transition from home to college.

CCLs act as resource persons; help promote community; plan educational, cultural and social programs; and help enforce community standards and the rules and regulations of the University. Students are asked to assist in maintaining a quality living environment and to communicate regularly with staff concerning maintenance and custodial concerns.

### **Residence Hall Access**

Residents will access the residence hall with the use of their identification and access card. Residents are authorized to offer entrance to their guests only. Knowingly offering entrance to or aiding entrance for a non-resident is a serious violation of residence hall policy. In addition, students are obligated to make all reasonable attempts to address

violations of residence hall safety (e.g. unprop a propped door), including reporting violations to Park Hill Campus Safety at 871-3000.

### **Resident Student Contract**

The Resident Student Contract is a contract, effective upon signing, which covers the entire academic year, even though room charges are payable by the term. Students in attendance at the University will be responsible for room charges for the entire academic year, even if the student does not occupy the room, for whatever reason, voluntary or involuntary, either prior to or during the academic year.

Students attending a term abroad, a co-op or externship will not be charged room and board fees for that term, but will be committed to the balance of the contract upon return.

The refund policy for official withdrawal from the University is listed on page 27. Students who re-enter the University in the same academic year will have their Resident Student Contracts take effect from the date of admittance.

### **Room Assignments**

Room assignments are in effect for the entire academic year, but students may request room changes at certain times during the term, based upon availability. The University, the student development associate or assigned designee, and the Student Conduct officers reserve the right to assign or reassign rooms as necessary.

Room assignments are made without regard to race, religion, color, national origin, age or sexual orientation. Several rooms are available for students with physical challenges or disabilities. The University does not place coed room requests.

### **Guest and Visitor Policy**

All resident students who have guests visiting University Housing must ensure that their guests comply with all rules and regulations of the University. Students will be held responsible for actions of their guests.

Non-resident and overnight guests are not permitted in residents' rooms during

established quiet hours (to be published by the Office of Student Development) without prior consent of roommates and registration with the Office of Student Development. In addition, no overnight guests may be registered on school nights (i.e. nights when regular University classes will be held the next day).

Students may request permission for their guest(s) to participate in University activities or events on campus. Requests should be made with the campus community leaders. Depending on the nature of the event, the student may be asked to sign in the guest upon admittance.

## **SAFETY & SECURITY**

The Park Hill Campus Safety Office provides campus coverage and patrols 24 hours a day, 365 days a year. The officers of the department provide crime prevention assistance and first response support for unusual incidents on campus. Incidents of an emergency nature should be reported to Denver Police at 911.

Students are encouraged to assist in their own personal safety and the safety of others by

- Considering personal property identification/protection when possible
- Traveling in well-lit areas and in groups
- Carrying ID, access card and room key at all times
- Avoiding illegal and/or excess use of alcohol or other drugs
- Unpropping propped doors
- Adhering to the guest and visitor policy
- Reading and understanding campus crime bulletins when advised.

Students who need help or have questions should call 871-3000 for assistance.

In compliance with the Student Right-to-Know and Campus Security Act, Johnson & Wales University publishes an Annual Security Report which discloses information about campus security policies and procedures, and statistics concerning whether certain crimes

took place on or adjacent to and accessible from the campus. A copy of the report may be obtained from the Admissions Office and/or Campus Safety Office.

## **TRANSPORTATION**

Johnson & Wales students may use the campus-to-campus shuttle between the Park Hill campus and the University Park campus of Denver University for transportation to an additional office of the Health Center and to recreation programs arranged by Student Life.

### **Public Buses**

The Regional Transportation District provides regular bus service through a six-county region which includes Denver County. For more information call (303) 299-6000. Discounted and monthly passes are available.

### **Rail**

Daily Amtrak service operates from Union Station at 18th and Wynkoop streets. Amtrak: (303) 534-2812; reservations: (800) USA-RAIL.

### **Air Travel**

Denver's airport is located less than 20 miles northeast of campus at 8500 Pena Blvd. Phone: (303) 222-2000.



# *Student Involvement*

The Office of Student Involvement serves multiple functions within the Johnson & Wales University community in support of student needs, activities and campus programs. The office provides professional support for Johnson & Wales students in their co-curricular pursuits, as well as exposure to and participation in social, cultural, educational and recreational programs. Some of the services that are presented by Student Involvement are:

- Student clubs and organizations
- Volunteer and community service opportunities
- Movie nights/dances
- Musical entertainment and concerts
- Special entertainment events (comedy, concerts, etc.)
- Leadership workshops and retreats
- Family Weekend, Spring Week and holiday celebrations
- Semi-formals and dinner banquets
- Student publications

Students are required to present their ID cards in order to participate in the Student Center and its programs and services.

## **INTRAMURAL SPORTS**

The University sponsors intramural floor hockey, volleyball, soccer, basketball and softball. Intramural sports are open to all Johnson & Wales students. Registration dates are posted at the beginning of each respective season in residence halls and the Student Center. Volunteers to officiate, keep score and assist with the intramural program are also invited to register and get involved.

The Student Center also has a fitness room. The following exercise equipment is available for your use:

- Weight-training machines
- Free weights
- Treadmill
- Aerodyne bicycle
- Stationary bicycle
- Rowing machine

## **CLUB/INTERCOLLEGIATE SPORTS**

- Roller hockey
- Men's basketball
- Women's basketball
- Baseball
- Men's soccer

## **RECREATION**

- Outdoor adventures program
- Self-defense classes
- Ski trips
- Yoga
- Aerobics

# Programs of Study

## ACCOUNTING

(College of Business)

### ASSOCIATE IN SCIENCE (A.S.) DEGREE

The Accounting associate degree program provides a solid introduction to accounting, preparing students for entry-level positions in departments such as accounting, bookkeeping or accounts payable of an organization.

Upon completion of the program, students are best prepared to continue their studies in the Accounting bachelor's degree program. Students have the option to select other College of Business bachelor's programs.

### BACHELOR OF SCIENCE (B.S.) DEGREE

The Accounting bachelor's degree program consists of extensive specialized accounting courses as well as related business subjects and general studies. The program is designed to prepare students for entry-level positions in public accounting firms and similarly challenging positions in private, governmental and nonprofit organizations. Positions include staff accountants in public accounting firms, or in finance, tax or cost departments.

Students enrolled in both the associate and bachelor's degree programs who maintain at least a 3.0 grade point average may have the opportunity to participate in several on-campus practicum opportunities. They receive hands-on experience by performing accounting functions for various University operations. Students participating in the Accounting Practicum may graduate with experience in payroll, accounts payable, accounts receivable, financial reporting and internal audit.

Students may also apply for a Selective Career Co-op in place of one term of classroom studies.

Students should use Bachelor of Science Program Career Track Electives and their Free Elective (a total of three-to-five courses) to create a meaningful, customized career

track. The University's Career Management System will facilitate these selections. Some appropriate selections are listed below:

#### Commercial Lending

FI3010	Credit Management
FI3050	International Banking & Finance
FI4010	Bank Management
MK2020	Business-to-Business Marketing

#### Financial Services Management

FI3050	International Banking & Finance
FI3060	Advanced Investment Practices
FI4010	Bank Management
IB3050	Export Procedures and Practices

#### Investment Services

FI2002	Mutual Funds
FI3050	International Banking & Finance
FI3060	Advanced Investment Practices
MK1011	Principles of Professional Selling

To maximize the benefits from choosing electives, and because of different state requirements, students desiring to sit for the Uniform Certified Public Accountants examination are urged to contact their faculty advisor early in the program.

## ACCOUNTING

A two-year program leading to the Associate in Science Degree.

MAJOR COURSES	CREDITS
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### College of Business Core

AC1001	Introduction to Accounting I & Lab	5.5
AC1002	Introduction to Accounting II & Lab	5.5
IB1001	Introduction to Global Business	4.5
MG1001	Principles of Management	4.5
MK1001	Principles of Marketing	4.5

### Focused Study

AC2011	Federal Taxes I	4.5
AC2021	Intermediate Accounting Topics I	4.5
AC2022	Intermediate Accounting Topics II	4.5
AC2031	Cost Accounting Procedures I	4.5

### RELATED PROFESSIONAL STUDIES

LW2001	Legal Environment of Business I	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5
TS1010	Microcomputer Applications	4.5

### GENERAL STUDIES — CORE

EN1001	An Introduction to Literary Genres	4.5
EN1020	English Composition	4.5
EN1021	Advanced Composition and Communication	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
Math	One math course at the MT1002 level or higher	4.5
Science	One science course from the following: SC1015 or SC3010	4.5

### GENERAL STUDIES — PROGRAM

EC1001	Macroeconomics	4.5
EC2002	Microeconomics	4.5
MT2001	Statistics	4.5

**Total Credits** **98.5**

**NOTE:** Students must have MT0001 or equivalent to enroll in MT1002 or higher.

### FOUR-YEAR OPTIONS:

- Accounting (see next column)
- Financial Services Management (see page 58)
- Management (see page 66)
- Marketing (see page 67)

## ACCOUNTING

A four-year program leading to the Bachelor of Science Degree for two-year **Accounting** program graduates.

### First two years:

Associate in Science Degree in Accounting (see previous column)	98.5
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### Third and fourth years:

MAJOR COURSES	CREDITS
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### College of Business Core

BU4020	Strategy	4.5
BU4030	Senior Seminar	4.5
Language	Language & Culture Lab, Parts I & II (select from German or Spanish)	2.0

### Focused Study

AC2023	Intermediate Accounting Topics III	4.5
AC3032	Cost Accounting Procedures II	4.5
AC3040	Auditing	4.5
AC3050	Advanced Accounting	4.5
AC3075	Financial Management	4.5
AC4060	Accounting Seminar	4.5

Select one FOCUSED STUDY from those listed on page 49. **18.0**

### RELATED PROFESSIONAL STUDIES

LW3002	Legal Environment of Business II	4.5
PD0010	Career Management Capstone	1.0

### GENERAL STUDIES — CORE

HI4020	American Government	4.5
LD3020	Creative Leadership	4.5
PH3040	Ethics of Business Leadership	4.5
PS2001	General Psychology	4.5
SO2001	Sociology I	4.5

### FREE ELECTIVES

Electives	Two courses selected from offerings within the University	9.0
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**Total Credits** **93.0**

**Four-Year Credit Total** **191.5**

## ACCOUNTING

A four-year program leading to the Bachelor of Science Degree for two-year **non-Accounting** program graduates.

### First two years:

Associate in Science Degree in other\*  
College of Business program 98.5

### Third and fourth years:

<b>MAJOR COURSES</b>	<b>CREDITS</b>
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#### College of Business Core

BU4020	Strategy	4.5
BU4030	Senior Seminar	4.5
Language	Language & Culture Lab, Parts I & II (select from German or Spanish)	2.0

#### Focused Study

AC2011	Federal Taxes I	4.5
AC2021	Intermediate Accounting Topics I	4.5
AC2022	Intermediate Accounting Topics II	4.5
AC2023	Intermediate Accounting Topics III	4.5
AC2031	Cost Accounting Procedures I	4.5
AC3032	Cost Accounting Procedures II	4.5
AC3040	Auditing	4.5
AC3050	Advanced Accounting	4.5
AC3075	Financial Management	4.5
AC4060	Accounting Seminar	4.5

Select one of the following:

AC3045	Internal Auditing	
AC3070	Accounting For Mutual Funds	4.5
AC3080	Forensic Accounting	
AC4050	International Accounting	

#### RELATED PROFESSIONAL STUDIES

LW3002	Legal Environment of Business II	4.5
PD0010	Career Management Capstone	1.0

#### GENERAL STUDIES — CORE

HI2002	World History Since 1500	4.5
LD3020	Creative Leadership	4.5
PH3040	Ethics of Business Leadership	4.5
PS2001	General Psychology	4.5
SO2001	Sociology I	4.5

#### GENERAL STUDIES — PROGRAM

MT2001	Statistics	4.5
Elective	One course selected from offerings within the School of Arts & Sciences or any other general studies course	4.5

Total Credits	97.5
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<b>Four-Year Credit Total</b>	<b>196.0</b>
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\* These Associate in Science Degree Programs include Business Administration and Marketing.

# **BAKING & PASTRY ARTS**

*(College of Culinary Arts)*

## **ASSOCIATE IN SCIENCE (A.S.) DEGREE**

The associate degree program in Baking & Pastry Arts provides students with practical education in baking and pastry production, while developing professionalism and excellence in academic achievement. Students progress through a program of study that builds proficiency in baking and pastry production, cost control, sanitation and food marketing. Hands-on training is paired with traditional academic courses resulting in a curriculum that is both dynamic and directly aligned with industry needs.

First-year Baking & Pastry Arts students rotate through one term of academics and two terms of hands-on laboratory classes. Students are introduced to techniques of combining basic ingredients to produce classical French pastries, basic breads, cakes and plated desserts.

The second year emphasizes advanced techniques in classical and international preparation and production of cakes, tortes, sugar work, chocolate and confections. Academic courses include Foundations of Leadership Studies, introduction to life science, communication skills and cost control.

Upon graduation from the Baking & Pastry Arts associate degree program, a variety of positions are attainable in hotels, clubs and resorts, high-volume production bakeries, independent bakeries, restaurants, contract bakeries, and wholesale pastry shops.

## **COOPERATIVE EDUCATION**

Eligible second-year Baking & Pastry Arts students may apply for a Selective Career Cooperative Education assignment in place of the Baking & Pastry Arts Internship. These paid cooperative education assignments allow students to gain academic credit as well as valuable work experience. Selected students work a minimum of 40 hours per week on a schedule established by their

co-op employer. To be eligible to apply for the domestic co-op program, students must maintain a cumulative grade point average of 2.75, maintain a clean record of behavior as defined by the Student Code of Conduct, and must have completed all prerequisite coursework.

Selected students are assigned to a pre-qualified co-op employer that represents a segment of the food service industry. These include hotels, restaurants, country clubs, resorts, spas, contract food service providers and casinos.

The international co-op experience offers a select group of Baking & Pastry Arts students a practical, work-related, experiential training opportunity at host company sites throughout the world, which are chosen by the University. In addition to meeting specific college eligibility requirements, students interested in completing co-op in a targeted country must exhibit the necessary conversational language skills of that country, must maintain a 3.25 cumulative grade point average and have a minimum of one year of work experience in a full-service bakery or similar experience in a hotel or resort.

## **TEACHING ASSISTANT AND FELLOW SCHOLARSHIP PROGRAM**

Each year, administrators at the College of Culinary Arts, in conjunction with the administration of Practicum Properties, select Teaching Assistant candidates from among the top students of the graduating class in the Culinary Arts and Baking & Pastry Arts associate degree programs. Students who are continuing their education at the University as Teaching Assistants must be enrolled in a day school program. Qualified Teaching Assistants may advance to Fellow during their senior year. These opportunities allow students to help defray the costs of advanced study while developing their supervisory/management skills.

## BAKING & PASTRY ARTS

A two-year program leading to the Associate in Applied Science Degree.

<b>MAJOR COURSES</b>	<b>CREDITS</b>
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PA1100	Introduction to Breads & Rolls	7.5
PA1200	Classical French Pastries	7.5
PA1300	Hot & Cold Dessert Presentations	7.5
PA1400	Introduction to Cake Decorating and Petits Fours	7.5
PA2100	Advanced Cake Decorating & Classical French Tortes	7.5
PA2200	Chocolate and Sugar Artistry & Showpieces	7.5

<b>Pastry Arts Applications*</b>	<b>15.0</b>
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PA2276	Pastry Arts Internship
PA2296	Pastry Arts Cooperative Education

### RELATED PROFESSIONAL STUDIES

FM1055	Baking Formula Technology	4.5
FM1060	Sanitation Management	2.0
FM1999	NRA Sanitation Certification Exam	0.0
FM2025	Food and Beverage Cost Control	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5

### GENERAL STUDIES

EN1020	English Composition	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
MT1002	A Survey of College Mathematics	4.5
SC1015	Introduction to Life Science	4.5

<b>Total Credits</b>	<b>95.5</b>
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**NOTE:** Students must have MT0001 or equivalent to enroll in MT1002 or higher.

\* Students select or are assigned to one of the Pastry Arts Applications for 15 quarter credit hours of the program.

### FOUR-YEAR OPTIONS:

- Baking & Pastry Arts (see Providence catalog)
- Culinary Arts (see Providence or Florida catalogs)
- Culinary Nutrition (see Providence catalog)
- Food Marketing (see Providence catalog)
- Food Service Entrepreneurship (see Providence catalog)
- Food Service Management (see page 60)

# BUSINESS ADMINISTRATION

(College of Business)

## ASSOCIATE IN SCIENCE (A.S.) DEGREE

The Business Administration associate degree program prepares students for a variety of business career options. It is an ideal course of study for those who plan to pursue a bachelor's degree but have not yet chosen a business career specialization.

Students enrolled in the program may elect to continue their education toward any College of Business Bachelor of Science Degree except International Business.

## BUSINESS ADMINISTRATION

A two-year program leading to the Associate in Science Degree.

MAJOR COURSES	CREDITS
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College of Business Core		
AC1021	Business Accounting I and Lab	5.5
AC1022	Business Accounting II and Lab	5.5
IB1001	Introduction to Global Business	4.5
MG1001	Principles of Management	4.5
MK1001	Principles of Marketing	4.5

Focused Study		
FI2020	Financial Services Management	4.5
MG2020	Organizational Behavior	4.5
MG2030	Production/Operations Management	4.5
MK1002	Consumer Behavior	4.5

RELATED PROFESSIONAL STUDIES		
LW2001	Legal Environment of Business I	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5
TS1010	Microcomputer Applications	4.5

GENERAL STUDIES — CORE		
EN1001	An Introduction to Literary Genres	4.5
EN1020	English Composition	4.5
EN1021	Advanced Composition and Communication	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
Math	One math course at the MT1002 level or higher	4.5
Science	One science course from the following: SC1015 or SC3010	4.5

GENERAL STUDIES — PROGRAM		
EC1001	Macroeconomics	4.5
EC2002	Microeconomics	4.5
MT2001	Statistics	4.5

<b>Total Credits</b>	<b>98.5</b>
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**NOTE:** Students must have MT0001 or equivalent to enroll in MT1002 or higher.

### FOUR-YEAR OPTIONS:

- Accounting (see page 50)
- Financial Services Management (see page 58)
- Management (see page 66)
- Marketing (see page 67)

# CULINARY ARTS

*(College of Culinary Arts)*

## ASSOCIATE IN SCIENCE (A.S.) DEGREE

The associate degree program in Culinary Arts provides students with practical education in food production, while developing professionalism and excellence in academic achievement. Students progress through a program of study that builds proficiency in food production and cooking, cost control, nutrition, sanitation and food marketing. Hands-on training is paired with traditional academic courses resulting in a curriculum that is both dynamic and directly aligned with industry needs.

The Culinary Arts program's first-year laboratory classes emphasize basic cooking and baking methods, as well as dining room procedures, while academic areas include mathematics, introduction to life science, English composition, community service, professional development and sanitation.

Second-year laboratories include advanced techniques in classical/international cuisines, garde manger, patisserie/dessert and dining room, as well as the academic areas of leadership, personalized nutrition management, communication skills, introduction to menu planning and cost control.

During Culinary Arts Internship at University-owned hotels and restaurants, including the Radisson Airport Hotel and the Johnson & Wales Inn, students participate in actual public food service operations in preparation for future careers.

Graduates of the associate degree program in Culinary Arts have the opportunity to gain immediate, successful employment in the food service industry, which would include a variety of positions in full service restaurants, hotels, clubs and resorts catering operations, quantity food production facilities, health spas and cruise lines.

Eligible graduates may apply for entrance into the Bachelor of Science in Baking & Pastry Arts, the Bachelor of Science in Culinary Arts, or the Bachelor of Science in Culinary Nutrition programs. Certain requirements pertain to each of these bachelor's degree programs,

which are noted in their respective program descriptions.

## COOPERATIVE EDUCATION

Eligible second-year students may apply for a Selective Career Cooperative Education placement in lieu of the Culinary Arts Externship. These paid co-ops allow students to gain academic credit as well as invaluable work experience. Selected students work a minimum of 40 hours per week at prestigious food service facilities nationwide such as Legal Sea Foods, Boston Harbor Hotel and Canyon Ranch Resort & Spa in Massachusetts, the Brown Palace and Keystone Resorts in Colorado, Callaway Gardens Resort in Georgia, RIHGA Royal Hotel in New York, Walt Disney World and Turnberry Isle Country Club in Florida, the Ritz-Carlton in Washington, D.C., Trump Hotels & Casino in New Jersey, Guest Services in Virginia, or Al Forno Restaurant and GTECH Corporation in Rhode Island. Students may also be placed at one of many Radisson, Hyatt, Four Seasons or Hilton Hotels throughout the country.

The Overseas Co-op Experience offers a select group of Culinary students a practical, work-related, experiential training opportunity at host company sites throughout the world which are chosen by the University. In addition to meeting specific college eligibility requirements, students interested in completing co-op in a targeted country must have the necessary conversational language skills required (two years).

## TEACHING ASSISTANT AND FELLOW SCHOLARSHIP PROGRAM

Each year, administrators at the Denver Campus select Teaching Assistant candidates from among the top students of the graduating class in the Culinary Arts associate degree program. Students who are continuing their education at the University as Teaching Assistants must be enrolled in a day school program. Qualified Teaching Assistants may advance to Fellow during their senior year. These opportunities allow students to help defray the costs of advanced study while developing their supervisory/management skills.



## CULINARY ARTS

A two-year program leading to the Associate in Applied Science Degree.

MAJOR COURSES		CREDITS
CA1315	Stocks and Sauces	3.0
CA1325	Essentials of Dining Room	3.0
CA1335	Continental Cuisine	3.0
CA1345	Introduction to Baking & Pastry	3.0
CA1355	American Regional Cuisine	3.0
CA1365	Principles of Beverage Service	3.0
CA1375	Nutrition & Sensory Analysis	3.0
CA1385	Principles of Food Service	
	Production	3.0
CA1395	Storeroom Operations	3.0
CA1405	Skills of Meatcutting	3.0
CA2215	Garde Manger	3.0
CA2225	Classical French Cuisine	3.0
CA2235	Advanced Dining Room Procedures	3.0
CA2245	International Cuisine	3.0
CA2255	Advanced Patisserie/Desserts	3.0

<b>CULINARY ARTS APPLICATIONS*</b>		<b>15.0</b>
CA2176	Culinary Arts Externship	
CA2296	Culinary Arts Cooperative Education	

### RELATED PROFESSIONAL STUDIES

FM1060	Sanitation Management	2.0
FM1999	NRA Sanitation Certification Exam	0.0
FM2045	Introduction to Menu Planning and Cost Controls	4.5
FM2050	Personalized Nutrition Management	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5

### GENERAL STUDIES

EN1020	English Composition	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
MT1002	A Survey of College Mathematics	4.5
SC1015	Introduction to Life Science	4.5

**Total Credits** **95.5**

\* Students select or are assigned to one of the Culinary Arts applications for 15 quarter credit hours of the program.

**NOTE:** Students must have MT0001 or equivalent to enroll in MT1002.

### FOUR-YEAR OPTION:

- Food Service Management (see page 60)

## GARNISH YOUR DEGREE

### 12-MONTH PROGRAM IN CULINARY ARTS

Johnson & Wales University offers a specialized, limited enrollment, culinary arts program for college graduates in Denver, Colorado. This program leads to the Associate in Applied Science Degree.

The Garnish Your Degree Culinary Arts degree program is designed to provide hospitality graduates an opportunity to expand their knowledge in the area of food service, and graduates of other disciplines an opportunity to acquire the education they need for a career change.

The program consists of four terms beginning in September. Terms I, II and III consist of laboratory and related professional studies classes. During Term IV, students will take co-op or externship. Academic areas include menu planning and cost controls, nutrition and sanitation, as well as professional development, where students are introduced to a career passport system.

Students begin to use skills acquired in the first, second and third terms by participating in a cooperative educational experience. Cooperative education at approved sites will provide practical, on-the-job training with opportunities for a variety of experiences in both kitchen preparation areas and front-of-the-house operations.

## GARNISH YOUR DEGREE

### CULINARY ARTS

A 12-month program leading to the Associate in Applied Science Degree.

MAJOR COURSES		CREDITS
CA1315	Stocks and Sauces	3.0
CA1325	Essentials of Dining Room	3.0
CA1335	Continental Cuisine	3.0
CA1345	Introduction to Baking & Pastry	3.0
CA1355	American Regional Cuisine	3.0
CA1365	Principles of Beverage Service	3.0
CA1375	Nutrition & Sensory Analysis	3.0
CA1385	Principles of Food Service Production	3.0
CA1395	Storeroom Operations	3.0
CA1405	Skills of Meatcutting	3.0
CA2215	Garde Manger	3.0
CA2225	Classical French Cuisine	3.0
CA2235	Advanced Dining Room Procedures	3.0
CA2245	International Cuisine	3.0
CA2255	Advanced Patisserie/Dessert	3.0

**CULINARY ARTS APPLICATIONS\*\*** **15.0**

CA2176 Culinary Arts Externship

#### RELATED PROFESSIONAL STUDIES

FM1060	Sanitation Management	2.0
FM1999	NRA Sanitation Certification Exam	0.0
FM2045	Introduction to Menu Planning and Cost Controls	4.5
FM2050	Personalized Nutrition Management	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5

#### GENERAL STUDIES

*EN1020	English Composition	4.5
*EN1030	Communication Skills	4.5
*LD2001	Foundations of Leadership Studies	4.5
*MT1002	A Survey of College Mathematics	4.5
*SC1015	Introduction to Life Science	4.5

**Total Credits** **95.5**

\* Transfer credit is required for these courses.

\*\* Students select or are assigned to one of the Culinary Arts applications for 15 quarter credit hours of the program.

# FINANCIAL SERVICES MANAGEMENT

(College of Business)

## BACHELOR OF SCIENCE (B.S.) DEGREE

Graduates of the Financial Services Management bachelor's degree program may focus on advanced studies leading to positions in the investment, banking, insurance, and real estate industries.

Students should use Bachelor of Science Program Career Track Electives and their Free Elective (a total of three-to-five courses) to create a meaningful, customized career track. The University's Career Management System will facilitate these selections.

### Commercial Lending

FI3010	Credit Management
FI3050	International Banking & Finance
FI4010	Bank Management
MK2020	Business-to-Business Marketing

### Investment Services

FI2002	Mutual Funds
FI3060	Advanced Investment Practices
FI3050	International Banking & Finance
MK1011	Principles of Professional Selling

## FINANCIAL SERVICES MANAGEMENT

A four-year program leading to the Bachelor of Science Degree for two-year **non-Financial Services Management** graduates.

### First two years:

Associate in Science Degree in other* College of Business program	98.5
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### Third and fourth years:

MAJOR COURSES	CREDITS
<b>College of Business Core</b>	
BU4020 Strategy	4.5
BU4030 Senior Seminar	4.5
IB4099 International Business Experience**	13.5
Language Language & Culture Lab, Parts I & II (select from German or Spanish)	2.0
<b>Focused Study</b>	
EC3040 Money and Banking	4.5
FI2020 Financial Services Management	4.5
FI4089 Financial Services Career Focus Program	13.5
Career Track Two electives selected to create a customized career track in Electives Financial Services Management	9.0

### RELATED PROFESSIONAL STUDIES

AC3020 Managerial Finance	4.5
LW3002 Legal Environment of Business II	4.5
MG3030 Managerial Technology	4.5
PD0010 Career Management Capstone	1.0

### GENERAL STUDIES — CORE

LD3020 Creative Leadership	4.5
PH3040 Ethics of Business Leadership	4.5
PS2001 General Psychology	4.5
SO2001 Sociology I	4.5
HI2002 World History Since 1500	4.5

### FREE ELECTIVE

One course selected from offerings within the University.	4.5
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Total Credits	97.5
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### Four-Year Credit Total 196.0

\* These Associate in Science Degree Programs include Accounting, Business Administration and Marketing.

\*\* Students who meet eligibility criteria may elect Summer Term Abroad (TA4089), International Co-op (BU4099) or Summer Work Abroad (IB4020, BU4096). Otherwise, students must take one International Business course and two courses selected from the College of Business.

# FOOD & BEVERAGE MANAGEMENT

(The College of Culinary Arts and  
The Hospitality College)

## ASSOCIATE IN SCIENCE (A.S.) DEGREE

The Food & Beverage Management associate degree program provides students with a unique combination of culinary skills and hospitality management knowledge. Students broaden their understanding of the industry through hands-on culinary classes in cuisine, baking & pastry, and dining room essentials, as well as academic studies in management, hospitality law, human resources & diversity leadership and accounting. Students culminate their experience by spending a term in a food service management practicum.

Upon completion of the program, students have the opportunity to enter the food service industry, or may choose to continue their studies in the Food Service Management bachelor's degree program.

The Food Service Management bachelor's degree program prepares graduates for management challenges in the diverse, fast-paced and rapidly changing food service industry. This curriculum provides ample opportunity for the food service professionals of tomorrow to build their leadership and management abilities, critical thinking skills, problem solving techniques, strong financial analysis skills and customer awareness. The Food Service Management degree develops a solid management philosophy in its graduates and prepares them for exciting and rewarding careers in the food service industry.

## FOOD & BEVERAGE MANAGEMENT

A two-year program leading to the Associate in Science Degree.

MAJOR COURSES		CREDITS
CA1315	Stocks and Sauces	3.0
CA1325	Essentials of Dining Room	3.0
CA1335	Continental Cuisine	3.0
CA1345	Introduction to Baking & Pastry	3.0
CA1355	American Regional Cuisine	3.0
FM1001	Introduction to the Food Service Field	4.5
FM1060	Sanitation Management	2.0
FM1070	Foods I	4.5
FM1999	NRA Sanitation Certification Exam	0.0
FM2080	Food Service Operations	4.5
FM2098	Food Service Management Externship	13.5
HM2011	Hospitality Sales and Meeting Management	4.5
HM2030	Hospitality Human Resource and Diversity Leadership	4.5

### RELATED PROFESSIONAL STUDIES

AC1011	Hospitality Accounting I and Lab	5.5
AC1012	Hospitality Accounting II and Lab	5.5
LW2010	Hospitality Law	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5

### GENERAL STUDIES

EN1001	An Introduction to Literary Genres	4.5
EN1020	English Composition	4.5
EN1021	Advanced Composition and Communication	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
MT1002	A Survey of College Mathematics	4.5
SC3010	Environmental Science	4.5

**Total Credits** **102.0**

**NOTE:** Students must have MT0001 or equivalent to enroll in MT1002.

### FOUR-YEAR OPTION:

- Food Service Management (see page 61)

# FOOD SERVICE MANAGEMENT

(The Hospitality College)

## BACHELOR OF SCIENCE (B.S.) DEGREE

The Food Service Management program prepares graduates for management challenges in the diverse, fast paced and rapidly changing food service industry. This curriculum provides ample opportunity for the food service professionals of tomorrow to build upon their leadership and management abilities, critical thinking skills, problem solving techniques, financial analysis skills and customer awareness. The Food Service Management degree develops a solid management philosophy in its graduates and prepares them for bright and rewarding careers in the food service industry. Graduates of the Food Service Management bachelor's degree program can attain positions as restaurant managers, kitchen managers/sous chefs, food & beverage directors, catering managers, banquet managers, room service managers, or dining room managers, depending upon the associate degree received and/or concentrations selected.

In bachelor's degree programs, students focus their studies by choosing a concentration. The following may be of particular interest to Food Service Management majors:

The Food & Beverage Concentration allows students to focus on the food and beverage segment of the hospitality industry. Courses are ideal for candidates interested in working with beverage, non-commercial or chain-franchise operations.

## FOOD SERVICE MANAGEMENT

A four-year program leading to the Bachelor of Science Degree for two-year **Baking & Pastry Arts** or **Culinary Arts** program graduates.

### First two years:

Associate in Science degree in Culinary Arts (see page 56) 95.5

### Third and fourth years:

MAJOR COURSES		CREDITS
FM3001	The Management of Food Service Systems	4.5
FM3070	Contemporary Issues in the Food Service Industry	4.5
FM4061	Advanced Food Service Operations Management	4.5
HM3050	Hospitality Strategic Marketing	4.5
HM4060	Hospitality Management Seminar	4.5
Hospitality Electives	Three courses selected from offerings within the Hospitality College	13.5

### RELATED PROFESSIONAL STUDIES

AC1011	Hospitality Accounting I and Lab	5.5
AC1012	Hospitality Accounting II and Lab	5.5
AC3025	Hospitality Financial Management and Lab	5.5
LW2010	Hospitality Law	4.5
PD0010	Career Management Capstone	1.0

### GENERAL STUDIES

EC1001	Macroeconomics	4.5
EC2002	Microeconomics	4.5
EN1001	An Introduction to Literary Genres	4.5
EN1021	Advanced Composition and Communication	4.5
LD3020	Creative Leadership	4.5
MT2001	Statistics	4.5
PH3040	Ethics of Business Leadership	4.5
PS2001	General Psychology	4.5
SO2001	Sociology I	4.5

Total Credits 98.5

**Four-Year Total Credits 194.0**

## FOOD SERVICE MANAGEMENT

A four-year program leading to the Bachelor of Science Degree for two year **Food & Beverage Management** program graduates.

### First two years:

Associate in Science Degree in  
Food & Beverage Management (see page 59) 102.0

### Third and fourth years:

<b>MAJOR COURSES</b>	<b>CREDITS</b>
FM3010 Beverage Service Management	4.5
FM3070 Contemporary Issues in the Food Service Industry	4.5
FM4061 Advanced Food Service Operations Management	4.5
HM3050 Hospitality Strategic Marketing	4.5
HM4060 Hospitality Management Seminar	4.5
Hospitality Three courses selected from Concentr. declared concentration	13.5
Hospitality Three courses selected from Electives offerings within the Hospitality College	13.5

### RELATED PROFESSIONAL STUDIES

AC3025 Hospitality Financial Management and Lab	5.5
PD0010 Career Management Capstone	1.0

### GENERAL STUDIES

EC1001 Macroeconomics	4.5
EC2002 Microeconomics	4.5
HI2002 World History Since 1500	4.5
LD3020 Creative Leadership	4.5
MT2001 Statistics	4.5
PH3040 Ethics of Business Leadership	4.5
PS2001 General Psychology	4.5
SO2001 Sociology I	4.5

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Total Credits	92.0
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**Four-Year Credit Total 194.0**

# HOTEL MANAGEMENT

(The Hospitality College)

## ASSOCIATE IN SCIENCE (A.S.) DEGREE

The Hotel Management associate degree combines hospitality management knowledge with specialized skill-based training in hotel operations. An integral component of the program is a term-long externship experience at a University-partner lodging establishment. During these 11 weeks, students receive practical, on-the-job experience in such areas as: front desk operations, night audit, reservations and food and beverage operations.

Upon completion of the program, students have the opportunity to enter the hotel industry, or may choose to continue their studies in the Hotel Management bachelor's degree program.

The Hotel Management bachelor's degree focuses on contemporary issues relating to strategic management in the lodging industry. The program allows students to pursue concentrations and career co-ops in specific fields of study to enhance their career opportunities. This four-year program prepares students for entry-level employment in management trainee and supervisory positions at hotels, restaurants, public institutions and private clubs, with opportunity for advancement to upper-level management positions.

# HOTEL MANAGEMENT

A two-year program leading to the Associate in Science Degree.

MAJOR COURSES		CREDITS
FM1060	Sanitation Management	2.0
FM1070	Foods I	4.5
FM1999	NRA Sanitation Certification Exam	0.0
FM2040	Guest Service Systems	4.5
FM2080	Food Service Operations	4.5
HM1001	Introduction to the Hospitality Field	4.5
HM1010	Front Office Operations	4.5
HM1011	Hospitality Information Technology	4.5
HM2011	Hospitality Sales and Meeting Management	4.5
HM2030	Hospitality Human Resource and Diversity Leadership	4.5
HM2098	Hotel Externship	13.5

## RELATED PROFESSIONAL STUDIES

AC1011	Hospitality Accounting I and Lab	5.5
AC1012	Hospitality Accounting II and Lab	5.5
LW2010	Hospitality Law	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5

## GENERAL STUDIES

EN1001	An Introduction to Literary Genres	4.5
EN1020	English Composition	4.5
EN1021	Advanced Composition and Communication	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
MT1002	A Survey of College Mathematics	4.5
SC3010	Environmental Science	4.5

**Total Credits** **100.5**

**NOTE:** Students must have MT0001 or equivalent to enroll in MT1002.

## FOUR-YEAR OPTION:

- Hotel Management (see next page)

## BACHELOR OF SCIENCE (B.S.) DEGREE

The Hotel Management bachelor's degree focuses on contemporary issues relating to strategic management in the lodging industry. The program allows students to pursue concentrations and career co-ops in specific fields of study to enhance their career opportunities. This four-year program prepares students for entry-level employment in management trainee and supervisory positions at hotels, restaurants, public institutions and private clubs, with opportunity for advancement to upper-level management positions.

In bachelor's degree programs, students focus their studies by choosing a concentration. One of the following may be of particular interest to Hotel Management majors:

The Hospitality Sales & Meeting Management Concentration allows students to focus on the sales and meetings segment of the hospitality industry. Courses are ideal for candidates interested in working with hotels, associations, meeting planners and tourism-related facilities in a sales and meetings capacity.

The Rooms Division Management Concentration allows students to gain an in-depth view of the lodging segment of the hospitality industry. Courses are ideal for candidates interested in working with or developing corporate, hotel or airport properties.

The Resort Management Concentration focuses on preparing students for positions in the resort segment of the hospitality industry. Courses are ideal for candidates interested in working with recreation, tourism and lodging operations.

## HOTEL MANAGEMENT

A four-year program leading to the Bachelor of Science Degree for two-year **Hotel Management** program graduates.

### First two years:

Associate in Science degree in  
Hotel Management (see previous page) 100.5

### Third and fourth years:

MAJOR COURSES		CREDITS
FM4060	Hospitality Operations Management	9.0
HM3050	Hospitality Strategic Marketing	4.5
HM3070	Contemporary Issues in the Hotel/Restaurant Industry	4.5
HM4060	Hospitality Management Seminar	4.5
Hospitality	Three courses selected from	
Concentr.	declared concentration	13.5
Hospitality	Three courses selected from	
Electives	offerings within the Hospitality College	13.5

### RELATED PROFESSIONAL STUDIES

AC3025	Hospitality Financial Management and Lab	5.5
PD0010	Career Management Capstone	1.0

### GENERAL STUDIES

EC1001	Macroeconomics	4.5
EC2002	Microeconomics	4.5
HI2002	World History Since 1500	4.5
LD3020	Creative Leadership	4.5
MT2001	Statistics	4.5
PH3040	Ethics of Business Leadership	4.5
PS2001	General Psychology	4.5
SO2001	Sociology I	4.5

Total Credits	92.0
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<b>Four-Year Total Credits</b>	<b>192.5</b>
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# INTERNATIONAL BUSINESS

(College of Business)

## BACHELOR OF SCIENCE (B.S.) DEGREE

International Business (IB) is a rigorous program designed for honors-eligible students. Students can expect to spend portions of their studies on at least three different continents. They will also become business fluent in a *new*, global business language and culture. Global business languages include English, Spanish or German. This new language requirement pertains to all IB students, regardless of current language expertise.

The first two years of this program introduce students to the world of international business, complemented by general education and specific language study. The final two years offer more advanced business courses with an international experience emphasis.

Students are expected to have direct experience on three continents through an individual term abroad, the International Business Experience (IB4099) and the unique Language & Culture Immersion Program (IB4070).

To qualify for acceptance in this program, students must meet the following criteria upon admission to the University:

1. Have taken two college-preparatory mathematics courses and one college-preparatory English class. International students must show adequate preparation for honors math.
2. Possess "B" or better average in high school, or for transfer students, from an applicable college or university program. International students must possess "B" or better in an international grading system.
3. Place in the top 25 percent of their high school graduating class.
4. Submit SAT scores above the national average. International students should submit SAT scores, if available. English proficiency will be considered.

5. Enter J&W in the September. Entering this program in a term other than September could possibly affect your course sequencing and delay graduation. Please work with your academic advisor after arrival to develop a study plan which will minimize any scheduling problems.

To remain in this program, the student's cumulative GPA must remain above 2.75, after the second term.

Admission standards may vary for international and transfer students.

The graduate of the four-year International Business program is trained to assume entry-level management positions with firms operating in the global environment.

Students should use Bachelor of Science Program Career Track Electives and their Free Elective (a total of three-to-five courses) to create a meaningful, customized career track. The University's Career Management System will facilitate these selections. Some appropriate selections are listed below:

### **Business-to-Business Selling**

MG2040	Purchasing & Supply Chain Management
MK1011	Principles of Professional Selling
MK2012	Sales Management
MK2020	Business-to-Business Marketing

### **Human Resource Management**

MG2001	Human Resource Management
MG3050	Compensation and Benefit Management
MG3060	Human Resources Training & Development
MG4070	Human Resources Management Strategy

### **Marketing Management**

MK1002	Consumer Behavior
MK2020	Business-to-Business Marketing
MK3005	Brand Marketing
MK4001	Strategic Marketing
MK4030	International Marketing

### **Operations Management**

IB3050	Export Procedures and Practices
MG2030	Service and Production Management
MG3040	Process and Quality Management
MG4050	Operations Management Strategy

## INTERNATIONAL BUSINESS\*

A four-year program leading the Bachelor of Science Degree in International Business.

MAJOR COURSES	CREDITS
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### College of Business Core

AC1021	Business Accounting I and Lab	5.5
AC1022	Business Accounting II and Lab	5.5
BU4020	Strategy	4.5
BU4030	Senior Seminar	4.5
IB1001	Introduction to Global Business	4.5
MG2120	Accelerated Management	4.5
MK1001	Principles of Marketing	4.5

### Focused Study

IB2002	International Business	4.5
IB2020	Seminar on the European Union	4.5
IB2040	International Culture & Protocol	4.5
IB4070	Language & Culture Immersion Program	13.5
IB4099	International Business Experience**	13.5
Career Track	Four electives selected to create a customized career track.	
Electives	See previous page for suggestions.	18.0
L Elect	Language I & II***	9.0

### RELATED PROFESSIONAL STUDIES

AC3020	Managerial Finance	4.5
LW2001	Legal Environment of Business I	4.5
LW3002	Legal Environment of Business II	4.5
MG3030	Managerial Technology	4.5
PD0005	Career Planning	0.5
PD0010	Career Management Capstone	1.0
PD1003	Introduction to Career Management	1.5

### GENERAL STUDIES — CORE

EN1001	Introduction to Literary Genres	4.5
EN1020	English Composition	4.5
EN1021	Advanced Composition and Communication	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
LD3020	Creative Leadership	4.5
MT1H30	Quantitative Analysis I	4.5
PH3040	Ethics of Business Leadership	4.5
PS2001	General Psychology	4.5
SO2001	Sociology I	4.5
HI2002	World History Since 1500	4.5
Science	One science course from the following: SC1015 or SC3010	4.5

### GENERAL STUDIES — PROGRAM

EC1001	Macroeconomics	4.5
EC2002	Microeconomics	4.5
MT2001	Statistics	4.5

### FREE ELECTIVE

One course selected from offerings within the University	4.5
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**Total Credits 194.0**

\* Students must satisfy admissions criteria to enter the International Business program, and must maintain a cumulative GPA of 2.75 to remain enrolled in this program.

\*\* Students who meet eligibility criteria may elect Summer Term Abroad (TA4089), International Co-op (BU4099) or Summer Work Abroad (IB4020, BU4096). Otherwise, students must take one International Business course and two courses selected from the College of Business.

\*\*\* Students may choose from German and Spanish.

**NOTE:** Students must have MT0001 or equivalent to enroll in the following courses: MT1002 or MT1020.

# MANAGEMENT

(College of Business)

## BACHELOR OF SCIENCE (B.S.) DEGREE

The four-year Management program prepares students for a variety of responsible managerial positions in business and industry. The graduate of the four-year program in Management can expect to be offered employment that will allow rapid advancement with a wide range of firms.

Students should use Bachelor of Science Program Career Track Electives and their Free Elective (a total of three-to-five courses) to create a meaningful, customized career track. The University's Career Management System will facilitate these selections. Some appropriate selections are listed below:

### Human Resource Management

MG2001	Human Resource Management
MG3050	Compensation and Benefit Management
MG3060	Human Resources Training & Development
MG4070	Human Resources Management Strategy

### Operations Management

IB3050	Export Procedures and Practices
MG2030	Service and Production Management
MG3040	Process and Quality Management
MG4050	Operations Management Strategy

# MANAGEMENT

A four-year program leading to the Bachelor of Science Degree for two-year **non-Management** graduates:

### First two years:

Associate in Science Degree in other* College of Business program	98.5
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### Third and fourth years:

MAJOR COURSES	CREDITS
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#### College of Business Core

BU4020	Strategy	4.5
BU4030	Senior Seminar	4.5
IB4099	International Business Experience**	13.5
Language	Language & Culture Lab, Parts I & II (select from German or Spanish)	2.0

#### Focused Study

MG2020	Organizational Behavior	4.5
MG3040	Process and Quality Management	4.5
MG4089	Global Management Career Focus Program	13.5
MG2030	Service & Production Operations Management, AND	
MG4050	Operations Management Strategy OR	9.0
MG2001	Human Resources Management AND	
MG4070	Human Resources Management Strategy	
Career Track Elective	One elective selected to create a customized career track in Operations Management or Human Resources Management	4.5

#### RELATED PROFESSIONAL STUDIES

AC3020	Managerial Finance	4.5
LW3002	Legal Environment of Business II	4.5
MG3030	Managerial Technology	4.5
PD0010	Career Management Capstone	1.0

#### GENERAL STUDIES — CORE

LD3020	Creative Leadership	4.5
PH3040	Ethics of Business Leadership	4.5
PS2001	General Psychology	4.5
SO2001	Sociology I	4.5
HI2002	World History Since 1500	4.5

#### FREE ELECTIVE

Elective	One course selected from offerings within the University	4.5
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Total Credits	102.0
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<b>Four-Year Credit Total</b>	<b>200.5</b>
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\* These Associate in Science Degree Programs include Accounting, Business Administration and Marketing.

\*\* Students who meet eligibility criteria may elect Summer Term Abroad (TA4089), International Co-op (BU4099) or Summer Work Abroad (IB4020, BU4096). Otherwise, students must take one International Business course and two courses selected from the College of Business.

# MARKETING

(College of Business)

## ASSOCIATE IN SCIENCE (A.S.) DEGREE

The Marketing associate degree program provides a solid introduction to marketing, preparing students for entry-level positions in the sales industry. Upon completion, students have the opportunity to continue their studies in the Marketing bachelor's degree program.

## BACHELOR OF SCIENCE (B.S.) DEGREE

Graduates of the Marketing bachelor's degree program are prepared for entry-level positions in sales, market research, market analysis and product development in the retail, wholesale and manufacturing environment.

As a candidate for a Bachelor of Science Degree in Marketing, students may apply for a Selective Career Co-op with a cooperating business firm in place of one term of college studies.

### Business-to-Business Selling

MG2040	Purchasing & Supply Chain Management
MK1011	Principles of Professional Selling
MK2012	Sales Management
MK2020	Business-to-Business Marketing

### Marketing Management

MK1002	Consumer Behavior
MK2020	Business-to-Business Marketing
MK3005	Brand Marketing
MK4001	Strategic Marketing
MK4030	International Marketing

### Operations Management

IB3050	Export Procedures and Practices
MG2030	Service and Production Management
MG3040	Process and Quality Management
MG4050	Operations Management Strategy

# MARKETING

A two-year program leading to the Associate in Science Degree.

## MAJOR COURSES

## CREDITS

### College of Business Core

AC1021	Business Accounting I and Lab	5.5
AC1022	Business Accounting II and Lab	5.5
IB1001	Introduction to Global Business	4.5
MG1001	Principles of Management	4.5
MK1001	Principles of Marketing	4.5

### Focused Study

MK1002	Consumer Behavior	4.5
MK1011	Principles of Professional Selling	4.5
MK2020	Business-to-Business Marketing	4.5
MK3005	Brand Marketing	4.5

### RELATED PROFESSIONAL STUDIES

LW2001	Legal Environment of Business I	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5
TS1010	Microcomputer Applications	4.5

### GENERAL STUDIES — CORE

EN1001	An Introduction to Literary Genres	4.5
EN1020	English Composition	4.5
EN1021	Advanced Composition and Communication	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
Math	One math course at the MT1002 level or higher	4.5
Science	One science course from the following: SC1015 or SC3010	4.5

### GENERAL STUDIES — PROGRAM

EC1001	Macroeconomics	4.5
EC2002	Microeconomics	4.5
MT2001	Statistics	4.5

### Total Credits

**98.5**

**NOTE:** Students must have MT0001 or equivalent to enroll in the following courses: MT1002 or MT1020.

### FOUR-YEAR OPTIONS:

- Accounting (see page 50)
- Financial Services Management (see page 58)
- Management (see page 66)
- Marketing (see page 67)

## MARKETING

A four-year program leading to the Bachelor of Science Degree for two-year **Marketing** program graduates.

### First two years:

Associate in Science Degree in Marketing  
(see previous column) 98.5

### Third and fourth years:

MAJOR COURSES	CREDITS
<b>College of Business Core</b>	
BU4020 Strategy	4.5
BU4030 Senior Seminar	4.5
IB4099 International Business Experience*	13.5
Language Language & Culture Lab, Parts I & II (select from German or Spanish)	2.0
<b>Focused Study</b>	
MK4089 Marketing Career Focus Program	13.5
Career Track Four electives selected to create a customized career	
Electives track in Marketing	18.0

### RELATED PROFESSIONAL STUDIES

AC3020 Managerial Finance	4.5
LW3002 Legal Environment of Business II	4.5
MK3040 Electronic Commerce	4.5
PD0010 Career Management Capstone	1.0

### GENERAL STUDIES — CORE

LD3020 Creative Leadership	4.5
PH3040 Ethics of Business Leadership	4.5
PS2001 General Psychology	4.5
SO2001 Sociology I	4.5
HI2002 World History Since 1500	4.5

### FREE ELECTIVE

One course selected from offerings within the University 4.5

**Total Credits 97.5**

**Four-Year Credit Total 196.0**

\* Students who meet eligibility criteria may elect Summer Term Abroad (TA4089), International Co-op (BU4099) or Summer Work Abroad (IB4020, BU4096). Otherwise, students must take one International Business course and two courses selected from the College of Business.

## MARKETING

A four-year program leading to the Bachelor of Science Degree for two-year **non-Marketing** graduates.

### First two years:

Associate in Science Degree in other\*  
College of Business program. 98.5

### Third and fourth years:

MAJOR COURSES	CREDITS
<b>College of Business Core</b>	
BU4020 Strategy	4.5
BU4030 Senior Seminar	4.5
IB4099 International Business Experience**	13.5
Language Language & Culture Lab, Parts I & II (select from German or Spanish)	2.0
<b>Focused Study</b>	
MK1002 Consumer Behavior	4.5
MK2020 Business-to-Business Marketing	4.5
MK3005 Brand Marketing	4.5
MK4089 Marketing Career Focus Program	13.5
Career Track One elective from the College of Business selected to create a customized career	
Elective track in Marketing	4.5

### RELATED PROFESSIONAL STUDIES

AC3020 Managerial Finance	4.5
LW3002 Legal Environment of Business II	4.5
MK3040 Electronic Commerce	4.5
PD0010 Career Management Capstone	1.0

### GENERAL STUDIES — CORE

LD3020 Creative Leadership	4.5
PH3040 Ethics of Business Leadership	4.5
PS2001 General Psychology	4.5
SO2001 Sociology I	4.5
HI2002 World History Since 1500	4.5

### FREE ELECTIVE

One course selected from offerings within the University 4.5

**Total Credits 97.5**

**Four-Year Credit Total 196.0**

\* These Associate in Science Degree Programs include Accounting, Business Administration and Management.

\*\* Students who meet eligibility criteria may elect Summer Term Abroad (TA4089), International Co-op (BU4099) or Summer Work Abroad (IB4020, BU4096). Otherwise, students must take one International Business course and two courses selected from the College of Business.

# **SPORTS/ ENTERTAINMENT/ EVENT MANAGEMENT**

*(The Hospitality College)*

## **BACHELOR OF SCIENCE (B.S.) DEGREE**

The Bachelor of Science degree program in Sports/Entertainment/Event Management offers a unique combination of academic courses with hands-on externship experience to provide the operations-based knowledge and skills needed to work in the exciting and expanding field of sports/entertainment. Students learn about the operations and management of public assembly facilities such as stadiums, arenas, performing arts centers, athletic venues, sports tracks, amphitheaters and convention centers. The program culminates in an exciting, term-long, off-site externship under the direction of an industry professional that allows students to apply the event/operations management, sales/marketing, and revenue management skills they've learned.

Upon completion of the program, students may seek career opportunities in a variety of areas, including, but not limited to: event planning/operations, luxury suite operations/sales, game day operations, box office/ticketing, sports/event marketing, promotions, sponsorship development, sports/arts programming, conference services and exposition operations.

Recognizing the wide diversity of positions available in the sports, entertainment and event management industry, students have the opportunity to focus their education through the completion of a concentration. Those of particular interest to Sports/Entertainment/Event Management students are as follows:

The Hospitality Sales & Meeting Management Concentration allows students to focus on the sales and meetings segment of the hospitality industry. Courses are ideal for candidates interested in working with hotels, associations, meeting planners and tourism-

related facilities to fill their needs in a sales and meetings capacity.

The Sports Management concentration allows students to focus on the professional, collegiate and community sports industry. Students may select from such courses as sports marketing, professional sports management and athletic coaching/administration. This concentration is designed for candidates who desire positions with professional/collegiate sport teams, sporting venues, coaching/athletics or sport/event marketing firms.

## SPORTS/ENTERTAINMENT/ EVENT MANAGEMENT

A four-year program leading to the Bachelor of Science Degree in Sports/Entertainment/Event Management.

MAJOR COURSES	CREDITS	
FM2026 Food & Beverage Controls	4.5	
HM2030 Hospitality Human Resource and Diversity Leadership	4.5	
HM3020 Trade Show/Exposition Management	4.5	
HM3050 Hospitality Strategic Marketing	4.5	
HM3080 Entertainment Management	4.5	
RL4060 Recreation/Leisure Management Seminar	4.5	
SF1001 Introduction to Sports/Entertainment/Event Management	4.5	
SF2010 Facilities Management	4.5	
SF2020 Event Management	4.5	
SF3010 Box Office Management	4.5	
SF3045 Media Relations	4.5	
SF3070 Contemporary Issues in Sports/Entertainment/Event Management	4.5	
SF4050 Public Assembly Facility Management	4.5	
SF4099 Sports/Entertainment/Event Management Externship	13.5	
TT3050 Managing Negotiations in the Service Industries	4.5	
Hospitality Concentr.	Three courses selected from declared concentration	13.5
Hospitality Electives	Three courses selected from offerings within the Hospitality College	13.5

### RELATED PROFESSIONAL STUDIES

AC1021 Business Accounting I and Lab	5.5
AC1022 Business Accounting II and Lab	5.5
LW2001 The Legal Environment of Business I	4.5
MG3020 Managerial Accounting	4.5
PD0005 Career Planning	0.5
PD0010 Career Management Capstone	1.0
PD1003 Introduction to Career Management	1.5

### GENERAL STUDIES

EC1001 Macroeconomics	4.5
EC2002 Microeconomics	4.5
EN1001 An Introduction to Literary Genres	4.5
EN1020 English Composition	4.5
EN1021 Advanced Composition and Communication	4.5
EN1030 Communication Skills	4.5
HI2002 World History Since 1500	4.5
LD2001 Foundations of Leadership Studies	4.5
LD3020 Creative Leadership	4.5
MT1002 A Survey of College Mathematics	4.5
MT2001 Statistics	4.5
PH3040 Ethics of Business Leadership	4.5
PS2001 General Psychology	4.5
SC3010 Environmental Science	4.5
SO2001 Sociology I	4.5

**Total Credits** **194.0**

**NOTE:** Students must have MT0001 or equivalent to enroll in MT1002.

# CONCENTRATIONS

Students may choose to focus their electives in any of the following three-course concentrations. Beyond the enrichment a concentration provides, students' transcripts will reflect commitment to a particular area which may be impressive to prospective employers.

## Declaring Your Concentration

Interested students should consult with a counselor or their department chair and file the appropriate request form with the Registrar's Office.

## LEADERSHIP STUDIES

COURSES		CREDITS
LD2001	Foundations of Leadership Studies	4.5
LD3020	Creative Leadership	4.5
PH3040	Ethics of Business Leadership	4.5
<b>Total Credits</b>		<b>13.5</b>

## THE HOSPITALITY COLLEGE

As a condition of baccalaureate graduation, all students (except for Food Service Management majors from the College of Culinary Arts) enrolled in Hospitality College degrees must complete a three-course concentration in their junior and senior years.

When completing a concentration in The Hospitality College, students may not use required core courses (or their equivalent) from within their chosen major. Additionally, students may not apply the same course to different Hospitality College concentrations.

Students must have their advisor approve concentration choices, course selection and sequencing.

Transfer students with 90 credits or more are excused from the concentration requirement. However, all transfer students within The Hospitality College with two or more electives are urged to pursue and declare a concentration as a value-added component of their degree.

## FOOD & BEVERAGE

COURSES		CREDITS
FM3010	Beverage Service Management	4.5
Choose two* of the following:		
FM1025	Menu Design & Analysis	4.5
FM3030	Facilities Design & Analysis	4.5
FM4010	Beverage Appreciation	4.5
FM4040	Contract Food Service Management	4.5
HM3060	Private Club Management	4.5
<b>Total Credits</b>		<b>13.5</b>

\* If FM3010 is a required course in the student's major, the student will choose three courses from the list above, instead of two.

## HOSPITALITY SALES & MEETING MANAGEMENT

COURSES		CREDITS
HM3020	Trade Show/Exposition Management	4.5
Choose any two of the following:		
HM2011	Hospitality Sales & Meeting Management	4.5
HM3080	Entertainment Management	4.5
MK1002	Consumer Behavior	4.5
MK3040	Electronic Commerce	4.5
SF2020	Event Management	4.5
SF3045	Media Relations	4.5
TT3050	Managing Negotiations in the Service Industry	4.5
<b>Total Credits</b>		<b>13.5</b>

## RESORT MANAGEMENT

COURSES		CREDITS
RL2020	Resort Management	4.5
Choose two of the following:		
HM1010	Front Office Operations	4.5
HM2011	Hospitality Sales & Meeting Management	4.5
HM3080	Entertainment Management	4.5
RL2040	Outdoor Recreation Planning	4.5
TT3010	Dynamics of Tourism	4.5
TT3020	Ecotourism	4.5
<b>Total Credits</b>		<b>13.5</b>



## ROOMS DIVISION MANAGEMENT

<b>COURSES</b>		<b>CREDITS</b>
HM3001	Rooms Division Management	4.5
Choose two of the following:		
HM3010	Hospitality Property Management	4.5
HM3030	Hospitality Property Operations	4.5
HM4012	Developing and Managing a Small Hospitality Lodging Property	4.5
<b>Total Credits</b>		<b>13.5</b>

## SPORTS MANAGEMENT

Choose any three of the following courses:

<b>COURSES</b>		<b>CREDITS</b>
LI3040	Sports in Literature	4.5
SF3020	Professional Sports Management	4.5
SF3030	Athletic Coaching and Administration	4.5
SF3050	Sports Marketing	4.5
<b>Total Credits</b>		<b>13.5</b>

## COLLEGE OF BUSINESS

### INVESTMENT SERVICES

<b>COURSES</b>		<b>CREDITS</b>
FI2001	Introduction to Investments	4.5
FI2002	Mutual Funds	4.5
FI3060	Advanced Investment Practices	4.5
FI3070	Series 7 Securities	4.5
<b>Total Credits</b>		<b>13.5</b>

### OPERATIONS

<b>COURSES</b>		<b>CREDITS</b>
MG2030	Service and Production Operations Management	4.5
MG2040	Purchasing and Supply Chain Management	4.5
MG3040	Process and Quality Management	4.5
<b>Total Credits</b>		<b>13.5</b>

# Course Descriptions

## GUIDE TO THE ALPHA-NUMERIC COURSE NUMBERING SYSTEM

Alphabetic Code	Discipline
AC	Accounting
AD	Advertising Communications
AR	Art
BU	Business
CA	Culinary Arts
CB	Computer/Business Applications
CD	Computerized Drafting
CG	Computer Graphics
CM	Computer Science
EC	Economics
EG	Electronics Engineering
EN	English
EP	Entrepreneurship
EQ	Equine
ESL	English Language Institute
ET	Electronics Technology
FI	Financial Services Management
FM	Food Service Management
FR	French
GR	German
HI	History
HM	Hospitality Management
IB	International Business
IH	International Hotel & Tourism
IS	Information Science
IT	Information Technology
LD	Leadership Studies
LI	Literature
LW	Law
MG	Management
MK	Marketing
MT	Mathematics
NU	Culinary Nutrition
PA	Baking & Pastry Arts
PD	Professional Development
PH	Philosophy
PS	Psychology
PT	Political Science
RE	Religion
RL	Recreation/Leisure Studies
RT	Retail
SC	Science
SE	Secretarial
SF	Sports/Entertainment/Event Management
SL	Service Learning
SO	Sociology
SP	Spanish
SS	Student Success
TS	Technical Science
TT	Travel/Tourism
Varies	Cooperative Education

## Numeric Values

0001 – 0999	Non-credit and/or institutional credit courses
1000 – 1999	Introductory courses
2000 – 3999	Intermediate courses
4000 – 4999	Advanced courses
5000 – 6999	Graduate courses
7000 – 9999	Doctoral courses

## First Digit

1	Freshman level
2	Sophomore level
3	Junior level
4	Senior level
5	Graduate level
6	Graduate level

## Miscellaneous

CS	Denotes a career sampler course
GS	Denotes a general studies course outside of the School of Arts & Sciences
H	Denotes an honors course
SL	Denotes a possible service learning module
WI	Denotes a writing-intensive course

## ACCOUNTING

(College of Business)

### AC1001 INTRODUCTION TO ACCOUNTING I AND LAB

Accounting I is designed to acquaint students with the nature and purpose of accounting, the accounting cycle, including preparation of financial statements, accounting systems design as they pertain to specialized journals, cash, accounts receivables and inventories. Quarter Credit Hours 5.5

### AC1002 INTRODUCTION TO ACCOUNTING II AND LAB

Students are exposed to basic accounting procedures in the areas of fixed assets, partnerships, corporations, payroll, systems and controls, accounting principles and preparation of the statement of cash flows. Prerequisite: AC1001 or AC1011 or AC1021. Quarter Credit Hours 5.5

### AC1011 HOSPITALITY ACCOUNTING I AND LAB

This course is designed to combine the concepts of accounting theory and practice with the specialized requirements of the hospitality industry. The course introduces the nature and purpose of accounting, the double-entry system, hospitality accounting documents and special journals, adjusting entries, the worksheet, financial statements and the year-end closing process. The student will learn the complete accounting cycle for a proprietorship and corporation form of business using either a periodic or perpetual inventory accounting system. Quarter Credit Hours 5.5

### AC1012 HOSPITALITY ACCOUNTING II AND LAB

This course is based on the Uniform System of Accounts as approved by the American Hotel & Motel Association. Comprehensive coverage is given to revenue and expense accounting, the periodic inventory method, preparation of departmental and corporate financial statements for a hotel, ratio analysis, accounting for intangible assets, and selective topics in property and equipment accounting and hospitality payroll. Prerequisite: AC1001 or AC1011 or 1021. Quarter Credit Hours 5.5

### AC1021 BUSINESS ACCOUNTING I AND LAB

The purpose of this course is to provide the student with an understanding of the processing of financial data with an emphasis on concepts rather than procedures. Accounting is presented with a focus in its business context, integrating ratios and financial statements to enhance the understanding of how the information is used as a tool for decision making in the business world. Quarter Credit Hours 5.5

### AC1022 BUSINESS ACCOUNTING II AND LAB

The purpose of this course is to provide the student with an understanding of accounting for assets, liabilities and equity necessary in running a business and evaluating its operating results and financial condition employing various analytical methods and ratios. Prerequisite: AC1001 or AC1011 or AC1021. Quarter Credit Hours 5.5

### AC2011 FEDERAL TAXES I

A study is made of federal tax laws and treasury regulations and their application to the income of individuals. Practice is given in the preparation of the tax returns, supplemental forms and schedules

required to be filed by individuals. Prerequisite: AC1002 or AC1012 or AC1022.

Quarter Credit Hours 4.5

### AC2021 INTERMEDIATE ACCOUNTING TOPICS I

This course provides an introduction to financial accounting basic theory, practice and developmental framework. Students will be exposed to certain assets such as cash, accounts receivable and inventories. Attention will be given to their valuation and impact on periodic net income and financial position.

Prerequisite: AC1002. (WI)

Quarter Credit Hours 4.5

### AC2022 INTERMEDIATE ACCOUNTING TOPICS II

This course is a continuation of Intermediate Accounting Topics I. Students will be exposed to the remaining asset groups including non-current operating assets and long-term investments. Coverage also includes the entire spectrum of liabilities and stockholders equity.

Prerequisite: AC2021.

Quarter Credit Hours 4.5

### AC2023 INTERMEDIATE ACCOUNTING TOPICS III

This course serves as a continuation of Intermediate Accounting Topics II. Special topics are studied such as accounting for earnings per share, income taxes, leases, pensions and the statement of cash flows.

Prerequisite: AC2022.

Quarter Credit Hours 4.5

### AC2031 COST ACCOUNTING PROCEDURES I

This course provides an introduction to accounting in a manufacturing business. The traditional job and process costing procedures are studied, along with the non-traditional backflush costing. Other typical areas that are studied include cost behavior analysis and problems associated with manufacturing costs.

Prerequisite: AC1002 or AC1012 or AC1022.

Quarter Credit Hours 4.5

### AC3012 FEDERAL TAXES II

This course involves the study of federal tax laws pertaining to partnerships, corporations, estates and trusts. Topics include the preparation of tax returns involving special problems, such as those associated with corporate reorganizations, personal holding companies and net operating losses. Prerequisite: AC2011.

Quarter Credit Hours 4.5

### AC3020 MANAGERIAL FINANCE

The procedures and practices that successful managers use to prepare financial plans and forecasts, manage their finances, and evaluate their financial performance are examined in this course. Topics include budgeting, cash flows, and financial statement analysis. (Course is not open to Accounting majors.) Prerequisites: TS1010 and AC1002 or AC1022.

Quarter Credit Hours 4.5

### AC3025 HOSPITALITY FINANCIAL MANAGEMENT AND LAB

This course presents how accounting information is used by management to analyze and measure the efficiency and profitability of a hospitality business. The course emphasizes the managerial uses of accounting data in decision making, preparation of budgets and variance analysis, relevant cost analysis, regression analysis and cost-volume-profit relationships. Prerequisite: AC1012.

Quarter Credit Hours 5.5

**AC3030 NOT-FOR-PROFIT ACCOUNTING**

This course introduces students to the accounting procedures of local and state governments. It also introduces students to the accounting standards of organizations that exist and operate for purposes other than to provide goods and services at a profit. The preparation of Federal Form 990 is also studied. Prerequisite: AC2023. Quarter Credit Hours 4.5

**AC3032 COST ACCOUNTING PROCEDURES II**

This course focuses on a study of more advanced problems encountered in a manufacturing business. Topics covered include the use of a standard cost system, variance analysis, absorption versus direct costing, break-even analysis and material and labor related problems. Prerequisite: AC2031. Quarter Credit Hours 4.5

**AC3040 AUDITING**

This course is designed to acquaint the student with methods of verification, analysis and interpretation of generally accepted auditing procedures. The mechanics of planning and implementing an audit and the preparation of audits are studied. Prerequisite: AC2023. (WI) Quarter Credit Hours 4.5

**AC3045 INTERNAL AUDITING**

The internal audit function of the modern organization is the subject of this course, with a concentration on the nature of operational auditing, its objectives, procedures and standards. Attention is given to the analysis of the various administrative and accounting controls on which management depends for efficiency and effectiveness of operations. Prerequisite: AC3040. Quarter Credit Hours 4.5

**AC3050 ADVANCED ACCOUNTING**

Advanced Accounting is designed to provide the student with a sound foundation in partnership accounting and consolidated financial statements. Prerequisite: AC2023. Quarter Credit Hours 4.5

**AC3055 CASINO ACCOUNTING**

This course instructs students on the characteristics of casino accounting by providing a history of the gaming industry. This history describes the evolution of the systems of internal control used in casino operations, and illustrates the accounting methods used to comply with state and federal regulations according to generally accepted accounting principles and the AICPA Audits of Casinos (Audit and Accounting Guide). Prerequisites: AC1002, or AC1012, or AC1022. Quarter Credit Hours 4.5

**AC3070 ACCOUNTING FOR MUTUAL FUNDS**

This course examines the role of the accounting agent/investment accountant for a mutual fund. Students will learn about the regulatory environment in which mutual funds operate and the role of the SEC while gaining an understanding of the types of transactions handled by a mutual fund accountant and how they affect the daily determination of a fund's Net Asset Value. Selected topics include equity transactions, bond transactions, portfolio appreciation and depreciation, income, factors and yields, daily income and expense accruals, capital stock and distributions. Students will see the relationship between equity, bond, and money market funds and they will also study tax matters relative to mutual funds. Prerequisites: AC1002 or AC1022, TS1010. Quarter Credit Hours 4.5

**AC3075 FINANCIAL MANAGEMENT**

Financial management is designed to acquaint the student with the basic tools required to perform financial analysis and planning, working capital management and capital budgeting in a business environment. Prerequisite: AC1002 or AC1E02 or AC1022 or AC1E22. Quarter Credit Hours 4.5

**AC3080 FORENSIC ACCOUNTING**

The accounting and legal concepts along with the procedures that are necessary to accomplish fraud detection, fraud investigation, and fraud prevention duties are studied in this course. Students will learn how to analyze allegations of fraud and how to utilize accounting and investigative skills during a fraud investigation. The development of computerized applications will be used to assist in case analysis. Expert witness testimony is also discussed along with a review of the variety of ways of communicating findings. Prerequisite: AC1002 or AC1022, TS1010. Quarter Credit Hours 4.5

**AC4012 TAXES AND BUSINESS DECISIONS**

The income tax issues that must be considered by managers prior to making business decisions are examined in this course. Topics include tax aspects of selecting a type of business entity; acquisition, use, and disposal of fixed assets; investments, capital gains and losses, nontaxable transactions, payroll taxes, and income tax planning. This course is an elective for non-accounting majors only. Prerequisite: AC1002 or AC1012 or AC1022. Quarter Credit Hours 4.5

**AC4050 INTERNATIONAL ACCOUNTING**

Accounting for and reporting upon the financial aspects of a multinational corporation are addressed in this course. Topics include foreign currency transactions, foreign currency translation (FASB 52), and accounting policies and practices of countries other than the United States. Prerequisite: AC2023. Quarter Credit Hours 4.5

**AC4060 ACCOUNTING SEMINAR**

This course is delivered in a seminar format and serves as the capstone course for seniors majoring in Accounting. Using knowledge obtained through previous accounting coursework, students analyze and report on contemporary issues in accounting and auditing. Computer software is used extensively throughout the course. Prerequisites: AC3050, senior status. Quarter Credit Hours 4.5

**AC4089 ACCOUNTING CAREER FOCUS PROGRAM**

Accounting majors complete experiential education requirements via co-op, career studies program or summer work abroad program. These options can include individual or group work as part of a going-business operation. Quarter Credit Hours 13.5

**BAKING & PASTRY ARTS**

*(College of Culinary Arts)*

**PA1100 INTRODUCTION TO BREAD & ROLLS**

The student is introduced to the techniques in the preparation of assorted breads: quick breads and yeast-raised laminated doughs (croissants and danish) for the bakeshop. The student will also be introduced to formulation and calculating baker's mathematics,

the basic techniques for producing sponges and starters, and straight dough methods. The uses of baking equipment, scaling, shaping techniques, inventory control and sanitation are covered.  
Quarter Credit Hours 7.5

#### **PA1200 CLASSICAL FRENCH PASTRIES**

The objective of this course is to give the student basic working knowledge for the production of puff pastry, pâte à choux, mousses, custards and creams, with a daily emphasis on plated desserts.  
Quarter Credit Hours 7.5

#### **PA1300 HOT AND COLD DESSERT PRESENTATIONS**

This dynamic course covers the basic techniques and presentations of traditional American and international desserts. The emphasis will be on pies, tarts, cookies, cheesecakes, ice creams, frozen yogurt, ices, fried desserts, baklava, strudel, fruit crisps and cobblers. The daily presentations of desserts will focus on individual plating and platters with an emphasis placed on modern presentations for restaurants, banquets, hotels and buffets.  
Quarter Credit Hours 7.5

#### **PA1400 INTRODUCTION TO CAKE DECORATING AND PETITS FOURS**

The course is designed to expose students to the proper procedure for producing cakes. Emphasis will be placed on the numerous different types of cakes and fillings. Time will also be spent on specialty cakes such as Birthday Cakes and Wedding Cakes. Petits fours will also be introduced to the students.  
Quarter Credit Hours 7.5

#### **PA2100 ADVANCED CAKE DECORATING & CLASSICAL FRENCH TORTES**

This course covers classical cakes designs as well as contemporary cake decorating techniques. To complement these items, students are shown the diversity of mousses and how they are utilized in the industry. The last section will introduce the student to making marzipan showpieces.  
Quarter Credit Hours 7.5

#### **PA2200 CHOCOLATE AND SUGAR ARTISTRY & SHOWPIECES**

During this course, students will practice, using several methods, the proper chocolate tempering procedure. Hand-dipped and molded chocolate candies (pralines) will be produced, utilizing a variety of different chocolates, fillings, manufacturing and decorating techniques. Students will design and create centerpieces and showpieces using mediums such as: chocolate, pastillage, royal icing, and poured and pulled sugar.  
Quarter Credit Hours 7.5

#### **PA2276 PASTRY ARTS INTERNSHIP**

The Baking & Pastry Arts Internship provides students with the opportunity to prepare baked items and other desserts and pastries in large quantities. Upon completion of this course, students will have a better understanding of commercial operations.  
Quarter Credit Hours 15.0

#### **PA2296 PASTRY ARTS COOPERATIVE EDUCATION**

In this course, experiential learning takes place in diverse industry work settings. Selected students are exposed to various pastry arts kitchen rotations. Upon completion, the student will have a better understanding of the demands and expectations of the food service industry. Academic credit is awarded for this hands-on experience.  
Quarter Credit Hours 15.0

## **BUSINESS**

*(College of Business)*

#### **BU4020 STRATEGY**

This is the first of the two course, College of Business capstone series designed for graduating seniors in the Accounting, Management and Marketing departments. The course deals with environmental analysis, strategy formulation, strategy implementation and evaluation and control, all with an enterprise view of the firm. Students learn via team projects and case studies. It is recommended that students complete all Related Professional Studies courses before attempting this capstone series course. Prerequisite: Senior status.  
Quarter Credit Hours 4.5

#### **BU4030 SENIOR SEMINAR**

This final, College of Business capstone series course sharpens analytical skills and decision making, polishes business communications, and enhances teamwork abilities. The course is designed as a seminar in the truest sense, as the onus for success rests heavily on the student. It is recommended that students complete all Related Professional Studies courses before attempting this capstone series course. Prerequisite: BU4020  
Quarter Credit Hours 4.5

## **COOPERATIVE EDUCATION**

*(College of Business and The Hospitality College)*

#### **Co-op**

Eligible students may apply for a Selective Career Cooperative Education assignment. These paid cooperative education assignments allow students to gain academic credit for an invaluable work experience within their chosen profession. Upon completion of this term-long course, students will have a more global understanding of the demands and expectations of business and industry.

To be eligible to apply for the domestic co-op program, students must: 1) maintain a cumulative grade point average of 2.75 during the entire pre-program application process, 2) maintain a clean record of behavior as defined by the Student Code of Conduct, 3) have completed 130 credits of coursework, 4) have appropriate elective or practicum credit available in their degree audits, and 5) have the sponsorship of a faculty advisor.

In addition to the traditional eligibility requirements, students desiring placement outside of the United States must maintain a 3.25 GPA.

Quarter Credit Hours (in parentheses):

BU4093 Business Career Co-op (4.5)  
BU4096 Business Career Co-op (9.0)  
BU4099 Business Career Co-op (13.5)

HM4093 Hospitality Career Co-op (4.5)  
HM4096 Hospitality Career Co-op (9.0)  
HM4099 Hospitality Career Co-op (13.5)

## **CULINARY ARTS**

*(College of Culinary Arts)*

### **CA1315 STOCKS AND SAUCES**

The daily production will focus on stocks, leading sauces, compound sauces, emulsion sauces, independent sauces and the basic classical vegetable cuts. Fundamentals of kitchen equipment, utensil identification, and principles of energy will also be explained. Cooking methods will be discussed with emphasis on simmering and boiling. Also, contemporary sauces, such as coulis and non-classical sauces, will be discussed.

Quarter Credit Hours 3.0

### **CA1325 ESSENTIALS OF DINING ROOM**

Students are introduced to front-of-the-house operations and professional dining service techniques. Quality service, positive guest relations, effective communication skills, guest check writing and cash operations are emphasized. Students actively perform modern American plate service and hot and cold beverage service on a daily basis. Banquet, Buffet, French, Russian, and Family service styles are also introduced and analyzed.

Quarter Credit Hours 3.0

### **CA1335 CONTINENTAL CUISINE**

Students engage in the discussion and application of basic cooking techniques with an emphasis on roasting and braising. Daily laboratory lectures and production revolves around cooking skills, basic menus and ingredients from continental Europe. Soup preparation, sauce making, basic knife skills, production organization, and time management are also discussed and applied during lab sessions. Production menus will reflect the cuisines of Great Britain/Northern Europe; Italy; Germany/Poland/Hungary and Spain/Portugal.

Quarter Credit Hours 3.0

### **CA1345 INTRODUCTION TO BAKING & PASTRY**

Production will include basic breads and rolls, starting with mixing, proofing and proper baking temperatures, laminated dough, muffins, quick breads, cookies and pies. Proper use of the baker's scale, liquid measurement and equipment identification are a primary focus for this course.

Quarter Credit Hours 3.0

### **CA1355 AMERICAN REGIONAL CUISINE**

Students engage in the discussion and application of basic cooking techniques with an emphasis on stewing, grilling and broiling. Daily laboratory lectures and production revolve around cooking skills and regional American menus and ingredients. Soup preparation, sauce making, basic knife skills, production organization, and time management are also discussed and applied during the lab sessions. The menus will reflect the cultural, historical and present day influence of New England/ Midwest cuisine, Southeast cuisine, Tex-Mex cuisine and West Coast cuisine. Major and sub-objectives will be emphasized.

Quarter Credit Hours 3.0

### **CA1365 PRINCIPLES OF BEVERAGE SERVICE**

The course combines introduction and application of beverage, bartending and service. Students are introduced to the identification, production, and service of nonalcoholic beverages, beer, wine, spirits, cordials, cocktails, mixed drinks, coffee and tea. Students are introduced to sensory evaluation of beverages. This class incorporates and requires the student becoming certified in an industry recognized alcohol training intervention procedures program.

Quarter Credit Hours 3.0

### **CA1375 NUTRITION & SENSORY ANALYSIS**

Nutritional analysis of menus, recipes and cooking methods will be demonstrated. Daily production will focus on the practice of nutritional cookery with an emphasis on sautéing and steaming, and sensory analysis of food.

Quarter Credit Hours 3.0

### **CA1385 PRINCIPLES OF FOOD SERVICE PRODUCTION**

Students are introduced to quantity food production and non-commercial food service. Lecture and laboratory activities include the application of basic cooking techniques in a volume-oriented environment.

Quarter Credit Hours 3.0

### **CA1395 STOREROOM OPERATIONS**

Food service product identification, purchasing, handling, storage and evaluation are discussed and demonstrated in this course. Students actively engage in identifying and handling various fresh, frozen, canned and dry ingredients and sundry items during laboratory exercises. Purchasing automation and computerized purchasing systems are also discussed and demonstrated.

Quarter Credit Hours 3.0

### **CA1405 SKILLS OF MEATCUTTING**

Purchasing, receiving, evaluating and proper storage procedures will be discussed. Emphasis is placed on primal and sub-primal cuts, federal inspections, grading, yields, and the classification of meats, poultry and game. Laboratory activities include hands-on fabrication of pork, beef, poultry and lamb.

Quarter Credit Hours 3.0

### **CA2176 CULINARY ARTS EXTERNSHIP**

Culinary Arts Externship provides students with a "hands-on" learning experience in preparing and serving food and beverages in diverse industry work settings. Selected students will be exposed to various culinary arts settings with permission of the Dean of the College of Culinary Arts. Academic credit is awarded for this experience.

Quarter Credit Hours 15.0

### **CA2215 GARDE MANGER**

Students will be introduced to modern and traditional techniques in the preparation of cold entrées, pâtés, terrines, galantines, chaud-froid and ice carving. Students plan, organize and set up buffets. This course also concentrates on the practical techniques of platter design and presentations.

Quarter Credit Hours 3.0

### **CA2225 CLASSICAL FRENCH CUISINE**

Students are exposed to the preparation of French dishes in the traditional way. French menu terminology, tableside cooking and compound sauces are taught. Emphasis is placed on sautéing, baking, roasting, braising, and poaching techniques.

Quarter Credit Hours 3.0

### **CA2235 ADVANCED DINING ROOM PROCEDURES**

Students are exposed to advanced table service techniques, tableside preparation, the importance of team service and guest satisfaction. Students apply team service utilizing primarily French and Russian service. Students are introduced to French, Italian, and German wines and the laws regulating them. Students gain experience in cash operational procedures, and are introduced to forecasting sales and merchandising.

Quarter Credit Hours 3.0

### **CA2245 INTERNATIONAL CUISINE**

The course will focus on practicing baking, roasting, frying, sautéing, stir-frying, braising and steaming through menu production from countries including Mexico and the Caribbean; Spain and Morocco; Northern Italy; Southern Italy; Eastern Europe; Greece and Turkey; India, Indonesia, and Thailand; Japan, Korea, Philippines, and Polynesia; and China.  
Quarter Credit Hours 3.0

### **CA2255 ADVANCED PATISSERIE/DESSERT**

Emphasis will be placed on the production of creams, ice creams, sorbets, mousse, chocolate, strudel, filo (phyllo), sauces and plated desserts. Daily presentation of individual desserts and creative plate presentation are featured.

Quarter Credit Hours 3.0

### **CA2296 CULINARY ARTS COOPERATIVE EDUCATION**

In this course, experiential learning takes place in diverse industry work settings. Selected students are exposed to various culinary and pastry arts kitchen rotations. Upon completion, the student will have a better understanding of the demands and expectations of the food service industry. Academic credit is awarded for this "hands-on" experience.

Quarter Credit Hours 15.0

### **CA2396 CULINARY ARTS COOPERATIVE EDUCATION**

In this course, 25 hours of experiential learning takes place in diverse industry work settings. Students are exposed to various culinary arts kitchen rotations. Upon completion, the student will have a better understanding of the demands and expectations of the food service industry. Academic credit is awarded for this hands-on experience.

Quarter Credit Hours 7.5

### **CA2496 CULINARY ARTS COOPERATIVE EDUCATION**

In this course, 25 hours of experiential learning takes place in diverse industry work settings. Students are exposed to various culinary arts kitchen rotations. Upon completion, the student will have a better understanding of the demands and expectations of the food service industry. Academic credit is awarded for this hands-on experience.

Quarter Credit Hours 7.5

## **ECONOMICS**

*(College of Business)*

### **EC1001 MACROECONOMICS**

This course is designated as the first of two courses serving as an introduction to economics. It is a survey course covering the foundations of economics and focusing on macroeconomic concepts and issues such as the features and goals of capitalism, the market system, national income, business cycles, macroeconomic theories, and monetary and fiscal policy. (GS)  
Quarter Credit Hours 4.5

### **EC2002 MICROECONOMICS**

This course consists of microeconomic principles and issues. Course content examines and analyzes both the product and resource markets with emphasis on demand, supply and elasticities. In addition, the costs of production and the basic market models of firms' short run and long run operations are discussed. Other topics covered include various current domestic microeconomic problems, as well as international economic issues such as international trade and foreign exchange. Prerequisite: EC1001. (GS)  
Quarter Credit Hours 4.5

### **EC2010 ECONOMIC GEOGRAPHY**

The purpose of this course is to provide an understanding of the economic resources at our disposal and the natural conditions under which the utilization of these resources may be achieved. Locations, characteristics and relationships of economic activities will be presented to permit better insight into present world economic problems. The sources, applications and problems of energy are examined in order to better understand today's energy problems. Prerequisite: EC1001. (GS)  
Quarter Credit Hours 4.5

### **EC3040 MONEY & BANKING**

The purpose of this course is to provide the student with a knowledge of the nature and functions of money and credit and how the banking system operates to regulate and control money and financial institutions. Prerequisite: EC1001.

Quarter Credit Hours 4.5

### **EC3060 COMPARATIVE ECONOMIC SYSTEMS**

A detailed study of the major economic systems in the world today. Emphasis is placed on comparing the capitalist economy with the planned economy. Most important, a study is made of the application of the various systems to Europe, Asia and the United States. Prerequisite: EC2002 or EC1H01. (GS)

Quarter Credit Hours 4.5

## **ENGLISH**

*(School of Arts & Sciences)*

### **EN1001 AN INTRODUCTION TO LITERARY GENRES**

This course prepares students to read, analyze and write about the major literary genres: poetry, fiction and drama. Students are exposed to a variety of forms and styles in each genre from a wide range of historical periods. Literary selections represent a diverse group of classic and contemporary writers, poets and playwrights. (WI)

Quarter Credit Hours 4.5

### **EN1020 ENGLISH COMPOSITION**

This course provides the student with basic writing skills, with concentration on sentence and paragraph development. The student begins the course with instruction in the fundamentals of punctuation, capitalization, usage, correct sentence structure and construction. Three-part construction and writing as a process are stressed, and a minimum of two full-length essays are written. A research paper is required upon course completion. (WI)

Quarter Credit Hours 4.5

### **EN1021 ADVANCED COMPOSITION AND COMMUNICATION**

This course is a continuation of English Composition EN1020 students analyze and discuss more complex rhetorical strategies and produce essays and technical writings using the process approach. Critical thinking training in conceptualization, analysis and synthesis is reinforced as students develop essays, peer edit and present them to the class. Written and oral practice in expressing ideas with precision, clarity and economy is essential. In addition, business communication is correlated with these skills. A research project is required. Prerequisite: EN1020. (WI)

Quarter Credit Hours 4.5

### **EN1030 COMMUNICATION SKILLS**

This is an introductory course which focuses on communication skills essential to career and personal success. Emphasis is placed upon awareness of and adaptation to the audience, ethical responsibility and cultural diversity. Students will progress in gradual stages, gaining an understanding of the communication process along with confidence and experience in numerous speaking, listening and small group interactions. Quarter Credit Hours 4.5

### **EN2010 TECHNICAL WRITING**

This course focuses on a practical approach to the work of technical exposition, including the preparation of laboratory reports, technical correspondence, project reports, proposals, feasibility studies and operations manuals. Prerequisite: EN1020 or EN1H20. (WI) Quarter Credit Hours 4.5

## **ENTREPRENEURSHIP**

*(College of Business)*

### **EP1001 INTRODUCTION TO ENTREPRENEURSHIP**

This is the introductory course in entrepreneurship. It introduces the student to the widespread operations of small business. The course covers all the essentials of starting a small business — from the generation of the ideas through the actual operations. Quarter Credit Hours 4.5

## **FINANCIAL SERVICES MANAGEMENT**

*(College of Business)*

### **FI2001 INTRODUCTION TO INVESTMENTS**

This course introduces students to the investments industry. It reviews the nature of equity and other securities products. Emphasis is on equity capital markets and the roles that investment companies play between the investor and the corporation. The role of law, taxes and regulation is also considered. Prerequisite: AC1001 or AC1021. Quarter Credit Hours 4.5

### **FI2002 Mutual Funds**

This course utilizes industry guest speakers and case studies to give students in-depth knowledge of mutual fund business and sales. Topics covered include the evolution of mutual funds, the role mutual funds play in society, federal and state regulatory oversight, marketing and distribution, portfolio management, and retirement planning. This course is specifically of interest to those students who wish to obtain a NASD Series 6, 63 securities license, or who plan on pursuing a career in the financial services industry. Prerequisite: FI2001. Quarter Credit Hours 4.5

### **FI2010 FINANCE**

Finance is designed to acquaint the student with the basic tools required to perform financial analysis and planning, working capital management and capital budgeting in a business environment. Prerequisite: AC1002 or AC1022. Quarter Credit Hours 4.5

### **FI2020 FINANCIAL SERVICES MANAGEMENT**

This course serves as an introduction to financial services, financial markets and financial institutions. The banking, insurance and investment industries are described and analyzed. In addition, the economic environment of financial institutions is addressed with focus on the regulatory framework and the tax environment. Quarter Credit Hours 4.5

### **FI3010 CREDIT MANAGEMENT**

This course examines the role of credit and analyzes its impact on the economic and social environments. Both consumer credit and business credit are studied in-depth, with emphasis placed on sources and uses of credit, credit reporting and credit analysis. Prerequisite: AC1001 or AC1021. Quarter Credit Hours 4.5

### **FI3050 INTERNATIONAL BANKING & FINANCE**

This course is designed to give the student an overview of international banking and finance. Topics covered include the international dimensions of finance, foreign exchange rates, international sources of funds, international banking regulations, and the contrast between European, Asian and American banking. Prerequisite: AC1002 or AC1012 or AC1022. Quarter Credit Hours 4.5

### **FI3060 ADVANCED INVESTMENT PRACTICES**

This course will address the areas of financial planning, money management, portfolio planning, retirement planning and estate planning as it relates to the individual. In addition, diversification, risk strategies and tax consequences of investment decisions will be evaluated. Prerequisite: FI2001. Quarter Credit Hours 4.5

### **FI3070 SERIES 7 SECURITIES**

This course prepares students to sit for the NASD Series 7 examination or who plan on pursuing a career in the financial services industry. The Series 7 exam qualifies people interested in gaining employment as a General Securities Registered Representative, which enables an individual to sell stocks, bonds and options. Topics include equities, debt/bonds, options, trading markets, regulations, tax laws, investment companies and initial public offerings. Prerequisite: AC1002 or AC1012 or AC1022. Quarter Credit Hours 9.0

### **FI4010 BANK MANAGEMENT**

This course examines the banking industry from the perspective of both a bank customer and a bank manager. Focus is on policies developed and procedures used to make decisions on providing loans to businesses and consumers. Additional topics addressed include risk management, interstate banking, technological advancements and the regulatory environment. Prerequisite: FI2020. Quarter Credit Hours 4.5

### **FI4089 FINANCIAL SERVICES CAREER FOCUS PROGRAM**

Financial Services Management students complete their practicum activities in the Center for Financial Services Management. This can include individual or group work as part of a going-financial services business such as brokerage, banking and others. Quarter Credit Hours 13.5



## **FOOD SERVICE MANAGEMENT**

*(College of Culinary Arts)*

### **FM1055 BAKING FORMULA TECHNOLOGY**

This course introduces the principles of food science and technology as they apply to baking and pastry arts. Scientific method is used to explore pastry ingredients and their behavior in product preparation and storage. Emphasis is placed on formulation, ingredients and sensory. It is conducted in a non-production laboratory and includes the assessment of food quality.  
Quarter Credit Hours 4.5

### **FM2025 FOOD & BEVERAGE COST CONTROL**

Food & Beverage Cost Control is an introductory course designed to acquaint the student with the control problems of the food and beverage industry. Emphasis is placed on profit planning through menu planning, the control cycle and forecasting. Prerequisite: MT0001 or placement. (WI)  
Quarter Credit Hours 4.5

## **FOOD SERVICE MANAGEMENT**

*(The Hospitality College)*

### **FM1001 INTRODUCTION TO THE FOOD SERVICE FIELD**

This introductory course examines career opportunities, organizational structures, history and human resource management in the food service industry. Specific segments will also be examined in commercial, industrial and institutional areas of food service.  
Quarter Credit Hours 4.5

### **FM1025 MENU DESIGN & ANALYSIS**

A course designed to give students an understanding of the qualities of a menu planner, recognize the importance of menu planning to a food service operation, and how to write menus for each area of the food service industry including breakfast, lunch and dinner as well as standard and cycle menus.  
Quarter Credit Hours 4.5

### **FM1060 SANITATION MANAGEMENT**

Students will explore the fundamentals of food and environmental sanitation. This course will look at the origins of foodborne illness and the implementation of HACCP. The National Restaurant Association (NRA) certificate exam will be issued upon completion of the course.  
Quarter Credit Hours 2.0

### **FM1070 FOODS I**

This course is designed to introduce the students to standard operating procedures used in the food service industry. Emphasis is placed on food preparation techniques, basic purchasing procedures, kitchen equipment and product. Corequisite: FM1060  
Quarter Credit Hours 4.5

### **FM1999 NATIONAL RESTAURANT ASSOCIATION SANITATION CERTIFICATION EXAM**

This exam must be passed with a minimum grade of 75% to graduate. This requirement applies to all programs requiring FM1060.  
Quarter Credit Hours 0.0

### **FM2026 FOOD & BEVERAGE CONTROLS**

This introductory course is designed to introduce the student to standards and procedures that increase the profitability of food and beverage operations in any industry setting through controlling cost and maximizing sales. Emphasis is placed on operating cycle of control, forecasting and budgeting. Prerequisite: MT1002 or higher.  
Quarter Credit Hours 4.5

### **FM2040 GUEST SERVICE SYSTEMS**

This introductory course is a study of guest services within the hospitality industry. Emphasis is placed on development of service standards, staffing requirements, merchandising and fiscal accountability. Prerequisites: FM1001 or HM1001 and MT0001/MT0005 or placement.  
Quarter Credit Hours 4.5

### **FM2045 INTRODUCTION TO MENU PLANNING AND COST CONTROLS**

This is a course designed to acquaint the student with the various segments of the food service industry, the understanding of how a professional menu is developed, the major areas of cost and sales, and the control needs within each of these areas. Emphasis is placed upon budgeting and computer assisted control. Prerequisite: MT0001 or placement.  
Quarter Credit Hours 4.5

### **FM2050 PERSONALIZED NUTRITION MANAGEMENT**

This course will emphasize the principles of nutrition, the six basic nutrients and related health concepts. Various eating behaviors, recommended dietary intakes, and tools for diet planning will be explored. Students will create an in-depth computerized personalized nutrient profile, which will be self-analyzed for nutritional adequacy.  
Quarter Credit Hours 4.5

### **FM2080 FOOD SERVICE OPERATIONS**

This intermediate level course is designed to complete the students' foundation in purchasing and food & beverage operational controls. Emphasis is placed on mastering the purchasing cycle functions and back-of-the-house menu management systems. Students will also develop income statements and use spreadsheets to analyze food and beverage operations. Prerequisites: AC1012, FM1070.  
Quarter Credit Hours 4.5

### **FM2098 FOOD SERVICE MANAGEMENT EXTERNSHIP**

This course is a requirement for all students in the Food Service Management associate degree program. The practicum provides in-depth experience in food and beverage operations. Rotational assignments will incorporate both front- and back-of-the-house operations. Prerequisites: FM1070, FM2040.  
Quarter Credit Hours 13.5

### **FM3001 THE MANAGEMENT OF FOOD SERVICE SYSTEMS**

Students will examine the complex and integrated nature of the hospitality industry and how various segments, such as lodging and tourism, impact the management and operation of food service establishments. This course is intended to prepare the students to apply sound management principles to situations encountered within the hospitality industry. Prerequisites: CA2176 or CA2296.  
Quarter Credit Hours 4.5

### **FM3010 BEVERAGE SERVICE MANAGEMENT**

This intermediate course will introduce the student to the history of the beverage industry as well as production and classification of beverage alcohol. Furthermore, the student will be introduced to the sales, service and control systems of the beverage industry. Responsible beverage service will be stressed. The student will have an opportunity to sit for a responsible beverage service certification examination. Prerequisite: FM2080 or FM3001.

Quarter Credit Hours 4.5

### **FM3030 FACILITIES DESIGN & ANALYSIS**

This is an intermediate course which will introduce the student to the fundamentals of facilities planning for the commercial, institutional and industrial food service industry. The student will be introduced to the need for proper planning, layout and design of production and service areas. The student will become familiar with computer systems designed in restaurant planning. The major portion of the course is the student's involvement in individual projects on kitchen layout. Prerequisites: FM1001, HM1001 or A.A.S. degree in Culinary Arts or Baking & Pastry Arts.

Quarter Credit Hours 4.5

### **FM3070 CONTEMPORARY ISSUES IN THE FOOD SERVICE INDUSTRY**

This upper-level course focuses on the current issues impacting the food service industry. Emphasis is placed on decision-making and critical thinking skills as they relate to the ever-changing macro/microenvironment. Course topics change on a term-by-term basis. Prerequisite: FM2098 or FM3001. (WI)

Quarter Credit Hours 4.5

### **FM4010 BEVERAGE APPRECIATION**

This advanced course will refine the student's knowledge of beverages served in a variety of hospitality operations. Emphasis will be placed on beverage sensory perception and food pairings. Students will develop and analyze strategies to effectively manage, market and set standards for beverage operations. Both alcohol and non-alcohol beverages will be examined. Prerequisite: FM3010.

Quarter Credit Hours 4.5

### **FM4040 CONTRACT FOOD SERVICE MANAGEMENT**

This upper-level course emphasizes the contract or noncommercial segment of the food service industry. The traditional contract fields of business/industry, university/school, healthcare, recreation areas and catering are explored in depth. Contracts for these food service areas are evaluated from the client, contractor, guest and unit manager's perspectives. Prerequisite: FM2080 or FM3001.

Quarter Credit Hours 4.5

### **FM4060 HOSPITALITY OPERATIONS MANAGEMENT**

This upper-level capstone course combines a working knowledge of food production techniques and management skills necessary to operate a food service facility. Students further enhance these skills in a small-quantity food service setting in which they have full control over the food service operation. Prerequisite: FM2080.

Quarter Credit Hours 9.0

### **FM4061 ADVANCED FOOD SERVICE OPERATIONS MANAGEMENT**

This upper-level capstone course concentrates on integrating critical competencies of management in a small food service setting. Emphasis is placed on

menu development, marketing, staff scheduling, production planning and implementation, service and fiscal accountability. Students manage the food service operation. Prerequisite: FM2060 or FM3001.

Quarter Credit Hours 4.5

## **GERMAN**

*(School of Arts & Sciences)*

### **GR1001 CONVERSATIONAL GERMAN I**

This course is an introduction to the German language, with emphasis on vocabulary acquisition, basic grammar construction and oral communication.

Quarter Credit Hours 4.5

### **GR1002 CONVERSATIONAL GERMAN II**

This course is for advanced beginners in German language, building upon the basic speaking, listening, reading and writing skills covered in German I. Students' vocabulary will be expanded to 2,000 commonly used vocabulary words used in conjunction with the present and perfect tenses, adjectives and adverbs. In addition to grammar, students will be exposed to many aspects of life in present-day Germany, Switzerland and Austria. Prerequisite: GR1001 or equivalent.

Quarter Credit Hours 4.5

### **GR4001 LANGUAGE & CULTURE LAB — GERMAN PART I**

This course, providing students with basic conversational skills in the German language and an exposure to the cultural aspects of German-speaking countries, is designed to enable those who have completed the course to do business more effectively in the German-speaking world.

Quarter Credit Hours 1.0

### **GR4002 LANGUAGE & CULTURE LAB — GERMAN PART II**

This course, providing students with basic conversational skills in the German language and an exposure to the cultural aspects of German speaking countries, is designed to enable those who have completed the course to do business more effectively in the German-speaking world. Prerequisite: GR4001.

Quarter Credit Hours 1.0

## **HISTORY**

*(School of Arts & Sciences)*

### **HI2002 WORLD HISTORY SINCE 1500**

Major developments in world history from the 16th century on are considered, with an emphasis on the impact of ideas and influences from Asia and the New World upon European culture and society and the European impact upon Asia, Africa and the Americas. The various periods and kinds of revolution — industrial, democratic, political, technological, military and cultural are surveyed.

Quarter Credit Hours 4.5

### **HI4020 AMERICAN GOVERNMENT**

This course involves an examination of the political and governmental system of the United States, the principles upon which it is founded, and the institutions and systems which comprise it. Topics to be discussed are constitutional foundations, federalism, political parties, public opinion, interest group activities, civil liberties and decision-making in institutions of American national

government, such as Congress, the presidency and the Supreme Court.

Quarter Credit Hours 4.5

## **HOSPITALITY MANAGEMENT**

*(The Hospitality College)*

### **HM1001 THE HOSPITALITY FIELD**

This course is an introduction to the hotel-restaurant field through a review of the historical development of the industry and the major functions in a hospitality establishment. The course is intended to prepare the student to apply sound management principles to the problems encountered in the supervision of people in the hospitality industry.

Quarter Credit Hours 4.5

### **HM1010 FRONT OFFICE OPERATIONS**

This course familiarizes students with the front office department of the hotel. Emphasis is placed on: guestroom availability, reservation processing, guest registration, night audit and check-out procedures through a computerized property management system. The student will focus on all aspects of the unique relationship between the front office and other departments in the hotel. Prerequisite: FM1001 or HM1001.

Quarter Credit Hours 4.5

### **HM1011 HOSPITALITY INFORMATION TECHNOLOGY**

This is an introductory course in information systems in the hospitality industry. The "smart classroom" course focuses on property management systems, Internet/Intranet systems and other forms of technology.

Prerequisite: HM1010.

Quarter Credit Hours 4.5

### **HM2011 HOSPITALITY SALES AND MEETING MANAGEMENT**

This course familiarizes students with the scope of sales and meeting management within the hospitality industry. The reciprocal relationship between selling and service is presented within the context of hospitality marketing practices. Prerequisites: CA1325 or FM2040 or SF2010.

Quarter Credit Hours 4.5

### **HM2030 HOSPITALITY HUMAN RESOURCE AND DIVERSITY LEADERSHIP**

The line manager in today's increasingly diverse workforce requires new skills. Many of today's service operations have no human resource department. This course will develop managerial competencies necessary to lead the ever-changing service industry workforce. Prerequisite: Sophomore status.

Quarter Credit Hours 4.5

### **HM2098 HOTEL EXTERNSHIP**

This externship is designed to give the student practical experience in both lodging and food and beverage areas. Rotational assignments will incorporate both front-and back-of-the-house operations. It includes day, evening and weekend shifts. Students need to see their respective dean for admission procedures to this course. Prerequisites: FM1070, FM2040, HM1011.

Quarter Credit Hours 13.5

### **HM3A91/HM3B91/HM3C91**

#### **DIRECTED WORK EXPERIENCE I**

The directed work experience provides an opportunity for the application of acquired skills and knowledge in a supervised non-paid industry setting. The focus of these experiences will revolve around a specific industry-based project. Prerequisite: Approval of the Department Chair.

Quarter Credit Hours 4.5

### **HM3001 ROOMS DIVISION MANAGEMENT**

This intermediate-level course familiarizes students with management issues that are unique to the rooms division of a lodging operation. Emphasis is placed on revenue management, rooms division operations and reservation distribution channels. Engineering, housekeeping and security operations are also included. Prerequisites: FM2080, HM1010.

Quarter Credit Hours 4.5

### **HM3010 HOSPITALITY PROPERTY MANAGEMENT**

Students are introduced to professional housekeeping and the administration of a housekeeping/environmental services department. The student will become acquainted with the maintenance of the physical plant and the supervision and motivation of its employees. A directed work project may be incorporated into this course.

Quarter Credit Hours 4.5

### **HM3020 TRADE SHOW/EXPOSITION MANAGEMENT**

This course is designed to give the student practical experience in developing a trade show or exhibition with special emphasis on pre-planning, budget preparation, advertising and/or public relations, and exhibit setup, including exhibit registration, booth accommodations and assignments, draping, audiovisual, programming and wrap-up. A directed work project may be incorporated into this course. Prerequisite: HM2011 or SF2010.

Quarter Credit Hours 4.5

### **HM3030 HOSPITALITY PROPERTY OPERATIONS**

This course introduces the student to the role of the engineer as a manager. Essential elements of management are investigated as they apply to the engineering problems of the lodging industry. The student is introduced to the technical requirements as established by law and need. Structural maintenance and energy conservation are also introduced. A directed work project may be incorporated into this course.

Prerequisite: Junior status or permission of the Chair.

Quarter Credit Hours 4.5

### **HM3050 HOSPITALITY STRATEGIC MARKETING**

This is an upper-level course dealing with the broad scope of hospitality marketing placing emphasis on the analysis, structure and strategy of the hospitality marketing department, departmental budgeting, allocation of resources, market research, media selection and effectiveness of the marketing plan. Case studies and assigned readings examine current marketing issues. A directed work project may be incorporated into this course. Prerequisite: MT2001.

Quarter Credit Hours 4.5

### **HM3060 PRIVATE CLUB MANAGEMENT**

This upper level course examines the private club industry and its specific challenges. Emphasis is placed upon the manager's role with the governing board, membership, staff and management of the clubhouse and recreation activities. Prerequisites: FM1001 or HM1001 or SF1001 or A.A.S. degree in Culinary Arts or Baking & Pastry Arts.

Quarter Credit Hours 4.5

### **HM3070 CONTEMPORARY ISSUES IN THE HOTEL/RESTAURANT INDUSTRY**

This upper-level course focuses on the current issues impacting hospitality management. Emphasis is placed on decision-making and critical thinking skills as they relate to the ever-changing macro/microenvironment. Course topics may change on a term-by-term basis. Prerequisite: HM2098. Quarter Credit Hours 4.5

### **HM3080 ENTERTAINMENT MANAGEMENT**

This is an intermediate course designed to prepare future industry professionals to address entertainment management as it relates to the lodging and food service industries. Students will participate in planning a profitable entertainment event designed to complement a hospitality enterprise. Prerequisite: Junior status. Quarter Credit Hours 4.5

### **HM3092 DIRECTED WORK EXPERIENCE II**

The directed work experience provides an opportunity for the application of acquired skills and knowledge in a supervised non-paid industry setting. The focus of the experience will revolve around a specific industry-based project. Prerequisite: Approval of the Department Chair. Quarter Credit Hours 9.0

### **HM3098 DIRECTED WORK EXPERIENCE III**

The directed work experience provides an opportunity for the application of acquired skills and knowledge in a supervised non-paid industry setting. The focus of the experience will revolve around a specific industry-based project. Prerequisite: Approval of the Department Chair. Quarter Credit Hours 13.5

### **HM4012 DEVELOPING AND MANAGING A SMALL HOSPITALITY LODGING PROPERTY**

This course is designed to familiarize the student with the challenges and rewards of the entrepreneurial development and management of a small lodging property. Concepts for establishing the business, financial operations, daily operational procedures, and marketing the business are covered. Prerequisites: HM3050 or AC3025. Quarter Credit Hours 4.5

### **HM4060 HOSPITALITY MANAGEMENT SEMINAR**

This is a senior-level capstone course designed to give students insight into hospitality policy. Using a variety of teaching methods including the case-study approach, realism is introduced into the classroom improving the critical thinking and decision making ability of the student. The course is also designed to integrate appropriate computer-based simulation and application programs into management theory. A directed work project may be incorporated into this course. Prerequisites: AC3025, HM3050. Quarter Credit Hours 4.5

## **INTERNATIONAL BUSINESS**

*(College of Business)*

### **IB1001 INTRODUCTION TO GLOBAL BUSINESS**

This course introduces students to international business by exploring a broad spectrum of business activities. The course focuses on the multiple environments which effective international managers must understand. Topics covered include international trade and finance, theories of international development, sociocultural

issues, and political and legal forces. Also, issues in marketing, human resources management, production and operations are surveyed.

Quarter Credit Hours 4.5

### **IB2002 INTERNATIONAL BUSINESS**

This course's goal is to provide structured approaches for analyzing the rapidly evolving field of international business. The nature of international business, the international monetary system, the foreign environment, and strategies of how management can deal with environmental forces, are some of the main topics. Selected case studies should encourage students to evaluate and discuss courses of action taken by companies and industries in the global marketplace. Theoretical foundations to international business and real world scenarios prepare students to operate more effectively in the changing global business environment. Prerequisite: EC1001, IB1001 or MK1001. Quarter Credit Hours 4.5

### **IB2020 SEMINAR ON THE EUROPEAN UNION**

This course deals with the detailed study of the development of the European Community and the implications that it has for American business. Specific companies in selected countries are studied as to how they are affected by Community laws, tariffs and production regulations. Considerable emphasis will be placed on outside speakers, articles and video cases. Quarter Credit Hours 4.5

### **IB2030 FOREIGN AREA STUDIES**

This course is designed as a seminar course with topics changing from term to term, depending upon the dynamics of change in key global markets. The course is structured to focus on four primary components: business, economics, politics and culture, essentially in this priority. Prerequisite: EC1001. Quarter Credit Hours 4.5

### **IB2040 INTERNATIONAL CULTURE AND PROTOCOL**

Cultural diversity is a business reality today. The ability to build bridges between people from different countries and with different ethnic backgrounds is as important as any other business function. This course will focus on cultural diversity and will provide students with knowledge of international cultures and protocol, the building blocks of success in doing business internationally. Quarter Credit Hours 4.5

### **IB3050 EXPORT PROCEDURES & PRACTICES**

This course will provide students with the basic body of knowledge and mechanics that are needed to successfully undertake and explore every avenue of exporting. A description of the essentials as well as the parameters of exporting will be given. The course applies to an entrepreneurial export situation, to businesses expanding through foreign sales, and to companies simply trying to improve the operations of an existing export department. The emphasis on finance stems from the experience that frequently, a successful export effort is unnecessarily blocked or frustrated by finance problems. Such problems can arise from accumulating foreign receivables or the additional working capital required to handle the extra large sales that exporting often generates. Prerequisite: AC1002 or AC1012 or AC1022. Quarter Credit Hours 4.5

### **IB4070 LANGUAGE & CULTURE IMMERSION PROGRAM**

This course is designed to be the capstone language course for International Business students. The language/culture must be one of those defined as a "global business language" – English, French, Spanish, German or Mandarin. Also, this language must be new language proficiency for the student. The student, possessing Level IV language proficiency, is required to travel abroad for a full term and immerse in a foreign language and culture. Prerequisite: Honors Language II or equivalent.

Quarter Credit Hours 13.5

### **IB4099 INTERNATIONAL BUSINESS EXPERIENCE**

Students who are eligible are expected to apply for Summer Term Abroad (TA4089) or Co-op (BU4099). Those not qualified will take three additional career electives from the College of Business, one of which must be an International Business course.

Quarter Credit Hours 13.5

## **INFORMATION SCIENCE**

*(School of Technology)*

### **IS4025 DESKTOP PUBLISHING**

This course introduces the student to the fundamental principles of desktop publishing applications in both the hard copy publishing and Web publishing arenas. Lectures and demonstrations are delivered in "smart" classrooms that have computers for demonstration purposes. Students will be required to produce various types of documents using desktop publishing software packages through the completion of out-of-classroom assignments in laboratories on their own time.

They will also be required to create Web design using a Web language such as HTML or VRML. This course is required in the four-year program in Marketing and is open to all other students meeting the prerequisite. Prerequisite: TS1010.

Quarter Credit Hours 4.5

## **LAW**

*(College of Business)*

### **LW2001 THE LEGAL ENVIRONMENT OF BUSINESS I**

This course provides an overview of the legal, regulatory and ethical environment in which business decisions must be made. The course exposes the student to a variety of legal topics: basic concepts, such as court procedures, contracts and torts, are followed by a selection of more advanced related fields which may include sales, intellectual property, real property law, constitutional law and alternate dispute resolution. Attention will be paid to both the letter of the law and its practical effect on business decision making and managerial policy. This course relies on, and develops, the student's ability to read and reason critically.

Quarter Credit Hours 4.5

### **LW2010 HOSPITALITY LAW**

This is an introductory course with emphasis placed on hotel and restaurant issues. Topics include: sources of law, court systems, jurisdiction, contracts, negligence, the innkeeper-guest relationship, and liability arising from the service of food and alcoholic beverages.

Quarter Credit Hours 4.5

### **LW3002 THE LEGAL ENVIRONMENT OF BUSINESS II**

This course is a continuation of LW2001, The Legal Environment of Business I. The student is exposed to the laws governing the internal organization and relationships within a business, the laws governing relationships between a business entity and its clientele, and the laws governing relationships between a business and its employers. Attention will be paid to both the letter of the law and its practical effect on business decision making and managerial policy. This course relies on, and develops, the student's ability to read and reason critically. Prerequisite: LW2001.

Quarter Credit Hours 4.5

## **LEADERSHIP STUDIES**

*(School of Arts & Sciences)*

### **LD2001 FOUNDATIONS OF LEADERSHIP STUDIES**

This upper-level course delineates the principles that are important in the development of a leader for the 21st century. Discussion of the role and function of a leadership position will include an in-depth analysis and study of needs impacting individuals, organizations and society. (WI)

Quarter Credit Hours 4.5

### **LD3020 CREATIVE LEADERSHIP**

This course's objective is to explore how creativity can be used as a valuable tool for leadership in the 21st century. Individuals will be encouraged to develop their own creative talents through a variety of activities designed to strengthen creativity. Prerequisite: LD2001 or RL2010 or permission of instructor. (WI)

Quarter Credit Hours 4.5

## **LITERATURE**

*(School of Arts & Sciences)*

### **LI3040 SPORTS IN LITERATURE**

This course focuses on the significant inspiration of athletic endeavors upon the literary imagination. Writers of fiction and nonfiction, prose writers and poets have discovered in the athletic experience a useful metaphor to express the very purpose and meaning of life. The course is designed to acquaint the student with the essence of games as myth and metaphor and to provide for the student a body of writing which is both serious and superior. (WI)

Quarter Credit Hours 4.5

## **MANAGEMENT**

*(College of Business)*

### **MG1001 PRINCIPLES OF MANAGEMENT**

This is a general survey of management through which the student is exposed to management areas which will be elaborated upon in other management courses. Focus is given to planning, organizing and controlling. At the end of this course, the student should demonstrate an awareness and insight into the various aspects of management.

Quarter Credit Hours 4.5

### **MG2001 HUMAN RESOURCE MANAGEMENT**

This course is a study of the application of psychology to the problems of personnel management. The student is expected to grasp a working knowledge of the basic

operative functions of procuring, developing, maintaining and utilizing a labor force sufficient to meet the minimum entry-level requirements of employment in personnel work. The basic aim of this course is to supply students with a realistic survey of the fruitful interactions of the personnel department and other functional areas of the organization that are relevant to study. Prerequisite: MG1001. (WI) (SL)  
Quarter Credit Hours 4.5

### **MG2020 ORGANIZATIONAL BEHAVIOR**

This course analyzes and compares major studies dealing with organizational theory. Focus is on individual and team behavior with an emphasis on developing team building skills. Additional topics include: structure, size, technology and power relationships. Investigation is also made as to how organizations survive, decline, grow and change. Prerequisites: MG1001.  
Quarter Credit Hours 4.5

### **MG2030 SERVICE AND PRODUCTION OPERATIONS MANAGEMENT**

The purpose of this course is to acquaint the student with the fundamentals of operations management. It explores the production of both goods and services. The course also recognizes the changing face of operations from an internally-focused supportive function to a strategic part of the enterprise value chain. The course explores five major areas: process analysis, total quality management, alternative production systems, supply chain management, and new product development. Prerequisite: MG1001.  
Quarter Credit Hours 4.5

### **MG2040 PURCHASING AND SUPPLY CHAIN MANAGEMENT**

The course is designed to rigorously examine the dynamic field of production as its scope broadens to encompass the management of the entire supply chain. Major areas of study include purchasing's role in the organization, global sourcing, new models for supplier involvement and management, and new product development. The role of purchasing and total quality management is a pervasive theme throughout the course. Students are exposed to the theoretical and practical issues to prepare them for the NAPM certification exam. Prerequisites: MG1001.  
Quarter Credit Hours 4.5

### **MG3020 MANAGERIAL ACCOUNTING**

This course is designed to give the non-accounting student the basic tools necessary to analyze a business and, therefore, to make more enlightened managerial decisions. Using the basic accounting statements, the student should be able to dissect a company, isolate areas of strengths and weaknesses and make recommendations on how to resolve the weaknesses and capitalize on the strengths. The basic method of achieving the course objectives is through the development of analytical minds. The student becomes aware of the analytical powers of the balance sheet equation and puts them into action. Prerequisites: MG1001 and AC1002 or AC1022.  
Quarter Credit Hours 4.5

### **MG3030 MANAGERIAL TECHNOLOGY**

This "smart classroom" course is a comprehensive survey of the relationship of technology to the managerial process including computer and communications systems, information systems, decision support systems, and expert systems. The students will be required to show their understanding of these technologies.

The students will also be exposed to typical approaches and managerial practices through demonstrations, simulations and hands-on exercises. Prerequisite: MG1001.

Quarter Credit Hours 4.5

### **MG3040 PROCESS AND QUALITY MANAGEMENT**

The purpose of this course is to thoroughly examine the concept of quality and the tactical approaches used to manage quality improvement efforts in organizations. Students are exposed to theoretical and practical issues to prepare them for the ASQ certification exam. Prerequisites: MG2030, MT2001.  
Quarter Credit Hours 4.5

### **MG3050 COMPENSATION AND BENEFIT MANAGEMENT**

This course studies all aspects of compensation. Topics include the pay model, determining consistency, job analysis, skill-based structures, external competitiveness, designing pay levels, pay for performance, performance appraisals, employee benefits and the government's regulatory role. Linkage of compensation strategies to recruiting is also investigated. Prerequisite: MG2001.  
Quarter Credit Hours 4.5

### **MG3060 HUMAN RESOURCES TRAINING & DEVELOPMENT**

This course exposes students to training and development in a global, competitive environment. The course covers how to use employee talents effectively through new work designs (such as work teams), new technologies (such as computer-assisted manufacturing systems), and the latest "hot topics" in the training area. Prerequisite: MG2001.  
Quarter Credit Hours 4.5

### **MG4020 STRATEGIC MANAGEMENT**

An upper-level management course dealing with environmental analysis, objective setting, positioning and implementation of action plans. This is a case-oriented course encompassing virtually all areas of management decision making. Prerequisite: MG3020.  
Quarter Credit Hours 4.5

### **MG4030 MANAGEMENT SEMINAR**

This course is designed to be the capstone course for baccalaureate degree candidates with a major in Entrepreneurship, Financial Services Management, International Business or Management. The course offers an overall view of managing a business. Students will be challenged to integrate learning from all course work in solving complex business problems. The course is designed as a seminar in its truest sense in that the student for carrying out the work in the course is on the onus. Prerequisite: MG4020.  
Quarter Credit Hours 4.5

### **MG4050 OPERATIONS MANAGEMENT STRATEGY**

This course examines the operations function as an organization's source for sustainable, competitive advantage. The concept of operations is viewed from the perspective of the firm's entire value chain. Particular attention is devoted to evolving organizational forms. The impact of technology and domain choice on operations is examined in significant depth. Prerequisites: MG2030, senior status.  
Quarter Credit Hours 4.5

### **MG4070 HUMAN RESOURCES MANAGEMENT STRATEGY**

This course examines the human resources function as an organization's source for sustainable, competitive advantage. Case studies, team exercises, game strategies and other human resource strategic problems demonstrate the importance of the formulation, implementation and evaluation of a management decision. Prerequisites: MG2001, senior status. Quarter Credit Hours 4.5

### **MG4089 GLOBAL MANAGEMENT CAREER FOCUS PROGRAM**

The Global Management Practicum is available to all students in the Management Department. Students may be assigned individually or in groups to any of the four Centers for Learning to work side-by-side with industry.

Quarter Credit Hours 13.5

## **MARKETING**

*(College of Business)*

### **MK1001 PRINCIPLES OF MARKETING**

An introductory course in the study of marketing, presenting basic principles and practices. Topics include marketing orientation, external environments, the industry's code of ethics, the importance of marketing to the economy and the business firm, and more.

Emphasis is placed on marketing strategy: the target consumer plus product, price, promotion, and place. (WI) Quarter Credit Hours 4.5

### **MK1002 CONSUMER BEHAVIOR**

The purpose of this course is to introduce the student to the various facets of consumer behavior, including the decision making process, problems, needs and goals, the consumer's search for information, and the evaluation of the purchase decision. Prerequisites: MK1001 and PS2001. (WI)

Quarter Credit Hours 4.5

### **MK1011 PRINCIPLES OF PROFESSIONAL SELLING**

This course is designed to give the student an understanding of the principles and practices of salesmanship. Upon completion of this course, the student should have a conceptual understanding of the role of salesmanship in everyday life and the practice of salesmanship as a profession.

Quarter Credit Hours 4.5

### **MK2012 SALES MANAGEMENT**

This course is designed to guide future sales managers in facing their most important challenges, such as setting objectives, meeting sales targets, organizing sales forces, building and training the sales team and running successful sales meetings. Case situations are presented. Prerequisite: MK1011.

Quarter Credit Hours 4.5

### **MK2020 BUSINESS TO BUSINESS MARKETING**

The course is a study of business-to-business marketing, marketing of services, and the channels of distribution required for all buying and selling processes. This course compares and contrasts the institutional, economic and behavioral aspects of the business.

Prerequisite: MK1001 or HM3050.

Quarter Credit Hours 4.5

### **MK3005 BRAND MARKETING**

Product development and management as a key component of marketing strategy will be examined. Emphasis will be placed on conceptual as well as decision making aspects. The roles of creativity, innovation and technology are included. The new products process is covered in depth — from strategic planning to concept generation and evaluation, through the development process to product testing, strategic readiness, marketing testing and launching, controlled sale and full sale. Prerequisite: MK1001 or HM3050. Quarter Credit Hours 4.5

### **MK3011 DIRECT MARKETING**

This course is designed to give the student an understanding of the elements of direct marketing as an integrated part of a total marketing program.

Upon completion of this course, the student should have an understanding of newspapers, magazines, telephone, radio, TV, cable, direct mail, catalogs and new electronic media as they are used in direct marketing programs. Plans, measurement and accountability are covered. Prerequisites: MK1001 or HM3050 and junior status. (WI)

Quarter Credit Hours 4.5

### **MK3040 ELECTRONIC COMMERCE**

This course focuses on the development and management of electronic marketing strategies through interactive media and on-line channel networks.

Emphasis will be placed on three distinct classes of electronic commerce applications: inter-organizational, intra-organizational, and customer-to-consumer. Prerequisite: MK3011.

Quarter Credit Hours 4.5

### **MK3050 QUALITATIVE RESEARCH**

The use of research as a tool in modern executive decision making is explored. The basic methodology with an emphasis on research design and instrumentation, and the use of statistical techniques to various types of research, are studied. An introduction to statistical software is given to aid in the analysis and interpretation of research data. Prerequisite: MK1001. (WI)

Quarter Credit Hours 4.5

### **MK3055 QUANTITATIVE RESEARCH**

This course is a continuation of Qualitative Marketing Research, emphasizing research design and instrumentation. Utilization of statistical techniques to various types of research designs are investigated. Different types of instruments used in marketing research are also introduced. Prerequisite: MK3050, MT2001 and junior status. (WI)

Quarter Credit Hours 4.5

### **MK4001 STRATEGIC MARKETING**

Developing and implementing an exciting and cohesive strategy adaptable to the changing business environment is a requirement for meaningful career preparation and placement in the field of marketing. This capstone course requires participants to develop skills essential to anticipating and responding to constantly changing needs of customers and markets and, as such, is a thorough examination of marketing strategy using a combination of text and case materials.

Prerequisites: MK3001.

Quarter Credit Hours 4.5

### **MK4030 INTERNATIONAL MARKETING**

This course deals with various differences in cultural, economic and legal factors as they relate to the marketing process. This is a systematic treatment of marketing on a global scale, extending basic principles into foreign marketing requirements. Prerequisites: MK1001 and junior status.  
Quarter Credit Hours 4.5

### **MK4079 MARKETING EXTERNSHIP**

Students will gain academic credit, develop professional skills, build a professional resume, and create portfolio items while serving in a paid or non-paid employment situation. Students will work a minimum of 405 hours per term on a schedule established by the employer, the student and the academic advisor. Marketing Externship serves as a "bridge" between the classroom and the workplace. Students will be able to apply their classroom knowledge to an invaluable work experience, specifically designed to assist them in focusing on a well-defined career path. Prerequisite: Senior status.  
Quarter Credit Hours 13.5

### **MK4089 MARKETING CAREER FOCUS PROGRAM**

Marketing and Marketing Communications majors complete experiential education requirements via co-op, career studies program or summer work abroad program. These options can include individual or group work as part of a going-business operation.  
Quarter Credit Hours 13.5

## **MATHEMATICS**

*(School of Arts & Sciences)*

### **MT0001 MATHEMATICS LAB**

Students are assigned to this course based upon placement tests given prior to taking MT1020 or MT1002. Computational skills, solving for the unknown, graphs and problem solving are some topics covered.  
Quarter Credit Hours 1.5 (Institutional)

### **MT1002 A SURVEY OF COLLEGE MATHEMATICS**

This course provides exposure to problem solving, sets and operations. An introduction to algebra, statistics and probability will be covered. Prerequisite: MT0001 or placement.  
Quarter Credit Hours 4.5

### **MT1H30 QUANTITATIVE ANALYSIS I**

A continuation of Algebra, this course begins with the study of linear equations and their applications to business and economics. Matrices are covered in detail along with their applications to Leontief models. Linear programming, quadratic models and a brief introduction to differential calculus are also presented. Prerequisite: MT1020 or equivalent, or permission of department chairperson, or placement.  
Quarter Credit Hours 4.5

### **MT2001 STATISTICS**

This course acquaints the student with statistical procedures. Statistical averages, skewness and dispersion and sampling are discussed at length. Collection of data and presentation of data are also discussed, as is probability. Prerequisite: MT1002 or MT1020 or equivalent.  
Quarter Credit Hours 4.5

## **PHILOSOPHY**

*(School of Arts & Sciences)*

### **PH3040 ETHICS OF BUSINESS LEADERSHIP**

This course examines the basic principles of ethics and their philosophical foundations, particularly as they apply to institutions, environments, leadership and other activities and pursuits of business. It examines those aspects of human behavior which can be labeled right and wrong. It considers the moral obligations of leaders and followers when discussing actual cases from a variety of business organizations that have presented management and subordinates with difficult moral dilemmas. It considers also the particular responsibilities of leadership in fostering and implementing ethical awareness within a corporate culture.  
Quarter Credit Hours 4.5

## **PROFESSIONAL DEVELOPMENT**

*(Career Development)*

### **PD0005 CAREER PLANNING**

Career Planning teaches students to develop and implement career planning, job search techniques, general knowledge and skills necessary for successful initial employment. Students learn how to market themselves to potential employees by preparing a three-year career plan as well as job search correspondence that includes a resume (disk and paper) and current career portfolio.  
Quarter Credit Hours 0.5

### **PD0010 CAREER MANAGEMENT CAPSTONE**

Career Management Capstone expands on the issues covered in Career Planning and allows students to create a 10-step self-marketing plan. In-depth description of the Career Development Office and Alumni Association services as well as the personal benefits of using such services are provided. Evaluation and comparison of multiple job offers will be explained so students may find the most suitable company for which to work. Prerequisite: PD0005.  
Quarter Credit Hours 1.0

### **PD1003 INTRODUCTION TO CAREER MANAGEMENT**

Introduction to Career Management is designed to teach students how to manage their own careers through mastery of career planning, employment search techniques, and skills verification. Emphasis is placed on establishing individual career goals and building credentials in 17 major success categories. Students will learn how to effectively market themselves and utilize their career passport system throughout their entire career.  
Quarter Credit Hours 1.5

## **PSYCHOLOGY**

*(School of Arts & Sciences)*

### **PS2001 GENERAL PSYCHOLOGY**

The course in General Psychology is designed to allow the individual student the opportunity to develop an understanding of human behavior in its origins, development and manifestations. The three major theories — psychoanalysis, behaviorism and humanism — are presented so that the student will be knowledgeable in their major tenets. The student will also determine their own view of these schools and why they find



them acceptable or unacceptable. The course also proposes to alert the student to signs and symptoms of mental distress in themselves, their families, friends and co-workers. What to do about stress is also considered in terms of seeking the simplest solution first. Applications of this information on both a personal and professional level are introduced and discussed. Quarter Credit Hours 4.5

#### **PS3001 SOCIAL PSYCHOLOGY**

A study of individual behavior in relation to the social stimuli of modern life. The course involves the extension of general psychological principles and methods in the study of social behavior. Prerequisite: PS2001. (WI) Quarter Credit Hours 4.5

### **RECREATION/LEISURE MANAGEMENT**

*(The Hospitality College)*

#### **RL2020 RESORT MANAGEMENT**

This course provides a detailed study of management techniques used in the management of resort properties and their recreational facilities. The physical development of resort properties will also be investigated. Prerequisite: FM1001 or HM1001 or SF1001. Quarter Credit Hours 4.5

#### **RL2040 OUTDOOR RECREATION PLANNING**

This course provides an introduction to the concept of outdoor recreation, outdoor recreation planning and the specific use of our environment for recreation by individuals, private agencies and government agencies. The study of federal programs including the National Park Service will be an integral part of this course. Quarter Credit Hours 4.5

#### **RL4060 RECREATION/LEISURE MANAGEMENT SEMINAR**

This senior-level course is designed to provide insight into the policy formulation and strategic management of recreation/leisure and sports/entertainment/event services. Utilizing case studies, realism is introduced into the classroom, improving the critical thinking and decision-making abilities of the student. Prerequisites: MG3020 and HM3050. Quarter Credit Hours 4.5

### **SCIENCE**

*(School of Arts & Sciences)*

#### **SC1015 INTRODUCTION TO LIFE SCIENCE**

This course describes key biological and chemical principles that apply to all living things. Students will examine cells and cell functions, as well as structure and function of the systems of the human body. Application of scientific methodology will be included. It will explore the relationship between organ systems and the internal and external environment. Quarter Credit Hours 4.5

#### **SC3010 ENVIRONMENTAL SCIENCE**

This course presents major scientific concepts dealing with the biological and physical nature of the world we live in. A major theme is the impact of human population and economic growth on the biodiversity and ecosystems of our planet, considering how sustainable use of the world's resources may be achieved for both developing and developed nations. Topics such as energy, air, water or resource use, land use and agriculture will be discussed. Quarter Credit Hours 4.5

### **SOCIOLOGY**

*(School of Arts & Sciences)*

#### **SO2001 SOCIOLOGY I**

An introduction to sociology with the focus of study on how humans interact within a society, both as individuals and in groups. Stress is placed on sociological methods and on the terminology used in sociology. Quarter Credit Hours 4.5

#### **SO2020 CULTURE AND FOOD**

This course will engage the student in an in-depth social scientific analysis of the role of food in the human experience. Students will explore how the relationship of food to society has changed over time in terms of importance, selection and preparation. The significance and function of food in diverse societies will be discussed to advance students' sociological and anthropological understanding of humankind. (WI) Quarter Credit Hours 4.5

### **SPANISH**

*(School of Arts & Sciences)*

#### **SP1001 CONVERSATIONAL SPANISH I**

This course is an introduction to the Spanish language with emphasis on vocabulary acquisition, basic grammar construction and oral communication. Quarter Credit Hours 4.5

#### **SP1002 CONVERSATIONAL SPANISH II**

This lower, intermediate-level course is designed to further develop conversational ability by expanding both the vocabulary and the exposure to Spanish-speaking cultures. This course concentrates greatly on advanced verb forms and idiomatic expressions. Prerequisite: SP1001 or equivalent. Quarter Credit Hours 4.5

#### **SP4001 LANGUAGE & CULTURE LAB — SPANISH PART I**

This course, providing students with basic conversational skills in the Spanish language and an exposure to the cultural aspects of Spanish-speaking countries, is designed to enable those who have completed this course to do business more effectively in the Hispanic world. Quarter Credit Hours 1.0

#### **SP4002 LANGUAGE & CULTURE LAB — SPANISH PART II**

This course, providing students with basic conversational skills in the Spanish language and an exposure to the cultural aspects of Spanish-speaking countries, is designed to enable those who have completed this course to do business more effectively in the Hispanic world. Prerequisite: SP4001. Quarter Credit Hours 1.0

## **SPORTS/ENTERTAINMENT/EVENT MANAGEMENT**

*(The Hospitality College)*

### **SF1001 INTRODUCTION TO SPORTS ENTERTAINMENT/EVENT MANAGEMENT**

This course introduces students to the sports/entertainment/event management field. Emphasis is on the historical development, organizational structure and career opportunities that exist within the industry. Operational issues related to the management of events and facilities such as arenas, convention centers, performing arts centers and stadiums will also be discussed.

Quarter Credit Hours 4.5

### **SF2010 FACILITIES MANAGEMENT**

This course introduces students to the functions, procedures and systems necessary to plan, develop, operate and maintain indoor/outdoor sport and recreation facility environments. Emphasis is on the importance of the facility manager's role in maintaining the physical plant and grounds for maximum safety, comfort and profitability. Prerequisites: SF1001 or HM1001 or FM1001.

Quarter Credit Hours 4.5

### **SF2020 EVENT MANAGEMENT**

This course introduces students to the methods and techniques utilized in planning, organizing, promoting and delivering major events and the role of events in generating a tourist market.

Quarter Credit Hours 4.5

### **SF3010 BOX OFFICE MANAGEMENT**

This course introduces students to the ticketing operation of a major facility. The course concentrates on the sales, marketing and merchandising of the facilities inventory. Emphasis is placed on day-to-day management procedures and the technology utilized to control this box office inventory. Prerequisites: FM2026, SF2010.

Quarter Credit Hours 4.5

### **SF3020 PROFESSIONAL SPORTS MANAGEMENT**

This course focuses on the management and issues related to professional sports enterprises. Emphasis is placed on the theoretical foundations of professional sports and the application of management principles in the industry.

Quarter Credit Hours 4.5

### **SF3030 ATHLETIC COACHING AND ADMINISTRATION**

This course focuses on understanding basic coaching/administrative principles and philosophies for sports and athletics. It emphasizes the interscholastic and intercollegiate experiences. Students explore a wide range of topics related to the current issues and trends in athletic coaching and administration. Prerequisite: LD2001.

Quarter Credit Hours 4.5

### **SF3045 MEDIA RELATIONS**

This upper-level course develops the skills necessary to proactively interact with the mass communication media. Case studies will be utilized in a laboratory environment. Emphasis will be placed on the ethical responsibilities of a spokesperson and the experience needed to relate to the communication media in a variety of situations. Prerequisites: EN1021, EN1030.

Quarter Credit Hours 4.5

### **SF3050 SPORTS MARKETING**

This course exposes students to fundamental marketing concepts in the sports industry. It defines various sports products, consumer markets and strategic market planning. Major topics covered include promotions, public relations, market research and sponsorships. Prerequisites: MT2001.

Quarter Credit Hours 4.5

### **SF3070 CONTEMPORARY ISSUES IN THE SPORTS/ENTERTAINMENT/EVENT INDUSTRY**

This course identifies current trends and issues, and examines how they affect the management and operation of sports/entertainment/event entities. Students focus their study on the interdependence of sports, entertainment and events within the hospitality industry as a whole. Prerequisites: HM3080, LW2001, SF2010, SF2020.

Quarter Credit Hours 4.5

### **SF4050 PUBLIC ASSEMBLY FACILITY MANAGEMENT**

This course integrates the various operational functions of public assembly facilities. Students focus on advanced management principles, practices and methods. Prerequisites: HM3050, MG3020, SF3070.

Quarter Credit Hours 4.5

### **SF4099 SPORTS/ENTERTAINMENT/EVENT MANAGEMENT EXTERNSHIP**

This senior-level course provides the opportunity for the application of acquired skills and knowledge in a supervised sports/entertainment/event-related industry setting. Prerequisites: SF4050.

Quarter Credit Hours 13.5

## **TECHNICAL SCIENCE**

*(School of Technology)*

### **TS1010 MICROCOMPUTER APPLICATIONS**

This "smart classroom" course presents microcomputer topics selected on the basis of local market demand. The computer topics of spreadsheet, database, and presentation graphics are delivered in "smart" classrooms that have computers for demonstration purposes. Students gain a level of comfort with the procedures and learn about their requirements and capabilities through the completion of out-of-class assignments.

Quarter Credit Hours 4.5

## **TRAVEL-TOURISM**

*(The Hospitality College)*

### **TT3010 DYNAMICS OF TOURISM**

This is a management-oriented course covering the economic, cultural and social functions in the planning and development of the tourism industry. Emphasis will be placed on organizational concepts.

Quarter Credit Hours 4.5

### **TT3020 ECOTOURISM**

This upper-level course explores an emerging dimension of tourism: ecotourism. The student will investigate the impact of specific environmental issues on tourism, including water pollution, air pollution, habitat destruction, etc., and focus on the impact of tourism on the physical, biological and cultural environment. The role of the tourism industry as it relates to the provision of ecotourism experiences will also be discussed.

Quarter Credit Hours 4.5

**TT3050 MANAGING NEGOTIATIONS IN THE SERVICE INDUSTRY**

This intermediate-level course explores a variety of travel and tourism negotiations and interactions ranging from cooperative to competitive, two-person to large-group negotiations, as well as equal and unequal power positions. It offers the skills necessary to recognize situations, within the travel-tourism industry, which call for bargaining. The process involved in negotiations is discussed, and how to analyze, plan and carry out a successful negotiation. Prerequisite: Junior status.

Quarter Credit Hours 4.5

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